

Warehouse9 COVID-19 Guidelines

Authored: July 2020
Revised: October 2020

The following COVID-19 guidelines should be implemented at Warehouse9 in order to minimise the spread of COVID-19, as well as for the safety of everyone who comes in contact with the venue.

The following guidelines should be understood as general and will need to be specified project-to-project, in agreement with Warehouse9 staff.

All project organisers should read the guidelines thoroughly before planning an event at the venue.

The key recommendations that will be elaborated on are:

1. Cleaning and sanitizing*
2. Minimise contact points
3. Capacity and audience flow*
4. Physical distance
5. Hand hygiene
6. Personal Protective Equipment (PPE)*
7. Coughing etiquette

Notes on key recommendations:

- ❖ Extra cleaning to be implemented at Warehouse9. Once weekly, as well as in between activities in the space.
- ❖ Special attention on how to control capacity in regulation with the square meters of the venue and audience flow, in order to minimise the risk of people gathering in close proximity. The maximum number that Warehouse9 can accommodate is 40 persons total. This, however, is dependent on the type of activity in the venue and needs to be assessed project-to-project. In most cases, the number will be less. See specific guidelines below for different types of activity. Finalised capacity decisions per activity can only be made and approved by Warehouse9 staff.
- ❖ Work with signposting to inform external partners and audiences of COVID-19 guidelines. For example: posters, markings on ground...etc.
- ❖ It is the event organisers responsibility to provide PPE (face masks, face shields...etc).

Warehouse9's COVID-19 representative for external partners and audiences is Christian van Schijndel. All decisions COVID-19 related will be made by Warehouse9 as a collective decision and with guidance from the authorities.

General Guidelines (relevant for all activities):

- Face masks/shields are required at **all** public events. Once seated it is permitted to remove face masks/shields. When standing, moving around, entering and leaving it is required to wear face masks/shields.
- For seated events where the audience face the same direction it is permitted to exceed 10 persons, but for all other events where audiences are moving or seated differently, it is only permitted to admit 10 persons, including the organisers/staff.
- For persons that are at risk, individual assessment to be made with them in relation to each event. Audiences at risk also need to be aware of Warehouse9's guidelines.
- Warehouse9 needs to be equipped with sufficient hand sanitizer (70-85%) and soap and it needs to be visible and accessible for everyone.
- No shared towels. Disposable towels to be used at Warehouse9.
- Reduce contact hours/event hours.
- Reduce contact points. (i.e. no cash). If this is not possible (i.e. toilet), then the organisers need to find a solution in accordance with the guidelines (i.e. disinfectant spray available for everyone to use).
- Encourage physical distance and COVID-19 etiquettes with signposting.
- Ensure that everyone who enters Warehouse9 is aware of the guidelines and adheres to them. Persons who do not adhere should be asked to leave.
- For each public facing activity there needs to be a plan for sanitizing contact points during opening hours (door handles, toilets...etc).
- Regular cleaning pre and post events, and when there is a change in audience/participants.
- Assess audience flow to make sure that gathering points are reduced.
- Air out rooms regularly.
- Clean each workstation before/after use. (i.e. shared tables)
- It is the event organisers responsibility to implement the COVID-19 guidelines and to communicate them clearly to their production team, performers, participants and audiences.
- Think about accessibility in times of COVID-19, in relation to events being accessed online for at risk persons.

How to handle sickness and symptoms (relevant for all activities):

- If a person has any symptoms they should not come into Warehouse9. This includes sore throats and sniffles. They need to isolate and wait 40 hours until after symptoms subside. Clean any contact points they may have come into contact with thoroughly.
- All rooms need to have COVID-19 guidelines on walls, including posters from authorities.
- It is the event organisers responsibility to inform audiences, participants and the production team and Warehouse9 staff in case of an episode of illness.

Guidelines for Events with a Sitting Audience:

*Update 26 Oct: Face masks/shields are required at **all** public events. Once seated it is permitted to remove face masks/shields. When standing, moving around, entering and leaving it is required to wear face masks/shields.*

- 1m between each seat, starting from the middle of the seat.
- Max 1 audience pr. 2 m². Max capacity for seated audience at a performance: 30.
- As Warehouse9 does not have fixed seats, the 1m rule counts for everyone also people that are already in contact.
- Warehouse9 needs to do a COVID-19 check and approve that the performance meets the guidelines before audiences are admitted. (i.e. needs to see the dress rehearsal or a stage and seating plan before premiere.)
- Outside of seating areas, there needs to be signposting to encourage 1m physical distance between persons. (i.e. toilet queue and entrance)
- The production team and front of house needs to have audience flow as a priority and monitor it regularly. (i.e. clear signposting, communicating guidelines via events online and print, delayed entrances, dividing up how you get in and how you get out...etc.)
- At all high risk gathering points there should be someone present from the production team or visible guidelines.
- It is required that there at all times needs to be a minimum 2m distance from audience to performers.

As an addition to these specific guidelines, the "General Guidelines" (pg2) also apply.

Guidelines for Events with Standing Audiences:

Update 26 Oct: Until further notice it is only permitted 10 persons for events with standing audiences, including staff/organisers/performers.

