



PMZ Guidelines for Safe Working During the Pandemic - Published 02.08.2021

It should be noted that everyone involved has been consulted and this guidance is intended to keep everyone as safe as is possible. It is also important to understand that different people have different levels of concern around Covid and as such this guidance is intended to ensure that people feel safe and comfortable taking part in PMZ activities.

Everyone involved should therefore be mindful of other people they encounter within PMZ and respect their wishes and concerns around the risks they are willing to take.

PMZ Operations Manager (Health & Safety) – Steve Blake

PMZ Leadership Team – Glyn Fuge, Anna Batson and Karl Meyer

PMZ workshops to continue under the description of 'Organised Musical Activities' (such as rehearsals) these are now permitted to take place outdoors (for up to 30 people of any age) and indoors (for up to 15 people aged 11 and over) as part of 'organised activities'. This includes leisure-time music, and is subject to following the relevant guidance, carrying out a risk assessment and putting any necessary mitigations in place.

Suggested Principles of Safer Singing at PMZ:

Taking account of the evidence, and if other national and local guidance on the control of COVID-19 is followed, singing is considered safer when the following actions are taken:

1. Singing takes place only in larger well-ventilated spaces, or outdoors.
2. Workshops (includes performances and or rehearsal) are for limited periods of time at a reduced level of loudness, using microphones for amplification if available.
3. Limited numbers of people sing together.
4. Singers are spaced at least 2 metres apart in all directions (at least 1 metre apart if the additional measures or controls recommended in government COVID-19 guidance are applied).

COVID-19 DISCLAIMER:

For those considering returning to PMZ and as required and in line with national guidance, people with symptoms suggestive of COVID-19, or who are known to have been in recent contact with others who have COVID-19, will not be allowed to participate in any PMZ activities.

Moving forwards PMZ will be implementing the following:

Proposed limits on people in PMZ – Group sizes limited to 15 (includes PMZ staff, carers, etc...) in delivery spaces. Other PMZ staff to be kept to a minimum (utilising remote working) and where possible to work out of the PMZ portakabin offices if on site when delivery is taking place.

High Risk Individuals – PMZ will encourage consultation with participants affected by high-risk status (along with any parents, care teams, etc. supporting them) on the support required of returning to in-person workshops, if they do wish to return. This will include conversations about any additional and reasonable measures that may need to be taken by Plymouth Music Zone to accommodate them. This matter will be explored by PMZ Building Manager (Steve Blake) and members of the PMZ Leadership Team. Notes will be taken on important individual cases and kept securely alongside on-going risk assessments at PMZ.

Please be aware, although PMZ will do everything in its power to mitigate the risks, however because of their risk status and the measures that it is possible for PMZ to take, PMZ recognises that it may not be possible for some individuals to return to in-person activities at this time. PMZ will continue to provide what support they can and will look forward to a future return to in-person activities when they are ready/able to return.

PMZ: Protection and Prevention

1. Track and trace procedures on site – PMZ will encourage the use of PMZ's NHS registration to everyone visiting PMZ. Our NHS QR/Barcode will be made clearly visible to everyone in the PMZ foyer.

2. All PMZ staff on the delivery team will conduct lateral flow tests before engaging with groups and submit results to PMZ Building Manager (Steve Blake). Alongside his own ongoing tests Steve will manage these and keep a record.

2. Admin of participant details– PMZ Building Manager will check on and where necessary update contact details of participants and care/support staff (re)engaging with PMZ during this time.

3. Register – Will be taken by the Music Leader and Building Manager and will include everyone present on site (including any family, care/support workers).

4. PMZ to encourage participants and those attending with them to share information with us about their vaccination status or negative lateral flow test results as part of weekly registration. PMZ Building manager, the group, Music Leader and other staff to role model good practice and support this action wherever possible across all of our work with the public as we reopen. This data will be kept confidential to the PMZ team.

When in the PMZ building:

- Everyone to continue to observe social distancing – 3 steps (1-2 meters).
- Face coverings are expected and recommended in indoor spaces where you come into contact with people you do not normally meet. However, there are some circumstances where people may not be able to wear a face covering. Please be respectful of these situations. Some people are less able to wear face coverings. The reasons for this may not always be visible.
- Fresh air/ventilation in workshop spaces – All spaces are to be well ventilated before, during and afterwards. PMZ's Operations Manager will ensure good usage of PMZ's ventilation system to guarantee a healthy movement of air around the building, fire doors and windows to be opened (where appropriate).

When entering the building (entry only by front/main door):

Participants and those attending with them are to be considerate of timings when turning up and leaving – It is recommended that participants turn up no earlier than five minutes before the start of their workshops. Admission will not be given until the time of the workshop. Everyone attending will be given appropriate time to allow comfortable entry of the building and admission in the foyer before entering any delivery spaces.

- Everyone to enter and exit the building via the front/main door.
- Building Manager / Music Leader – Welcome (Building Manager to be located in the front office).
- Participants sign in to acknowledge PMZ's *Guidelines for Safe Working during the Pandemic* have been read and understood.
- Foyer, toilets and Main Hall are the only delivery space open to the public (all other areas staff only and are clearly marked and not open to the public).
- Bathroom etiquette – Only one person at a time in one toilet at any one time (with the exemption of carers). PMZ Staff wherever possible will default to and use the PMZ Portakabin toilets as staff toilets.

External Venues:

When visiting and running workshops in venues outside of PMZ all relevant guidelines shared up to this point will still apply with the addition of the following measures.

- All PMZ staff have a right to be safe at work. Coronavirus has not changed this however particularly due to the pandemic PMZ staff will have the right to decline working in any external venue if it feels unsafe for them to do so.
- Before workshops take place, PMZ's Building Manager will liaise with staff and venues being engaged with to ensure all PMZ policies and guidelines are shared with them in full. In return PMZ will encourage the sharing of all precautions and policies held by the venue and will aim to work with them to ensure all measures are met over the duration of our visits. Information shared may include vaccination status of staff, lateral flow test results, risk assessments, etc.
- Work in external venues will only take place after it has been agreed by PMZ's building manager to be suitable and safe. PMZ's building manager may also roll out on site visits to check on compliance of our staff as well as the venues and organisations we are working with. Wherever possible venues will be made aware of these visits in advance.



Plymouth Music Zone

(t) 01752 213690

(e) info@plymouthmusiczone.org.uk