



## **A GUIDE TO IMPLEMENTING COVID-SECURE SAFE SYSTEMS OF WORK AT THE RSC: THEATRE AND EVENT PRODUCTION**

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## INTRODUCTION

The government have announced that rehearsals and outdoor events can take place with robust risk controls in place to ensure social distancing rules can be maintained for both workers and members of the public. Social distancing rules currently state that individuals, outside of their household bubbles, must maintain a distance of 2 metres from others, or where that is not possible, 1 metre with robust mitigation.

Where the social distancing guidelines cannot be followed in full in relation to a particular activity, we should consider whether that activity needs to continue, and, if so, take all the mitigating actions possible to reduce the risk of transmission between all workers, contractors, freelancers and visitors.

This guidance document is for the technical, production and artistic departments and theatre operations departments involved in the RSC's theatre and event production process. It provides an introduction to general safety considerations in relation to managing a Covid-Secure workplace and provides suggestions of risk mitigation measures and safe systems of work to implement in the workplace and during work activity, in line with government Covid-19 guidance and health and safety legislation.

It should be used in conjunction with the RSC's Covid-19 Reoccupation Management Framework and the RSC's Health and Safety Policy.

## PRINCIPLES OF RISK CONTROL

*The RSC has a duty to carry out an assessment of any foreseeable risk of harm by deciding what may cause the harm and identifying reasonable steps to take to prevent that harm occurring. This is a legal requirement under the Management of Health and Safety Regulations, 1999.*

*As per the RSC's Health and Safety Policy, Heads of Department are responsible for ensuring that suitable and sufficient Covid-19 risk assessments are in place for their department. Producers and Production Managers are responsible for ensuring that production-specific Covid-19 risk assessments are in place. Event Managers are responsible for ensuring that event-specific risk assessments are in place. The task of carrying out a risk assessment may be delegated to another person if the Head of Department, Producer, Production Manager or Event Manager deems them as more competent. The RSC must consult with union representatives and staff on all Covid-19 risk assessments.*

*All risk assessments must be written down on either an RSC departmental risk assessment form or an RSC production risk assessment form, found in the Health and Safety Policy. Covid-19 risk assessments must also be shared on the RSC website / staff intranet so that they are accessible to all workers and visitors. Risk assessors may wish to keep their Covid-19 risk assessment on a separate document to their other risk assessments.*

This guidance within this document aligns safe systems of work with this hierarchy of risk control: eliminate, reduce, isolate, control, communicate and PPE as a last resort. This hierarchy can be applied to the control of Covid-19 transmission as follows:

<b>ELIMINATE VIRUS AS MUCH AS POSSIBLE FROM WORKPLACE</b>	<i>Think about how to prevent the Covid-19 virus from being present in the workplace. Working remotely, restricting people showing symptoms, following major incident plans to isolate unwell persons, and robust cleaning and disinfection of work areas all help.</i>
<b>REDUCE POSSIBLE EXPOSURE TO VIRUS</b>	<i>Restrict movement, the amount of time in the workplace and how many things people need to touch, maintain social distancing and reduce close</i>

	<i>contact by forming worker bubbles and ensuring no one is in close contact for longer than a minute or two without protection. Dilute the air with good ventilation.</i>
<b>ISOLATE FROM POSSIBLE EXPOSURE TO VIRUS</b>	<i>Isolate people from each other through the use of screens, barriers or visors. Allocate areas and zones for specific teams, bubbles or individuals. Stop the sharing of equipment and quarantine items that may be contaminated.</i>
<b>COMMUNICATE</b>	<i>Write operating procedures, safe systems of work and method statements and train staff on how to follow them. Use signage and verbal instruction.</i>
<b>PPE</b>	<i>PPE is not necessary as a suitable control of Covid-19 transmission outside of healthcare settings, except for the administration of first aid. However, if a risk assessment concludes that the risk of transmission is still high after all other controls are considered, CE-marked FFP2 or FFP3 filtered RPE should be used. Face coverings are not classified as PPE, however, anyone who wishes to wear their face covering in the workplace must be supported.</i>

In line with government guidance, mitigation against the risk of Covid-19 transmission does not include basic measures such as good hand and respiratory hygiene, the compliance with which should be universal and is assumed.

