

September 2021 to July 2022

From the September 1st 2021 the Tri-borough Music Hub (TBMH) Team will continue working from the Lyric Partner's Office. All team members will be expected to work in the office for either 2 or 3 days per week basis, based on the needs of the service and to ensure that all in-person activity can be adequately, equitably and fairly staffed. Staff must also 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. 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. If you have Covid-19 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)

Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will be reviewed. Two tests, 4 days apart, should be taken with results reported through the NHS app/portal; and the TBMH Google Form. This will continue until further notice, and will apply to all tutors delivering the activity.

Social distancing, hand sanitising and masks

- When you are working from the Lyric, we ask that you observe, where possible, social distancing 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 request 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.

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.
- 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.

Lifts

- 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 may be limits on the number of people per lift.

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
- Your assigned workstation will be cleaned thoroughly at the start of the day by the Lyric's professional cleaners
- 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 re-open to all staff to use
- 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 regular checks of toilets to ensure soap and sanitiser is stocked up.
- Toilets for Young Lyric classes and audiences will be updated at a later date.

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 **Lyric staff** will be 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 20th September and start from 4PM onwards Monday – Friday and 9:30am on Saturdays
- Audiences are back at the Lyric 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 (chrissy.angus@lyric.co.uk), and/or Building & Facilities Manager (Jonathan.Fonseca@lyric.co.uk), as well as your TBMH Line Manager, and TBMH Head (stuart.whatmore@rbkc.gov.uk).