

# 2021 ROADMAP TO RETURNING TO SAVVY

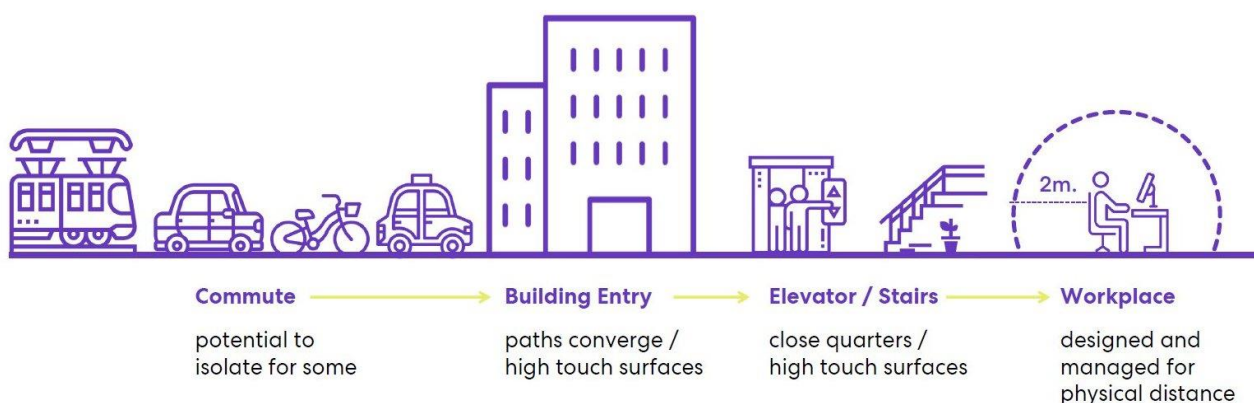


This document outlines our policies for staff and members to return to the SAVVY Studios, office space and storage room at Fairfield Halls.

As we continue to live with the ongoing restrictions surrounding the pandemic, we want to ensure that everyone from staff to members, support workers, volunteers and audience, feel safe and confident returning to us at Fairfield Halls.

**Whilst we will take all measures possible to ensure social distancing and cleanliness, it must be acknowledged that we will not be able to guarantee this at all times.**

**Office design and protocols cannot address every hazard when returning to work. When we leave our homes there will be risks.**



**Here is an overview of some of the steps we intend to take.**

1. Regarding **Physical Contact** we will:

- not shake hands or get close to another person, ensuring we maintain government guidelines regarding social distancing
- continue to encourage greeting by touching elbows even when social distancing is relaxed
- ensure named chairs are spaced wide apart in the studio
- encourage members to be sensitive to others particularly with individual anxieties around physical contact

2. Regarding **Cleanliness** we will:

- ensure all members use hand sanitiser upon entering the studio and encourage regular washing of hands, particularly before and after break
- provide all staff with a personal kit of hand sanitiser, gloves, face masks, tissues, wipes etc.
- ensure there is a general supply of hand sanitiser, gloves, masks, tissues etc. for members use in the studio
- have a regular cleaning rota for the studio, toilets and other public spaces
- work with Fairfield halls to ensure the toilets and public spaces maintains a high level of cleanliness
- encourage the use of face coverings where possible

