

## Loudmouth COVID-19 Prevention and Control Procedure

### General Information

COVID-19 is an infectious disease first identified in the Chinese city of Wuhan in late 2019. It has since spread globally is deemed a pandemic by the World Health Organisation.

The disease is spread between humans in close contact, via small droplets when coughing, sneezing, or talking. The droplets cannot travel through the air over long distances and usually fall to the ground or onto surfaces, so the main prevention controls are:

- **Maintain social distancing** – the droplets won't be able to travel from person to person.
- **Hygiene** – hand washing & sanitising frequently so that if skin touches surfaces that are contaminated with the virus it is washed off.
- **Cleaning and Disinfecting**– regular and thorough cleaning and disinfecting of surfaces to ensure if the virus is present it is removed. Clean toilets, staff room, desks/tables/keyboards etc. and touch points regularly after use.
- **Testing** – regular lateral flow testing.

The following procedure outlines the measures required to ensure, **so far as is reasonably practical**, we prevent anyone coming into contact with the COVID-19 virus within our business premises or when carrying out work for our business.

It is extremely important that everyone in the business adheres to this procedure as failure to do so may lead to disciplinary action.

It is also important to note that those who require to be shielded due to their age or immuno-compromised state will not be asked to return back to the business and instead will continue to work from home until further notice.

### Aims

The main aim of this procedure is to ensure that:

- Social distancing (2m or more) can be maintained where possible.
- Hand washing & hand sanitising happens frequently and that facilities are stationed in appropriate places to accommodate for this.
- Frequently touched surfaces/areas are limited to as few as possible and those areas that remain are disinfected routinely.
- PPE & RPE is available to use where the above 3 aims cannot be achieved.
- Ventilation is maintained where practical.

To accommodate the above principles some common factors will be introduced:

- Physical removal of chairs (particularly in any meeting rooms & waiting areas) to eliminate the possibility of social distancing being broken.

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- Max occupancy of rooms (explained in more detail later in this document in the space/room analysis).
- Siting of hand sanitising stations at relevant areas (primarily entrances, exits, communal areas & meeting/waiting rooms).
- Use of Telephony system and/or video conference apps to carry out short chats/updates with colleagues, for longer chats/updates staff to use the meeting room with appropriate distancing in place.
- Assigned teams, rooms and equipment including screens.
- Posters/signage to reinforce the measures that require to be in place in strategic areas around the premises.
- Access to PPE including face shields and cleaning supplies.
- Using face masks when social distancing of 2m is not possible.
- Limited contact time when social distancing of 2m is not possible.
- Working from home where practical.

### Control Measures

#### Sickness Procedure

Staff members must not come into the workplace if:

- a) They are unwell with coronavirus symptoms (see below) or
- b) Have been told to self-isolate by a government test and trace service because they have been in close contact with someone who has tested positive or
- c) Need to self-isolate because someone in their household has symptoms (unless you aren't required to due to being fully vaccinated) or
- d) They, or someone in their household, has had a positive COVID-19 test result (unless it is a member of your household and you aren't required to due to being fully vaccinated)

***Please consult your line manager or Louise Green if you are unsure before travelling to work. The company may wish to take additional precautions even if you aren't required to self-isolate due to being fully vaccinated e.g. request a PCR test before being able to work.***

The symptoms of Coronavirus are:

- **A high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **A new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **Anosmia** – a loss of, or a change in, the sense of taste or smell

All employees have been instructed that if they believe they have the above symptoms or test positive with a lateral flow test they should not come into the business and MUST:

- 1) Telephone their line manager to explain.
- 2) If it is not an emergency then contact NHS 111 online or via the telephone to explain their symptoms and ask for advice and facilities to be tested in their area. This test should be a

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PCR test not a lateral flow test. Details on how to get a PCR test can also be found here:

<https://www.gov.uk/get-coronavirus-test>

- 3) Their manager should keep in daily contact until the self-isolation period (if you test positive, your self-isolation period includes the day your symptoms started or the day you had the test, if you did not have symptoms, and the next 10 full days) has ended and they can return to the business.
- 4) If they feel ill whilst at work to inform their line manager and follow the procedures above.
- 5) If an Actor/Facilitator tests positive or believes they have symptoms their team member must also isolate and take a PCR test to avoid further transmission to other staff members.
- 6) This also applies if a staff member has worked in close proximity, for a prolonged period of time (longer than half an hour) to another staff member who tests positive/has symptoms.
- 7) If a team member or close work contact tests positive and your test is negative please consult your line manager for next steps e.g. if you don't need to self-isolate due to being fully vaccinated or if you are required to self-isolate as a close contact that hasn't been fully vaccinated.

