**COVID-19: Policy for managing group sessions**

1. Participative group sessions are an important part of what makes Musical Keys so important and valuable to our service users. We want to return to running groups as soon as we can but it is vital that we do so in a way that is safe for participants and team members. This policy sets out our approach to minimising the risk of infection spreading through our groups.
2. Our tutors will be asked to read this policy and the risk assessment completed for the venue.
3. The Programme Manager and the tutor(s) will talk through the specific requirements of each session and the host venue to ensure compliance with relevant risk assessments and infection control plans for the venue.
4. It is the responsibility of the tutors to ensure that social distancing measures are adhered to. If 2m distancing is followed, current guidance advises that it is not necessary to wear face coverings.
5. For the duration of the Pandemic we will, where possible, avoid the use of volunteers to support groups in order to control the number of people coming into contact with participants. Where participation of volunteers is unavoidable they will be given the same briefings as our tutors and expected to follow the same rules.
6. We will keep participant numbers in line with current social distancing guidelines.
7. Where possible, we will operate staggered arrival and departure times and participants will be advised of the times they should expect to arrive and depart.
8. Participants will sign in using the sheet below. Sufficient pens will be provided so that no one has to share.
9. We will ensure that instruments are cleaned before and after sessions.
10. We will ensure that furniture and other surfaces are adequately cleaned before and after sessions.
11. We will not provide catering.
12. If using the performance space at 21 Colegate, participants should enter through the car park door. The accessible toilet is the only one that should be used by participants. Participants, carers, volunteers and tutors must not go upstairs.

**GROUP SIGN IN SHEET**

Every attendee must complete this sign in sheet and leave it for the session leader to collect. It will help us to keep you safe. Information provided may be shared with official contact tracers. The sheets will be destroyed after 21 days. Please remember your responsibilities to keep others safe: if a member of your household is showing signs of illness that might be related to Covid-19 please do not attend the sessions.

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| Your name |  |
| Your phone number |  |
| Your email address |  |
| Are you feeling fit and well? | **YES NO** |
| Do you understand the symptoms of COVID-19 | **YES NO** |
| Is anyone in your household displaying symptoms of COVID-19? | **YES NO** |
| Are you happy for your contact details to be added to the Musical Keys mailing list? | **YES NO** |
| Is there anything else you would like to tell us about? |  |
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