

PRODUCTION TEAM CONTACTS

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OVERVIEW AND PRIVACY

- 1) A Covid-19 Health Declaration form will be sent to you before every rehearsal. You must take a Rapid Lateral Flow test on the day of rehearsal before completing the Health Declaration Form.
- 2) Your personal details and answers are confidential and will be held securely for 21 days following each rehearsal, in accordance with current government guidance. Please be aware, in the event any attendee tests positive for Covid-19 following a rehearsal, we may be required to share your details with the NHS Test and Trace Service or Public Health England who may contact you directly for more information.

REHEARSAL PROCEDURE

- 1) YOU MUST take a Rapid Lateral Flow test on the day of each and every rehearsal. For your own safety and the safety of your fellow cast members you must not attend unless this test is negative. You must also have completed the Health Declaration form.

NB: a negative Lateral Flow test can not 100% guarantee you are not carrying Covid-19, so please continue to observe mitigation measures set out by the Production Team and Executive Committee.

- 2) Government guidelines state 3 main symptoms of Covid-19 are:
 - a. a new, continuous cough;
 - b. a temperature of 37.8°C or higher (this means you feel hot/clammy to the touch on your chest or back if you are unable to measure your temperature);
 - c. Loss of or changes to your sense of smell or taste;
- 3) Whatever your vaccination status, if you develop ANY of the above symptoms of Covid-19 at any time (even if they are mild) you MUST;
 - a. inform the Production Team ASAP
 - b. take a Lateral Flow Test
 - c. book a PCR test (even if your Lateral Flow result is negative).
 - d. NOT ATTEND REHEARSAL WHILST AWAITING TEST RESULTS.
 - e. Follow government guidelines on self-isolation according to your vaccination status.
More information is available here;
<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/>
- 4) If you develop symptoms between completing the Health Declaration Form and the beginning of rehearsal, please do not attend, follow advice on testing and inform Kellie/Clare A as soon as possible.
- 5) If you have MILD symptoms of a cold/other illness and have taken a Lateral Flow for Covid-19 and your results are NEGATIVE you MAY be allowed to attend the next rehearsal. If you need

more guidance as to the current advice, please visit; www.nhs.uk/conditions/coronavirus-covid-19/ You must;

- a) Inform Kellie and Clare A. We will ask to see proof of your negative test results and advise if you can attend the next planned rehearsal.
 - b) You must not attend rehearsal whilst awaiting any test result and only attend if the Production Team have approved this and you feel well enough to attend rehearsal.
 - c) You will need to wear a mask at all times in the rehearsal and maintain additional distance from other cast members
 - d) You may be asked to sit out, or asked to leave, if the Production team feel you are not well enough to be at rehearsal or are a risk to others.
- 6) Bring a suitable mask. This must be worn when entering and exiting The Spire, and when moving around any communal areas in the building (e.g., between rehearsal rooms or toilets) in accordance with The Spire's risk assessment and policy.
- 7) We advise you to wear a mask in the rehearsal room at any time you are not actively rehearsing. You may wear a mask for the entire rehearsal if you wish, especially if you are at higher risk of complications from contracting Covid-19. If this is the case, please talk to Kellie or Clare A on the Production Team with any concerns, or if you wish to discuss this further.
- 8) Although Social Distancing is no longer mandatory, we ask you to remember "Hands, Face, Space" and advise you to reduce unnecessary social contact in rehearsals (i.e. no hugging).
- 9) There will be no refreshments; please bring your own as needed and take any rubbish with you.
- 10) Toilets are open for use. Please refer to signage within The Spire re: queuing, one-way systems and room capacity.
- 11) Practice good hand hygiene. Use hand sanitiser provided on entrance to the building and when touching any shared surfaces such as handrails, doors, toilets and the lift.
- 12) Bring copies of all music and your own pencil and do not share items. If you need hard copies of music, let the Production Team know before rehearsal and we will provide a copy.
- 13) We will video all rehearsals and these will be made available online to all. If you miss a rehearsal for any reason, please use these resources to catch up.

