

Rising Sun Arts Centre

Covid-19: Reopening Action Plan

19 July 2021 onwards

Last updated: 19 July 2021

1. Background and objective of this document

The issues involved in re-opening The Rising Sun safely are complex, given the diverse nature of activities and uses which the building is put to. The decision to re-open or offer a variation of a service through a phased reintroduction will be based on the risk assessment as informed by Government guidance.

This document is based on national guidance and contains links to national guidance on infection prevention control and working safely. The situation is evolving and as such the guidance is continually updated. You can check the Government guidance [here](#).

Since 17th May 2021 we moved into Step 3 of government guidance, stating that indoor entertainment and attractions could open, with the following restrictions:

- 30 person limit outdoors
- Rule of 6 or two households indoors
- indoor hospitality is permitted, with no requirement for a substantial meal to be served alongside alcoholic drinks
- no curfew
- 'table service' must be adhered to
- some large events can occur - capacity limits apply.
 - Indoor events: 1,000 or 50%.
 - Outdoor other events: 4,000 or 50%.
 - Outdoor seated events: 10,000 or 25%

On Mon 14 June 2021, the government delayed the easing of restrictions by 4 weeks. The expected 21 June 21 easing will now not happen and is subject to review. So, for now, when we re-open on 1 July 2021 we will do so under Stage 3 restrictions.

Since 4th July 2020 we have been operating under re-opening guidance stating that premises such as activity clubs, community centres and youth clubs could reopen, with the following restrictions:

- no gatherings of more than 30 people
- no interaction with more than one other household
- individuals should only attend in groups of up to two households (support bubbles count as one household)
- close interaction should be limited to their own household or one other.

On Monday 19 July 2021, the government restrictions eased and we moved into step 4. Most legal restrictions to control COVID-19 have been lifted at step 4. According to government guidelines, this means that:

- You do not need to stay 2 metres apart from people you do not live with. There are also no limits on the number of people you can meet.
- However, in order to minimise risk at a time of high prevalence, you should limit the close contact you have with those you do not usually live with, and increase close contact gradually. This includes minimising the number, proximity and duration of social contacts.
- You should meet outdoors where possible and let fresh air into homes or other enclosed spaces.
- The Government is no longer instructing people to work from home if they can. However, the Government expects and recommends a gradual return over the summer.
- The requirement to wear face coverings in law has been lifted. However, the Government expects and recommends that people wear face coverings in crowded areas such as public transport.
- There is no requirement for table service at live events, or restrictions on singing or dancing.
- COVID-19 has not gone away, so it's important to remember the actions you can take to keep yourself and others safe. Everybody needs to continue to act carefully and remain cautious.

The government advice is:

While cases are high and rising, everybody needs to continue to act carefully and remain cautious. This is why we are keeping in place key protections:

- testing when you have symptoms and targeted asymptomatic testing in education, high risk workplaces and to help people manage their personal risk.
- isolating when positive or when contacted by NHS Test and Trace.
- border quarantine: for all arriving from red list countries and for those people not fully vaccinated arriving from amber list countries.
- cautious guidance for individuals, businesses and the vulnerable whilst prevalence is high including:

- whilst Government is no longer instructing people to work from home if they can, Government would expect and recommend a gradual return over the summer
- Government expects and recommends that people wear face coverings in crowded areas such as public transport;
- being outside or letting fresh air in
- minimising the number, proximity and duration of social contacts.
- encouraging and supporting businesses and large events to use the NHS COVID Pass in high risk settings. The Government will work with organisations where people are likely to be in close proximity to others outside their household to encourage the use of this. If sufficient measures are not taken to limit infection, the Government will consider mandating certification in certain venues at a later date.

We have made the decision to continue most of the restrictions from stage 3, to protect the vulnerable people who use the centre and maintain a safer space. The Move Up group will continue to wear masks and socially distance, and we will not return to full venue capacity until ventilation is in place in the building. We won't be using the NHS COVID Pass app.