It is essential that if staff have any concerns that they may have COVID that they follow the procedure to book a PCR test to avoid any doubt and minimise the spread.

<https://www.gov.uk/get-coronavirus-test>

### Testing

All staff must take a lateral flow test the evening before attending the office.

All Actor/Facilitators must take a lateral flow test the evening before each working day (e.g. Sunday to Thursday).

Should a positive test result be received follow the sickness procedure above.

All staff need to ensure that they order lateral flow test kits and have enough for their required testing. Kits can be ordered here: <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

### Travelling to sessions at schools and other venues

- Travel separately to venues where possible unless in your designated team.
- Ensure masks are worn if there is more than one person travelling in a company vehicle.
- Ensure that vehicles are ventilated throughout each journey.

### At venues

- Conduct a venue risk assessment.
- Ensure that you are briefed on the individual venue's COVID-19 restrictions when you arrive.
- Ensure that you adhere to social distancing policy throughout each workshop.

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- Ensure that you wear masks where required when social distancing isn't possible and moving through venues.
- Wash/hand sanitise regularly.
- Ensure rooms are ventilated.

### At the office

#### Surface Disinfection

You will all be responsible for your own workspace/area and this should be sprayed/wiped with disinfectant at the end of each day and cleaned.

For common contact surfaces such as kettles, taps, tables, chairs in each of the rooms we request that you clean as you go and carry out disinfection as the last task before leaving to room.

Please collect up your own rubbish and deposit in the bins.

#### Entrances, Exits and Corridors

The main entrance to the business will operate as normal with the use of shutter key fobs as these keep the premises secure and they are contactless.

In any corridor we request that you stay on the left-hand side whilst travelling to ensure that there is enough space between people walking in opposite directions.

Finally, as the first and last actions when entering and exiting the building staff & visitors will be required to sanitise their hands. Posters will be displayed to reinforce this message.

#### Doors and windows/Ventilation

All non-essential safety doors will be kept open where appropriate to reduce the need for people to handle them. Where doors are closed they should be opened with elbows to reduce the hand contact on these surfaces wherever possible.

Where hands are required to close/open please wash or sanitise your hands after operating either via normal handwashing with soap and water or with an alcohol hand sanitiser stationed in appropriate places.

Ensure that you ventilate the rooms wherever possible by opening windows to ensure fresh air supplies. If a room feels stuffy when you walk into it please ventilate it. Try not to sit directly in the path of an open window. Rooms should be regularly ventilated between use.

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### Opening the business at the beginning of the day

In order to ensure that doors are kept open when possible, the first person to arrive at the premises on any day should open all internal non-essential safety doors within the building (meeting rooms, toilets, offices, kitchens & stores) to keep this task to 1 person, following this the person carrying out this task should wash or sanitise their hands.

### Space/Room Analysis

#### Staff room/Kitchen Facilities (max occupancy 6 people at any one time)

- Max occupancy sign to be displayed at entrance door
- To allow staff to eat their meals sufficient chairs will be removed to allow occupants to sit while maintaining a 2 metre distance.
- Hand soap to be stationed at the sink.
- Surface disinfectant to be stationed at the corner surfaces with paper towels.
- Posters and signs to be displayed at fridge about hand washing and surface disinfection.
- Hand sanitising station to be placed at the corridor outside the kitchen for use by those using the toilets, kitchen etc.
- Use masks/visors as necessary.

#### Toilets (max occupancy 1 person at a time)

- Max occupancy sign to be displayed at the male and female toilets.

