

City of Cambridge Symphony Orchestra

COVID-19 risk assessment for: **regular rehearsals**

Rehearsal day and time: **20:00 6/10/2020, 13/10/2020**

Rehearsal venue: **City Church, Cambridge**

Bold font denotes mitigation that will be implemented. Normal font indicates topics to be considered by committee as part of process of

Hazard area and specific risks

Possible mitigations and actions

1. Infection rate in your area high

Local restrictions enacted with little notice

Check government guidance on local lockdowns (see notes section)
Check Coronavirus cases data regularly (see notes section)
comply with all national & local restrictions; if there are local restrictions or a local surge in cases, cancel rehearsals for that week
remember to communicate with: members, MD, volunteers, venue
whole committee decision

2. Risk to/from individuals from/to group

High/moderate risk/vulnerable individuals may wish to attend

check definition of high/moderate risk/vulnerable persons at least once a term (see notes)
identify high/moderate risk/vulnerable individuals via self-assessment, questionnaire, direct conversation
re-evaluate at regular intervals/as guidance changes, e.g. at least once a term
consider - if they don't self-exclude, do you want to exclude individuals at high/moderate risk from in-person meetings?
if exclusion - for how long? Re-evaluate regularly (at least once a term) - determine criteria, e.g. change of guidance
if following attendance, clarify it is attendee's decision, that group's measures cannot reduce risk to zero - ask them to sign that they have understood

Infectious individual attends rehearsals

exclude potentially infectious individuals from attending and entering rehearsal venue
use pre-attendance questionnaire via online form (or email) to stop potentially infectious individuals attending
use on the door questionnaire to stop potentially infectious individuals entering rehearsal venue
4 questions to ask:
1) do they have any of the symptoms: elevated temperature, continuous cough, loss of smell and taste
2) have they been in close contact with someone with symptoms
3) have NHS Track & Trace asked them to self-isolate <<or have they decided to self-isolate themselves>>
4) have they returned from abroad and been asked to self-isolate
consider temperature checking at entrance BUT not reliable indicator: can be infectious before/without high temperature
if you decide to use temperature checks, buy best quality thermometer you can afford - there are big differences

Inability to track & trace when someone falls ill outside meeting

keep register, with seating plan, of everyone who attends rehearsals every week, for 21 days (for NHS Track & Trace)
ensure if anyone falls ill between one rehearsal and the next that they know to contact group and who to contact
if that happens, contact NHS Track & Trace
AND contact all attendees of last 2 rehearsals; ask to self-isolate for 14 days from date of attending rehearsal with patient

A person becomes unwell in rehearsals

follow City Church's published procedure (we are lucky to have several medics in the orchestra ...);
send person home immediately
if you need to call transport for them, seat them on non-upholstered chair, wearing face covering and disposable gloves, by open window or door until transport arrives
ask person with symptoms to take a test asap and communicate the result to you
terminate rehearsal immediately and send everyone home, asking them to self-isolate until test result received
clean rehearsal space carefully
tell venue

Complacency means mitigating measures not complied with

create posters and signs to display each week at the entrance, by bathrooms, other prominent locations as reminders
remind attendees verbally - at entrance, at break, during rehearsal, as it fits with your schedule
make sure you communicate in ways appropriate to everyone (e.g. consider dyslexia, deafness, vision impairment etc.)
make it someone's responsibility to do reminders, and rotate that so as to increase everyone's buy-in

Non-compliance with measures means risk to other attendees

make it clear to members that if they do not comply with the measures group has in place, they will be excluded
have a system (like school?) - 2 warnings and you're out, so it doesn't come as a surprise when you do exclude them
enforce exclusion rigorously - it may make some people cross, but the majority will be relieved and behind you

3. Behaviour of attendees; individual safety issues

Individuals spread or breathe in virus-laden particles

communicate, reinforce, model expected behaviour:
1) 2 metre social distancing AT ALL TIMES, this means before, during and after musical activity, during breaks, in bathrooms
2) sneeze/cough into tissue/crook of arm (if not wearing a face-covering)
3) if possible and available, use bell-coverings for wind/brass instruments
4) no hugging, hand-shaking, lingering to chat in rehearsal venue before/after; chat, if you wish, outside, at 2m distance...
5) and repeat again: in break, by all means chat, but remain at 2m distance
wearing of face-coverings at all times when not playing in the rehearsal venue is mandatory
clarify for wind/brass that they can remove for playing, but should comply at all other times
clarify for singers that they should bring several face-coverings, as they are ineffective when wet through
have a box of disposable face coverings on hand for those who don't bring one

