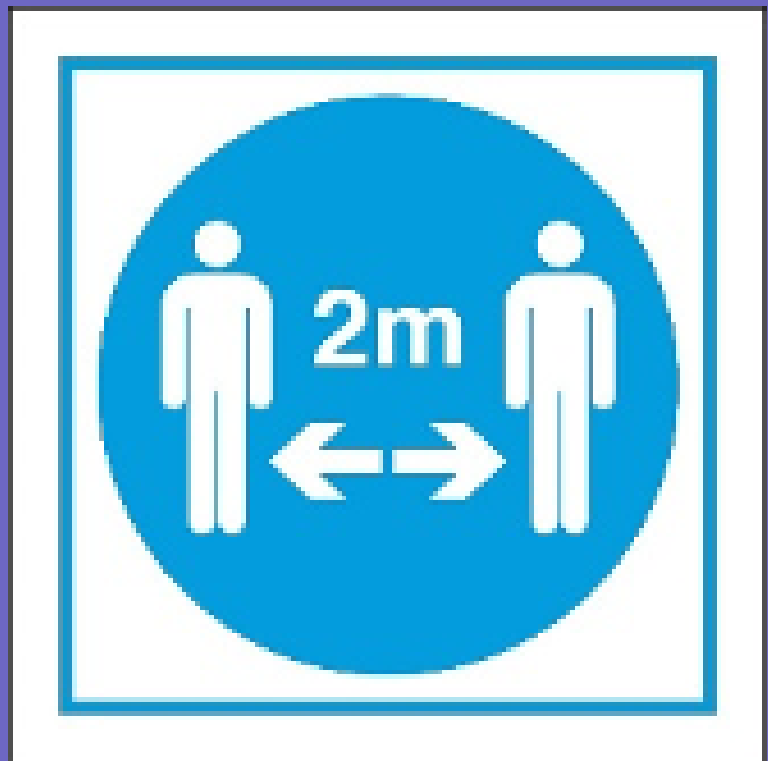


Swindon
MUSIC
Service



CORONAVIRUS PROTOCOLS FOR WORKING AT THE PLATFORM

MUSIC FOR ALL



Supported using public funding by



**ARTS COUNCIL
ENGLAND**



COVID-19: GUIDELINES FOR ESSENTIAL VISITORS

During these unprecedented times, Swindon Music Service asks staff members to understand and fully cooperate in trying to minimise the spread of Covid-19. As staff are starting to return to work at the Platform, we expect them to adhere to the procedures outlined below in our efforts to help keep all staff and visitors as safe as possible.

The aim is to reduce unnecessary interaction between people on our site, and therefore limit the risk of cross-contamination between individuals within the team and the community.

Swindon Music Service continues to follow the Public Health England advice and those provided by the government website. As such we are restricting access to the Platform.

Arriving at the Platform



- Staff members must arrive at the agreed working time.
- Staff members will need to document the 'start of the day' process:
 - Have their temperature checked.
 - Complete the start and end of the day times on their Outlook calendar
 - clean down their workstation at the beginning of the day
 - wash their hands

Your Work station



- Staff should only work at their designated work station and not share with others. Staff must adhere to the following process:
 - Sanitise their work station at the beginning of and end of the day.
 - Wipe any door handles regularly
 - Avoid too much paper copies being used (a part of our green policy)
 - Staff can wear a face covering at your work station but this is not mandatory unless you are less than 2-metres apart.
 - Keep your work area well ventilated (if you have an air extractor in your area of work, you should keep it on).

Hand Hygiene



- Use hand sanitiser provided on entry and exit to and from the Platform.
- Wash hands after visiting the toilet and at regular intervals.
- Use hand sanitiser when leaving the building. There are sanitiser machines at the front and back of the main hall. entrances.

Social Distancing



- Staff should observe social distancing whilst in the Platform premises wherever possible. That is:
 - Meet as few people as possible at any one time.
 - Maintaining a 2 metre social distance throughout wherever possible. (This won't be possible for certain tasks).
 - Any face to face meetings should be time sensitive and staff should wear a face covering if 2-metres distance cannot be observed.

Essential Visitors



- SMS staff are only to allow essential visitors on site for:
 - Regular maintenance and emergencies.
 - Essential professional meetings.
 - Training that must be undertaken in person.
 - Safeguarding.
 - Health and safety.
 - All visits will be at SMS discretion.

Arranging any Visitors



- Staff must arrange appointments for visitors to visit the Platform and ensure that the visitor completes a track and trace form upon arrival and is wearing a face covering.
- Staff are to ensure that their Outlook calendar is shared.
- Staff are to ensure all visitors are pre-booked in on the Outlook

Site Visit



- All meetings will take place in the main hall where social distancing will be adhered to.
- Windows will be kept open during the visit and where possible the door will also be open.
- Items should not be shared if possible. If not possible, good hand hygiene should be observed.
- Minimise any touching of fixtures, fittings and other contents when moving around the Platform.
- Host of any meeting will sanitise the room immediately after the meeting.
- Staff should use the toilets on the ground floor.
- Face masks **must** be worn by visitors.

Health Conditions



- Staff who are **clinically extremely vulnerable** to coronavirus should work from home if they can.
- If they are working at the Platform, they **must** take precautions by washing their hands regularly, avoiding touching their face and keeping 2 metres away from persons in the Platform.
- We would expect that the employee has read and signed our risk assessment in these circumstances.

Covid-19 Symptoms



- If any staff member have any one of the following symptoms you must not come to work at the Platform:
 - a high temperature – this means you feel hot to touch on your chest or back.
 - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
 - a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

	Peter Clark	Paul Rowe	Lynn Hawkins	Kati Lawrence	Owen Lee	Summer Scotford	Jacqui Sweetman
Monday AM	Work -Home	Platform 9-12.30	Work -Home	Platform 8.30--12.30	Study	Study	Platform 11-1
Monday PM	Flexible	Platform 1-5	Work -Home		Off Work	Off Work	Off Work
Tuesday AM	Flexible	Work -Home	Platform 9-12.30		Platform 9-12.30	Platform 9-12.30	Platform 11-1
Tuesday PM	Flexible	Work -Home	Platform 1-5		Platform 1-5	Platform 1-5	Off Work
Wednesday AM	Off Work SYM Weeks	Platform 9-12.30	Off Work SYM Weeks	Platform 9-12.30	Study	Study	Platform 11-1
Wednesday PM	Off Work SYM Weeks	Platform 1-5	Off Work SYM Weeks	Platform 2.30--5	Off Work	Off Work	Off Work
Thursday AM	Platform 9-12.30	Work -Home	Platform 9-12.30	Platform 9.30-12	Platform 9-12.30	Platform 9-12.30	Off Work
Thursday PM	Platform 1-5	Work -Home	Platform 1-5	Platform 12.30-3	Platform 1-5	Platform 1-5	Off Work
Friday AM	Flexible	Platform 9-12.30	Work -Home		Off Work SYM Weeks	Off Work SYM Weeks	Platform 11-1
Friday PM	Flexible	Platform 1-5	Work -Home		Off Work SYM Weeks	Off Work SYM Weeks	Off Work
Saturday AM	Platform SYM 8-11.30		Platform 8-11.30		Platform 8-11.30	Platform 8-11.30	Platform 9-12
Saturday PM	Platform 12-3.30		Platform 12-3.30		Platform 12-3.30	Platform 12-3.30	Platform 12.30-2
	37.5 hrs	37.5 hrs	37.5 hrs	15 hrs	30 hrs	30 hrs	13.5 hrs