

Edinburgh Society of Musicians Limited

Covid 19 – Revised lettings Protocol – as at September 2021

This Protocol has been prepared in the light of the Scottish Government Guidance and applies to all users. Users who use the premises for recording purposes and /or rehearsals are referred to the official guidelines which may be accessed online using the link

[guidance for creative studios and shared workspaces.](#)

Users should read this guidance which takes precedence over this Protocol and any subsequent communication.

Risk Assessment

The Society has completed a Full Risk Assessment and has considered the implications for Social Distancing and Sanitising Procedures and has also carried out all of the procedures recommended by the Health & Safety Executive in respect of recommissioning following lockdown of premises. This means that the Regulations are considered to be a minimum requirement and in all cases a “best practice” benchmark has been adopted in framing this Protocol.

Nonetheless, users are reminded that the Management of Health Safety and Welfare is a shared responsibility and that, since the Society does not provide a staffed presence during lettings, the tenant is therefore the Controller of the Premises during the let and must be fully compliant with all Regulations and Guidelines as they affect occupiers of premises and bring to the attention of the Society any matter which requires action by the landlords. To ensure compliance with the Regulations and Guidelines, however, the Society reserves the right, at their sole discretion and without prior warning, to enter the premises at any time during the currency of a let.

Users who do not comply with their legal obligations and who thereby incur additional costs for the Society may be billed in respect of those additional costs

Signage

Users must comply with all signage relating to hygiene and social distancing and should not enter areas which are marked as being off limits during the let.

Managing space

- There are no limits on numbers but face-coverings must be worn at all times, unless exempt on medical grounds, and social distancing of 1 metre maintained unless the demands of performance dictate otherwise.
- Only one person, or one person with a carer in respect of vulnerable persons requiring assistance, may be present in a Toilet Area at any one time.
- Where any side room is in use for teaching purposes as part of the let only one instructor and one student should be present at any one time and if teaching prevents the use of facial coverings then 1 m distancing should be applied insofar as is reasonably practicable.
- Where the Kitchen Area is in use strict kitchen hygiene must be maintained at all times and 1m distancing should be strictly observed at all times
- As the configuration of any ensemble means that different arrangements will apply to different groups, users should arrange performance spaces to optimise social distancing.
- In the special case of vocalists or players of wind instruments who are unable to use facial coverings, a minimum 1 metre distance rule should be applied - and performers must not perform face to face at any time .**
- In the case of persons assisting with performance in all cases, unless exempt, facial coverings must be used at all times and 1 metre distancing maintained unless the needs of musical performance dictate otherwise.
- The stair lift should be used only by people with disabilities, for essential purposes, and the stair area should be kept clear of other persons when the stair lift is in use or unless the user of the stair lift requires assistance by a carer.
- Everyone on site **MUST** be familiar with the evacuation process as per the signage throughout the building.
- Anyone taking ill within the facility, whether related to COVID-19 or not, must leave the premises immediately accompanied by a responsible person and seek medical help and advice from NHS 24.

Cleaning and hygiene

- The premises will be professionally cleaned by the Society before opening and will thereafter be professionally cleaned between lets but users are required to bring to the attention of the Society any matter which is felt may have compromised Health Safety and Welfare .
- Users of any of the Society's pianos are responsible for disinfecting, and then drying, the keys thoroughly prior to and after use – using the disinfectant wipes and dry wipes provided and disposing of those wipes in the receptacle provided. For the avoidance of doubt, the harpsichord may not be used except with specific permission from the Society and then only on such terms and conditions as the Society may prescribe.
- On entry, and on exit, all persons must use the hand sanitation facilities provided at the Salon Use – and should wash hands thoroughly before and after using the toilet facilities as well as following a strict coughing etiquette if facial coverings are not in use by reason of exemption or otherwise.
- Users are required at the termination of the let to remove all litter and rubbish generated by them except only that any wipes used as above must be placed in the receptacle provided.
- Users are requested to wipe down all surfaces touched within the toilet area after use with the disinfectant wipes provided and also wipe up any accidental spillage maintain – and users are reminded that good toilet hygiene and etiquette are especially important.

Contact & Trace

It is essential that at the termination of each period of let, the user MUST provide the Society with a list of the names of ALL persons who have been on the premises AND contact details for each.

This information will ONLY be used by the Society for Contact & Trace purposes in accordance with Government Guidelines and will be neither be used or retained other than in strict accordance with those Guidelines.

Any person who has been on the premises and displays Covid 19 symptoms within 14 days of the let MUST notify the Society immediately.