Individuals spread/pick up virus by touching shared surfaces

communicate, reinforce, model expected behaviour:
1) avoid touching shared surfaces as much as possible
2) sanitise/wash hands on arrival, departure, before/after break, after bathroom visit
3) bring your own and do not share equipment (music stands, sheet music, rosin, valve oil, wax, mutes, etc.)
4) use allocated seat and keep all their own equipment and personal belongings by and in that space, unless too large
if that is the case, follow instructions on where and how to deposit e.g. instrument cases
5) bring your own refreshments
6) bring your own chair << delete this>>
7) players of instruments collecting condensation inside to be disposed of need to bring towel/plastic bag or sealable plastic container
have paper towels and sealable plastic bags on stand-by for those who forget; remember safe disposal afterwards
use hand sanitizer provided at entrance to rehearsal venue, encourage its use

Volunteers pick up virus in course of their duties

for volunteers helping with register/set up of chairs, rostrum/set up of percussion/traffic management/cleaning etc.:
1) contain and designate their area of operating (e.g. cleaning only, entrance only)
2) register who does what job on what date
3) limit and note who they work with (where applicable, e.g. arrivals area)
4) provide relevant personal protection equipment - e.g. disposable gloves, cleaning materials, face coverings
minimize physical set-up requirements, e.g. no rostra; implement no-contact logging of attendance e.g. take photo at start

4. Rehearsal venue issues

your usual venue is not Covid-19 secure

verify that they are - have they published their risk assessment, is it Covid-19 compliant?
Check against COVID-19: Guidance for the safe use of multi-purpose community facilities (link in notes)
if they are not - find a different venue

Space not large enough (floor and volume) to be safe

find out first how many of your members currently willing/able to return in person
rehearse outdoors
consider: private gardens, parks, large gazebos, open-sided barns, car parks,
multi-storey car parks, football grounds, sports grounds, sports halls, stadia

reduce numbers rehearsing to ensure radius of 2m-3m around each singer/player and 3-5m distance to conductor
reduce numbers rehearsing to ensure social distancing of 2m is possible at all times, not just during singing/playing
 consider: entrance/exit, route to bathrooms, route to break area, socially distanced queues at any of these points
 find a different venue to rehearse in to accommodate capacity

Build-up of aerosols

rehearse outdoors (see above)
 find out if there is mechanical ventilation (air-conditioning) and what kind, to what standard
 consider: no recycling of air, no blowing air across participants (ideally draw used air away upwards),
 frequency of air-change, (HEPA) filters fitted, maintenance, age of system
 if no mechanical ventilation in place, look at doors and windows
 test (to some extent) effectiveness with CO2 monitor before and after ventilation
 do not use fans - they can blow particles over people
 build ventilation into your schedule: before rehearsals, in break, afterwards
reduce length of rehearsal overall to maximum one hour
 reduce length of chunks of rehearsal to between 15-30mins per chunk (followed by ventilation)
 ideally ask participants to go outside/elsewhere whilst you ventilate
 find a different venue to rehearse in if good ventilation not achievable
ensure all ventilation is run at maximum during rehearsal e.g. doors open, ceiling fans on

Build-up of virus on shared surfaces

ask venue to remove any equipment or items that you do not use to prevent people leaning against/using them (cleaning!)
if using venue chairs:
 1) make sure they are hard chairs (can be cleaned)
 consider buying your own if venue does not have hard chairs
2) clean before and after use
 who will do this cleaning - you or venue? Who provides cleaning materials?
3) limit number of volunteers handling shared equipment
keep a register of who does it on what date; provide gloves and hand-sanitiser
cleaning of shared surfaces - tables, light switches, door handles - before and after rehearsals
 who will do this cleaning - you or venue? Who provides cleaning materials?
cleaning of facilities: bathrooms, sinks, kitchens
 who will do this cleaning - you or venue? Who provides cleaning materials?
 <<only use a venue which will do (adequate) cleaning before & after as part of hire contract>>

Covid transmission in bathroom facilities

Aerosols in air

ensure social distancing maintained when queueing for facilities and also inside toilet block
 consider blocking off some of the sinks to maintain that
 consider queue traffic management with tape/barriers/stewards

Contaminated surfaces

ensure cleaning before and after rehearsals, more frequently if few facilities for many people
 who will do this cleaning - you or venue? Who provides cleaning materials?
 encourage hand washing - soap, paper towels, poster reminding, poster with handwashing technique
 provide hand sanitiser on way into toilet facilities
 <<only use a venue which will do (adequate) cleaning before & after as part of hire contract>>

Queueing points and traffic flow (applies to all rooms / areas)

Difficulty of maintaining 2m social distancing

Define & communicate pathways and routes throughout the rehearsal venue to allow for 2m social distancing
 2m markers on floor; one way systems; clear signage
 well-marked paths with directional arrows/flow control measures (cones, barriers)
 Arrival will take time (register/pre-assessment/temperature); manage queueing
 consider using: posters/signs, tape on floor, barriers/cones, volunteers/stewards
 consider also: queue management if queueing in public area (street), staggered arrival?
 Leaving after rehearsal - consider staggering it; reminder not to linger and socialise inside
 Queueing for the bathrooms/routes to and from bathrooms/inside the bathroom block
 Break area and routes to and from break area
 Refreshments area (if there is) and routes to and from it
 "Bagging area", e.g. where instrument cases or bikes or other large items can be 'parked', and routes to/from it
 one way routes are very helpful for people, as they do the job of social distancing for them, ditto floor tape - make it easy!

