

Victorian Folk Music Club Incorporated

COVID-19 Pandemic Policy

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1. Introduction

This COVID-19 safety plan is intended to provide safety and reassurance to club members and guests, many of whom are in older age groups, returning to physical attendance at our events.

Documented below are the joint roles and responsibilities and behaviours of both the VFMC volunteers delivering the events and the attendees of those events.

To limit potential exposure, all events will be kept as short as possible by minimising informal socialising before, during breaks, and after the event.

2. Overview

As soon as this document is approved by the VFMC Committee, it will be published on the club's website. As soon as a decision is made to resume any of these activities, the requirements and limitations of the plan will be advertised with the event.

Before any event is opened, sufficient volunteer COVID Marshalls will be recruited and trained in their responsibilities.

A printed copy of this plan will be available to attendees, and summaries of attendee responsibilities will be displayed prominently. Signage promoting COVID-safe health and hygiene practices will be provided.

Before anyone is allowed to enter an event, he or she will be asked to confirm that they:

1. Are well and not suffering any COVID symptoms;
2. Have not been in any COVID Red Zone in the last 21 days;
3. Have not recently returned from overseas;
4. Are not required to be isolated; and
5. Have not been in contact with anyone currently infected with COVID.

A list of Participant Responsibilities (including the above questions) will be posted prominently at each event. The rules pertaining to each type of event (session, concert, dance) are listed in the relevant section of this document.

At the start of each event, an announcement will be made repeating the safety measures.

3. Objectives

The purpose of this document is to summarize and document the VFMC's proposed plan for adapting our regular events to deal with COVID-19 restrictions and requirements in the state of Victoria during the COVID-19 Pandemic

The Plan covers:

1. The Tuesday sessions, formerly held at the Ringwood East Community Hall, but which have continued online using Zoom since May 2020.
2. The monthly Concerts, held at the same hall, which have also been continued online since September 2020.
3. The monthly Ringwood Family Dances, held at the Ringwood East Senior Citizens' Hall, which have been continued in an online format using Zoom since August 2020.

The Club's main objectives for events during 2021 are:

1. To comply with government directives and normal practices of good hygiene that will maintain the health and well-being of Club members and others who participate in Club activities
2. To resume physical events as soon as reasonably possible, and within government restrictions
3. As far as possible, to continue to offer some form of online participation for those who would prefer this over physical attendance
4. To ensure that future events can eventually be resumed on a sound financial footing, possibly after a transitional period

Whilst this document attempts to reflect current conditions, we are operating within a changing environment, and inevitably there will be changes.

4. Scope

A broad outline of what is covered in this document:

1. Trigger points for resumption of physical events
2. Summary of current government rules and guidelines applying to each type of event we run
3. Proposed format for each event

Note this policy only applies (naturally enough) whenever physical events are possible, but are still subject to some form of pandemic restriction. For example, it is possible that at any time the community could re-enter a 'Stage 4' lockdown, and no physical events could be held at all. Similarly, at some stage restrictions may be further relaxed, and a modified version of this Policy will be required to acknowledge the changes.

5. Trigger points

This Policy sets out how the Club plans to manage physical events as soon as they can be resumed. Actual resumption of events will depend on whether specified trigger points have been met. The list of trigger points is as follows

1. This Policy has been completed and approved by the Committee; and
2. We have received suitable feedback from our member survey that indicates that a resumption would be welcomed (including feedback that assists us in deciding some of the optional aspects of the planned format)

The list is subject to any changes in Government restrictions and guidelines outside the ones documented in this Policy.

6. Process for reviewing and adjusting

VFMC will regularly monitor the government's COVID website and apply changes to this document as required.

Event organisers will discuss with the COVID Marshalls after each event to determine whether any changes to this plan are required.

7. Tuesday sessions

7.1. Restrictions applying to Tuesday sessions

This section is based on the assumption that our Tuesday sessions fall into the classification as ‘rehearsals’ rather than ‘performances’.

