

| COVID Safety - Key Recommendations / Checklist | |
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| These key recommendations and actions are for you to share with your staff. Please make sure you read the risk assessment specific to your event thoroughly in addition to this checklist | |
| Social Distancing | |
| 1 | Reduce the number of people entering / exiting the venue at anyone time by staggering arrival times where possible and limiting the number of people in the venue at any one time |
| 2 | Create one-way systems around the venue to reduce the likelihood of people crossing over |
| 3 | Mark out waiting spots for people to wait safely while they wait to be seated or in queues |
| 4 | Install signage around the venue and in particular at the entrance reminding people to maintain a 2m distance where possible and to be considerate of others |
| 5 | Seats to be marked in 1m+ sections / When seating customers inform them to leave a 1m gap between them and the next group / Front row to be left clear dependent on performance |
| 6 | Customers who come in a group approved by the government guidelines e.g. from the same household may sit together. |
| 7 | Install signage outside offices / changing room areas reminding people to maintain social distance and define number of people that can in the areas at any one time and put signage up for areas with a defined capacity limit |
| 8 | Avoid working directly face-to-face when setting up tents, queue lanes or stage - if you must work face-to-face then PPE must be worn and you should limit the time spent working face to face where possible |
| Ventilation | |
| 1 | Doors and windows should be left open where possible. NOTE: Fire doors should NOT be propped open |
| 2 | Open doors and windows at intervals, between performances |
| 3 | Use air conditioning units (heating or cooling) they should only be used if they extract the air with direct access to external walls. |
| 4 | Allow customers to leave to access fresh air if necessary |
| Cleaning and Sanitising | |
| 1 | Put hand sanitiser at door entry to be used before and after using door entry system |
| 2 | Regular sanitisation of door handles and other high touch points. Minimum every 2 hours during business opening hours |
| 3 | Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. handrails, chair arms, microphones etc. |
| 4 | Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by staff when entering and leaving the area |
| 5 | Regularly clean taps and washing facilities as well as light switches, door handles and push plates |
| 6 | Disinfectant / sanitisers needs to be left on surfaces for the manufacturer's recommended contact time which can vary depending on the make, to effectively kill the virus |
| 7 | Inform staff / artists / customers to wash hands before and after using toilet facilities - locate hand sanitiser outside toilets for use before opening the toilet door |
| 8 | Use signage to request people clean after each use and provide cleaning equipment, disposable towels and closed bin. |
| 9 | Single use disposable paper towels to be provided for hand drying / Remove any reusable towels from the bathroom |
| 10 | Install signage in public toilets reminding customers to wash hands |
| 11 | Frequent handwashing to take place |
| 12 | Customers and staff to wash hands prior to and post removal of PPE/ Customers and staff to wash hands after any coughs or sneezes / Staff to wash hands after cleaning, emptying bins |
| 13 | Display hand wash procedure poster at hand wash locations |
| 14 | Waste bins with foot operated lid and lined with a clean bag to be provided for disposal of paper towels and waste generated through cleaning Waste bins to be emptied when full, or at the end of each working day and a clean bag placed in the bin Waste to be immediately placed into wheelie bin with lid outside the premises for collection |

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| 15 | Clean the kitchen, changing area and toilets including mopping the floor at the end of each day |
| Customer Safety | |
| 1 | Customers to be informed of changes to business operating procedures; Risk assessment carried out, change in programming, social distancing measures, staff wearing PPE etc. |
| 2 | Customers to be advised not to come to venue if they or anyone in their household are displaying symptoms of COVID-19 (High temperature, fever, new continuous dry cough, loss of taste or smell) |
| 3 | Full clean and sanitisation of bar and staff areas prior to opening |
| 4 | Define performance times to enable people to leave safely and to reduce cross over of people in seats |
| 5 | Signage on entrance reminding customers not to enter if they have any Covid-19 symptoms |
| 6 | All signage and cleaning equipment to be put out prior to venue opening each day |
| 7 | Request that customers keep all personal items in bags when not in use |
| 8 | Customer details for attendees over the age of 16 to be collected on entry to maintain record of people who have attended as part of UK Government Track and Trace system |
| Staff Health and Hygiene | |
| 1 | Send all recommendations from risk assessment and key actions to all staff |
| 2 | Ensure all staff know and understand their responsibilities |
| 3 | Add appendix to current staff contract for them to sign to confirm they agree to abide by recommendations - keep record on file |
| 4 | Recommend providing additional training on use of PPE, cleaning procedures etc. to ensure they are carried out correctly |
| 5 | All staff to take their temperature at home prior to coming to work and if their temperature exceeds 37.3 C and they feel hot on their chest and back they should not come to work If a high temperature is recorded by staff, they should inform the business owner, not come into work, book into a COVID-19 Test centre and self isolate in accordance with government advice If diagnosed with COVID-19 staff must inform Venue Manager |
| 6 | If a member of staff develops a high temperature or a persistent cough while at work, they should: 1) Return home immediately and make an appointment with a test centre 2) Avoid touching anything 3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough 2 and sneeze into the crook of their elbow. 4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 5) The work area should receive deep cleaning and not be used for 72 hours If the member of staff is diagnosed with COVID-19 then everyone they have come into close contact with within the previous 5 days should be contacted and advised that they should self isolate as per Government guidance. They may also be contacted as part of the NHS Track and Trace system |
| 7 | Check relevant first aid is up to date and that all staff know what to do in a medical emergency. You should ensure correct PPE is available for administering first aid. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield, if one is available. |
| 8 | Assess staff and make a note of any who fall into the Extremely vulnerable category and ensure they undertake roles which allow them to maintain social distancing |
| 9 | Providing support for workers around mental health and wellbeing. This could include advice or telephone support. |
| 10 | Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. |
| 11 | Where possible transactions should be cashless using card contactless systems Hands should be washed after each transaction if handling cash at the bar |
| Personal Protective Equipment (PPE) | |
| 1 | Recommend that staff use face coverings when they are in close proximity to customers e.g on front desk entrance, seating customers and at bar area |

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| 2 | Remind customers that face coverings must be worn when seated indoors unless they are exempt from wearing a face covering or they are seated whilst eating / drinking |
| 3 | Staff to be trained in using PPE |
| 4 | If using a face shield in addition to a face mask, this should be wiped clean regularly and at a minimum every 1 hour |
| 5 | Staff should not drink/ eat whilst wearing a face covering as this will require regular touching of the mask/ face and could increase chance of infection |
| 6 | Gloves should be used when emptying rubbish and cleaning high touch areas to reduce spread of infection to person cleaning Do not touch face when wearing gloves |
| 7 | You must provide PPE free of charge to staff who need it |
| 8 | PPE alone is not enough to prevent transmission of the virus - ventilation, cleaning procedures and social distancing must be implemented to reduce risks |