

The Greenhouse – COVID-19 Plan

Plan for COVID-19

We have an extensive COVID-19 management plan for *The Greenhouse*, the key measures of which are detailed below. Alongside these measures, *The Greenhouse* can be converted into an outdoor venue – maximising ventilation and significantly reducing the possibility of COVID transmission – by removing some or all of the walls. As such, we are optimistic that the project will still be able to go ahead as planned. However, we recognise that flexibility is key in the current environment. Below, we have also outlined the steps we will take to ensure the project can still be delivered if the venue cannot open, or has to close at any point. This plan is based on current government guidelines, and is designed to develop as the situation changes. It will be reviewed regularly during the project's planning and execution. Our COVID-19 policies will be available on our [website](#) and distributed to audience members via email before their visit.

Risk Assessments

- All activities associated with this project will be risk assessed and monitored regularly.
- All activities where social distancing is not possible will be evaluated on necessity and risk assessed.

Social Distancing

- Everyone will be required to keep 2 metres distance throughout the building.
- If 2 metres is not possible during a task, then follow 1 metre distance with precautions.

Wellbeing

- The wellbeing and physical health of *The Greenhouse* team is our top priority.
- Staff will be engaged from the moment they join the project, through contact with their mentor, to ensure they feel safe and secure carrying out their duties in relation to COVID-19.

Auditions, Rehearsals and Productions

- Auditions and meetings will be held online. Rehearsals will be held online as much as possible.
- If in-person rehearsals and production meetings take place, they will be capped at 8 attendees, held outdoors (or in a room with good ventilation), and scheduled to avoid peak travel times.
- All attendees of in-person rehearsals will be required to wear an appropriate nose and mouth covering at all times when onsite. These can only be removed when creatives are performing, and must be at least 1 metre apart.
- Where possible all windows and doors will remain open to provide adequate ventilation
- All attendees of in-person rehearsals will be required to maintain social distancing when on-site
- Performers must wear a mask at all times except when they are on stage.
- All set-pieces and props will be cleaned after each use. Sharing of equipment/props will be avoided as much as possible, but where necessary, the item will be sanitised before switchover.

Across the Venue

- The Executive Team will all have taken a COVID management course before *The Greenhouse London*.
- Handwashing/sanitising station will be in place B.O.H. for staff and F.O.H. for audiences.
- A clearly marked one-way system with social distancing signage will be in place throughout the venue. Everyone must wear a mask when inside (except creatives during performance).
- All visitors to the venue will be required to wear an appropriate nose and mouth covering at all times when onsite, unless medically exempt. These can only be removed by the creatives performing and only when onstage.
- Only those on shift (staff and creatives) or with a ticket (audiences) are allowed on site.

Cleaning

- Touch points and shared spaces will be cleaned before and after performances with antiviral, eco-friendly cleaning liquid. The whole venue will be cleaned daily.
- All touch points and areas of frequent contact will be thoroughly cleaned between shows and events.

- Between shows and events, doors will be kept open for ventilation of the auditorium.

Travelling to *The Greenhouse*

- We encourage modes of travel besides public transport – e.g. cycling and walking. Suggested travel routes will be clearly published on our website.
- Events will be scheduled to avoid peak travel times as much as possible.

Scheduling/Personnel

- We'll schedule events/shows so audience members don't come into contact during changeover.
- Call/shift times staggered to avoid peak travel times. These will be based on fixed-team bubbles among staff. Bubbles will be assigned to specific zones in the venue to further prevent overlap.

Seating

- Audience members will be seated as individuals or groups from the same household.
- 3-seat blocks a minimum of one metre apart will be clearly taped off.
- When a booking is made in a block, any remaining tickets in the block are taken off sale.
- An usher will ensure people find their seats, wear masks, and stay socially distanced.

Box Office/Ticketing

- If theatres can operate indoors, the box office will be in the foyer for enquiries and sales. Tickets will be checked outside the venue. Only staff and ticket holders will be allowed in the venue.
- A socially distanced queueing system will be clearly marked out and enforced.
- Audience members will have allocated entry times, and will be asked to arrive on time.
- A screen will be fitted to the box office to protect staff and patrons.
- We will operate a cashless box-office, only accepting card payments.
- Audience members must bring digital tickets or print at home (no box-office pick-up).
- Workshop and event attendees must book their slot online in advance.

Access

- Access patrons will be informed that we cannot provide physical assistance. If assistance is necessary, we will provide a complimentary ticket for a member of their household.
- Ushers wear visors (instead of masks) when assisting D/deaf or hard of hearing patrons.

COVID-19 Related Sickness

- Visitors will be asked a symptom checklist upon arrival, and will be asked to notify us if they test positive or display symptoms 21 days after attending an event at *The Greenhouse*.
- Staff who display symptoms of COVID-19 or come into contact with someone who has tested positive will be asked to follow the government's self-isolation rules.

Track and Trace

- All visitors to the venue will be required to provide their contact details for track and trace purposes.
- All creatives attending in person rehearsals will be required to provide their contact details for track and trace purposes.
- Contact details of everyone onsite will be passed onto NHS Track and Trace if required.

Training

- Staff will be trained on this policy to answer any questions, and will be given a copy of the policy.
- Three managers will be appointed to oversee the implementation of this action plan. At least one of these managers will be on site at all times to resolve queries.

Outdoor Performances

- If theatres are only allowed to operate outdoors, *The Greenhouse* will be converted to an outdoor venue. Walls will be removed for social distancing and maximum ventilation. In this scenario, all other protocols in this plan will still be enforced, and the box-office will also be moved to just outside the venue.

If the venue has to close mid-project, or cannot open at all

- If the venue cannot open, or has to close, we will migrate all of our planned content online.
- CREATIVE: When planning rehearsals for our shows, directors will also submit a digital back-up plan in case rehearsals have to take place online. If need be, all of our shows will be rehearsed and delivered digitally via ZOOM or another means (this includes our *Germination* devising weeks too). Furthermore, our Christmas show concept doesn't need to be finalised until mid-October. We have purposefully set this date late, so that we can create a digital-specific piece should it need to be delivered online.
- EDUCATION: When planning workshops and education sessions we will always create a brief 'online back-up plan'. This will mean they can be easily migrated online via ZOOM.
- OUTREACH: While building *The Greenhouse Effect*, we are also creating a back-up plan that can be delivered online. The requirements focus on helping young artists put environmentally responsible measures in place while planning for a future project. The benefits will move online, with digital networking and support sessions.
- PARTNERSHIP: We are used to working with our partners online, as we have been working closely during the pandemic so far. All partnership events will be created with digital back-up plans so they can be migrated online if need be, and support/advertising from partners can take place online too. This means we can still reach new audiences through our partners, even if the venue cannot open.

Date of Last Review: 03/05/2021

Reviewed by: Sarah Chamberlain, Executive Director