

Roles for Covid-Secure Rehearsals

Opening up

- Unlock both sets of double doors into foyer.
- Unlock both sets of double doors into church.
- Unlock toilet.
- Unlock emergency exit into garden and secure it open.
- Set up piano.

Early rehearsal Register monitor

- Secure foyer entry doors and the church entry doors open.
- Set up table by door with hand sanitiser.
- Set up table by exit double doors with hand sanitiser. This is part of the barrier of tables that will cross the foyer to ensure one way system.
- Lay out yellow cards on pews to ensure 2 metres apart.
- Hilary, Mary, register monitor and exit monitor will all have their own yellow card.
- Take register on arrival, ensure people are wearing masks on arrival, ask them to use the hand sanitiser and direct them to the furthest front seat of the voice part.
- When all have entered, close both double doors.
- Take a copy of the register and send it to Tracy Sherman

Zoom monitor

- Set up facilities to Zoom and remove them.

Briefing

- Advise people how the rehearsal will exit the church.
- Ask people to leave the yellow cards on their seat.
- Ask for no mingling whilst within the church.

Early rehearsal Seating and exit monitor

- Assist with the above.
- Ensure that all those who enter take the seats nearest the altar first.
- Ensure social distancing at all times.
- Just before close of rehearsal, secure open both sets of double doors out of foyer.
- Ensure everyone wears their mask when they get up from their seat.
- Assist exit by asking rear row to leave first and then the next row.
- The front row is the last to leave.
- When all have exited, close both sets of doors.

Late rehearsal Register monitor

- When the early rehearsal is clear, secure foyer entry doors and the church entry doors open.
- Take register on arrival, ensure people are wearing masks on arrival, ask them to use the hand sanitiser and direct them to the furthest front seat of the voice part.
- When all have entered, close both double doors.
- Take a copy of the register and send it to Tracy Sherman

Late rehearsal Seating and exit monitor

- Assist with the above.
- Ensure that all those who enter take the seats nearest the altar first.
- Ensure social distancing at all times.
- Just before close of rehearsal, secure open both sets of double doors out of foyer.
- Assist exit by asking rear row to leave first and then the next row.
- The front row is the last to leave.
- When all have exited, close both sets of doors.
- Collect the yellow cards from the pews.

- Return all tables to their positions.

- Place any items used in tea cupboard.

Closing up team

- Lock garden exit door.
- Lock toilet door.
- Wipe piano with gloves and wipes provided before putting it away.
- Lock four sets of double doors.