

KITCHEN SINK LIVE LTD  
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## “MAKING YOU THEATRE”

Last reviewed: 22/10/2020  
Next protocol review due December 2020

### Coronavirus Processes and conduct for staff, venues, participants and partners.

#### 1. Risk Assessment

##### 1a. Kitchen Sink Live:

KSL will complete their own risk assessment for each workshop/session and venue in order to mitigate chances of possible risks.

We will do so by implementing precautionary actions, based on our findings where potential hazards are identified. All potential dangers will be recorded and reviewed frequently.

Frequency of these assessments will be dependent on changes, including, venue, participants, staff and other relevant factors.

KSL will be reviewing if sessions and meetings can be done online via video communication software like Zoom and Skype and will choose this over meeting in person to reduce the amount of less necessary face to face contact where possible.

##### 1b. Venues:

When one isn't readily available on venues websites, we will request a copy of their risk assessment and their procedures, to ensure that we are only entering spaces, that we see to be actively alleviating risk for both visitors and staff.

##### 1c. Staff, Participants, freelancers:

Where any individual may come into contact with others/venues/services, they should take responsibility to consider their own risk and risk to others too.

If you or somebody you have been physically in contact with, has been experiencing/displaying symptoms of Covid-19 (temperature, cough and difficulty breathing) or even if you/they have been feeling generally unwell, we request that they please, do not attend any sessions or meetings, and adhere to government advice and guidelines.

All participants, staff and freelancers will have their temperatures screened prior to entering the space, staff will do this with an infrared thermometer, from the forehead.

#### 2. Cleanliness

##### 2a. Venues:

We will enquire about additional cleanliness other than the standard level of expected sanitation in venues during Covid-19 outbreak (Hand Sanitation stations, disinfected surfaces) this is for the purpose of ensuring that further necessary measures have been taken by venues in aid of infection control and reduce risk of infection. Examples of this would be, how often the toilet facilities and other amenities (frequently touched places, handrails, elevator buttons, light switches, surfaces etc.) are disinfected throughout the day.

##### 2b. Participants:

You can expect to have access to hand sanitiser and disinfectant wipes when attending a workshop with KSL. There will be rest breaks where people will have access to wash their hands (sanitise if the location is not near to restrooms).

Any equipment used during sessions will be cleaned in between uses to ensure risk of contamination is reduced. All surfaces and frequently touched places (door handles, handrails elevator buttons, surfaces) will be disinfected before and after workshops.

For any particularly physical workshops, we would advise those who may wish to bring a personal hand towel for any perspiration, for this to be contained within your bag to avoid contact with any surfaces.

### **3. Test and Trace, Social Distancing and Face Coverings.**

#### **3a. NHS Test and Trace:**

This helps to trace close recent contacts of anyone who tests positive for coronavirus and, if necessary, notifies them that they must self-isolate at home to help stop the spread of the virus.

For those who prefer a digital method, there will be a KSL QR code available to scan upon arrival to sessions/meetings, where you can check yourself in as being in contact with KSL.

For others, staff will request participant's name and number, this will be logged, along with the date and time of attendance. Details will be used to share with the NHS and to contact participants, in the event of possibly coming into contact with a Corona Virus positive person.

#### **3b. Venues:**

Signage to promote social distancing should be visible throughout the venue.

#### **3c. Participants:**

Social distancing applies and is expected - where possible - throughout a participant's time with KSL, including when entering and exiting a venue, plus during rest periods.

In some circumstances, we may be able to mark the floor to make this spacing clearer.

For instances, where the group is splitting off into smaller numbers for an exercise, we will be using back to back or side to side working - instead of face to face.

To aid in social distancing, the number of participants will be reduced to approximately 10 people.

#### **3d. Face coverings:**

Although face masks are optional during meeting and workshops with KSL, face coverings should always be worn during transportation to and from sessions.

### **4. Ventilation**

#### **4a. Venue:**

We will aim to work within venues that have good ventilation, to ensure circulation of fresh air throughout our sessions.

#### **4b. Participants:**

At indoor venues, we will try to ensure that we have fresh air circulating during workshops (open windows and doors), where this is not possible, we will provide regular breaks.

## **5. Further Procedures.**

### **5a. Further Procedures:**

- Whilst hand sanitising is expected before and after touching amenities, we will encourage a safer alternative if one is available, this is in order to eliminate the need to touch more surfaces than necessary; for example, the buttons to operate lifts, instead use of stairs will be encouraged, whenever possible.
- Posters for completed risk assessment will be available for attendees and venues to view and upon request.

The purpose of this document is to outline protocol and conduct expected of all parties during any time spent with Kitchen Sink Live and any other organisations they may come in contact with, including venues visited. KSL will be reviewing this document regularly to ensure that they are meeting the guidelines set by the government, including requesting help from partners wherever possible if guidelines are changed or where additional needs are identified by themselves or expressed to them by KSL staff.