For this purpose, we have referred to DHHS current regulations and Community Music Victoria’s information page, which is regularly updated.

Source: <https://cmvic.org.au/pages/draft-road-map-to-covid-normal-for-community-music-makers#Restrictions>

This includes references to government policy at www.coronavirus.vic.gov.au/entertainment-and-culture-victoria-last-step#can-i-go-to-a-rehearsal-or-lessons-for-singing-or-music

For details, refer to Appendix 1.

Note that the document referred to immediately above is comprehensive and detailed, and sometimes difficult to apply with 100% confidence to the events run by the VFMC. This Plan is based on a reasonable interpretation of the rules and guidelines, erring on the conservative side where necessary.

7.2. Summary of impact on Tuesday sessions

From the above, at least the following points seem clear in relation to ‘rehearsals’:

1. Yes, we can resume the Tuesday Sessions under the current rules
2. We would need to ensure that the Hall is well-ventilated – probably not an issue in summer, but would become a problem if the rules still apply in winter
3. We would need to adhere to the 2-metre rule (provided we use electronic record-keeping). Each venue (hall) may be subject to its own specific requirements set by the relevant Council or other operating body (such as maximum numbers of people allowed in the hall).
4. If we use an online ticketing facility or QR Code with pen-and-paper as an option for those without Smart phones then this would qualify as ‘electronic record-keeping’ for contact tracking purposes. Note also that we could use a Humanitix or similar online ticketing system and this should qualify as ‘electronic record-keeping’.
5. Subject to rules that apply at a particular time, we may not need to require the wearing of face masks provided we can meet the 2-metre rule, but we should ask attendees to carry one and use it when singing or close contact with others otherwise increased risk applies.
6. We should be aware of and abide by any other requirements of the hall operator (generally a local Council). These include the use of their own QR Code, their own lists of hygiene rules and maximum numbers of attendees.

7.3. Managing the Tuesday sessions

7.3.1.Overall format

There are three possible formats: (1) Physical session only, (2) Hybrid physical and Zoom session, and (3) separate physical and Zoom sessions. Since separate Zoom sessions could continue in the current format, there is no need to set out that format in detail.

7.3.1.1. *Physical sessions only*

The Government restrictions and requirements were set out above, and will drive whatever ticketing, setup, cleaning and distancing policies we will need to maintain. However, until all or most pandemic restrictions are lifted, we will not be able to go back to the old round-robin format as we know it – due to the constraints on sharing of music books. This also applies to the sharing of music stands supplied by the Club.

One possibility is to resume something similar to the round-robin format, but require all participants to bring their own music stand and sheet music / music books. Given the number of printed resources we make available at the normal full sessions, this would only be practical if we limited the sources that could be used (say to Joy Durst, Collector's Choice and BB&S). Even then, participants would need to own copies of these books or be able to play from memory or by ear.

Another approach would be similar to the Zoom sessions. Participants would need to nominate their choices in advance, so that pdf sheet music could be emailed to them before the session. This would involve unnecessary printing out and waste of paper, and some participants may not have access to printing facilities.

Yet another variation would be to project sheet music on a screen or wall at the hall, so that printed music is not required. We plan to test this approach and report back to the committee whether it is a viable option or not.

7.3.1.2. *Hybrid sessions*

Many of the considerations described above will also apply in the case of a hybrid Physical/Zoom session, but there will be additional constraints due to the need to ensure that both physical and online participants have access to the same sheet music.

There is an additional consideration. Some of the current Zoom participants regularly perform one of their own songs or poems. This works well because their screen presence is visible to all other participants while they have the floor. To provide the same experience in a hybrid session will require some form of visual feedback to the physical participants (e.g. a screen or monitor as well as good audio) – otherwise there is little point. This will especially be the case if we plan to charge Zoom participants for attending.