#### Main Office (total max occupancy 6)

- Max occupancy signs to be displayed at entrance door (as above).
- Hand sanitising station in the central area of the office.
- Surface disinfection station with gloves and paper towels in the central area of the office.
- Hand sanitising poster and surface disinfection poster to be displayed in the office.
- Separate shift patterns in the week between working from home and in the office to allow for sufficient distancing.
- Perspex/solid desk dividers needed to provide further protection for staff working.
- Use masks/visors as required.
- To be reviewed when Operations are returning.

#### Orange Office (max occupancy 3)

- Max occupancy signs to be displayed at entrance door (as above).
- Hand sanitising station in the central area of the office.
- Separate shift patterns in the week between working from home and in the office to allow for enough distancing.
- Surface disinfection station with paper towels in the central area of the office.
- Chairs to be removed from this area so that there are only 2 chairs, 1 at each end of the table.
- Hand sanitising poster and surface disinfection poster to be displayed in the office.
- Perspex/solid screens added for additional protection.
- Use masks/visors as required.

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### **Blue Office (max occupancy 2 at a time)**

- Max occupancy signs to be displayed at entrance door (as above).
- Hand sanitising station in the central area of the office.
- Chairs to be removed from this area so that there are only 2 chairs, 1 at each end of the table.
- Surface disinfection station with paper towels in the central area of the office.
- Hand sanitising poster and surface disinfection poster to be displayed in the office.
- Additional person permitted for short period of time (less than 10 minutes) for any technical issues etc. and if possible, vacate room so only a maximum of 2.
- Use masks/visors as required.
- Perspex/solid screens added for additional protection.

### **Green Room (max occupancy 2 people at any one time)**

- Max occupancy sign to be displayed at entrance door.
- Chairs to be removed from this area so that there are only 2 chairs, 1 at each end of the table.
- Surface disinfectant to be stationed at table with paper towels and gloves.
- Posters and signs to be displayed about hand sanitising and surface disinfection.
- Hand sanitising station to be placed at the corridor outside the small meeting room for use by those using the main entrance, toilets, and meeting rooms in this area.
- Additional person permitted for short period of time (less than 10 minutes) for any technical issues etc. and if possible, vacate room so only a maximum of 2.
- Perspex/solid screens added for additional protection.
- Use masks/visors as required.

### **Rehearsal Room (Max Occupancy 14 people at any one time)**

- Max occupancy sign to be displayed at entrance door.
- Chairs to be removed from this area so that there are 10.
- Surface disinfectant to be stationed at table with paper towels.
- Posters and signs to be displayed about hand sanitising and surface disinfection.
- Hand sanitising station to be placed at the corridor outside the small meeting room for use by those using the main entrance, toilets and meeting rooms in this area.
- Use masks/visors/screens as required.

### **Directors' Office (Max Occupancy 2 people at any one time)**

- Max occupancy sign to be displayed at entrance door.
- Surface disinfectant to be stationed at the side table with paper towels.
- Posters and signs to be displayed about hand sanitising and surface disinfection.
- Hand sanitising station to be placed at the visitor waiting area for use by those using the board room and visitors in this area.
- Use masks/visors as required.

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### Visitors/Customers/Contractors coming into the business

Visitors and contractors will be discouraged where possible and video conferences should be held in substitute. When visitors are essential, they should be briefed on our procedures and asked to follow this procedure.

When there are deliveries social distancing should be maintained and packages should be dropped off on the ground/table for staff to pick up once the delivery person has stepped back.

### Client/Site Visits

All visits to premises/businesses out with our main offices should follow our RPE/PPE COVID-19 policy.

### At the end of the day

The last person to leave the business at the end of the working day must ensure:

- All internal fire doors are closed.
- All entrances/exits & windows are secured.
- The shutter is closed.
- The car park gate is locked.

### Fire Safety

Finally, Fire safety of the business premises can get lost in the mix of all of this.

**Compartmentalisation:** Fire Doors that would usually be closed at all times may now be opened to reduce the infection control risk, this means that if the fire alarm activates it is imperative that you evacuate the building without delay as we will not be operating drills during this period.

**Fire Evacuation:** If the fire alarm does sound the process of evacuating the building takes precedence over the above rules, our fire marshal kit will now include a hand sanitiser gel and once you reach the muster point everyone can sanitise their hands.