## **GENERAL GUIDANCE**

It is of utmost importance that workers must not be (or feel) forced into carrying out work that is unsafe. Managers must regularly check in with their staff about their health and wellbeing, and provide an opportunity for persons to raise concerns without fear of negative consequences. Where workers can work from home, even for some of their tasks, then they should.

Workers and visitors must not be unduly discriminated by any Covid-Secure measure we put in place. For example, lift access must be maintained for those who are unable to use stairwells.

The RSC must encourage staff to use the NHS Test and Trace Service if they are presenting with Covid-19 symptoms. The services is accessed by calling NHS 119. To assist the NHS Test and Trace Service, the RSC must keep records of staff rotas and call sheets for 21 days and records of audience members must be kept for 21 days. All workers who are assigned to a team bubble must comply with test and trace processes if someone in their bubble is unwell or is in quarantine.

## **CLINICALLY VULNERABLE WORKERS**

Clinically extremely vulnerable individuals have been strongly advised not to work outside the home during the pandemic peak and only return to work when community infection rates are low.

Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions), have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.

Clinically vulnerable workers who have been shielding, or workers who live with a clinical vulnerable person, must not carry out work that does not enable them to follow social distancing rules. If 2 metres cannot be maintained in the workplace, they can only work at 1 metre distance if there is sufficient mitigation to remove the risk of infection. Any person returning to work after shielding or living with someone who has been shielding should be referred for an Occupational Health appointment before starting work.

## FACE COVERINGS

Employers should support their workers in using face coverings safely if they choose to wear one. Face coverings are not classed as PPE and workers and visitors should provide their own if they wish to wear one.

Workers who wear face coverings at work must ensure that they practice good personal hygiene and prevent contamination by safely storing and washing the face covering after use. Specific instructions to be issued include:

- Washing hands thoroughly or use hand sanitiser regularly and before putting a face covering on, after removing it.
- When wearing a face covering, avoiding touching the face or face covering.
- Changing the face covering if it becomes damp or if touched.
- Changing and washing the face covering daily. If the material is washable, wash in line with Manufacturer's instructions. If it is not washable, dispose of it carefully in usual waste containers.

## CREATIVE, ARTISTIC PLANNING, RESEARCH & DEVELOPMENT, PRODUCERS AND CASTING

<b><i>ELIMINATE VIRUS AS MUCH AS POSSIBLE FROM WORKPLACE</i></b>	<p><i>Think about how to prevent the Covid-19 virus from being present in the workplace. Working remotely, restricting people showing symptoms, following major incident plans to isolate unwell persons, and robust cleaning and disinfection of work areas all help.</i></p> <ul style="list-style-type: none"> <li>• Consider what activities can take place from home or via digital channels</li> <li>• Consider self-taping or online auditions to reduce numbers on-site. A live feed may help reduce numbers of a creative team attending casting and auditions.</li> <li>• Use remote working tools to avoid in person meetings.</li> <li>• Only absolutely necessary participants should physically attend meetings and should maintain social distancing.</li> <li>• Provide hand sanitiser at entry and exit points and in individual rooms.</li> <li>• Consider a regular private testing programme with an accredited provider, noting that this will not allow any relaxation of other control measures.</li> </ul>
<b><i>REDUCE POSSIBLE EXPOSURE TO VIRUS</i></b>	<p><i>Restrict movement, the amount of time in the workplace and how many things people need to touch, maintain social distancing and reduce close contact by forming worker bubbles and ensuring no one is in close contact for longer than a minute or two without protection. Dilute the air with good ventilation.</i></p> <ul style="list-style-type: none"> <li>• Reduce the size of a group or cast where possible to reduce the number of contact points, for example by reducing numbers of non-essential supernumeraries, performers taking dual roles</li> <li>• Keep the activity time of any activity where social distancing cannot be maintained as short as possible</li> <li>• Work outdoors or hold meetings outdoors, whenever possible.</li> </ul>