In the light of these considerations, a fully-participative hybrid session is really only practical if the projector / screen solution works in a satisfactory manner. We have tested this approach and it works well. However, there is additional work involved to setup and manage the equipment required.

In the event that we decide not to run a fully hybrid session with the projector, we could still run a limited version using just a single mobile phone or tablet. This would still be useful for participants who just want to play along.

Whatever the format, we will still need a process for managing the item list for the night. This could still be the impromptu round-robin format, provided we have someone operating the Zoom computer who is prepared to locate and screen-share each item as it comes up. This would also require us to have a pdf version of each source book saved on the Zoom computer – not difficult if we limit the number of source books.

7.3.1.3. *Booking / ticketing*

Given the limited capacity of the Hall with the distancing rules in place, it may be necessary to require that participants book in advance (this will probably be essential for the Concerts, but pre-pandemic numbers at the Hall suggest there will be less problem for sessions).

If pre-booking is required, we will use Humanitix as we already have experience with it and it works well. We can add additional questions in the registration process if we want to, such as ‘have you been to a COVID hotspot recently?’.

Another option is email bookings and have a box for admission fee at the desk (exact amount – no change given)

Most halls require participants to register with their QR code. We will have a manual (paper) back-up for those who don’t have Smart Phones.

In either case, we will need a couple of people at the door to check people off against the pre-booking list and / or help them register their attendance.

We will need to ensure that records are stored for at least 28 days [Victoria].

7.3.1.4. *Participant responsibilities*

We will prepare a ‘poster’ for the door, preferably laminated so it can be cleaned and stored away between uses.

The following list of responsibilities will be posted in the relevant hall before and during all sessions:

1. Don’t attend if you:
 - a. Are unwell or are suffering any COVID symptoms
 - b. Have been in any COVID Red Zone in the last 21 days
 - c. Have recently returned from overseas
 - d. Have been in contact with anyone currently infected with COVID
2. Please sanitise your hands on entry using the provided sanitiser
3. Register attendance using QR code if possible; otherwise enter details in the manual Attendance Register
4. Maintain physical distance when conversing and limit close, prolonged contact with others
5. Maintain 1.5 metres in all directions when seated.
6. Where possible, wear a face mask while singing
7. Maintain distance of 5 metres when blowing a wind instrument or singing as part of a presented performance where wearing a face mask is not practical
8. Wear a mask when it is not possible to maintain required physical distance
9. Use own music stand and music books
10. Bring own drink bottle and own snacks if required (no shared drink or food)
11. The kitchen is not available for use by participants under current restrictions.
12. If toilet is required, please wipe taps and door handles with disinfectant wipes and place wipe in bin provided. Sanitize hands.
13. Leave chairs out when session is over, ready to be sanitised
14. Put red card on your chair if you leave early (to avoid others using it)
15. If you develop COVID symptoms after a session, follow the government instructions and also please report it to the convener
16. Volunteers required

We estimate that at least 4 will be required before each session to set up and clean the hall. After the session, we will need at least 4 to clear away and sanitise (plus technical people to remove Zoom equipment).

7.3.1.5. COVID Marshalls

See Appendix 3 for duties of COVID Marshalls. During the session, 2 COVID Marshalls will be needed on the door. They need to be easily identified (? badge) CMs will oversee other volunteers.

7.3.1.6. Use of toilets and kitchen

Using either will create more work for our volunteers.

Participants will be asked to bring their own drink bottle and snacks (if required). This would eliminate the need to clean the kitchen area and any cups or other utensils before and after the session.

When use of kitchen is permitted volunteers will pour the tea/coffee

It would be difficult to completely prohibit the use of a toilet but usage could be managed by using only one toilet and asking users to clean it after use by using provided cleaning equipment. This could involve simply wiping all surfaces, buttons or handles with a disinfectant wipe and disposing of it in the bin provided (as signage will indicate).

