

# the stove network

## COVID19: Safety Protocols for Events

This Policy has been written in response to the Scottish Government's advice under Coronavirus: Events Sector Guidance

<https://www.gov.scot/publications/coronavirus-covid-19-events-sector-guidance/>

<https://www.gov.scot/publications/coronavirus-covid-19-protection-levels/pages/protection-level-1/>

As Dumfries and Galloway is now operating under Level 1 guidelines and soon to be under Level 0, The Stove Network is preparing to open for small-scale events within the building. We will closely follow government guidance for any changes in legislation and will be continuously reviewing local cases numbers of COVID-19 to mitigate risk to facilitators and attendees. All events, workshops and activities held within The Stove building will be reviewed on a case-by-case basis and will be undertaken a way that is safe and practical for both facilitators and attendees,

### **What's open in Level 1?**

Public spaces and businesses that can open under Level 1 include:

- cafes, pubs, and restaurants
- all shops and stores
- all close contact services including hairdressers, barbers, and beauty salons
- gyms, leisure centres and swimming pools
- tourist accommodation
- all visitor attractions
- public buildings such as libraries and community centres
- all entertainment facilities (with exception to nightclubs and adult entertainment)
- stadiums and live events – with restrictions on numbers

### **Capacity and Social Distancing**

Each room within The Stove building has been measured and set up with appropriate seating to determine its capacity with social distancing in place. For indoor events, we will be working to hospitality sector legislation with 1m spacing between seats and a 2m-spaced walkway. Each event will be risk-assessed

according to the planned activity, so capacities may vary. No indoor ambulatory events will take place until there are no longer any restrictions in place.

The Stove Cafe open floor space - 20 people (up to 24 if there are several household groups)

Room 2 (operating as a board room) – 8 people

Room 2 (operating as a theatre/performance space) – 10 people

Room 9 - 2 people

Blueprint Room – 4 people

### **Public Attendance**

All of the events and activities will have allocated tickets available via Eventbrite, where audiences can sign up to book places. There will be a reserve list for each event in case of cancellations. This helps us to prevent crowded entrances and ensure excessive numbers of people do not gather. Table service shall be in place at all times with all other hospitality sector guidelines. See below:

- The amount of people in attendance must not surpass the designated capacity for the space
- While booking, audiences shall be encouraged to book within their households to group together
- Cafe space has a 2-way ventilation system in place with fresh air intake
- Stewards will direct the public to allocated seats with names
- Hand sanitiser is available on entry
- All surfaces will be sanitised before and after events
- Contact details will be taken for Track and Trace
- Table service only
- Entrances will be monitored for crowding
- Seating shall be a minimum of 1m apart
- Maintaining the frequency of hand washing and surface cleaning
- Those who are deemed 'high risk' or clinically vulnerable should not be asked to work in areas where mitigation measures identified in the risk assessment could be compromised
- Physical distancing applies to all parts of the building, not just the place where activity and meetings are taking place, but also entrances and exits, toilets, smoking areas and the cafe
- Appropriate PPE to be worn at all times whilst unseated

### **When Attending a Stove Event**

We strive to make sure that all in attendance to a Stove event have a safe and enjoyable experience. When booked to attend a Stove event, the following should be adhered to:

- Please do not attend if you have any symptoms of COVID-19, have been instructed to self-isolate or are waiting for test results for COVID-19
- Please wear a mask at all times unless seated

- Tickets are bookable via the Eventbrite link - please group tickets together if you are sharing a table (up to 6 people from 3 households due to cafe size)
- Please let us know of any cancellations as there are extremely limited places and this can allow us to free up spaces for individuals on our reserve list