	<ul style="list-style-type: none"> <li>● Provide good ventilation and sufficient circulation in indoor spaces by opening windows and doors or using mechanical ventilation equipment</li> <li>● Provide space for performers and other attendees to be socially distanced from each other and from any audience, production team members or other individuals, wherever possible during activity</li> <li>● Limit the staging of the performance to the performance or stage area only and excluding directions for the performers or crew to exit the stage area and move amongst the audience</li> <li>● Considering a flexible call schedule so that people can avoid travel at peak times</li> <li>● Provide additional parking or facilities such as bike-racks to help people walk, run, or cycle where possible</li> <li>● Stagger arrival and departure times to reduce crowding into and out of the premises or venue</li> <li>● Enable a booking system or other approaches to manage demand of spaces, so that no more than the desired number of people are in the building at any one time</li> <li>● Manage occupancy levels and changeover by reducing groups and amending timetabling</li> <li>● Remove non-essential common areas</li> <li>● Removing waiting rooms where it is not possible to facilitate social distancing, asking people not to arrive ahead of their allocated time slot, and providing clear instruction not to congregate in other areas if waiting</li> <li>● Encouraging persons to bring as few personal items with them to the workplace as possible</li> <li>● Avoiding sharing pens and other objects</li> <li>● Where an individual is operating on a peripatetic basis, such as a teacher, freelance musician, freelance audio describer or captioner or choreographer, and operating across multiple groups or individuals they should maintaining distancing requirement with each group, avoiding situations where distancing requirement is broken, for example demonstrating partnering work in dancing, make efforts to reduce the number of groups interacted with and locations worked in, to reduce the number of contacts made</li> </ul>
<p><b>ISOLATE FROM POSSIBLE EXPOSURE TO VIRUS</b></p>	<p><i>Isolate people from each other through the use of screens, barriers or visors. Allocate areas and zones for specific teams, bubbles or individuals. Stop the sharing of equipment and quarantine items that may be contaminated.</i></p> <ul style="list-style-type: none"> <li>● Use a one-way system through buildings.</li> <li>● Allow a sufficient break time between sessions held to prevent waiting in groups.</li> </ul>

	<ul style="list-style-type: none"> <li>● Encourage workers or participants to remain on-site during breaks and, when not possible, maintaining social distancing while off-site</li> <li>● Use screens to create a physical barrier between people, for example between casting team or accompanist and candidates</li> <li>● Use personal face visors to create a physical barrier between people who cannot maintain social distancing</li> <li>● Allocate small groups of people to bubbles, maintaining social distancing between bubbles and ensuring that close contact within the bubbles is safely managed to remove risk. Health questionnaires must be completed weekly by all members of close contact bubbles</li> </ul>
<b>COMMUNICATE</b>	<p><i>Write operating procedures, safe systems of work and method statements and train staff on how to follow them. Use signage and verbal instruction.</i></p> <ul style="list-style-type: none"> <li>● Providing floor markings and signage</li> <li>● Manage access to lockers to allow social distancing</li> <li>● Consider changes in policies to ensure limited time is taken in changing areas, especially during the changeover of group activity to maintain social distancing</li> </ul>
<b>PPE</b>	<p><i>PPE is not necessary as a suitable control of Covid-19 transmission outside of healthcare settings, except for the administration of first aid. However, if a risk assessment concludes that the risk of transmission is still high after all other controls are considered, CE-marked FFP2 or FFP3 filtered RPE should be used.</i></p> <p><i>Face coverings are not classified as PPE, however, anyone who wishes to wear their face covering in the workplace must be supported.</i></p>