7.3.1.7. Hall setup checklist

The following is a checklist for volunteers. Note that Zoom setup will be normally done by one person who knows the technical requirements.

1. Open windows. Room has to be well ventilated. Fans not recommended but may be used in extreme weather
2. Mark out on the floor 2sq metre spacing for chairs using chalk and measuring stick.
3. Set out chairs, admission table , projector table and computer table
4. Clean and disinfect chairs, tables, door handles and light switches with sanitiser
5. Clean and disinfect toilet, flush button, tap, light switch and door handles
6. Set up table for admissions, including QR Code, Humanitix booking list, pens, two containers (clean and used pens), sanitiser, spare masks, paper attendance register and poster with participants responsibilities
7. Set up Zoom computer, camera, mics, cables, projector, screen etc and ensure safety (e.g. no dangling cables)

7.3.1.8. Hall knock down check list

Checklist for volunteers:

1. Dismantle and clear away Zoom computer and associated equipment
2. Ensure that any hand-written records are captured and stored
3. Ensure other material (posters, cleaning equipment etc.) needed for next session is cleaned and stored
4. Clean and disinfect chairs, tables and other furniture, doorknobs and any other used surfaces with supplied disinfectant spray (needs 10 minutes to dry). Need a systematic approach to ensure all furniture is cleaned and to avoid doubling up
5. Put chairs and tables away
6. Close ventilation
7. Clean and disinfect doorknobs and other relevant surfaces as we leave the Hall

8. Secure the hall

8. Tuesday Concerts

8.1. Restrictions applying to concerts

The clearest summary of restrictions applying to ‘performances’ seem to be on the Victorian Government Coronavirus information site at: <https://www.coronavirus.vic.gov.au/entertainment-and-culture#i%E2%80%99m-a-musician-or-in-a-band-%E2%80%93-can-i-perform-to-an-audience>

Refer Appendix 2

8.2. Impact of restrictions

The major difference between the impact for our Sessions and the impact for our concerts is the requirement that performers be at least 5 metres from the audience. This probably means that we would need to use the stage in the Hall.

All of the other requirements regarding the 2 sq.-metre rule for the audience, record-keeping, use of masks, cleaning etc. would still apply.

Given the larger audiences that we typically get for Concerts, we will need to carefully measure the available space and determine the maximum capacity. For financial viability we will probably need to keep our Zoom audience until at least full capacity (with no COVID risk) can be maintained

8.3. Managing the Concerts

8.3.1.Hall layout

For concerts we will need to have a different hall layout. We will need to use the stage for performances as people singing need to be 5 metres from the audience

A room will be provided for performers and spot acts to warm up, Social distancing will be maintained at all times

8.3.2.Bookings / ticketing.

Bookings will be required. The Humanitix booking system will be used. Before a ticket will be issued, the applicant must provide a favourable response to each of the following COVID questions

1. Are you well and not suffering any COVID symptoms?
2. Have you been in any COVID Red Zone in the last 21 days?
3. Have you recently returned from overseas?
4. Have you been in contact with anyone currently infected with COVID?

8.3.3.Attendance via Zoom

As we have a considerable following for our Zoom concerts from people for whom it is not practical to attend the hall physically (e.g. because of distance), we will endeavour to continue to make Zoom attendance an option. This will require hardware setup and management, but not as extensive as for the sessions.

8.3.4.Spot Acts

For the same reasons as given above, pre-booking will be required for Spot Acts. Only physical Spot Acts will be accommodated – it is not practical to allow Spot Acts via Zoom (the main problem being the difficulty in making the Spot Act visible to the physical audience).

