

Protocols for music-making at West Road Concert Hall during COVID-19

(This document is regularly reviewed and updated taking account of advice and guidance from a range of sources)

This document sets out protocols for all music-making activities by commercial hirers of West Road Concert Hall. The protocols outlined in this document do not cover all eventualities and all activities will require risk assessment. These protocols have been developed with reference to the Government's [Guidance for people who work in performing arts](#) and University guidance.

1. Managing Risk

Hirers will be required to confirm that they understand and will abide by these protocols.

Individuals with symptoms of Covid-19 and those who are required to self-isolate are not permitted to enter West Road Concert Hall.

Hirers will be provided with a risk assessment template which must be completed for each event or series. No activity may take place until this, or an alternative, has been accepted by WRCH.

The responsible person is to make sure they are aware of any individuals planning to participate who are [at high or moderate risk from Coronavirus](#) and for any appropriate additional precautions to be implemented.

2. Managing Rehearsals & Performances

Planning

For each event, a responsible person must be identified for ensuring that general protocols and any specific further requirements mentioned in their event-specific risk assessment are observed. The responsible person must circulate these protocols to all involved in advance.

All activity should be planned to avoid situations where performers cannot socially distance and participants should not be encouraged unduly to raise their voices due to the potential for increased aerosol transmission.

Use of Building

Face coverings must be worn by all non-exempt performers (including singers), except for wind and brass when playing.

2-metre distancing must be maintained at all times. Groups of up to six may congregate in breaks as long as they maintain at least 2-metre social distancing, wear face coverings and remain in the same group throughout.

Hands should be washed/sanitised regularly, using the materials provided in washrooms and throughout the building. Users must follow the one-way system and all other signage within the building. All users should keep personal belongings with them / at their seat where possible.

Groups of singers, wind or brass players may only rehearse in the Concert Hall or Recital Room.

Ventilation in individual rooms is regulated. Windows should not be open or shut by users without permission of a Custodian.

Users of the building should bring their own refreshments as these are not permitted to be served.

Positioning of Performers

A standard layout for a maximum of 28 performers plus conductor is marked out in the Concert Hall. The marked positions must not be altered – smaller ensembles should select the most suitable marked positions for their group. Seats and stands should be placed in position in advance of the event by the responsible person and must not be moved by performers.

Rehearsals

Performers should proceed directly to their designated chair, keeping their belongings and instrument cases with them. Cello, double bass and other large cases may be stored in a suitable alternative place in the room. A verbal reminder of protocols should be given at the beginning of every rehearsal by the responsible person, including instructions to wear face coverings, maintain 2m social distancing, and to follow standard hygiene practices (to cough into the arm and to avoid touching the face etc.). Bell-coverings are encouraged for wind & brass players. Conductors should discourage overly loud singing and heavy projection of consonants.

Rehearsal Breaks

To ensure adequate ventilation, the following breaks must be observed

Concert Hall	No restriction on timings; users to remain in hall during breaks
Recital room – 5 or more users	20 minute break outside of the room after every 1hr of use
Lecture Rooms – 1 or 2 users	15 minutes break outside of the room after every 1hr of use
Lecture Rooms – 3 or more users	30 minutes break outside of the room after every 1hr of use

Performances

Performances must last no longer than 75 minutes and must not include an interval. Page turners should not be used. Performers should arrive at the performance ready to play as changing space will not be available.

3. Cleaning Objects, Equipment and Environments

Users should wash or sanitize their hands on arrival, during breaks, after bathroom visits and on departure using the materials provided. All performance-specific touch points and surfaces should be cleaned before use by the individual using them, including stands (which should be used by only one person per event). Cleaning materials are available in all spaces for this purpose. Performers and instructors must not share equipment, e.g. pens & pencils, music, instruments, phones, chargers, valve oil, mutes, rosin etc. Residue created by instruments should be disposed of on a cloth, a towel or a container and taken away by the individual player. All rubbish should be disposed in the bins provided. Modern pianos should be wiped down before and after use in line with the guidance available with the instrument and using specialist cleaning materials provided.

4. Track and Trace requirements

The responsible person must maintain contact details of all those in attendance for 21 days following the booking and provide these on request to NHS Test & Trace. Individuals are also welcome to make use of the NHS Test & Trace QR code displayed in WRCH foyer.

16 Oct. 2020

Making Music Guidelines

For all non-University activities

- 1. 2m distance at all times**
Keep to assigned positions
- 2. Face coverings**
To be worn by all non-exempt performers (including singers) except wind and brass when playing
- 3. Wash/sanitize hands frequently**
Avoid touching others' stands, belongings etc.