Rubbish

Contaminated material not properly disposed of

to be discussed with venue - whose responsibility? Whose binbags/bins? Where to dispose binbags to?
 more bins than usual
 ensure no rubbish there before rehearsals/bins empty
 dispose of rubbish safely after rehearsals
 provide volunteers with gloves, hand sanitiser, soap/towels
take all your own rubbish home, and dispose of correctly yourself

Cost

Measures that are possible/deemed necessary are not affordable

discuss with venue - can they reduce rent/take on some of the costs, e.g. cleaning?
 consider member subscriptions and how many might be able/willing to increase their subscription
 look at your budget - are there other costs which can be reduced in compensation? e.g. sheet music costs, concert costs

Other users of venue

Activity before yours leaves legacy of droplets/aerosols

discuss with venue what activities take place before you that day
 Ensure enough time to clean and ventilate between previous activity and yours
 ensure enough time so that participants do not cross over, creating pinch points you would not be able to control
consider scheduling your activity a bit later to ensure 'clear blue water' between previous use and yours

5. Your musical activity

venue cannot accommodate whole group at 2m distancing

find out how many members willing/able to attend now and reassess venue capacity on findings
 it may be that in a few months guidance on social distancing has changed; or you have found another venue
reduce numbers rehearsing to ensure radius of 2m-3m around each singer/player and 3-5m distance to conductor
 this can buy you time to find a larger venue/see whether guidance on 2m distancing changes
 investigate new venue

Covid-safe placing of individuals during activity

not face to face
consider back to back; side by side; staggered rows; everyone has 2m radius; 3m for flutes/trumpets
 consider re-doing entire set-up - can trumpets or flutes be the front row for a while?
3m-5m between front row of singers/players and conductor
 consider plastic screens
 against: cost, storage, potentially useless (aerosols float above), potentially more dangerous (virus traps), who cleans?

participants cannot hear each other/conductor/vice versa

do not just shout or speak/sing more loudly! (increased emission of aerosols)
 consider instead a pocket amp/head mic for conductor
 if you have some budget/someone with tech, consider mics over the group and feedback speakers to the conductor
 weigh up (temporary) unsatisfactory musical experience against social isolation and (long-term) danger of group drifting apart
 <<tell everyone to be quiet when not playing !!!>

substantial numbers cannot attend in person

this is likely initially, so make a plan to provide activity, to minimise risk of alienating non-attendees long-term
 weigh up (temporary) investment in additional resources (e.g. additional MD time) against losing these members forever

virus spread through use of band instruments/equipment

if unavoidable (e.g. large instruments, percussion), create a cleaning regime (see guidance in notes)

ensure that volunteers involved in handing out/setting up of band equipment are registered/provided with gloves etc.
 ensure that all users of band equipment wash hands before and after use and/or use hand sanitiser
 ensure that the same instrument is always issued to the same user to further minimise cross contamination
plan repertoire & rehearsal schedule to eliminate, or at least minimize, use of percussion & piano. Everyone uses own instrument, stand, accessories, music.
percussionists put out, and put away, kit. Where possible, they use their own instruments; hiring kit is deprecated and special cleaning routine must be implemented.

virus spread through sheet music

email it to people and ask them to print their own for practice (acceptable if you have bought/hired)
 buy electronic print-your-own licenses
use out of copyright print-your-own music (e.g. IMSLP)
 buy and have sent straight to participants' homes
 experiment with electronic music (bring own iPad etc.) - consider accessibility/affordability, not possible for all
 hire/buy as usual, pack into sealed plastic folders, issue to members with instruction to leave sealed for 72 hrs
in all cases, remind constantly not to share and only to use own set of music
 put in place procedures for librarian to follow (e.g. 72 hour quarantine of music on receipt)

aerosol transmission through prolonged exposure

reduce overall length of rehearsal – some recommend no more than 1 hour in total
 reduce rehearsal 'stints' to between 15-30mins and then ventilate for 15 mins
 so max. would be 30 mins rehearsal, 15 mins ventilation, 30 mins rehearsal = 1hr 15mins overall
 incorporate ventilation into your time planning