8.3.5.Participants responsibilities

The following list will be posted in the entrance to the hall

1. Don't attend if you:
 - a. Are unwell or are suffering any COVID symptoms
 - b. Have been in a COVID Red Zone in the last 21 days
 - c. Have recently returned from overseas
 - d. Have been in contact with anyone currently infected with COVID
2. Please sanitise your hands on entry using the provided sanitiser
3. Register attendance using QR code, and enter details in the manual Attendance Register
4. Maintain physical distance when conversing and limit close, prolonged contact with others
5. Maintain 1.5 metres in all directions when seated.
6. Where possible, wear a face mask when singing
7. Wear a mask when it is not possible to maintain required physical distance
8. Bring own drink bottle and own snacks if required (no shared drink or food)
9. The kitchen is not available for use by performers or audience participants
10. If toilet is required, please wipe taps, door handles with disinfectant wipes and place in bin provided.
11. Leave chairs out when concert is over, ready to be sanitised
12. Put red card on your chair if you leave early (to avoid others using it)
13. If you develop COVID symptoms after the concert follow the government instructions and also please report it to the convener

8.3.6.Hall setup

Similar to setup for sessions (6.3.1.8) except that the stage will be used for concert performers. The first row of chairs must be at least 5 metres from the stage.

8.3.7.Hall knock down

Same as for sessions (6.3.1.9), but stage and 'green room' (performer's warm up area) must be cleaned and disinfected as well.

9. Dance events

9.1. Restrictions applying to dance events

As an activity which may be classified as “Community Sport”, folk dancing will align with advice from AIS Frameworks (see - AIS Framework for Rebooting Sport: <https://www.ais.gov.au/health-wellbeing/covid-19>).

The relevant section is as follows:

14. For participation programmes and competitive sport (training and competition) conducted at local club and association level:

- *Full sporting activity (training and competition) allowed*
- *Numbers limited to hall requirements – 40 (20.01.2021)*
- *Contact allowed during sport but 1.5m distance to be maintained all other times e.g.: between dances*
- *1 person per 4 square metres*

Clarification of 1.5m distance rule:

‘The physical distancing advice is to keep 1.5 metres between people as much as possible when in public. However, in sports this cannot always be maintained. As such, it is not a requirement that needs to be met while practicing dancing.’

9.2. Impact of restrictions

The reference above suggests that we can resume physical dance events, subject to:

1. Number limits as per hall dimensions
2. Maintaining physical distancing at all times other than while dancing

9.3. Managing the dances

9.3.1. Hall Setup

Kitchen: The kitchen will not be used. Dancers will be asked to bring their own water bottle.

Toilets: A single toilet will be in use. It will be stocked with single use paper towels and/or electric hand driers. Disinfectant wipes will be provided to clean any touched surfaces. A bin will be provided for wipes

Seating: Seat numbers will be limited to the number of attendees, and will be spaced at a minimum of 1.5 metres around the hall. Attendees will be provided with paper and gaffer tape to attach their name to their chosen seat, and must only use that seat.

Band: Numbers will be limited to 8 people on stage including both musicians and dance callers to ensure that safe distancing can be maintained. In keeping with current restrictions band members will also maintain 1.5m distancing. Microphones will not be shared. Band members will bring their own music stands, music and drinks plus masks.

Ventilation: All possible doors and windows will be opened to provide maximum ventilation.

Hand Sanitiser: This will be positioned at the entry door and at each side of the stage.

Admission table: will be set up at the entrance. In addition to hand sanitiser.

1. a copy of this plan will be available for reference,
2. a summary of participant responsibilities will be displayed

3. a checklist of ticketed attendees will be ready for a volunteer to record attendance.

Cleaning: Before and after the event:

1. Clean and disinfect chairs and tables with disinfectant
2. Clean and disinfect toilet and door handles

9.3.2.Booking / Ticketing

The limited number of participants is fewer than our usual attendance. Primarily to avoid the possible need to turn away people in excess of our allowed maximum, all dances will be ticketed events while restrictions apply. We will use the Humanitix ticket sale platform in order to:

1. limit ticket sales to our current maximum based on the hall capacity
2. collect the required personal information for contact tracing

There will be no door sales.