From 16 August, close contacts of people who have tested positive will not need to self-isolate. We will update the Covid Policy for Artists and Groups at this time.

This document will be made available for to the public via the Centre website.

2. Risk Assessments

The centre wide risk assessment should also be accompanied by appropriate risk assessments completed by each activity/group using the centre and these should be submitted to the Centre Manager before activities begin. Risk assessments should also be completed on an individual basis for those adults who may be considered vulnerable in discussion with social work teams where appropriate.

Permission will be formally sought from the centre's board of trustees before any reopening of the centre goes ahead. Appropriate authorisation for re-opening should only be given by trustees if they are confident that reopening is within government guidelines and that a phased reintroduction to activities can be undertaken in a safe way.

3. Phased reopening.

The aim of the first phase of reopening from 1 July 2021 is to put in place all basic safeguards, do the necessary initial work on cleaning and signage, put in place policies and procedures and provide guidance on use of the building. This will allow initial activities to take place and offer an opportunity to measure how well the process works. With all necessary processes in place moving on to allow further use of the building can be assessed and if felt feasible can happen at the appropriate time with a minimum of additional work.

4. Re-opening to the public.

From 1st July the centre will reopen to the public. This will be a phased return of events that adhere to capacity and in-line with government guidelines. We will focus on events held outside, with smaller groups meeting inside. A re-opening schedule has been created that allows us to build up and assess capacity at each stage.

We will respond to groups and artists that we have a relationship with and trust and where strong lines of communication are already established. Enquiries from new users will be assessed on a case by case basis.

Activities which involve close contact or which involve large numbers in any room will not be permitted. No partner dance classes or choirs, for example (some exceptions can be made for people in bubbles). Users will need to submit a description of the proposed activity along with their risk assessment before it is allowed to go ahead.

5. Track and Trace.

Those who wish to sign into the venue for Track and Trace purposes can. Users of the centre, including staff, workshop leaders, hirers, volunteers and the public can either scan the official NHS Track and Trace QR code or fill in the paper sign in sheet with date, time in, time out, name and contact details upon entering the building. This paper information will be held for 21 days and in accordance with GDPR.

6. Employees/Staff

Temporary employees and temporary re-opening staff will take the lead on re-opening with the assistance of volunteers, with the intention of creating a sustainable volunteer run system when paid roles are finished in August 2021. These paid members of staff will be the main contact points for H&S policy.

7. Volunteers

The re-opening team have contacted all volunteers and spoken to as many people who are willing to get their thoughts on what would make it feel safe to return to volunteering at the centre. Policies will then be created and actions in response to volunteer needs and government guidelines.

Wherever possible trusted users will be able to open up and use the building with minimal need for Rising Sun staff to be present (as they often do already). Where there is a need for someone to open up or supervise the activity the centre manager will take initial responsibility for this, or delegate to a trained volunteer. House Managers will take responsibility for public events.

Volunteer involvement is possible for example where volunteers feel trained and confident enough to take on duties associated with reopening or where volunteers are involved in activities or have specific contact with groups who are using the centre, however there will be no requirement for any volunteer to be involved in this aspect of the centre's work.

The kitchen will now be available to groups and events.

8. Ventilation.

Initial ventilation will be provided by opening windows and doors and working outdoors in the garden and yard area as much as possible. This will only allow small numbers to use the space for short periods.

More comprehensive ventilation system will be put in place and will allow for slightly increased numbers and longer activities - this is subject to funding which will be applied for by the Centre Manager as soon as possible.

The re-opening team are gathering quotes and researching best ventilation methods.

[Ventilation and air conditioning during the coronavirus \(COVID-19\) pandemic \(hse.gov.uk\)](https://www.hse.gov.uk/covid19/ventilation.htm)

[Ventilation of indoor spaces to stop the spread of coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus-covid-19)

[CIBSE - Emerging from Lockdown](https://www.cibse.org/~/media/Files/2020/07/20200720_Emerging_from_Lockdown.pdf)

The Centre will not return to full capacity until ventilation has been installed.

