

Health & Safety Protocol for Hanover Hall Users under COVID-19 Delta Level 2 Lockdown 20 October 2021

For non-public events, e.g., rehearsals

1. Everyone must either scan in using the QR code or sign in using the DSO-supplied forms. Place the completed form in the ballot box. Users are encouraged to use the hand sanitiser.
2. Anyone who is feeling unwell should not attend. Please encourage anyone with cold, flu, Covid-19 symptoms to be tested.
3. The restriction on the number of people allowed in the Hall at any one time has been lifted, but the 1 metre distancing rule must be observed.
4. Masks are not compulsory but are encouraged where possible.
5. Everyone must keep at least 1 metre apart from others (i.e., one stand per player), including woodwind and brass players.
6. Put the DSO's Perspex screens up in front of the brass and woodwind instruments. Wipe these down at the end of the rehearsal.
7. Players should be encouraged to bring their own drink bottles and other refreshments and consume those while seated. If refreshments are to be served, food and drinks should be served individually rather than having shared platters (see guidelines for private social gatherings).
8. After the rehearsal, all common surfaces must be cleaned using the DSO supplied equipment. Wipe all touched surfaces with either diluted bleach (for soft plastic surfaces or wood), or isopropyl alcohol spray. Touched surfaces include: door handles, light and heating switches, tap and toilet handles, music stands.
9. At the end of the rehearsal, please open up the front doors to ventilate the hall (e.g., as you tidy up). Up to an hour's ventilation is encouraged.

Public events e.g., events where there is an audience

<https://covid19.govt.nz/activities/events-and-entertainment/#events-and-entertainment-at-alert-level-2>

1. Everyone must either scan in using the QR code or sign in using the DSO-supplied forms. Place the completed form in the ballot box. Everyone is encouraged to use the hand sanitiser.
2. Hanover Hall is a single defined indoor space. The government has lifted the rule on the maximum number of people allowed to gather at any one time, but because of the size of the venue and to be able to comply with the 1-metre minimum distancing rule the number of patrons at an event in Hanover Hall at any one time is capped at 100. Workers providing services to the event are not included in the gathering limit.
3. Everyone must keep 1 metre apart from people they don't know/who are not in their bubble.

4. Audience: leave a vacant seat between people who are not in the same bubble. People in the audience are encouraged to wear a face mask. Workers at the event, e.g., front of house, must wear masks. Performers are also classed as workers and are encouraged to wear masks as far as possible.
5. If you are providing food and drinks everyone must be seated at a table to eat and drink. Tables should be spaced 1 metre apart to help with physical distancing. Workers serving food and drinks must wear a face covering. Customers can take off their masks so they can eat or drink.
6. If your event has a licence to sell alcohol, attendees must be seated at a table to be served. This means attendees will not be able to go up to the bar to order, even if they are ordering food or a non-alcoholic drink.
7. If your event is not licenced to sell alcohol, attendees can buy food and non-alcoholic drinks from the counter area but they must be seated at a table to eat or drink.
8. After use, all common surfaces must be cleaned using the DSO supplied equipment. Wipe all touched surfaces with either diluted bleach (for soft plastic surfaces or wood), or isopropyl alcohol spray. Touched surfaces include: door handles, light and heating switches, tap and toilet handles, music stands.
9. At the end of the event, please open up the front doors to ventilate the hall. Up to an hour's ventilation is encouraged.

Private social gatherings

<https://covid19.govt.nz/activities/private-social-gatherings/#private-social-gatherings-at-alert-level-2>

A “private social gathering” is understood to be an event where guests are invited to attend, there is no charge to attend, the organiser can provide a list of attendees, and there is no charge for refreshments. An example of a private social gathering would be a birthday party. If Hanover Hall is used for a private event, the following rules apply:

1. You can host or attend a gathering of up to 100 people in any defined indoor or outdoor space (the Hanover Hall auditorium including the gallery is one ‘defined indoor space’). The 100-person limit does not include workers providing services to a gathering.
2. Everyone must either scan in using the QR code or sign in using the DSO-supplied forms. Place the completed form in the ballot box. Everyone is encouraged to use the hand sanitiser.
3. Your guests do not need to physically distance. If you have hired the entire venue for your gathering, your guests can move freely and they do not need to be seated or served at tables. People working at the venue should try to keep a safe distance from guests.
4. Provide hand sanitizer or soap so guests can wash their hands.
5. Guests do not have to wear a face covering but are encouraged to do so.
6. Serve food and drinks individually rather than having shared platters.

7. Try to avoid shared utensils. If possible, limit the number of people handling or serving food.
8. Everyone working at a social gathering must wear a face covering — this includes caterers, anyone serving food and drinks, performers and other staff such as marriage celebrants.
9. After use, all common surfaces must be cleaned using the DSO supplied equipment. Wipe all touched surfaces with either diluted bleach (for soft plastic surfaces or wood), or isopropyl alcohol spray. Touched surfaces include: door handles, light and heating switches, tap and toilet handles, music stands.
10. At the end of the event, please open up the front doors to ventilate the hall. Up to an hour's ventilation is encouraged.

It is the responsibility of each group to ensure that the Hall is left as safe for the next group to the extent that is reasonably possible.

DSO to provide

- Hand sanitiser bottles in the foyer
- Bucket, mop, disinfectant.
- Spray bottles filled with diluted bleach (0.1%) and rags (e.g., Chux).
- One spray bottle of isopropyl alcohol.

ENDS