9.3.3.Participants' responsibilities

There will be notices at the door and on the wall displaying the following requirements:

3. Please don't attend if you:
 - a. Are unwell or are suffering any COVID symptoms
 - b. Have been in any COVID Red Zone in the last 21 days
 - c. Have recently returned from overseas
 - d. Have been in contact with anyone currently infected with COVID
1. Please sanitise your hands upon arrival
2. Please sanitise your hands between dances and before departing
3. Coughs and sneezes are discouraged but attendees must carry tissues and if necessary dispose of them in the provided closed-lid bin, and then sanitise their hands.
4. Please maintain 1.5m distance from others not in your household where possible (e.g. while not dancing)
5. Please refrain from greetings which involve bodily contact (e.g. kisses, hugs or handshakes)
6. Please take care not to crowd doorways, foyers, or hand sanitiser stations
7. While dancing, please avoid contact or closeness which is not essential to the dance
8. You are strongly encouraged to wear a face mask when it is not possible to maintain required physical distancing
9. The kitchen is not available for use by participants under current restrictions.
10. If toilet is required, please wipe taps and door handles with disinfectant wipes and place wipe in bin provided. Sanitize hands.
11. Please sign out before leaving the dance. A sign out form will be at the entrance
12. If you feel unwell whilst at the dance you should go home and say you are unwell as you sign out.

9.3.4.Reporting and contact tracing:

Each participant's contact details will be available to the VFMC via the Humanitix register, which will be kept for 28 days. This will include the record of participants signing in and signing out.

9.3.5. Response plan in case of COVID

If the VFMC committee is advised that a hall user from another group was COVID-19 positive, then we will inform Public Health and assist them with contact tracing as required. The VFMC committee will suspend all events in that venue until the situation has been confirmed as safe, and any actions required have been undertaken, and will not resume until permission is provided by the venue managers.

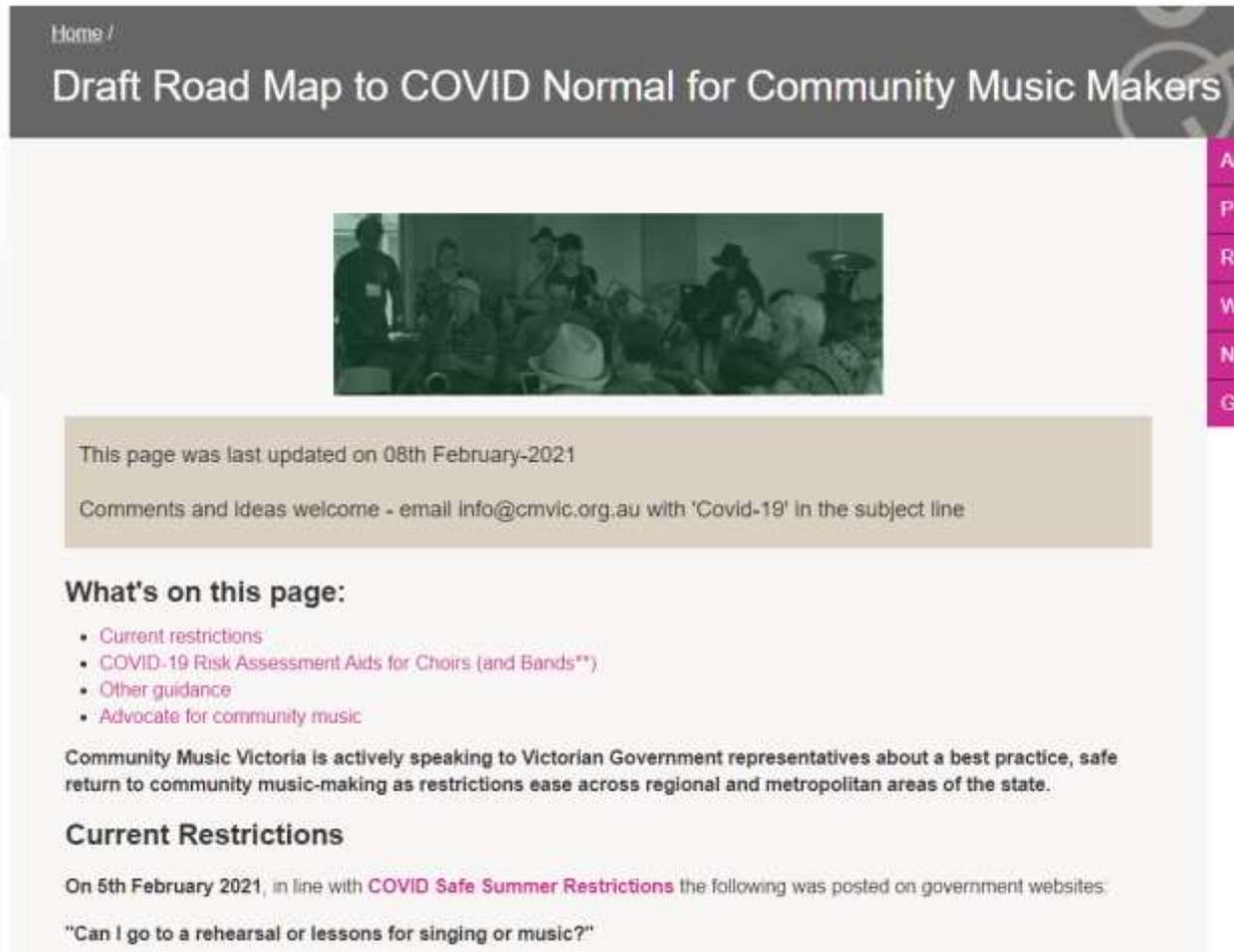
Appendix 1 Restrictions applying to Sessions