## **COMPANY and STAGE MANAGEMENT, REHEARSALS INCLUDING TECHNICAL AND DRESS**

<b>ELIMINATE VIRUS AS MUCH AS POSSIBLE FROM WORKPLACE</b>	<p><i>Think about how to prevent the Covid-19 virus from being present in the workplace. Working remotely, restricting people showing symptoms, following major incident plans to isolate unwell persons, and robust cleaning and disinfection of work areas all help.</i></p> <ul style="list-style-type: none"> <li>● Consider what activities can take place from home or via digital channels</li> <li>● Consider self-taping or online rehearsals to reduce numbers on-site. A live feed may help reduce numbers of people attending a rehearsal</li> <li>● Use remote working tools to avoid in person meetings and rehearsals</li> <li>● Map out productions in advance of commencing in-person rehearsals</li> <li>● Learn lines or parts in advance to avoid carrying scripts in rehearsal</li> <li>● Display scripts onto screens in rehearsal rooms to reduce contact requirements and to support accessibility</li> </ul>
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	<ul style="list-style-type: none"> <li>● Increase use of technology in rehearsals such as to complete read-throughs, and in performance where feasible</li> <li>● Avoid rehearsing and performing face-to-face wherever possible</li> <li>● Change the call schedules so that only those required are on-site</li> <li>● Detail rotating of cast when entering and exiting the stage trying to minimise the number of people working in the same area at the same time</li> <li>● Use radio, phone and video links where possible to avoid face-to-face contact.</li> <li>● Only absolutely necessary participants should physically attend meetings and rehearsals and should maintain social distancing</li> <li>● Provide hand sanitiser at entry and exit points and in individual rehearsal rooms</li> <li>● Provide cleaning products for frequent cleaning of touch points</li> <li>● Consider a regular private testing programme with an accredited provider, noting that this will not allow any relaxation of other control measures</li> <li>● Introduce enhanced cleaning of all facilities regularly during the day and at the end of the day</li> <li>● Where showers and toilets are shared, consider cleaning more frequently</li> <li>● Not permitting autograph signing or photographs with performers</li> </ul>
<p><b>REDUCE POSSIBLE EXPOSURE TO VIRUS</b></p>	<p><i>Restrict movement, the amount of time in the workplace and how many things people need to touch, maintain social distancing and reduce close contact by forming worker bubbles and ensuring no one is in close contact for longer than a minute or two without protection. Dilute the air with good ventilation.</i></p> <ul style="list-style-type: none"> <li>● Organise and designing rehearsal and training to avoid situations where performers cannot socially distance, wherever feasible. For example, any close contact scenes to be rehearsed as few times as possible or only during tech/ dress rehearsals</li> <li>● Keep the activity time of any activity where social distancing cannot be maintained as short as possible</li> <li>● Reduce the number of quick changes or increasing time between changes</li> <li>● Work outdoors or hold meetings and rehearsals outdoors, whenever possible</li> <li>● Provide good ventilation and sufficient circulation in indoor spaces by opening windows and doors or using mechanical ventilation equipment</li> <li>● Provide space for performers and other attendees to be socially distanced from each other and from any audience, production team members or other individuals, wherever possible during activity</li> <li>● Use back-to-back or side-to-side working (rather than face-to-face) whenever possible</li> </ul>

- Consider a flexible call schedule so that people can avoid travel at peak times
- Provide additional parking or facilities such as bike-racks to help people walk, run, or cycle where possible
- Stagger arrival and departure times to reduce crowding into and out of the premises or venue
- Enable a booking system or other approaches to manage demand of spaces, so that no more than the desired number of people are in the building at any one time
- Manage room occupancy levels and changeover by reducing groups and amending timetabling
- Assign dressing room capacities
- Remove non-essential common areas
- Remove waiting rooms where it is not possible to facilitate social distancing, asking people not to arrive ahead of their allocated time slot, and providing clear instruction not to congregate in other areas if waiting to enter rehearsal rooms
- Encourage persons to bring as few personal items with them to the workplace as possible
- Handling of music scores, parts and scripts to be limited to the individual using them
- Avoid sharing pens and other objects
- Provide 'drop off boxes' or 'drop zones' for items to be passed between persons
- Avoid using public transport, and aiming to walk, cycle, or drive instead when shopping
- Minimise non-essential travel – consider remote options first, such as online shopping
- Use card purchases, rather than cash floats
- Where an individual is operating on a peripatetic basis, such as a teacher, freelance musician, freelance audio describer or captioner or choreographer, and operating across multiple groups or individuals they should maintaining distancing requirement with each group, avoiding situations where distancing requirement is broken, for example demonstrating partnering work in dancing, make efforts to reduce the number of groups interacted with and locations worked in, to reduce the number of contacts made
- Restrict workers allowed back-stage and on-stage to those who are essential
- Not permitting visitors backstage or at stage door
- Consider how wings can be used to allow for the minimum possible interaction between people, for example one-way systems, dedicated wings for stage managers and dressers
- Reconfigure back-stage to introduce one-way systems and use of green rooms and crew rooms by fixed teams