9. Outdoor space

We have a team of volunteers working on clearing the outdoor space. This is in progress and will continue over the summer months. We will use the outdoor space for groups that are bigger than the capacity allows, and for as many public events as possible. Social distancing will continue to be enabled and encouraged where possible, and we are looking into gazebos or coverings for when it rains.

10. Guidance to users

Each group or artist using the space will be given a guidance doc. This contains info on:

- Reminding all participants on importance of minimising spread of virus by washing hands, social distancing, using/binning tissues wearing masks wherever possible.
- Maximum numbers in each room confirmed.
- Session leaders to ensure that all users of the site sign in and out of the building
- Guidance on what to do if someone has symptoms of covid-19.
- Guidance on what to do if someone who recently attended a session tests positive.

This will be reviewed on 16th August, when the self-isolation guidelines change for contacts of someone who has tested positive.

11. Booking

The Centre Manager will seek to create a booking process (possibly online with help of web team) designed to ensure we can keep track of who has used the centre and when and will enable us not to overbook the centre at any one time. All events will be ticketed (even if free) in order to keep track of numbers. It is recommended that visitors sign in or scan the QR code.

12. Cleaning

Volunteer feedback shows that cleaning is a top priority and cause for anxiety surrounding the pandemic.

The centre will produce a Policy/Procedure on the way in which the building will be cleaned. This includes provisions for regular cleaning of surfaces by users of the

centre. As well as a rota for the systematic cleaning of common areas such as the toilets, the bar and the kitchen.

The document clearly indicates who is responsible for the cleaning, how this will be undertaken and the frequency (after each session, end of the day etc.). A process will be established for ordering cleaning equipment.

After discussions within the re-opening team and with volunteers, the centre will not employ a paid member of staff to clean. There is limited value or benefit to employing a paid cleaner, considering the usage and size of the building, and the ethos of the Rising Sun as a self-sustaining organisation.

Guidance can be found here:

[Cleaning, hygiene and handwashing to make your workplace COVID-secure \(hse.gov.uk\)](https://www.hse.gov.uk/clean/handwashing.htm)

[COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-cleaning-in-non-healthcare-settings-outside-the-home)

An initial thorough cleaning of the centre will need to be undertaken by July 2021. This should also include ensuring a supply of paper towels and bin is provided in the toilets and the removal of soft furnishing wherever possible as well removing all non-wipeable surfaces which are not absolutely necessary. Storage options need to be addressed.

Enhanced cleaning is regular cleaning of contact points and surfaces which come in for regular use. Periodic cleaning will involve cleaning after each use of the building and at any other times as defined in the cleaning document.

Cleaning document has been produced and circulated. We will review the process regularly.

13. Ordering of Cleaning materials and PPE

PPE needs will be assessed - this may be limited to masks and gloves but we should look at overall needs to establish if any further PPE equipment may be necessary.

Necessary cleaning products and equipment need to be established and their proper use outlined.

Manager to order the supplies needed in advance of any reopening.

Orders to be placed with enough lead in time for the supplies to be accessed and delivered to ensure a continuous supply.

System for checking stock levels and timely reordering, when necessary, in place.

Ensure the safe disposal of all PPE ensuring you comply with all the necessary regulations.

A bulk order of free PPE (masks and visors) for volunteers and visitors to use is being researched.

14. Social distancing, table service, masks, and capacity per-room

A one way system has been established as far as this is possible and clear signage has been provided regarding this.

The yard entrance will be used for arrival and the front door will be used for leaving the building. We will assess options for the fire door in the main room to be used for leaving the building avoiding the need for people to exit via the bar and corridor.

Signage explaining social distancing measures is prominently displayed and guidance to user groups asks session leaders to outline social distancing measures to groups on arrival.

