

STAYING COVID SECURE  
2021

STEPS WE ARE TAKING TO SAFER WORKING TOGETHER



In England you must wear a face covering by law whilst in our venue, unless you are exempt. You are expected to wear a face covering before entering and must keep it on. Coverings may be removed while observing social distancing by auditionees only and not for prolonged periods of time (15min)



Temperature checks to be taken on arrival to ensure no one is exhibiting a fever (37.8C or greater). If anyone is exhibiting a temperature they will be referred to government guidance and asked to leave the building.



Cleaning high contact points regularly e.g. doors / banisters / entry buzzer. All bathrooms are maintained with germicide cleaner & sanitised. Please use Sanitiser provided on entry and hygienic soap in washrooms.



2m Social distancing must be observed throughout the building to enable this we have capacity limits on bookings and will ask to stagger entry by only arriving 5min before meeting / audition time.



Lateral Flow Testing may be employed where distancing is needed to reduce to 1m to increase capacity thus mitigating risks. These can be ordered for free at <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>



Visitors will be asked to check-in using the NHS COVID app. Available for iOS and Android. If a visitor is not able to download the app we will take contact information to be stored for 1 month following GDPR guidelines.



We have taken all reasonable steps to provide adequate ventilation by opening windows throughout the building. Please do not use air conditioning units during this time.



We have carried out a COVID-19 risk assessment and shared the results with the people who work here this can be shared on request. Clients are required to have their own risk assessment in place for their booking.

We confirm we have complied with the government's guidance on managing the risk of COVID-19. For further information please contact Nathan Amzi - [nathan@theumbrellarooms.com](mailto:nathan@theumbrellarooms.com) or Elise Audeyev - [elise@theumbrellarooms.com](mailto:elise@theumbrellarooms.com)

**PROTOCOLS TO BE SHARED AUDITIONEES/ATTENDEES**

Meetings proposed to have 15min leeway between sessions to ensure gaps between people. Only arrive at your allotted time. Maintain 2m distance where possible in building and use sanitiser and hand washing facilities provided. If you feel unwell or have been in the last 14 days you must not attend your meeting.

**Main Objective: To maintain 2m social distancing wherever possible, including while arriving at and departing from building, while in work, and when travelling between floors.**

**Under new guidance clients (casting) must retain the names and contact details of all participants for at least one month.**

This will help public health authorities trace people who may have been exposed to COVID-19 if one or more participants become ill shortly after the event.

If someone at the meeting or event was isolated as a suspected COVID-19 case, the organiser should let all participants know this. They should be advised to monitor themselves for symptoms for 14 days. If they start to feel unwell they should stay at home and contact the relevant public health authority.

**What to do if a worker or a member of the public becomes unwell and believe they have been exposed to COVID-19**

If someone becomes unwell and there is reason to suspect they may have come into contact with COVID-19, the person should be removed to an area which is at least 2 metres away from other people. This will be currently designated as **THE BOX ROOM**. Where they can be isolated behind a closed door, open a window for ventilation.

The individual who is unwell should use their mobile phone to call the designated public health service number. If it is an emergency (if they are seriously ill or injured or their life is at risk) then you should call 112 and explain the situation and relevant information, such as their current symptoms.

Whilst waiting for advice from the designated public health or emergency service, the affected person should remain at least two metres from other people. They should avoid touching people, surfaces and objects and should cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they do not have any tissues available, they should cough and sneeze into the crook of their elbow. If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.

Consider identifying persons who have conditions that put them at higher risk of serious illness (older people (>60 years) and those with chronic conditions (including hypertension, lung or heart problems, diabetes, or who are undergoing cancer treatment or some other immunosuppression) and pregnant workers) and advising them to take additional precautions, such as staying at home

# **IMPORTANT NOTICE**

## **READ BEFORE ENTRY**

We want to inform you on the steps we are taking to help minimise the spread of COVID-19 and how we will operate.

We kindly ask that you adhere to our requests below.  
**IF YOU FEEL UNWELL PLEASE DO NOT ENTER**

- **Please only buzz 5 min prior to your meeting / booking time provided.**
- **Check in with NHS COVID APP**
- **Please use sanitiser provided on entry at bottom of stairs & antibacterial soap provided in washrooms.**
- **Please maintain social distancing rules 2m, approx. 3 steps distance between others.**

We are -

- **Checking Temperatures on arrival**
- **Sanitising high contact points more frequently e.g. doors / banisters / entry buzzer.**
- **All bathrooms are maintained with germicide cleaner.**
- **Providing hygienic soap in washrooms.**
- **Limiting numbers in building to minimum by staggering entrance & waiting.**

**PLEASE SAFELY BIN / FLUSH ALL TISSUES**  
**DO NOT LEAVE OUT ON SIDES / FLOORS**  
**USE SANITISER PROVIDED**

We are continuing to follow and monitor official guidance from the UK Government and Public Health England carefully. It is vital for us to ensure that we put procedures in place to support the health and well-being of both our clients, visitors and staff.

THANK YOU FOR YOUR CO-OPERATION

# Staying COVID-secure

We confirm we have complied with the government's guidance on managing the risk of COVID-19

## FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a [COVID-19 risk assessment](#) and shared the results with the people who work here
- ✓ We have [cleaning, handwashing and hygiene procedures](#) in line with guidance
- ✓ We have taken all reasonable steps to help people work safely from a [COVID-19 Secure workplace](#) or work from home
- ✓ We have taken all reasonable steps to [maintain a 2m distance](#) in the workplace. Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to [manage transmission risk](#)
- ✓ We have taken all reasonable steps to [provide adequate ventilation](#) in enclosed spaces

Signed on behalf of employer \_\_\_\_\_  representative signature

Employer THE UMBRELLA ROOMS Date 1st June 2021

Who to contact: Nathan Amzi - 02076939776  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)