Document source: <https://cmvic.org.au/pages/draft-road-map-to-covid-normal-for-community-music-makers#Restrictions>

Note that this is not the entire site. Please refer also to the Victorian Government information page, quoted in the body of the CMVIC page:

<https://www.coronavirus.vic.gov.au/entertainment-and-culture#can-i-go-to-a-rehearsal-or-lesson-for-singing-or-music>

<start of quote from information page>



The screenshot shows a webpage with a dark header containing the text 'Home / Draft Road Map to COVID Normal for Community Music Makers'. Below the header is a photograph of a group of people in a rehearsal space. A light-colored box contains the text: 'This page was last updated on 08th February-2021' and 'Comments and Ideas welcome - email info@cmvic.org.au with 'Covid-19' in the subject line'. Below this is a section titled 'What's on this page:' with a bulleted list of links: 'Current restrictions', 'COVID-19 Risk Assessment Aids for Choirs (and Bands**)', 'Other guidance', and 'Advocate for community music'. Further down, a paragraph states: 'Community Music Victoria is actively speaking to Victorian Government representatives about a best practice, safe return to community music-making as restrictions ease across regional and metropolitan areas of the state.' This is followed by a section titled 'Current Restrictions' and a paragraph: 'On 5th February 2021, in line with COVID Safe Summer Restrictions the following was posted on government websites: "Can I go to a rehearsal or lessons for singing or music?"'

(Continued on next page)

(<https://www.coronavirus.vic.gov.au/entertainment-and-culture#can-i-go-to-a-rehearsal-or-lesson-for-singing-or-music>)

- Yes. If you are participating in a music or singing rehearsal or lesson it is recommended that you keep at least two metres from other people in the rehearsal or lesson.
- You must wear a face mask when singing indoors.

"Can I sing as part of a performance?"

- Yes. When singing as part of a performance it is strongly recommended you keep safe by:
- Singing outdoors or in a well ventilated room
- You must wear a face mask when singing indoors.

"I'm a musician or in a band - can we rehearse at someone's home?"