<p><b>ISOLATE FROM POSSIBLE EXPOSURE TO VIRUS</b></p>	<p><i>Isolate people from each other through the use of screens, barriers or visors. Allocate areas and zones for specific teams, bubbles or individuals. Stop the sharing of equipment and quarantine items that may be contaminated.</i></p> <ul style="list-style-type: none"> <li>● Use a one-way system through buildings</li> <li>● Allow a sufficient break time between sessions held to prevent waiting in groups</li> <li>● Encourage workers or participants to remain on-site during breaks and, when not possible, maintaining social distancing while off-site</li> <li>● Use screens to create a physical barrier between people, for example between casting team or accompanist and candidates</li> <li>● Use personal face visors to create a physical barrier between people who cannot maintain social distancing</li> <li>● For people who work in one place, workstations should allow them to maintain social distancing wherever possible.</li> <li>● Workstations should be assigned to an individual. If they need to be shared, they should be shared by the smallest possible number of people and cleaned between use</li> <li>● Clear workspaces and removing waste and belongings from the work area at the end of a class, rehearsal or performance</li> <li>● Allocate small groups of people to bubbles, maintaining social distancing between bubbles and ensuring that close contact within the bubbles is safely managed to remove risk. Health questionnaires must be completed weekly by all members of close contact bubbles</li> <li>● Reduce the number of people each person has contact with by using 'fixed teams/ bubbles so each person works with only a few others and maintains social distancing from all other people. These fixed teams/ bubbles can work together throughout a production or for specific periods to minimise the risk of transmission.</li> <li>● Minimise transmission risk between fixed cohorts/ bubbles when they mix outside their team during a rehearsal or performance and during breaks or moving around a premises or venue.</li> <li>● Ensure that there is no swapping between designated fixed cohorts/ bubbles. This is to reduce the risk of whole team impact in the event of a worker contracting COVID-19</li> <li>● Understudies / swings / book cover etc to be considered when allocating cohort/ bubbles</li> <li>● Including any support workers for disabled workers or performers as a member of the fixed cohort/ bubble</li> </ul>
<p><b>COMMUNICATE</b></p>	<p><i>Write operating procedures, safe systems of work and method statements and train staff on how to follow them. Use signage and verbal instruction.</i></p> <ul style="list-style-type: none"> <li>● Providing floor markings and signage</li> <li>● Manage access to lockers to allow social distancing</li> </ul>

	<ul style="list-style-type: none"> <li>● Consider changes in policies to ensure limited time is taken in changing areas, especially during the changeover of group activity to maintain social distancing</li> <li>● Where shower and changing facilities are essential, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing can be achieved as much as possible</li> <li>● Provide additional signposting in areas to maintain social distancing</li> <li>● Allocate a 'Covid Marshall' to groups, to help ensure social distancing, cleaning and other controls are adhered to</li> </ul>
PPE	<p><i>PPE is not necessary as a suitable control of Covid-19 transmission outside of healthcare settings, except for the administration of first aid. However, if a risk assessment concludes that the risk of transmission is still high after all other controls are considered, CE-marked FFP2 or FFP3 filtered RPE should be used.</i></p> <p><i>Face coverings are not classified as PPE, however, anyone who wishes to wear their face covering in the workplace must be supported.</i></p>

