

Read-On

We understand from the DCMS that studios are able to remain open during the second lockdown. However, it is essential that all staff and visitors follow these guidelines. Staff must also observe the Read-On Health and Safety policy and cleaning schedule at all times.

Attendance

No-one should come to the studio unless their attendance is essential – e.g. voices and chaperones if applicable. Anyone who wishes to attend a session virtually can do so via Source-Connect, Skype/Zoom, etc.

Anyone who has visited a country that is not on the current UK Government Safe List within 14 days of their session should not attend.

If visitors are feeling unwell on the day of the session or are exhibiting any signs associated with Covid 19 they should not attend the session and should contact us immediately on 01323 811604.

If anyone becomes unwell while at the studio, particularly with a new, continuous cough or a temperature of 37.8 C or higher they will be asked to go home immediately. While waiting to be picked up they must wait outside where possible.

Anyone who lives with someone displaying symptoms is reminded that they must self-isolate for 14 days.

Travel

To protect personnel at READ-ON and help reduce transmission in the wider community we ask everybody to follow GOV.UK guidance when travelling to Read-On

Training & Communication

To keep all personnel informed and ensure safe practice:

- All staff will receive COVID-19 H&S training
- Risk Assessments and Health & Safety Policies are available online

Arriving at the Studios

To ensure all personnel gain access safely when arriving you should:

- Do not come to the front door before your booked time
- Bring nothing with you except headphones if you have them, mask and water
- Use the hand sanitiser at the entrance.
- Use the outside space when on breaks

Personal Hygiene

To reduce the possibility of transmission on-site we are providing:

- Sanitising stations and signage at external entry and studio entry points
- Single use paper towels in the toilet facilities
- Pedal operated waste bins in all areas

Social Distancing

- Staff are to keep physical distance between themselves and visitors wherever possible
- Staff should also keep physical distance from colleagues wherever possible; be mindful of who is coming down the corridor, through the door, etc.
- Wherever possible people should stand side by side rather than face to face
- Be mindful of movements around the studio lobby and keep movements to a minimum.
- People do not have to adhere to the 2m social distancing where there is an emergency and the risk to safety is imminent.
- Some studio operations inevitably require people to come within 2m of each other – in these cases masks and where possible gloves should be used. Stringent hygiene procedures should be followed afterwards including thorough handwashing.

PPE & Face Masks

We ask that:

- All visitors and staff use face coverings unless alone in a ventilated area
- READ-ON staff will be supplied with PPE
- All visitors should supply their own face coverings or PPE

COVID-19 Specific Cleaning

To remove possible contamination of surfaces and equipment READ-ON will:

- Disinfect common touch areas before and after sessions
- Specific cleaning of chairs, headphones,
- Specific cleaning protocols for personnel responsible for studio equipment

Catering

To keep all personnel safe during breaks:

- Water will not be available
- Visitors are asked to bring all food/drink that they may need with them
- Visitors are asked to take any rubbish home with them