

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 should 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 or cancelled at short notice. Since not all CCSO participants will have been vaccinated there is no assumption about vaccination status made here, although the Trustees encourage vaccine take-up and use of lateral flow tests.

Orchestra size and rehearsal duration have both been increased, in preparation for resumption of public performances and we will be distributing music. To minimize risk of covid infection in this new context it is particularly important that potentially infectious individuals do not attend, that ventilation levels are kept high, and that sensible distancing and hygiene measures are followed. We ask for your patience and understanding. Some things may need to change as lessons are learnt and circumstances evolve.

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 must not attend rehearsals or enter the rehearsal venue. All attendees should self-declare, using a simple online form, 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. A link to the form will be distributed by email before each rehearsal. 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.
- 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 should maintain 1.5 metre social distancing when moving about. Please try to avoid crowding at all times including when, for example, queuing to buy concert tickets during the rehearsal breaks.
- The committee will set up the venue with a radius of 1m around string player (NB we will be sharing string desks), and 1.5m around wind and brass players.
- 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 will be distributed by email at least 12 hours before rehearsal, and a hard copy available at the venue.
- Wearing of face-coverings in the rehearsal venue is strongly recommended 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.
- 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. Please wait in car if early.
- 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 should maintain distance when queueing.

3. Ensure good ventilation

- Rehearsals will be from 19:30 to 22:00. There will be a mid-rehearsal break and we encourage players to go outside while the ventilation is temporarily increased.
- The committee will ensure that at least two designated fire doors are open at all times so that a through draught is created in the rehearsal venue. Rehearsal attendees should dress appropriately for the weather.

4. Follow good hygiene practices

- Players and the conductor must bring their own instruments and stands. Music will be distributed at the first rehearsal.
- 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 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.
- 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. The Church will provide materials, including disposable gloves. The committee will notify the Church of any failure to clean so they can address this the following day. Members are asked to take part in set-up/put-away duties when it is their turn to do so.

5. Other matters

- In the unlikely event that someone is taken ill during a rehearsal the venue has posted a detailed procedure which we will follow.
- If the fire alarm goes off: evacuate to muster point near the office house at entrance to the site; call 999; take register; call 07879 654603 (Church custodian).

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