

Region 17 Region 17 Back to Rehearsal Checklists

Rehearsal Venue Checklist

Item	Complete
Unlock Venue	
Open Entry and Exit points	
Open windows and doors providing ventilation (if possible)	
Place signage to manage traffic flows	
Set up sanitization station at entry point	
Check that soap is available in bathroom facilities	
Sanitize commonly touched surfaces including door handles, taps, light and power switches, tables and chairs.	
Mark out personal spacing (chairs or floor markers)	
Station a team member to direct foot traffic into venue and remind members of protocols upon arrival.	

Member Rehearsal Guidelines

Attendance	
	If you feel uneasy about attendance at rehearsals for any reason, please do not feel any pressure to attend and use the options to catch up, such as Zoom or recorded sessions
	Attendance is at your own risk, and you should consider your personal health and family circumstances in assessing your own risks.
	Indicate your attendance plan as per your chorus plan
	Please DO NOT ATTEND rehearsal if you have any of the following signs or symptoms: fever above 98.6F, shortness of breath, cough, sore throat, runny nose, loss of smell
	If you have been tested for Covid-19 and are awaiting test results, are under quarantine for COVID-19, have travelled interstate or overseas in the past 14 days or have been in contact with someone who meets these criteria, please DO NOT ATTEND
What to Bring	
	Please bring minimal items with you to rehearsal - only what you need
	Do not share any personal items with other chorus members, which can include pens, pencils, erasers, water bottles and music
	If you forget your music, you will not be issued any spare copies
Rehearsal Activity	
	Please do not form groups as you enter and exit the venue. Use social distancing and enter singly.
	Sanitize your hands upon entry and when exiting and returning from the restroom.
	Keep to indicated spaces once inside the rehearsal room and keep your personal belongings with you
	No touching, kissing or hugging
	Keep social distances during breaks or when having conversations
	Leave venue quickly and singly at the close of rehearsal
Health Management	
	We suggest, but do not require that members with smartphones download the COVID safe application from _____

Conducting Rehearsal Activities Guidelines

Spacing	
	Keep members physically anchored in their own personal space as much as possible and as practical
	If activities require movement, return members to their own space and belongings at the end of the activity.
Breaks	
	Offer staggered breaks to sections of the chorus at a time, rather than everyone at the same time.
	Encourage quick turnaround on breaks and minimal chat.
Ventilation	
	Keep the room ventilated as much as practical given limitations of ambient temperature and member comfort.

Rehearsal Venue Cleaning and Reset Checklist

Item	Completed
Station a team member to direct foot traffic to exit venue and remind members not to congregate in groups upon departure.	
Sanitize commonly touched surfaces such as door handles, light switches, taps and chairs.	
Remove signage	
Pack up sanitation stations	
Close window and doors and shut down heat/cooling.	
Close entry and exit points	
Lock venue	

Item	Complete
Members have been engaged and informed in developing chorus rehearsal protocols especially regarding attendance requirements, risk and communicating any health concerns.	
Rehearsal venue owners / managers have been consulted and clear responsibilities defined with respect to cleaning, sanitizing and communication	
Rehearsal venue checklists have been developed, responsibility to execute them is clear and they are used at every rehearsal	
A communication mechanism is established should a member test positive	
A return to chorus process is defined for members who have been diagnosed with COVID-19 infection, but have recovered.	
Develop a plan for circumstances where COVID-19 restrictions are escalated again and physical rehearsals must not proceed.	
Review of COVID-19 protocols is a regular agenda item at monthly management / board meetings.	
Keep up to date with the latest requirements relevant to your local health authorities.	