

The information detailed below is an updated version that was issued to company members in Summer 2020. As more of us begin working from the building it is important that we all familiarise ourselves with the guidance and associated risk assessments.

We are always trying to improve on these measures and any feedback would be greatly received.

Traveling to work

1. All company members where possible should travel to work alone, and avoid the use of public transport
2. If you need to use public transport to get to work please make your line manager aware, this will enable us to help you avoid needing to use it at peak times.
3. All company members who arrive via motor vehicle should park on the tiered car park, or stage door car park and where possible should leave a parking space between the next vehicle. Please do not use the car park at the back of the theatre.
4. If you cycle to work the bike rack will be located on the forecourt. Please only approach the rack if no one else is currently at it.

Access to the Building

1. On days where there is no performance scheduled the building will be open from 8.45am until 6pm, Monday to Friday.
Access to the building must be agreed by your line manager and in advance of the scheduled day. Whilst the building remains closed to the public the welcome desk will only be attended between 8.45 and 2pm. We therefore ask that you arrive within these times. This is effective from Monday 15th March 2021
Access to the building is via the front doors only.
2. Upon arrival all company members will be asked to sign into the building
3. You will then be asked to pass through our temperature screening area.

Starting Work

1. Lockers have been installed in the Top Coffee Bar and we ask that all staff use these for storing personal belongings.

Moving around the building

1. All public facing areas of the building will operate using a one-way network. Company members must always follow this.
2. The use of the FoH lift is restricted to one person at a time.
3. Where possible all doors that can remain open should do so
4. It is not possible to operate RoH in a similar way and therefore company members should stay in their specific work areas and adhere to the staggered breaktimes that will be confirmed as part of the daily briefing.
5. Movement around the building should be kept to essential journeys only and staff must wear face coverings whilst doing so.

Toilets

1. Use of each toilet 'area' must be kept to one person at a time.

Break Areas

Company members are encouraged to take breaks outside whenever possible. There will be one designated break area in the building to allow for social distancing – one space will allow for the most efficient cleaning programme
Company Members are asked to provide their own mug and teaspoon.

PPE/Virus Prevention

1. Company members will, wherever possible, be expected to observe social distancing.
2. Company members must wash their hands as soon as they have completed the arrival process. Regular handwashing must be completed throughout the day.
3. Hand sanitiser stations are placed around the building.
4. Spaces should always be kept well ventilated, therefore please keep windows and doors open as much as possible.
5. Face covering must be worn when in the building. The only exceptions to this are when working at your desk or workstation, or during a face-to-face meeting and only if all participants are in agreement.

Leaving the building

1. Company Members will be asked to sign out when leaving the building and should leave via the front doors only.
2. On days where there are no evening events, we ask that all company members vacate the building by 5.45pm