*Face masks/shields are required at **all** public events. Once seated it is permitted to remove face masks/shields. When standing, moving around, entering and leaving it is required to wear face masks/shields.*

- Each activity will be assessed project-to-project. There needs to be an agreed upon plan for each activity with a standing (and moving) audience. This plan needs to be assessed on an ongoing basis during the life of the project. The production team and front of house needs to have audience flow as a priority and monitor it regularly.
- Special focus on audience flow in order to minimise high risk gathering points and queues building. Signposting to encourage 1m physical distance between audience members. (i.e. toilet queue and entrance).
- Contact points should be considered and reduced where possible.

- Tailor capacity to each event. For a standing and moving audience the maximum capacity is 30. but this should be tailored and reduced when necessary. The capacity will be dependent on the layout of the room and the activity in the room. When possible consider pre-bookings, or a regulator at the door.
- Warehouse9 needs to do a COVID-19 check and approve that the event meets the guidelines before audiences are admitted. (i.e. needs to see the dress rehearsal or a stage and seating plan before premiere.)

As an addition to these specific guidelines, the "General Guidelines" (pg2) also apply.

Guidelines for Production Teams Coming into Warehouse9:

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- Production teams need to follow the authorities guidelines and Warehouse9's "general guidelines" and activity specific guidelines.
- Dressing room areas need to follow the same rules as hairdressers. Please refer to the [Health Authorities](#) website for further information.
- Each production needs to develop their own cleaning and hygiene plan in accordance with the Health Authorities rules and Warehouse9's rules. Each team needs to have a COVID-19 representative that communicates directly with Warehouse9's COVID-19 representative.
- Before the production period begins and the team enters Warehouse9, COVID-19 specific rules need to be agreed between Warehouse9 the production.
- Warehouse9 will provide all cleaning equipment. The production is responsible for cleaning during the period that they are in Warehouse9. This includes at the end of each working day, between events and before they vacate.
- Production teams are responsible for their own PPE.
- Before the production Warehouse9 recommends that the production team receive a COVID-19 test.

As an addition to these specific guidelines, the "General Guidelines" (pg2) also apply.

Guidelines for Performers:

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*Face masks/shields are required at **all** public events. Once seated it is permitted to remove face masks/shields. When standing, moving around, entering and leaving it is required to wear face masks/shields.*

- 2m distance or more between performers and audiences. If this is not possible, then the team needs to find a solution in accordance with the guidelines.
- Performers when possible should keep distance from each other. If this is not possible, then the team needs to find a solution in accordance with the guidelines.
- Performers when possible should keep distance from the rest of the production team.
- Before the production Warehouse9 recommends that the performers receive a COVID-19 test.

As an addition to these specific guidelines, the "General Guidelines" (pg2) also apply.

Guidelines for workshops:

Update 26 Oct: Until further notice it is only permitted 10 persons for events with standing audiences, including staff/organisers/performers.

*Face masks/shields are required at **all** public events. Once seated it is permitted to remove face masks/shields. When standing, moving around, entering and leaving it is required to wear face masks/shields.*

- Maximum capacity for workshops: 15 participants / 20 including workshop facilitators.
- Wearing of face masks or face shields is required by all during workshops. Organisers must provide PPE for participants that do not have their own with them.
- 2m distance or more between each workshop participant. If this is not possible, then the organisers need to find a solution in accordance with the guidelines.
- When possible use signposting to encourage physical distance. (i.e. mark each participant's movement space).
- Warehouse9 needs to do a COVID-19 check and approve that the workshop meets the guidelines before participants are admitted. (i.e. needs to see the layout before the workshop starts.)
- Limit contact points
- The organisers need to prioritise participant flow and monitor it regularly.
- At all high risk gathering points there should be visible signposting.
- Warehouse9 recommends that the organisers create a COVID-19 code of conduct to be shared at the beginning of the workshop as housekeeping to ensure the health and safety of everyone in the room.

As an addition to these specific guidelines, the "General Guidelines" (pg2) also apply.

Guidelines for Cinema, Screenings, Lectures:

*Update 26 Oct: Face masks/shields are required at **all** public events. Once seated it is permitted to remove face masks/shields. When standing, moving around, entering and leaving it is required to wear face masks/shields.*

- Maximum capacity 35-40 seated audience (as the stage area is reduced for screening).
- Same seating rules apply as for seated theatre audiences. (see pg3)
- If there is a speaker present, they need to be 2m distance from the audience. The maximum capacity may be affected by this.

As an addition to these specific guidelines, the "General Guidelines" (pg2) and "Guidelines for Events with a Sitting Audience" (pg3) apply.

Specific guidelines for cafe/bar:

- Until further notice the Warehouse9 bar is closed.
- It is not permitted for event organisers to sell beverages or food.
- Organisers are permitted to give a limited amount of free beverages, but a minimising of contact points need to be taken into consideration, as well as PPE.

Guidelines for Outdoor activities:

Warehouse9 will have no outdoor activities for the rest of 2020, due to the effects of the area's drug scene, in addition to COVID-19.

Endnotes:

As a venue, Warehouse9 would rather be overcautious than undercautious.

Warehouse9 recommends that all organisers consider accessibility in times of COVID-19, in relation to events being accessed online for at risk persons.

If there is any confusion about the guidelines, please contact Warehouse9 on:

info@warehouse9.dk