## MUSIC

<b>ELIMINATE VIRUS AS MUCH AS POSSIBLE FROM WORKPLACE</b>	<p><i>Think about how to prevent the Covid-19 virus from being present in the workplace. Working remotely, restricting people showing symptoms, following major incident plans to isolate unwell persons, and robust cleaning and disinfection of work areas all help.</i></p> <ul style="list-style-type: none"> <li>● Current assessment is that both singing and playing wind or brass instruments carries a potential higher risk of transmission such that participation in these activities requires particular attention to the risk involved.</li> <li>● Consider what activities can take place from home or via digital channels</li> <li>● Consider self-taping or online rehearsals to reduce numbers on-site. A live feed may help reduce numbers of people attending a rehearsal</li> <li>● Use remote working tools to avoid in person meetings and rehearsals</li> <li>● Increase use of technology in rehearsals such as to complete read-throughs, and in performance where feasible</li> <li>● Change the call schedules so that only those required are on-site</li> <li>● Detail rotating of cast when entering and exiting the stage trying to minimise the number of people working in the same area at the same time</li> <li>● Use radio, phone and video links where possible to avoid face-to-face contact</li> <li>● Only absolutely necessary participants should physically attend meetings and rehearsals and should maintain social distancing</li> </ul>
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	<ul style="list-style-type: none"> <li>● Provide hand sanitiser at entry and exit points and in individual rehearsal rooms</li> <li>● Provide cleaning products for frequent cleaning of touch points</li> <li>● Consider a regular private testing programme with an accredited provider, noting that this will not allow any relaxation of other control measures</li> <li>● Introduce enhanced cleaning of all facilities regularly during the day and at the end of the day</li> <li>● Where showers and toilets are shared, consider cleaning more frequently</li> <li>● Avoid exposure of audiences, crew and other performers through using alternative programmes, technology or re-orchestrating for fewer voices as the first priority</li> <li>● Cleaning of musical instruments by musicians playing them, where possible</li> </ul>
<p><b>REDUCE POSSIBLE EXPOSURE TO VIRUS</b></p>	<p><i>Restrict movement, the amount of time in the workplace and how many things people need to touch, maintain social distancing and reduce close contact by forming worker bubbles and ensuring no one is in close contact for longer than a minute or two without protection. Dilute the air with good ventilation.</i></p> <ul style="list-style-type: none"> <li>● Organise and design rehearsal and training to avoid situations where performers cannot socially distance, wherever feasible. For example, any close contact scenes to be rehearsed as few times as possible or only during tech/ dress rehearsals</li> <li>● Keep the activity time of any activity where social distancing cannot be maintained as short as possible</li> <li>● Work outdoors or hold meetings and rehearsals outdoors, whenever possible</li> <li>● Provide good ventilation and sufficient circulation in indoor spaces by opening windows and doors or using mechanical ventilation equipment.</li> <li>● Provide space for performers and other attendees to be socially distanced from each other and from any audience, production team members or other individuals, wherever possible during activity</li> <li>● Use back-to-back or side-to-side working (rather than face-to-face) whenever possible</li> <li>● Consider a flexible call schedule so that people can avoid travel at peak times</li> <li>● Provide additional parking or facilities such as bike-racks to help people walk, run, or cycle where possible</li> <li>● Stagger arrival and departure times to reduce crowding into and out of the premises or venue</li> <li>● Enable a booking system or other approaches to manage demand of spaces, so that no more than the desired number of people are in the building at any one time</li> </ul>

	<ul style="list-style-type: none"> <li>● Manage room occupancy levels and changeover by reducing groups and amending timetabling</li> <li>● Remove non-essential common areas</li> <li>● Removing waiting rooms where it is not possible to facilitate social distancing, asking people not to arrive ahead of their allocated time slot, and providing clear instruction not to congregate in other areas if waiting to enter rehearsal rooms</li> <li>● Encouraging persons to bring as few personal items with them to the workplace as possible</li> <li>● Handling of music scores, parts and scripts to be limited to the individual using them</li> <li>● Avoid sharing pens and other objects</li> <li>● Where an individual is operating on a peripatetic basis, such as a teacher, freelance musician, freelance audio describer or captioner or choreographer, and operating across multiple groups or individuals they should maintaining distancing requirement with each group, avoiding situations where distancing requirement is broken, for example demonstrating partnering work in dancing, make efforts to reduce the number of groups interacted with and locations worked in, to reduce the number of contacts made</li> <li>● Restrict workers allowed backstage and on-stage to those who are essential</li> <li>● Not permitting visitors backstage or at stage door</li> <li>● Reconfigure back-stage to introduce one-way systems and use of green rooms by fixed teams</li> <li>● Keep to the smallest number of singers or wind and brass players in one space</li> <li>● Use back-to-back or side-to-side working (rather than face-to-face) whenever possible</li> <li>● Use designated storage for large instrument cases; musicians with smaller instruments keep cases under their seat</li> <li>● Avoid sharing professional equipment wherever possible and place name labels on equipment to help identify the designated user, for example cameras, percussionists maintaining their own sticks and mallets</li> <li>● Use disposable cloths to collect wind and brass instrument condensate</li> <li>● Consider limiting number of suppliers when hiring equipment. Responsibility of cleaning hired instruments should be discussed with the suppliers</li> </ul>
<p><b><i>ISOLATE FROM POSSIBLE EXPOSURE TO VIRUS</i></b></p>	<p><i>Isolate people from each other through the use of screens, barriers or visors. Allocate areas and zones for specific teams, bubbles or individuals. Stop the sharing of equipment and quarantine items that may be contaminated.</i></p> <ul style="list-style-type: none"> <li>● Use a one-way system through buildings.</li> </ul>