MANAGING POTENTIAL CASES

- 1) YOU MUST NOT ATTEND REHEARSAL if you have a positive Lateral Flow Test, or symptoms of Covid-19 as listed above. The Production Team reserves the right to refuse entry to rehearsals to anyone who is either exhibiting symptoms, or is not adhering to safety procedures.
- 2) If you start to feel unwell with any potential Covid-19 symptoms at rehearsal, please immediately put on a mask, inform the Production Team and leave rehearsal immediately.
- 3) Inform the Production Team as soon as possible if you develop symptoms of Covid-19 following a rehearsal. Follow government guidelines on self-isolation. Take a Lateral Flow Test, and arrange a PCR Test. Contact the Production Team with the results of your tests as soon as possible to allow us to quickly identify anyone who may be a 'Close Contact'.
- 4) Following any cases, we may ask for proof of Vaccination Status and negative test results before you can attend rehearsal again.

POSITIVE COVID-19 CASE PROCEDURE

- 1) If there is a confirmed positive case of Covid-19 following a rehearsal; **we will contact all attendees of the rehearsal**, to advise all attendees to take a Lateral Flow Test. Please report any positive Lateral Flow Test results to the Production Team and arrange a PCR test which should be taken within 2 days of your positive Lateral Flow Test. **DO NOT ATTEND A REHEARSAL** until you have taken a Lateral Flow test and had a **NEGATIVE** result.
- 2) If more than one case is reported following a rehearsal, we will also report to NHS Test and Trace or Public Health England (PHE) as required.
- 3) The individual with Covid-19 may choose to contact other attendees themselves to inform them of their test results, however the identity of the individual **WILL NOT** be shared by the Production Team or Executive Committee to other attendees under any circumstances and we will not share the contact details of any attendee with anyone outside of the Production Team, Executive Committee or if necessary, NHS Test and Trace or PHE.
- 4) If you test **POSITIVE**, we will look at rehearsal footage and ask you who you think you have been in close contact with recently to help us to identify your *Close Contacts* so we can advise they may have been exposed to Covid-19.
- 5) Anyone identified as a *Close Contact* will be notified by a member of the Production Team as a matter of urgency. You will need to follow Government Guidelines based on your vaccination status. *If a Close Contact is fully vaccinated* and has a **NEGATIVE** Lateral Flow Test, **NEGATIVE** PCR Test **AND** has no symptoms of Covid-19, they may attend the next rehearsal as normal.

IF YOU DEVELOP SYMPTOMS FOLLOWING A CASE REPORTED AFTER A REHEARSAL

If you attended a rehearsal where an individual has since reported a POSITIVE Covid-19 test (even if you were not identified as a *Close Contact*) and you develop any symptoms;

- 1) Self-Isolate
- 2) Take a Lateral Flow Test
- 3) Have a PCR TEST as soon as possible
- 4) Inform the Production Team immediately that *you* have also developed symptoms, and again when you receive your PCR test result.

Do not attend a rehearsal unless you have had negative results from both a Lateral Flow test and a PCR Test results, and have been in contact with Kellie or Clare A.

DECLARATIONS, TERMS AND CONDITIONS

Whilst we know these measures do change the rehearsal experience, we hope you understand they are in place to keep everyone involved as safe as possible, whilst allowing rehearsals to continue.

The Production Team and P&P Executive Committee reserve the right to refuse entry to rehearsals to anyone who has not taken tests, is exhibiting symptoms, or is not adhering to safety procedures.

The Production Team, and Executive Committee of Poole and Parkstone Productions will do all we can to minimise the risk of contracting Covid-19 at a rehearsal, but we cannot eliminate all risk entirely. By attending rehearsal, you are acknowledging that you are responsible for your own behaviour, and that your attendance and participation is at your own risk.

If anyone is found to be knowingly dishonest in their responses or is not following guidance, the Production Team reserves the right to remove you from the rehearsal. For serious breaches of policy, the Executive Committee may remove you from the production and/or the Society.

IF YOU HAVE ANY SYMPTOMS, A POSITIVE TEST RESULT OR ARE IN ANY DOUBT AS TO WHETHER YOU SHOULD ATTEND OR NOT, YOU MUST CONTACT KELLIE OR CLARE A.

KEY TERMS & USEFUL LINKS

TESTING; Lateral Flow test kits and PCR Tests (for anyone with symptoms or identified as a Close Contact) are FREE. Ensure you are on the official Government or NHS website before ordering.

