

Malvern Festival Chorus Covid-secure Rehearsal Arrangements and Registration

Dear member

We are delighted to let you know that we are making arrangements for Covid-secure rehearsals once Government guidelines allow us to meet. The committee has prepared this information for members to be informed about what will be expected in terms of individual responsibilities. Face to face COVID compliant rehearsals are allowed to go ahead on condition that a full risk assessment is in place and that all practical measures to minimise the risk of Covid-19 have been taken. Before rehearsals commence, you will find the full risk assessment on our website at [Members' Page | Malvern Festival Chorus](#)

We hope you understand that attendance at rehearsals is on the condition that everyone complies with these measures in order to maintain COVID compliance, especially in the light of the fact that singing is a high risk activity in terms of virus transmission. The committee reserves the right to refuse admission or request that a member leaves the rehearsal if an individual is considered to put other people at risk. The committee also reserves the right to close the hall and end the rehearsal if there is a serious risk to everyone's safety.

The main points for members' safety and responsibility are summarised below.

1. Online registration.

Please download the registration form at [Members' Page | Malvern Festival Chorus](#) and complete it by the end of the Friday preceding the Tuesday rehearsal you are registering for. Please email it to Barbara Moss at moss.thomas@btopenworld.com. The registration will ask:

- Name, address, voice part, contact phone number [required for NHS Track and Trace]
- Nominated contact in the event of being unwell at the rehearsal
- Five key questions:
 - 1) Have you had a positive result from a Covid-19 test in the last 10 days or are you waiting for the results of a test (other than a routine test or one for research purposes)? Yes / No
 - 2) Do you have any Covid-19 symptoms or had any in the last 7 days: raised temperature, new persistent cough, loss of or change to your sense of taste or smell? Yes / No
 - 3) Have you been in close contact with someone who has tested positive for Covid-19, with someone awaiting a Covid-19 test result due to experiencing symptoms (rather than a routine test or for research purposes), or with someone who has had Covid-19 symptoms but not had a negative Covid-19 test result, in the last 10 days? Yes / No
 - 4) Have you been contacted by the national 'Track and Trace' service and told you should self-isolate (within 10 days)? Yes / No
 - 5) Have you returned from abroad and been told to quarantine? Yes / No

If you can answer 'yes' to any of these questions, then you should not come to the rehearsal. These questions will be asked again at the point of entry to the rehearsal venue.

To allow for appropriate spacing of seats and to comply with guidelines, numbers for the rehearsal will be restricted to 30; 28 singers plus Conductor and accompanist. The committee will decide on the balance of voices on a first-come first-served basis for the first rehearsal and those missing the cut will be given priority for the second rehearsal. Couples will be allocated to the same rehearsal but will count as two individuals due to maximum numbers. You will be informed by email by the end of the Sunday before the first rehearsal which you have been allocated to.

Your responses will be kept securely for 21 days for Track and Trace purposes and then permanently deleted.

2. Timings for the rehearsal.

Rehearsals will be on Tuesday evenings at the Holy Trinity Church Upper Hall from 19:45 to 20:30. There will be no break. You will be advised by email if your registration to attend a rehearsal has been successful. Your arrival time will also be allocated, so please aim to arrive as near as possible to this time. Arrivals will take place from 19:25, please make your way to the patio door at the rear right hand side of the upper hall.

3. Upon arrival, please queue 2m apart and wait for a member of the Committee to welcome you, take your temperature, ask you the five questions again and then guide you to your seat. The committee will prepare a seating plan, so everyone attending will have an allocated seat.

4. Please use the hand sanitiser on arrival, departure, and before and after using the toilet facilities.

5. We must maintain 2-metre social distancing at all times, from arrival to departure.

6. Face coverings. Please wear a face covering upon arrival/ departure and at all times during the rehearsal. The Committee is asking that singing masks be worn whilst singing, although ordinary masks can be used if you prefer. The committee has decided that members need to **wear a mask at all times as a condition of attending a rehearsal. If you are medically exempt from wearing a mask, you will not be exempt during rehearsals due to the risk of transmission whilst singing.**

7. Music. Please bring your own music with you, there will be no spare copies or sharing on the day. As and when we rehearse different pieces, music will either be distributed electronically or outside at a different time as we have done before.

8. During the rehearsal there will be a radius of **2 metres around each singer** and 3-5 metres between the choir and the musical director/conductor and the pianist. This must be respected. Once you are seated, we respectfully ask that you remain seated and do not leave your seat to socialise.

9. **If you become unwell during a rehearsal** you will be asked to sit outside, your designated contact will be advised and a lift arranged if necessary. Depending on the circumstances, the committee may decide to end the rehearsal and close the hall. If this is the case, members will be advised to sanitise hands as they leave and launder all clothes on their return home. Track and Trace and the Hall administrator will be informed of the event.
10. Please avoid touching shared surfaces as much as possible.
11. **Personal items.** As windows and doors will be kept open before and during the rehearsal to ensure that the hall is well ventilated, we suggest that you bring warm clothing. Items such as bags and coats should be kept with you / next to your seat. Please avoid using the on-site bins and take your rubbish home with you if possible. If not, use the rubbish bags provided.
12. **Bring your own equipment:** music, mask, pencils, pen, drink, tissues, gloves (optional). We cannot share equipment. Likewise, we can't 'look over someone's shoulder' at the music - sorry! Please bring gloves and hand sanitiser if you wish, however all cleaning materials will either be provided by the hall or the choir committee.
13. **Bathroom facilities.** Whilst there are bathroom facilities on site, we ask that you do not use these unless absolutely necessary. When using the facilities, please wash and dry your hands thoroughly after use.
14. **The kitchens will not be available**, so bring your own water/drinks.
15. **When you leave, please wait for a marshal to advise you when and where to exit the building and sanitise your hands on exiting the building. Please do not linger outside to socialise and maintain social distancing at all times as you leave the venue.**
16. **Transport to/from rehearsals and parking.** Please walk, cycle or travel in your own car. If you must car share, use face coverings, keep windows open and sit as far apart as possible. There is a small amount of parking in a service road in front of the hall, a car park with approximately 20 spaces on Newtown Road and on-street parking in Hornyold Road. Bicycles may be locked to railings inside the hall grounds.

If you develop any COVID 19 symptoms in the following 7 days or test positive for COVID 19 within two weeks after a rehearsal, we ask that you inform Joy Black at 01684 892435 immediately.

Holy Trinity undertakes to provide clean chairs and to maintain a hygienic environment. Members can also use the QR code provided by Holy Trinity if they wish to.

The choir committee undertakes:

- **To provide a full risk assessment available on the website to mitigate risks as far as possible to provide COVID compliant rehearsal sessions**
- **To make decisions about numbers attending each rehearsal and devise a seating plan each week**
- **To make unpopular decisions about clearing the hall if needed and asking individuals to leave if they are posing a risk to others**
- **To maintain a register of attendance and contact members, the hall administrator and Track and Trace if there is a need to**
- **To ensure that the hall is adequately ventilated on arrival and after rehearsals, to remove all rubbish at the end of rehearsal.**
- **To have designated marshals at each rehearsal to guide members through the agreed safety processes, to ensure ventilation and check security of the building on leaving, and liaise with the hall administrator.**