- Yes, but the number of musicians at a home rehearsal is limited to the household cap of 15 visitors per day.
- It is recommended that band members maintain at least two metres between themselves and others.
- You must wear a fitted face mask when you are in someone else's home and singing indoors.

Face Masks

<https://www.coronavirus.vic.gov.au/how-we-live>

Face masks remain mandatory in some settings, unless you have a lawful reason not to wear one

- You must carry a face mask with you when you leave home.
- Face masks are mandatory in indoor spaces, including workplaces. If you have visitors in your home, it is strongly recommended that face masks are worn during the visit.
- Face masks must be worn in indoor spaces apart from when eating or drinking. If you are planning to leave your home – take a face mask.

Restricted Activity Directions (Victoria) (No. 6)

The current Restricted Activity Directions [can be found here](#). Go to section 17 on page 24 for restrictions on Creative Arts Facilities.

<End of quotes from CMVIC web page>

Appendix 2 Restrictions applying to Concerts

Source: <https://www.coronavirus.vic.gov.au/entertainment-and-culture#i%25E2%2580%2599m-a-musician-or-in-a-band-%25E2%2580%2593-can-i-perform-to-an-audience>

Note: this was copied before the mid-February snap lockdown. It has been removed and will presumably be replaced after the lockdown finishes. We will update this Appendix with screenshots to match Appendix 1 when this happens.

<start of quote from Vic Government web page>

I'm a musician or in a band – can I perform to an audience?

You can perform music in indoor and outdoor venues across Victoria. Restrictions apply to keep customers, staff and performers safe.

- *It is recommended that performers keep two metres distance from each other.*
- *The stage and performers should not be positioned directly above the audience and performers be at least five metres from the audience where practical.*
- *Singers are not required to wear a face mask during their performance.*

You can find advice and more information on current restrictions by visiting arts and recreation services sector guidance.

Performers and band members are not included in the customer limits of a venue.

Can I sing as part of a performance?

You can sing as part of a performance, such as an end of year performance. When singing as part of a performance you should keep safe by following the recommended measures below:

- *singing outside or in a well-ventilated room (with windows open)*
- *physical distancing of at least 2 metres between each person while singing*
- *short performances (of less than an hour)*
- *wearing a mask when singing indoors*

Singing outdoors is strongly recommended as it is much safer.

***Fans** (ceiling and free standing) are not recommended for enclosed indoor spaces for singing. Performers should be 5 meters from the audience where practical.*

<End of web page quotes>

Appendix 3 List of duties for COVID Marshalls

These are the main tasks of a COVID Marshalls

1. Ensuring that supplies are on hand (pens, blue tac, tape, masks, disposable gloves, sanitiser, spray disinfectant and disinfectant wipes, paper towels, rubbish bin for wipes, attendance register and signs showing participants responsibilities).
2. Ensuring that all people entering the hall use hand sanitiser
3. Ensuring that all attendees are signed in with their correct contact details e.g. ticked as present on Humanitix list, QR code used correctly or paper copy of details filled out. This is one of the most important elements for contact tracing purposes. Anyone who does not provide these details cannot enter.
4. Ensuring that no one with symptoms of COVID-19 or recent contacts with positive cases is permitted to enter (they must answer the four COVID questions)
5. Ensuring that people do not congregate close to each other
6. Ensuring that members are seated 1.5 meters apart. 2 sqm
7. Ensuring no sharing of songbooks
8. Ensuring that the singing and recitation is kept more subdued (masks need when singing)
9. Ensuring hall is well ventilated.
10. Ensuring performers (at concerts) are 5 meters from the front row of audience.
11. Ensuring that hall is cleaned and disinfected before and after session (door knobs/handles, chairs/all surfaces, toilets)
12. Ensuring that close contact with other members is kept to a minimum
13. Ensuring that all equipment, attendance book and signage is put away in a locked cupboard after the event.