

Wimbledon Community Orchestra Operating Procedure for Rehearsals

As a consequence of Covid-19 this procedure has been produced to enable the orchestra to rehearse in a fashion that complies with government guidance and reduces the risk of infection from Covid-19 to an acceptable level.

The principal pathways for infection are inhalation of the virus that is carried on the fine droplets of water (aerosol) exhaled by infected persons and physical contact with surfaces contaminated with the virus or physical contact with persons infected with the virus.

Prior to rehearsal

1 Nominated members of the committee will perform a weekly review of Government Alert levels and guidance, changes to daily infection rates in Merton and neighbouring boroughs, and latest guidance from Making Music so that members can be informed on Fridays as to whether Saturday's rehearsal will take place.

2 If you or someone you live with is considered to be at significant risk from Covid-19 then you should not attend rehearsals until further guidance indicates that it is safe to do so.

3 If you or a member of your household has been diagnosed with Covid-19 in the past 3 weeks, is quarantined or been contacted by NHS Test and Trace or waiting for results of a test or has symptoms then you must not attend rehearsals and you must contact either the orchestra Chairman, Secretary or Membership Secretary who will notify St James' church and contact NHS Test and Trace. If you attended the previous Saturday's rehearsal, then the forthcoming rehearsal and the one on the following Saturday will be cancelled. If you have to contact or have been contacted by the NHS Test and Trace service you should inform them that contact details of those who attended the relevant rehearsal can be obtained from the Secretary or Membership Secretary whose details are:

wcosecretary@gmail.com (mob 07880 785801)

wcomembersecretary@gmail.com (mob).

4 If you are not feeling well on the day of the rehearsal or you have been feeling unwell during the previous few days then you must not attend the rehearsal and you must notify the Chairman, Secretary or Membership Secretary so that a decision can be made as to whether to cancel the rehearsal.

Access to the church hall and leaving

1 Access to the hall will be via the door at the top of the disabled ramp which will be set to the open position to minimise contact with surfaces. Members will leave the hall via the double doors at the far end of the hall except where use of the disabled ramp is required

2 On entering the hall members are to use the provided hand sanitizer to ensure that the risk of them bringing in contamination from outside is minimised.

3 On entering the church hall you must be ticked off on the register so that in the event of contact details being required by the NHS Test and Trace service, we can provide details of those who were present on the relevant dates. This information will be retained for a minimum of 3 weeks.

4 While in the hall members must wear face coverings when practicable (obviously wind and brass players cannot wear them whilst playing) unless exempt from the legal requirement to do so.

Sanitising surfaces

1 Hand sanitiser and antimicrobial wipes shall be provided for members to use after they have handled potentially contaminated items and to enable members to return items to the state in which they found them before setting up.

Format of rehearsals

1 To avoid the level of risk associated with a full rehearsal, until further notice the rehearsal will be split into two sequential rehearsals in which string players rehearse first and the remainder rehearse after the strings have finished, departed and surfaces have been adequately cleaned. This approach will reduce the occupancy of the hall and increase spacing between players during rehearsal to enable spacing of 2m between players.

Setting up for rehearsal

1 Seats should be set up in a manner that enables members to maintain a separation of 2m from other members.

2 Those putting out chairs should wear gloves and use antibacterial wipes to clean surfaces they have touched. Likewise, those putting out percussion should behave similarly.

3 External doors and windows are to be opened for a minimum of 5 minutes before the start of each of the rehearsals to provide thorough ventilation of the hall 30 minutes prior to the arrival of the main body of members.

Playing

1 Members should maintain a distance of 2m between each other.

2 Studies have shown that the quantity of aerosol from woodwind and brass instruments is only marginally greater than background concentrations. To put this into context, coughing produces approximately 70,000 times more aerosol than is produced by woodwind or brass instruments. Current studies indicate that brass and wind instruments do not pose a risk when being played and do not require greater spacing than other instruments but care must be taken regarding disposal of condensation that forms in them.

3 Woodwind and brass players must avoid draining their instruments directly on to the floor and should dispose of condensate down a sink with copious amounts of water and then subsequently sanitise.

4 Liquids that do accumulate on the floor should be dried up and the area treated with antibacterial wipes or equivalent methods such as anti-pathogen surface cleaner.

Clearing away after rehearsal

1 Clearing away should be the reverse of setting up and chairs and tables should be wiped with antimicrobial materials to ensure we leave the hall in the same state as when we arrived.

2 Before leaving members should wash their hands or use hand sanitiser to ensure that they are free from residual contamination when they leave.

3 All toilets that have been used are to be cleaned, including door handles and light switches.

4 All rubbish is to be taken away at the end of the session.

Music

1 Where practical parts will be scanned and put on the shared drive for people to download.

2 Where it has not been possible to scan parts or use parts available from IMSLP, at the rehearsal parts will be handed out; the number of parts in the music packs should be compared with the number of people in each section and additional parts scanned and printed to avoid excessive sharing of the photocopier. This should be shared out across the committee and/or members so no one has to do this for more than one week. Members will take their music home with them and return parts to the committee when requested to.

Break periods

No shared refreshments at present and kitchen to be out of bounds.

Toilets

After using the toilets and washing your hands you should use hand sanitiser on returning to the hall to minimise risk associated with having handled taps and doors. A member of the orchestra will be appointed to manage use of the toilets to prevent congestion in the lobby leading to the toilets.

Emergencies

1 If someone presents Covid-19 symptoms during the rehearsal, they are to be isolated in one of the lobbies and sent home if possible. St James' church is to be informed promptly along with NHS Test and Trace.

2 If someone presents Covid-19 symptoms after the rehearsal they are to notify the Chairman, Secretary or Membership Secretary so that St James' church and NHS Test and Trace can be informed.

Reviewed 25/11/2020