- **LATERAL FLOW TEST-** also referred to as a LF Test. This is a rapid, at home test for Covid-19 with results available within half an hour. You must take these tests on the day of every rehearsal. If you have a negative test and no symptoms, you may attend. If your results are positive you may NOT attend, and you should arrange for a PCR test within 2 days, even if you have no symptoms. Regardless of Vaccination Status, if you DO NOT have a PCR test within 2 days of a positive rapid lateral flow test, you will need to self-isolate for 10 full days even if you then get a negative PCR result. Order from <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>. If you cannot use the online ordering service, call 119. Lines are open every day, 7am to 11pm. You might also be able to collect tests from some pharmacies, community centres or libraries. If you're collecting tests, you can collect 2 packs at a time (14 tests in total).
- **PCR TEST** - Polymerase Chain Reaction Test. This is a test for Covid-19 which is analysed in a lab. The results should be sent to you within 72 hours. These must be taken if you are symptomatic, have a positive Lateral Flow Test or if you have been identified as a 'Close Contact' of someone who has had a positive test for Covid-19. Regardless of Vaccination Status, if you DO NOT have a PCR test within 2 days of a positive rapid lateral flow test, you will need to self-isolate for 10 full days even if you then get a negative PCR result. Tests are free. If you need to book a PCR test visit <https://www.gov.uk/get-coronavirus-test>. If you have problems or cannot use the online service, call 119. Lines are open every day, 7am to 11pm. We recommend visiting an approved test site for a PCR test rather than opting for a postal test if this is possible, as results tend to be returned more quickly.

SELF ISOLATION AND MANAGING THE SYMPTOMS OF COVID-19

Advice is to self-isolate and book a PCR test as soon as possible if you have any symptoms of COVID-19 (even if they are mild). You should also self-isolate straight away if you've tested positive for COVID-19 or you've been told to self-isolate following contact with someone who tested positive.

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/>

Most people with COVID-19 feel better within a few weeks and you may be able to look after yourself at home while you recover. If you are concerned about your symptoms or find them unmanageable with the advice above go to [111.nhs.uk](https://www.nhs.uk/111), call 111 or call GP surgery for more advice.

CLOSE CONTACT

A Close Contact is a person who has been close to someone who has tested positive for COVID-19. The virus can be passed to others 2 days before symptoms develop and for up to 10 days after.

Close contacts are;

- 1) anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19 (Lateral Flow or PCR Test)

- 2) anyone who has had any of the following types of contact with someone who has tested positive for COVID-19
- a. face-to-face contact, including being coughed on or having a face-to-face conversation within one metre of an infected individual,
 - b. been within one metre for one minute or longer without face-to-face contact
 - c. been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)

COVID 19 SYMPTOMS

- **New, continuous cough** is where you: have a new cough that's lasted for an hour, have had 3 or more episodes of coughing in 24 hours, are breathless and are coughing more than usual.
- **High temperature** - above 37.8°C. If you cannot measure your temperature a guide is if you feel is feeling hot to the touch on your chest or back. You may feel warm, clammy, cold or shivery.
- **Loss or Changes to your sense of sense of Smell and/or Taste**
- With some variants you may experience Cold or Flu-Like Symptoms, these may be very mild or more serious and can include; headache, sore throat, runny nose, muscle aches and pains or an upset stomach.

EVIDENCE OF VACCINE STATUS & TEST RESULTS

There are several ways to provide evidence of your Covid-19 Vaccination status and to provide evidence of the results of a Lateral Flow or PCR TEST if we need it. Please visit

<https://www.nhs.uk/conditions/coronavirus-covid-19/covid-pass/> for more information.

The simplest way to show us evidence of your Vaccination Status is through the free NHS App (not the NHS Track and Trace app). The NHS App is available on both Apple and Android phones. More information and details on how to download it are available here <https://www.nhs.uk/nhs-app/>

You can download your Vaccination Status (Covid Pass) or copies of PCR and Lateral Flow Tests as a PDF document or request a copy via email. If you do not have the NHS App, the Covid Pass link above will give you alternative routes to access your evidence. Accessing these records is FREE. Your Vaccine Status and Test Results will not be shared with anyone outside of the Production Team or P&P Executive Committee.

MEDICAL EXEMPTION FROM VACCINATION

The NHS app will also provide evidence of a Medical Exemption from Vaccination. A Medical Exemption is applied when an individual has a medical reason such as an allergy or contraindication to not having a Covid-19 Vaccination. This is not the same as vaccine hesitancy or an active decision not to take the vaccine.