



COVID-19 GUIDANCE AND PROTOCOLS

For Staff/Volunteers/Tutors managing Participation/Learning Classes/Sessions

1. All Participation and Learning Classes/Sessions should have a Member of Staff/Volunteer assigned to them whose role is to open the Globe, prepare the Participation/Learning room by making sure that all COVID-19 secure protocols have been followed (see below) and all equipment furniture required by the Tutor is in place.
2. The Member of Staff/Volunteer should open the Globe 30 minutes before the start of the session, unlock the appropriate fire doors and put on the lighting and heating for the room to be used.
3. The Member of Staff/Volunteer should set out the furniture in line with the seating plan provided for the session by the tutor. Usually it will only be necessary to put the tables out of the way and to arrange the seating. For some classes it may be necessary to put the clear screens out for the Tutor to arrange as s/he sees fit.
4. The Member of Staff/Volunteer should wipe down all the door pushes, handrails and surfaces that participants might use and ensure that hand sanitiser is available at strategic locations in the building including in the toilets.
5. The Tutor should arrive before the start of the session and maintain a register of names and contact details of participants.
6. The bar will be closed to comply with government regulations. The Member of Staff/Volunteer will discuss the provision of refreshments (tea, coffee, water) with the Tutor. (*The only instruments that may be provided by the Globe will be a drum kit and a piano, by prior arrangement.*)
7. The Tutor is responsible for ensuring that the participants remain socially distanced from each other during the sessions. At the end of the session the Tutor should ensure that participants leave in a timely fashion so that the Member of Staff/Volunteer can clear, clean and close down the Globe.