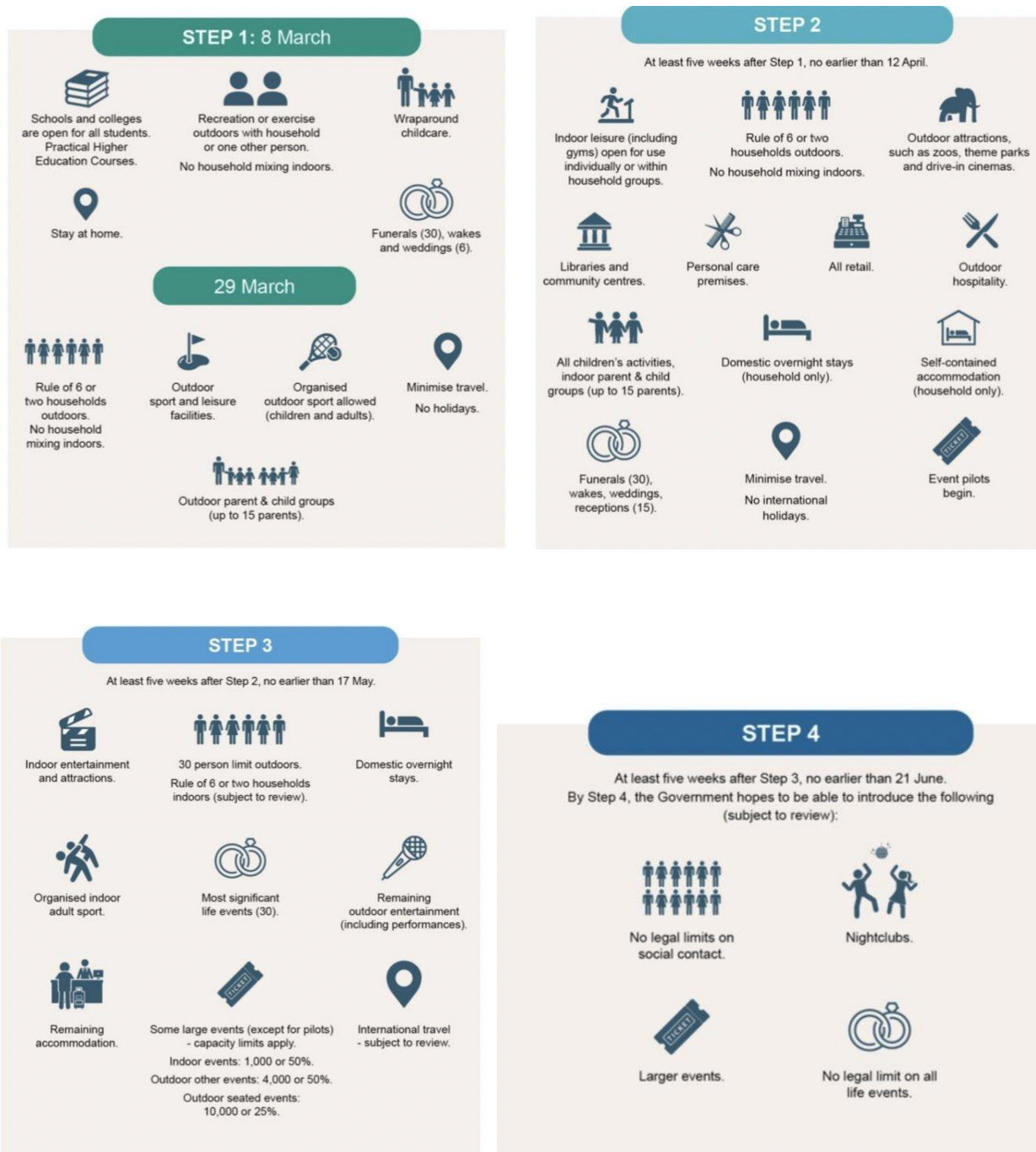
3. Regarding **Wellbeing** we will:

- allow members to delay in returning and hold their place in the group until the end of the Summer 2021 term
- ask anyone not feeling well to remain home

- signpost members to other services that can offer additional support with anxieties or concerns over the lockdown
- provide a flexible working environment for staff including continuing to work from home
- work with our partners to identify members who may be struggling to return and work with them to offer assurances and support where possible.



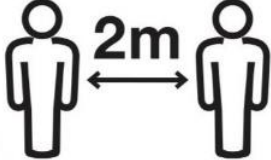


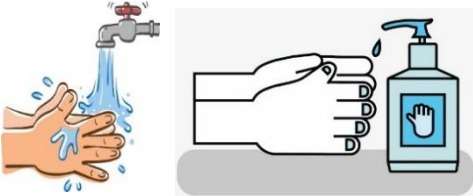
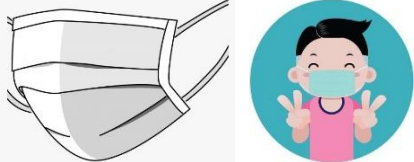
**A full risk assessment has been completed, outlining in details the steps we will be taking. It is available on request and can be downloaded from our website**

Although the government has announced its roadmap to return, including the easing of all social distancing in June 2021, SAVVY Theatre will continue to adhere to our social distancing policies until then end of the year.



# WELCOMING YOU BACK TO SAVVY

We are excited to return to our SAVVY Studio, however safety still remains our first priority, so we will continue to adhere to social distancing and other policies.

<p><b>We will meet everyone at the front of the building</b> and then walk as a group to the back entrance of the studio. <b>We will walk back to the front after the session for pick up too.</b></p>	
<p>There is limited parking at the back of Fairfield Halls. If you require a space because of mobility, please contact us. <b>Otherwise, please wait to meet us at the front.</b></p>	
<p><b>We will ask you to maintain social distancing.</b></p>	
<p><b>We may take your temperature.</b> If it is high (above 38c) we will ask you to go home that day.</p>	
<p>We will have named chairs for you to use in the studio. Please do not sit on somebody else's chair.</p>	
<p>We will be providing hand sanitiser, wipes and soap, and asking all members to regularly <b>wash their hands throughout the session.</b></p>	
<p>We will ask you to bring a face covering or mask and may ask you to wear it in the session (unless exempt). If you don't have a face mask, we can provide you with one.</p>	

**A full risk assessment for returning the venue is available on our website.**