

City of Cambridge Symphony Orchestra



Safe Operating Procedure for rehearsals at City Church

This document sets out the safe operating procedure for CCSO's rehearsals at City Church, Cambridge. All rehearsal attendees (including players, any non-players, and the conductor) are expected to comply with these procedures at all times. If a player has any concerns or queries, they should contact a member of the committee as soon as possible. If national regulations or infection rates change or local lockdown measures are implemented this document will be reviewed and rehearsals may be paused.

1. Don't attend if you are at risk or may be sick

- Individuals who consider themselves to be vulnerable to, or at high or moderate risk of contracting Covid-19 are responsible for self-assessing the appropriateness of their attendance at rehearsals. While every effort will be made to minimize hazards, some residual risk will always remain, and participation must be on this understanding.
- POTENTIALLY INFECTIOUS INDIVIDUALS ARE PROHIBITED FROM ATTENDING REHEARSALS OR ENTERING THE REHEARSAL VENUE. All attendees are required to self-declare, when they register for rehearsal, that they are not showing Covid-19 symptoms, nor are otherwise forbidden to attend e.g. through quarantine, self-isolation, positive or awaited test result, or because a household member is showing Covid-19 symptoms.
- Rehearsal attendees must register for each rehearsal using an online self-assessment questionnaire in advance of each rehearsal they intend to attend. A link to form will be distributed by email before each rehearsal. It is to be completed before each rehearsal; otherwise attendance at the rehearsal will be prohibited. We do not wish to exclude any member that has difficulty with the online form; players who need assistance should contact a member of the committee.
- The CCSO committee will keep an attendance register, with seating plan, of everyone who attends rehearsals every week for 21 days, for NHS Track & Trace. The committee may take a photo of players in their place at each rehearsal as a record.
- Rehearsal attendees are encouraged to download the NHS Covid-19 app and to scan the QR code at the venue on arrival.

2. Maintain distance

- Rehearsal attendees must maintain 2 metre social distancing AT ALL TIMES before, during and after musical activity, during breaks, in bathrooms etc. It is a condition for our activity to go ahead that no mingling between groups of more than 6 individuals takes place.
- The committee will set up the venue with a radius of 2m-3m around each player and 3-5m distance to conductor.
- Seats/places (if people stand for rehearsal) will be laid out ahead of rehearsal so that people can go directly to their designated place without mingling.
- A set-up crew of no more than 6 will unlock the venue, lay out places for those attending, starting 30 minutes before rehearsal. The set-up crew will ensure distances between rehearsal attendees are checked and that fire doors are opened for ventilation.
- A seating plan distributed by email at least 12 hours before rehearsal, and a hard copy available at the venue. A member of the committee will greet rehearsal attendees and help them to identify their seat/place. PLAYERS MUST SIT/ STAND WHERE INDICATED.
- The maximum attendance at this event will be 43 players + 1 conductor; this is based on successful socially distanced set-up with spare space on 6/10/20 but will be reviewed after the present event.
- WEARING OF FACE-COVERINGS IN THE REHEARSAL VENUE IS MANDATORY AT ALL TIMES when not playing or conducting. Players may wear their face-covering when playing if they wish to do so.

- Entry and exit are through the main door; fire doors will also be used in an emergency. As far as possible players seated furthest from entrance door should enter first and leave last. Care should be taken to avoid bunching in the entrance e.g. while using hand sanitizer.
- Players must not enter the rehearsal venue until 15 minutes before baton down unless they have been previously designated by the committee as one of the setup crew. Wait in car if early.
- Rehearsal attendees must not loiter or mingle in the car park or elsewhere outside the venue. There is limited parking on the church premises for those with larger instruments or limited mobility. Everyone else should park in Cheddar's Lane.
- There are two individual unisex toilets at City Church which we may use. Rehearsal attendees must maintain distance when queueing. If possible, attendees should avoid using the toilets or only leave their chairs/spaces only when they see the facility is free. Face coverings must be worn.

3. Follow good hygiene practices

- The Church provides hand sanitizer at the main entrance/exit to the venue and encourages its use. Rehearsal attendees are encouraged to sanitise their hands on arrival, departure, before/after any break, after bathroom visits.
- Players and the conductor must bring their own instruments, stands and music. Sharing of equipment (music stands, sheet music, rosin, valve oil, wax, mutes, etc.) is not allowed.
- Players and the conductor must proceed straight to, and stay in, their allocated seat and keep all their own equipment and personal belongings by and in that space, unless they are too large in which case they should be stored away from other people's equipment.
- Rehearsal attendees should bring their own refreshments; refreshments will not be provided.
- Players of instruments collecting condensation inside to be disposed of need to bring a towel/plastic bag or sealable plastic container; those for which condensation may run straight through (clarinets, oboes etc) should place a towel under the area they play in.
- Rehearsal attendees must take all their rubbish home.
- Everyone should avoid touching shared surfaces as much as possible.
- The committee will designate a clean-up team of around 6 who will clean any surfaces potentially touched during the rehearsal following the list supplied by the Church. This includes chairs. The Church will provide materials. The team will wear disposable gloves (also provided). The committee will notify the Church of any failure to clean so they can address this the following day.

4. Minimize exposures

- Rehearsals will be a maximum of one hour long. There will not be a break.
- The committee will ensure the ceiling fan ventilation is run at during rehearsal and that the two designated fire doors are open at all times. Rehearsal attendees should dress appropriately (currently the heating is broken).
- Sheet music: Players are asked to please print their own music. We will assess the possibility of distribution of music for subsequent rehearsals and advise procedure to be followed at next rehearsal.
- In the unlikely event that someone is taken ill during a rehearsal the venue has posted a detailed procedure which we will follow.

5. Other matters

- The CCSO committee will allocate a rehearsal set-up/put-away team for each rehearsal; members are asked to take part when it is their turn to do so.
- Be considerate: Everyone is asked to be patient; we are all new to this, and while we're doing our best, some things will need to change as lessons are learnt.
- If the fire alarm goes off: evacuate to muster point near the office house at entrance to site; call 999; take register; call 07879 654603 (Church custodian).

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