

# UniBrass COVID-19 Protocols

## UniBrass 2021

This document sets out the protocols that must be followed to minimise the risk of transmission of the virus responsible for COVID-19 at the UniBrass 2021 contest. The protocols have been developed by a subcommittee of the UniBrass Foundation, registered charity number 1,159,359, and approved by the board of trustees. Approval of the guidelines, and confirmation they follow the legal restrictions in place on the date of the contest, was sought from Sheffield Students' Union, and Brass Bands England. Any queries with the protocols should be directed in the first instance to Thomas Hicken, Vice-chair of Trustees, at [covid@unibrass.co.uk](mailto:covid@unibrass.co.uk).

In this document, we split attendees into three categories: band members, organisers (volunteers and commercial partners), and audience members. Throughout this document, by "UniBrass" we mean any member of the UniBrass Foundation, UniBrass Organising Committee, or volunteer for the charity.

This protocol is split into four sections:

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## General protocols to be followed by all attendees

1. Social distancing should be maintained at a minimum of 1 metres distance between stationary individuals. In indoor spaces, this distance should be 2 metres wherever possible.
2. Face masks must be worn at all times when inside, unless exempt, and are encouraged outside when around a significant number of other people, or when interacting outside their own bands. Face masks must be worn by all during the screening process that will occur on arrival.
  - a. Disposable face masks will be provided by UniBrass for all organisers, however individuals are free to wear their own masks if they prefer.
  - b. In areas where there are a significant number of people, it may be appropriate to wear two masks, an individual's own cloth mask and a second disposable mask.
  - c. Disposable masks should be changed every few hours, and between interaction between different bands.

- d. It may be appropriate to remove a face mask for interaction with an individual who relies on lip reading. When this is necessary, distancing should be increased if possible.
3. Hand sanitiser will be made available at locations throughout the event. Regular use is encouraged.
4. All attendees must take two Lateral Flow Tests in the 7 days prior to the event, following all government guidance around this. Proof of a negative test in the 48 hours prior to the event will be required for attendance. The result of the test needs to be reported on the GOV.UK website or the relevant official University Reporting system so text/email evidence can be shown at the point of screening. If an individual does not have a negative result in the 48 hours prior to the event, they will not be allowed to attend the event.
5. On arrival at the event, all attendees must pass through a screening process, overseen by specific members of UniBrass. Individuals should arrive in plenty of time to facilitate this. Delays to the event due to individuals not leaving enough time for the screening process will not be possible. After completion of the screening process, individuals will be given a wrist band which they must wear whilst at the event. The screening process will include, but is not limited to:
  - a. A questionnaire about any recent symptoms or contact with individuals with COVID-19,
  - b. Proof of a negative Lateral Flow Test in the 48 hours prior to the event,
  - c. Informing of the relevant COVID rules that attendees must follow to ensure a safe event,
  - d. Collection of any details required for NHS Track and Trace, preferably via the NHS App.
6. All attendees must follow these protocols in full. Additional instructions given by UniBrass, or a member of the Sheffield Events Team, must be followed immediately. Failure to comply with this will result in the individual being barred from the event. The rules are in place to keep everyone safe, so please be respectful of those around you, and those who have to enforce the rules.
7. Touch-points should be cleaned between use by different individuals. This will be coordinated by UniBrass, however individuals may be asked to clean something they use after use.

## Protocols specific to UniBrass organisers

Organisers are defined to be UniBrass, volunteers, members of Sheffield Events Team, and those employed by UniBrass or Sheffield SU. In addition to the points set out for all attendees, these individuals must abide by the following:

1. Disposable gloves will be provided by UniBrass at locations where multiple organisers will need to touch the same items to facilitate the smooth operation of the event.
2. Organisers should minimise the number of different people or bands with which they interact. The volunteer schedule will be written in such a way as to facilitate this.
3. Organisers should clean touch-points regularly and after a band has used the space. UniBrass will provide cleaning supplies.

4. The screening process will be overseen by Thomas Hicken, Abi Grocock, and Andy Baldacchino. It must be carried out outside, before any individual enters the UniBrass contest. The steps are set out above.

## Protocols specific to UniBrass participants

Participants are defined to be members of the bands who are competing in the event, or individuals who are remaining with the band throughout the competitive process. In addition to the points set out for all attendees, these individuals must abide by the following:

1. Bands must confirm that all of their members have no recent symptoms of COVID-19 and a negative Lateral Flow Test in the 48 hours prior to the event **before they start travelling to the event**. If this does not occur, the whole band **will be disqualified**, and members of the band will not be allowed to participate in the event.
2. Bands will be directly supervised by UniBrass at all times during the competition process (from arrival to exiting the indoor area shortly after performance).
3. Each band will be prevented from interacting with any other band during the competition process. Social distancing, mask wearing etc. must be maintained within the bands.
4. Bands should limit any interaction outside of their band, and ensure any interaction that does occur is within current government guidelines.
5. During playing, condensation from the instruments should be collected/wiped up. Distancing should be maintained at 2 m as set out above. Spaces should be cleaned between bands using the space.
6. When setting the stage the minimum number of individuals will be allowed on stage to support distancing at the discretion of the stage manager.
7. If bands have their own stands available, they should be used. If UniBrass provided stands are used, they must be cleaned in between individuals using them.
8. Performers should not point instruments directly at audience members and should preferably maintain positions or ensure 2m spacing is maintained throughout the performance.
9. Performances must not encourage audiences to sing or shout.
10. Any band found not to be following the protocols set out here will be disqualified and asked to leave the event immediately.
11. Bands must follow any additional rules laid out by their university/SU/equivalent organisation. These rules should be communicated to UniBrass on arrival to allow the smoothest operation possible.

## Protocols to be followed by UniBrass audience members

Audience members are defined to be anyone who is not one of the above categories. In addition to the points set out for all attendees, these individuals must abide by the following:

1. Seating, or other furniture, should not be moved by audience members, it is positioned to ensure safe distancing.

2. The event is free and unticketed. Whilst it is anticipated that there will be enough space for all who wish to attend as an audience member, UniBrass cannot guarantee this. It is recommended to arrive early to ensure you are able to watch the performances you wish to. The event will be live streamed to other venues if there is no space available outdoors. If a queue for the outdoor audience area develops, individuals may be asked to vacate their seat if they have watched three consecutive bands to allow as many people as possible to enjoy the live performances.

**Approved by the UniBrass Foundation by on 20/06/21**

**Approved by Sheffield Students' Union on 18/06/21**

**Approved by Brass Bands England on 20/06/21**