

## Returning to Work from 19<sup>th</sup> April 2021 - COVID-19 Guidance

From the week beginning 19<sup>th</sup> April 2021 the Tri-borough Music Hub (TBMH) Team will re-start working from the Lyric Partner's Office on a phased return for all team members. The last time we worked from this office was Tuesday 17<sup>th</sup> March 2020. A lot has changed since then and we will all need to collectively address this return as a team, and also as individuals.

For the summer term 2021, team members will not be expected to return to full-time in-person working, unless they need to or request to do so. There will be flexibility afforded to each person. The TBMH will take a flexible approach to this phased return, providing all in-person activity can be adequately, equitably and fairly staffed. Staff need to be prepared to travel to work in the instance that other staff are unwell and therefore, activity is under-staffed.

When team members are in the Lyric, this guidance should help you navigate your return. This guidance has been jointly prepared with the Lyric (who run the building) and the TBMH (who rent the space in the building). The TBMH team must be mindful that we are working with the Lyric for the benefit of everyone involved with the building.

TBMH/Lyric are continuing to follow all the government guidelines in order to manage your return to the building as safely as possible and so this guidance will be updated regularly.

### Returning to work at the Lyric checklist:

Before returning to work at the Lyric, you should have done the following things:

- ☐ You must have permission from your Line Manager that you are fit, healthy and safe to return to in-person working and updated your personal Risk Assessment as required.
- ☐ You should have read this Return to the Lyric Guide
- ☐ You should have read the TBMH's risk assessment for office working and the TBMH's Risk Assessment for Lyric-based musical activity
- ☐ You should have read the Lyric's general building Risk Assessment
- ☐ You should feel well and ready to return to the building

Please note: if you are feeling unwell you should not come into the Lyric building. Symptoms of COVID-19 are:

- A new continuous cough
- High temperature
- Loss of sense of smell/taste

If you have any of these symptoms, please follow NHS advice, call 111 and inform your Line Manager who must notify the Lyric.

If you feel unwell with symptoms whilst working at the Lyric, then please:

- Isolate yourself from other people until you are able to leave the building
- Tell your Line Manager and a Lyric staff member
- Call 111, if you don't require an ambulance then go home as soon as you can
- Call 119 or see <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/> to arrange for a test.
- If you are feeling unwell, and your symptoms do not correlate with COVID-19 symptoms, we still recommend you do not return to work in the building unless you are fully well.

## **Lateral Flow Tests (LFTs)**

Due to the fact that all TBMH team members will be professionally interacting with children and young people through weekly musical classes, every TBMH team member will be expected to take two LFTs per week, in the same way that all TBMH tutors are doing this. Two tests, 4 days apart, should be taken with results reported through the NHS app/portal; and your Line Manager. This will continue until further notice, and will apply to all tutors delivering the activity.

## **Permission to access the building**

During this period of time there will be limitations and restrictions on the wider use of the building and the Lyric will have to enforce that only people with permission can enter the building. This is to ensure the highest level of protection and prevention of COVID-19 for all staff and visitors.

- The Box Office team will have a list of staff granted permission to be in the building (see signing in section further down).
- Any staff not on the list and who do not have permission in advance may be turned away from the building as we might not be able to safely allow you to work in the building.

## **Social distancing, hand sanitising and masks**

- When you are working from the Lyric, we ask that you observe, where possible, social distancing (putting a 2-metre distance between you and others) and that you regularly wash your hands, especially after touching door handles. You will also need to wash or sanitise your hands every time you re-enter the building
- We require that you wear a face covering/mask when moving around the building. Please remember that some people are exempt from wearing face coverings/masks so please respect colleague's decisions about whether to wear one or not
- Whilst the Lyric will be providing hand sanitiser stations, they will not be providing masks so please bring your own with you
- The TBMH does have some limited stock of PPE; however, this is predominantly intended for tutor usage in schools. TBMH team members are encouraged to provide their own protective equipment. If that is not possible, TBMH will provide this equipment.

## **Entrances**

There are currently two entrances in use for building operations. These are:

- **For Production staff only:** Stage Door
- **For all other staff:** Main entrance (Box Office via Lyric Square)

## **On entry to the building:**

- Sanitise your hands before entering the building when you have disembarked from public transport.
- Once you have entered the building and communal spaces, please then sanitise your hands using the hand sanitiser on point of entry.

## **Signing in**

- All Staff are to sign in at the box office upon entry and upon exit. For those staff using the stage door, a sign in/out sheet will be available at that entrance.
- Both of these sign in sheets will be required for roll call in the event of a fire evacuation so there are no exceptions to signing in and out.
- All staff are encouraged to use the NHS Track & Trace app when entering the building. NHS QR Code posters are located at both entrances to the Lyric (Box Office & Stage Door).

## **Lifts**

- These lifts will be included on the Lyric's cleaning schedule but, in order to limit their use, we ask that you only use lifts if necessary and sanitise your hands prior to and after use.
- There is a limit of 1 person per lift.
- There will be lift access from the Box Office to the Bar & Grill.
- There will be lift access from the Bar & Grill to Circle and Upper Circle.
- There will be lift access from the Reuben Foundation Wing to the partners office.