	<ul style="list-style-type: none"> <li>● Allow a sufficient break time between sessions held to prevent waiting in groups</li> <li>● Encourage workers or participants to remain on-site during breaks and, when not possible, maintaining social distancing while off-site</li> <li>● For people who work in one place, workstations should allow them to maintain social distancing wherever possible.</li> <li>● Workstations should be assigned to an individual. If they need to be shared, they should be shared by the smallest possible number of people and cleaned between use</li> <li>● Clearing workspaces and removing waste and belongings from the work area at the end of a class, rehearsal or performance.</li> <li>● Use screens, booths or barriers to separate people from each other</li> <li>● Allocate small groups of people to bubbles, maintaining social distancing between bubbles and ensuring that close contact within the bubbles is safely managed to remove risk. Health questionnaires must be completed weekly by all members of close contact bubbles</li> <li>● Reduce the number of people each person has contact with by using 'fixed teams/ bubbles so each person works with only a few others and maintains social distancing from all other people. These fixed teams/ bubbles can work together throughout a production or for specific periods to minimise the risk of transmission.</li> <li>● Minimise transmission risk between fixed cohorts/ bubbles when they mix outside their team during a rehearsal or performance and during breaks or moving around a premises or venue.</li> <li>● Ensure that there is no swapping between designated fixed cohorts/ bubbles. This is to reduce the risk of whole team impact in the event of a worker contracting COVID-19</li> <li>● Include any support workers for disabled workers or performers as a member of the fixed cohort/ bubble</li> <li>● Wherever possible, limiting the number of singers, wind and brass players in any fixed team to the smallest number possible</li> <li>● For people who work in one place, workstations should allow them to maintain social distancing wherever possible.</li> <li>● Workstations should be assigned to an individual as much as possible</li> <li>● Maintaining the appropriate distance between players in the orchestra pit or band area and anyone on stage.</li> </ul>
COMMUNICATE	<p><i>Write operating procedures, safe systems of work and method statements and train staff on how to follow them. Use signage and verbal instruction.</i></p> <ul style="list-style-type: none"> <li>● Providing floor markings and signage</li> <li>● Manage access to lockers to allow social distancing</li> </ul>

	<ul style="list-style-type: none"> <li>● Consider changes in policies to ensure limited time is taken in changing areas, especially during the changeover of group activity to maintain social distancing</li> <li>● Where shower and changing facilities are essential, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing can be achieved as much as possible</li> <li>● Provide additional signposting in areas to maintain social distancing</li> <li>● Marking up the orchestra pit or band area so that all musicians are clear about their spacing and social distancing</li> <li>● Provide markers on-stage for music groups to adhere to social distancing</li> <li>● Allocate a 'Covid Marshall' to groups, to help ensure social distancing, cleaning and other controls are adhered to</li> </ul>
PPE	<p><i>PPE is not necessary as a suitable control of Covid-19 transmission outside of healthcare settings, except for the administration of first aid. However, if a risk assessment concludes that the risk of transmission is still high after all other controls are considered, CE-marked FFP2 or FFP3 filtered RPE should be used.</i></p> <p><i>Face coverings are not classified as PPE, however, anyone who wishes to wear their face covering in the workplace must be supported.</i></p>

