

JERWOOD SPACE

171 UNION STREET
LONDON SE1 0LN

T +44 (0)20 7654 0171

space@jerwoodspace.co.uk
www.jerwoodspace.co.uk

Rehearsal Spaces Covid Policy

This Rehearsal Space Covid Policy runs in conjunction with Jerwood Space Covid Risk Assessment and should be sent out to each company on confirmation of booking.

Jerwood Space (JS) will also request that each company provides their own risk assessment to be used in conjunction with this policy, to be made available to anyone visiting the space.

These documents will inform each company how to gain access to, move around the building and use the facilities based on a 1m social distancing practice. This will include use of toilets, one-way system routes around the building to and from your space using clear signage as some routes may be unfamiliar to regular visitors.

- Each space specific risk assessment should have particular regard to whether the people undertaking the activity are especially vulnerable to COVID-19 or shielding.
- Each space specific risk assessment should be reviewed on a weekly basis.
- JS may request more flexible working times to avoid large amounts of traffic through the premises.
- Each space will have a designated notice board with information on access, egress emergency exits, first aid, hand wash/sanitising and welfare stations along with copies of guidance notes and risk assessments for each space.
- The company is responsible for providing in each separate room a signing in sheet with contact tracing details along with a copy of the schedule with the designated person signing company members in.
- The company is responsible for organising the testing of those using the space.
- The company is responsible for each space working on strict timetabling.
- Each company should give JS information in advance regarding the amount of furniture and equipment required in each space. Furniture must not be transferred between spaces without the express permission of JS staff.
- All deliveries must enter via the back entrance on Copperfield Street and (where possible) be notified in advance to JS staff. A member of the company staff must be available to receive and check each delivery. All visitors must be booked in advance and report to Reception. A member of the company staff must be available to take them to the rehearsal space.
- Extra cleaning of props, furniture, music stands, and associated rehearsal equipment should be undertaken between each call by the company. JS will organise additional cleans of the toilets during the day, but companies should also ensure their members follow good hygiene.

Jerwood Space requests that all building users scan the QR code at reception to record on the NHS Test and Trace app.

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Welfare

- Anyone feeling unwell should report to the company manager immediately.
- Company members upon arrival at JS should ensure that they wash/sanitise their hands and should enter JS whilst wearing a face covering until they are in their designated rehearsal space.
- Upon entering their designated space company members should sanitise/wash hands. JS will provide sanitiser outside every space.
- All breaks should be staggered to avoid unnecessary pressure on all welfare areas.
- Company members should use all available outdoor space where possible for breaks.
- Suitable space should be booked by the company for break rooms. This could mean hiring extra space (and cleaning provision) to accommodate breaks.
- If extra suitable space is not available, consider that breaks should be taken in the rehearsal room at a distance where possible.
- Company members should be encouraged at all times when leaving or entering the space to wash /sanitise hands.
- Single use plastic bottles or food containers should be discouraged in order to avoid contamination