## Meetings & Work-related visitors

We expect that during this period you will limit the number of external meetings – opting where possible for virtual meetings. Therefore, please do not organise for any external visitors to the Lyric (e.g. for meetings) for the Summer term 2021 unless you have requested permission in exceptional circumstances.

- In this instance you must have permission from the Lyric's Building & Facilities Manager Jonathan ([Jonathan.Fonseca@lyric.co.uk](mailto:Jonathan.Fonseca@lyric.co.uk)) and provided the following details:
  - o The name of the visitor. If there is more than one person, then the name of the 'lead member' of the group (of up to 6 people) and the number of people in that group is sufficient.
  - o A contact phone number for each customer or visitor, or for the lead member of a group of people. If a phone number is not available, then an email address is allowed.
  - o The date of visit, arrival time and, where/if possible, departure time
  - o The name of the assigned staff member who they are meeting.

## Your workstation in the Partner's Office

- The TBMH has installed large Perspex screens between each workstation on all desks; and has prepared the office space so that is clear, clean and tidy
- During the summer term's limited re-opening you will have an assigned workstation which will either be your usual desk or a desk assigned to you (this is to ensure social distancing).
- Your assigned workstation will be cleaned thoroughly at the start of the day by the Lyric's professional cleaners so please do not use any other workstation other than the one you have confirmed been assigned.
- Keep all workstations as clear as possible, clear as much space at the end of the day so that it can be kept clean more easily.
- Limit your use of shared items – e.g. Staplers
- Do not move around furniture or IT equipment.
- There will be cleaning wipes to clean your desk, keyboard, phone etc. throughout the day.

## Partner's office

The Partner's Office has a fresh air HVAC system installed. The provision of a constant supply of fresh air (up to 8 air changes per hour) minimises the need to open additional windows and doors as per HSE guidance.

## Helen Bell Green Room / Breaks

- Please don't congregate during break times.
- The Helen Bell Green Room will **not** be open to any staff to use during this limited re-opening
- Please bring your own cutlery and crockery that you can take home with you at the end of the day.
- Please bring your own water bottle and don't share food.
- Make sure you take a break from your desk and a break from your screen on a regular basis. Where possible we recommend you leave the building on your breaks.
- You can use the Roof Terrace during your breaks but please clean up after yourself.

## Water fountain

- The water fountain at the top of the RFW will be available to all users of the building but we ask that you use this at your own discretion at none busy times and that you sanitise your hands before and after use.
- You should bring your own personal water bottle and not use any cups or mugs at the Lyric

## Toilets

- There will be hourly checks of toilets to ensure soap and sanitiser is stocked up.
- Please do not use any other toilet in the building as these may not be included on the cleaning rota.
- Toilets for Young Lyric classes and audiences will be updated at a later date.
- **Lyric Staff & ArtsEd** students will have access to the toilet in the Reuben Foundation Wing
- **Turtle Key** staff will have a designated toilet to use on the Upper Circle level
- **TBMH** will have a designated toilet (during daytimes) on the same level as the partner office
- **DanceWest** will have a designated toilet (during daytimes) this is the changing places toilet on the RFW
- **Big Door Productions** staff will have a designated toilet to use on the Circle level

## Deliveries

- During this limited re-opening, the Lyric will not be able to receive personal deliveries.

## Cycle racks

- If you wish to cycle to the Lyric, there is a cycle rack in the Goods Yard that you can use to lock your bike. The Lyric cannot take any responsibility for the bike's security.
- There are additional bike racks in Hammersmith – we recommend you familiarise yourself with these before you depart.
- The **activethings.app** details cycle racks near you

## Other Building Users:

- The following spaces will be occupied from April:
  - o **ArtsEd** will be using the Dance Studio and Film and TV Studio
  - o **Turtle Key** will be using their Office on the Upper Circle level
  - o **TBMH** will be the sole users of the partners office
  - o **Big Door Productions** on the Circle level
  - o **A Small number of Lyric staff** will be stationed at Box Office and potentially in the Lyric office
  - o This is subject to change and more users may return to the building over time
- Classes begin in the w/c 26<sup>th</sup> April and start from 4PM onwards Monday – Friday and 9:30am on Saturdays
- Audiences will be back at the Lyric from 18<sup>th</sup> June in the evenings

If you have any questions about any aspect of returning work at the Lyric, then please do get in touch with the Lyric's Head of Administration ([chrissey.angus@lyric.co.uk](mailto:chrissey.angus@lyric.co.uk)), and/or Building & Facilities Manager ([Jonathan.Fonseca@lyric.co.uk](mailto:Jonathan.Fonseca@lyric.co.uk)), as well as your TBMH Line Manager, and TBMH Head ([stuart.whatmore@rbkc.gov.uk](mailto:stuart.whatmore@rbkc.gov.uk)).