increased aerosols through high volume sound

reduce volume of singing – fewer aerosols produced
reduced volume of singing or playing wind/brass also means less need for participants to breathe deeply
 i.e. also reduces risk of 'hovering up' a large amount of aerosols through in-breaths
 singing some consonants can also increase aerosol production – this is perhaps not the moment to insist on clear and strong articulation)
 adapt what you do in rehearsals (e.g. focus on harmonies, rather than articulation; listening rather than fortissimo)
adapt repertoire temporarily to work on quieter pieces with less 'air-intensive' techniques

virus spread through shared equipment

make clear from the start and build in regular reminders NOT to share equipment
 depending on your group this could be sheet music, music stands, mutes, rosin, valve oil, reeds, strings, mics, etc.
 keep reminding members to bring all of their own stuff
 for emergencies (e.g. instrument breaks!), have a disinfecting plan in place and/or gloves etc. to minimise transmission risk

aerosol transmission to/from conductor facing the group

3m-5m between front row of singers/players and conductor
 consider use of plastic screen
 Beware – aerosol can travel above; it can act as 'virus trap' not cleared by ventilation; who will clean, properly?
 face coverings for conductor and singers/players
 pocket amp and head mic so does not have to shout to make themselves heard

instruments which accumulate condensation

ensure players bring towels for emptying condensation on to and plastic bags to contain them
 or: old take away plastic boxes which can be sealed and taken away
 have paper towels and sealable plastic bags on stand-by for those who forget; remember safe disposal afterwards
remind players regularly not to empty on to floor, try and help them re-learn what may be automatic behaviour!

wind/brass instrument potentially higher aerosol production

in the shortest (tubing) highest/oldest instruments there may be higher aerosol production
to inspire confidence in fellow players, consider greater distance (e.g. 3m) especially for trombones and flutes/piccolos
 consider layout with those instruments at the front (but don't forget risk to your conductor!)
 increase ventilation/shorten rehearsal bouts
 where available or people can create their own, suggest bell-coverings (shower caps for trumpets...)
 commercial product now available or US study suggests double layer of 80 denier tights!

percussion needs help setting up/is band equipment

see above for volunteers – note and limit their activity, provide relevant PPE
 see above for band equipment – limit use, clean before and after, ask player to hand sanitise before and after use

accompanist exposed to Covid-19 via singers and/or piano
 <<NOT RELEVANT, relabel as use of piano and cut some lines>>

ideally only usual/official accompanist to use piano – no-one to casually bash through their notes
 clean piano thoroughly before and after rehearsals (if used)
 ensure accompanist hand sanitises before/after
 accompanist to turn own pages to avoid compromising social distancing
 No-one to face accompanist to sing/play; if proximity to piano needed, then side by side with pianist and 3-5m distance
 consider positioning of piano in relation to singers – 3-5m; screen necessary?

6. Ancillary activity

provision of refreshments is source of transmission

ask participants to bring their own
 if you have to provide – does venue have protocol for this? If so, follow that
 if you have to provide and no venue protocol exists, then provide with disposable cups and teaspoons
 consider pre-packed small biscuit packets
 if you use venue mugs or even your own – really consider if this is so essential to your activity that it is worth risking:
 transmission to participants
 transmission to volunteers handling refreshments

breaks risk compromising 2m social distancing

even if you didn't use to have a break, it is likely you will need one now, to accommodate the need to ventilate
 consider:
 Ideally people leave the room entirely, but where should they go?
 how they get there whilst not bunching up
 whether there's enough room there for them to maintain 2m distancing
 how you get them all to leave quickly but in an orderly fashion so you get maximum ventilation time
<<1 hour rehearsal without break (reconsider if venue has particularly good ventilation, either for duration or via a "short pulse")>>

arrival/departure compromises 2m social distancing

stagger arrival/departure times (e.g. leave in seating rows, as they do in planes)
 remind of expected behaviours: no lingering on arrival or departure to chat to friends
to go straight to allocated space on arrival and to leave hall straight away on departure – chatting can be done outside!
 use signage, one way systems, volunteers, tape on floor...

groups >6 form and mingle during entry/exit/break

tell participants before activity that non-mingling is a condition for our activity to go ahead. Committee to watch out for this and intervene if necessary.

7. Transport to/from rehearsals

attendees pick up Covid on the way to/from rehearsals

discuss with members, so that they are aware of desirable hierarchy of transports:
 walk, cycle, own car
 shared car – use face coverings, open windows, sit far from each other <<deprecated>>
 public transport least good, but trains better than buses better than underground
 look at your venue:
 space for umbrellas/wellies/wet raincoats?
 places to lock bikes?
 parking?
 if public transport unavoidable (e.g. London) – can you adjust rehearsal time to avoid busiest transport times?