Each room will display the maximum number of people to be in the space at any one time. The maximum number of people has been reassessed as the following:

- Building – 25 people within the building (50% of usual capacity of 50)
- This can be configured as a maximum of 25 in the main hall or the lounge
- Garden / yard – assessed on a case by case basis
- The rule of 6 people per table will no longer apply from 19th July
- The above figures are based on government guidelines for stage 3 venues/bars/pubs and also complies with current government guidance <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts#sec-3-4>

The bar will operate as table service where possible and practical.

Masks should be worn by all volunteers, except when sitting down.

We recommend that customers and service users wear masks inside, except when sitting down.

Live events will take place as allocated seated events – either in theatre style in rows or cabaret style seating at tables.

Cash or card is acceptable at the bar.

15. Toilets.

To be cleaning regularly - a cleaning rota has been put in place with a check system so that we know when it was last cleaned. Hot water situation to be checked. Paper towels and disposal to be provided.

16. Signage

Signage should include signs to remind people to:

- Wash their hands and use hand-sanitiser, social distance, cough into tissues and bin, wear masks, adhere to one way system and what to do if they have symptoms
- Max numbers permitted on rooms

17. Fire

Manager will review fire evacuation procedures in light of any changes made to use of building.

18. Mental Health

Reopening may be an anxious and stressful time for anyone who may have a concerns (possibly the use of public transport, ensuring safe mixing with others)

Fully explain to volunteers that no one should feel under any pressure to be involved in the centres reopening plans.

Managers to consider staff well-being for all staff and volunteers whether they are continuing to work from home or as part of any return to work plans.

Managers to consider wellbeing of 'customers' - sharing social distancing practices / messages and ensuring measures are adhered to in order to avoid putting others at risk.

Specific conversations about wellbeing and welfare to be held with staff identified as being in a higher risk category. This could be part of a 1 to 1.

Where necessary an individual risk assessments to be undertaken for any staff who are at a heightened risk. Those identified as High Risk (clinically extremely vulnerable) and people with moderate risk:

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/>

Welfare facilities to be reviewed for all staff. Managers to seek updates on wellbeing of staff at regular intervals and support offered where required.

Staff wellbeing to be an agenda item on board agenda. Specific board member to take on role of monitoring wellbeing of staff and volunteers

Staff and volunteers to be encouraged to seek support wherever they feel most comfortable / able to do so which may include their GP, union rep, manager, supervisor, chaplain / religious lead etc.

19. Recognising The Symptoms

Information on recognising symptoms of Covid 19 to be understood by managers and workshop leaders. This information to be included in guidance to groups hiring the centre.

The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following: · a new continuous cough · a high temperature · a loss of, or change in, your normal sense of taste or smell (anosmia) For most people, coronavirus (COVID-19) will be a mild illness. However, if you have any of the symptoms above you must stay at home and arrange to have a test to see if you have COVID-19 – go to testing to arrange.

20. Guidance for anyone displaying symptoms of covid 19.

Any staff member, volunteer or centre user displaying symptoms should be tested for covid 19 and confirm positive result either with manager or workshop leader/session organiser who should then inform the centre manager.

Anyone with Covid-19 symptoms or identified as a close contact of someone who has tested positive for Covid-19, should self-isolate. This policy changes from 16 August - at which point a close contact of someone who tests positive will not have to isolate, but instead will be recommended to get a PCR test as soon as possible.

21. Testing Positive

A clear policy for those attending who test positive will help to minimise the potential to transmit the disease.

A positive test result must be reported to PHE.

PHE will report positive test results to EOC in order that tracking and tracing can be undertaken.

On notification of a positive test result, the centre will be closed and deep cleaning conducted.

The Covid QR code and sign in sheet will continue to be available to those who wish to sign in for NHS Track and Trace purposes.

Anyone identified as a direct contact of someone who has tested positive for Covid-19, should self-isolate. Best endeavours will be made to notify contacts of contacts (once removed). This will remain in place until 16 August.