

Covid-19

Policy



2021

General policy

Act 1 Theatre Group will run their own 'Track and Trace'. This will be done by using a Google Doc register each week to track who is in attendance at each rehearsal. There will be a contact number for each member on the Google Doc (for members under 18 this will be an emergency contact number).

In order for the 'Track and Trace' to work and to maintain safety of all members;

Act 1 Theatre Group must

- Use a temperature gun to ensure anyone attending the session has a temperature below **37.8°C** and decline entry to anyone reading at or above this temperature.
- Provide hand sanitiser (alongside standard handwashing facilities) to be used on entrance and exit of each session.
- Ensure that the Google Doc is used and updated at every session.
- Contact all members that have been in close contact (using the contact number on the Google Doc) as soon as possible should they receive notice that a member has tested positive for Covid-19.
- Remove and isolate a member from the session should they present symptomatic and contact their emergency contact if under 18 (*those in the school year 7 and above will be allowed to take themselves home in accordance with the usual protocol but their emergency contact will be informed, in all other cases it would be expected that a parent/guardian collect them immediately*).
- Ensure they keep themselves up-to-date with the latest Government guidance on Covid-19.

Members must

- Ensure that they sign in at the beginning of each session.
- Wash their hands on arrival and exit, either by use of hand sanitiser (personal or provided) or in the premises' hand washing facilities.
- Ensure that contact details remain up-to-date.
- Inform **Kayleigh Beeching (07786122555)** or **Emily Hance (07841505879)** within 12 hours of a positive Covid-19 test result (Lateral flow or PCR).
- Isolate in accordance with Government guidelines where necessary.

- Not attend a session should they be showing any Covid-19 symptoms, feel unwell or be waiting for results. They should take a Covid-19 Test as soon as possible.

When a member is contacted by Act 1 Theatre Group informing them of a positive Covid-19 case, they **will not** be expected to isolate unless they are themselves symptomatic, though it is advisable that they take a lateral flow test. Members **will** however, be expected to follow the latest Government guidance should they be contacted by NHS Track and Trace.

Act 1 Theatre Group **will not** expect their members to wear a face covering, however, should a member wish to do so during rehearsal sessions they may.

Financial policy

- If a member is scheduled for a session, they will be expected to pay the subs for that session; the only exception to this is if the member stated they would be unable to attend the session on their audition form. Unfortunately this does mean that if a member cannot attend due to sickness or isolation, they will still be required to pay for the sessions missed.
- No refunds will be given for subs or show fees. As a non-profit organisation, all money taken goes straight into the shows being put on; the show fees are put aside for the Director of each show for help for costumes, props etc., and the subs are put towards the hire of the venue each week and if possible extra finances for the show.
- There will be no refunds on any ticket sales. In the event that there is an alternative showing that is able to be attended by the ticket holder, Act 1 Theatre Group will happily attempt to move their tickets to the alternative. If there is no alternative available, Act 1 Theatre Group will, where possible, resell the tickets. It should be noted that resale of tickets will not always be possible.