



## **Social Distancing Policy**

As The Play House returns to work in the midst of the COVID19 pandemic, we want to assure you of our continued commitment to maintaining a safe and healthy workplace. We are taking additional measures to protect you, your co-workers, the schools we deliver in and the children we engage from the spread of COVID-19. As part of those efforts, we are implementing a new Social Distancing Policy. Please read this policy carefully.

### **Importance of Social Distancing**

The Centres for Disease Control and Prevention (CDC) has found that one of the most effective ways of preventing the spread of COVID-19 is limiting face-to-face contact with others, known as social distancing or physical distancing. The Health and Safety Executive (HSE) similarly recommends increased social distancing when preparing workplaces to respond to COVID-19.

This Social Distancing Policy is a key part of our overall strategy and commitment to maintaining a healthy workplace considering the COVID-19 pandemic. Although knowledge about the virus and how it spreads are evolving, based on the information we have now, these measures will help curb its spread. Compliance with this policy is essential because current consensus on the virus suggests, among other things, that:

- COVID-19 is highly contagious.
- COVID-19 spreads mostly among people who are in close contact (within about 6 feet, or two arms' lengths) for a prolonged time (between 10 and 30 minutes, depending on the distance).
- The virus generally spreads when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose get in the air and land in the mouths or noses of nearby people.
- A person who has the virus may not have any symptoms but may still spread COVID-19.
- A person can get COVID-19 by touching another person, such as with a handshake, or by touching another surface or object that has the virus on it and then touching their own mouth, nose, or eyes.
- The virus can live on surfaces for up to several days, depending on the surface and other conditions.

For these reasons, the CDC and other public health experts have recommended limiting contact with other people and common surfaces to limit the spread of COVID-19. We need your full cooperation and compliance with these measures to make them effective in this new work environment. Social Distancing Measures following the CDC's guidance, The Play House requires compliance with the following protocols and procedures whilst working at The Play House's premises, schools and other public venues:

- **Schedule Changes:** The Play House may change your schedule to minimize the number of employees in the workplace at any given time. These changes may involve any combination of:

- alternate day work schedules;
- staggered lunch and break times; and
- staggered arrival and departure times;
- use own transport to travel, only use public transport when there is no other option;
- do not allow other employees to travel in your car unless it is necessary. If there is no other option the passenger must sit in the back of a car, the driver and all passengers must wear a face mask and car windows must be open.

- **Six-Foot Distance.** Maintain a six-foot distance from others when rehearsing, crossing paths or walking near others' work and delivery spaces. Observe all space markings and traffic flow directions.

- Have windows and doors open when in enclosed spaces.

- **No Physical Greetings.** Do not shake hands or greet others in any manner that requires physical contact (such as fist or elbow bumps). In the "new normal" this is considered polite, not rude.

- **Maintain robust hand and respiratory hygiene.** Wash hands regularly with soap and water for at least 20 seconds, dry hands thoroughly. Use a handkerchief for coughs and sneezes and dispose of the handkerchief appropriately. Avoid touching your face.

- **Visitor Limitations.** All personal visitors are prohibited until further notice, except in cases of emergency. All other visitors are prohibited unless they are essential to the performance of the job.

- Inform Laura Killeen, General Manager, of any health matters that maybe aggravated by COVID-19.

- **Shared Supplies and Equipment.** Do not share supplies and equipment. Limit the use of shared photo, video, and other equipment, such as cameras, lights, and scanners, to the extent consistent with necessity. If you need to use this equipment:

- maintain a six-foot distance from others when waiting to use the equipment;
- use hand sanitizer before and after each use;
- use disposable gloves provided when using shared equipment; and,
- disinfect equipment with wipes before and after each use on all touch surfaces.

- **Be Flexible.** Adhere to new guidelines as they emerge, as this issue is new and evolving.

### **Delivery within Schools**

- Contact the school prior to delivery and share relevant risk assessment and social distancing policy with the lead contact at the school.
- Always obtain the school's social distancing policy and relevant risk assessment and adhere to them whilst on site.
- When delivering workshops in school where possible keep doors and windows open.
- Maintain a Six-Foot distance from members of staff and children.
- Do not allow children to touch props.
- Clean all props with an anti-bacterial solution prior to and after each workshop.
- Adhere to school social 'bubbles'.
- Always wear a face mask outside of delivery of the workshop.
- Provide your contact details to the school for 'Track and Trace' purposes.

### **Enforcement and Non-Retaliation**

Failure to comply with these social distancing measures may result in discipline, up to and including termination of employment. If you witness or become aware of any employees or other individuals violating this policy, you must report them to **Laura Killeen, General Manager** immediately.

The Play House prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this policy or any other health and safety concern. Employees also have the right to report work-related injuries and illnesses, and The Play House will not discharge, discriminate, or otherwise retaliate against employees for reporting work related injuries or illnesses.