## VOICE, TEXT and ARTIST'S SUPPORT

<b>ELIMINATE VIRUS AS MUCH AS POSSIBLE FROM WORKPLACE</b>	<p><i>Think about how to prevent the Covid-19 virus from being present in the workplace. Working remotely, restricting people showing symptoms, following major incident plans to isolate unwell persons, and robust cleaning and disinfection of work areas all help.</i></p> <ul style="list-style-type: none"> <li>● Use remote working tools to avoid in person meetings and rehearsals</li> <li>● Avoid rehearsing and performing face-to-face wherever possible</li> <li>● Change call schedules so that only those required are on-site</li> <li>● Use radio, phone and video links where possible to avoid face-to-face contact.</li> <li>● Only absolutely necessary participants should physically attend meetings and rehearsals and should maintain social distancing</li> <li>● Provide hand sanitiser at entry and exit points and in individual rehearsal rooms</li> <li>● Provide cleaning products for frequent cleaning of touch points</li> <li>● Consider a regular private testing programme with an accredited provider, noting that this will not allow any relaxation of other control measures</li> <li>● Introduce enhanced cleaning of all facilities regularly during the day and at the end of the day</li> </ul>
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<p><b>REDUCE POSSIBLE EXPOSURE TO VIRUS</b></p>	<p><i>Restrict movement, the amount of time in the workplace and how many things people need to touch, maintain social distancing and reduce close contact by forming worker bubbles and ensuring no one is in close contact for longer than a minute or two without protection. Dilute the air with good ventilation.</i></p> <ul style="list-style-type: none"> <li>● Keep the activity time of any activity where social distancing cannot be maintained as short as possible</li> <li>● Work outdoors or hold meetings and rehearsals outdoors, whenever possible.</li> <li>● Provide good ventilation and sufficient circulation in indoor spaces by opening windows and doors or using mechanical ventilation equipment.</li> <li>● Provide space for performers and other attendees to be socially distanced from each other and from any audience, production team members or other individuals, wherever possible during activity</li> <li>● Use back-to-back or side-to-side working (rather than face-to-face) whenever possible</li> <li>● Stagger arrival and departure times to reduce crowding into and out of the premises or venue.</li> <li>● Enable a booking system or other approaches to manage demand of spaces, so that no more than the desired number of people are in the building at any one time</li> <li>● Manage room occupancy levels and changeover by reducing groups and amending timetabling</li> <li>● Encourage persons to bring as few personal items with them to the workplace as possible</li> <li>● Avoid sharing pens and other objects</li> <li>● Where an individual is operating on a peripatetic basis, such as a teacher, freelance musician, freelance audio describer or captioner or choreographer, and operating across multiple groups or individuals they should maintaining distancing requirement with each group, avoiding situations where distancing requirement is broken, for example demonstrating partnering work in dancing, make efforts to reduce the number of groups interacted with and locations worked in, to reduce the number of contacts made.</li> </ul>
<p><b>ISOLATE FROM POSSIBLE EXPOSURE TO VIRUS</b></p>	<p><i>Isolate people from each other through the use of screens, barriers or visors. Allocate areas and zones for specific teams, bubbles or individuals. Stop the sharing of equipment and quarantine items that may be contaminated.</i></p> <ul style="list-style-type: none"> <li>● Use a one-way system through buildings.</li> <li>● Allow a sufficient break time between sessions held to prevent waiting in groups</li> <li>● Encourage workers or participants to remain on-site during breaks and, when not possible, maintaining social distancing while off-site</li> </ul>

	<ul style="list-style-type: none"> <li>● Use screens to create a physical barrier between people, for example between casting team or accompanist and candidates</li> <li>● Use personal face visors to create a physical barrier between people who cannot maintain social distancing</li> <li>● For people who work in one place, workstations should allow them to maintain social distancing wherever possible.</li> <li>● Workstations should be assigned to an individual. If they need to be shared, they should be shared by the smallest possible number of people and cleaned between use</li> <li>● Clearing workspaces and removing waste and belongings from the work area at the end of a class, rehearsal or performance.</li> <li>● Allocate small groups of people to bubbles, maintaining social distancing between bubbles and ensuring that close contact within the bubbles is safely managed to remove risk. Health questionnaires must be completed weekly by all members of close contact bubbles</li> <li>● Reduce the number of people each person has contact with by using 'fixed teams/ bubbles so each person works with only a few others and maintains social distancing from all other people. These fixed teams/ bubbles can work together throughout a production or for specific periods to minimise the risk of transmission.</li> <li>● Minimise transmission risk between fixed cohorts/ bubbles when they mix outside their team during a rehearsal or performance and during breaks or moving around a premises or venue.</li> <li>● Ensure that there is no swapping between designated fixed cohorts/ bubbles. This is to reduce the risk of whole team impact in the event of a worker contracting COVID-19</li> <li>● Include any support workers for disabled workers or performers as a member of the fixed cohort/ bubble</li> </ul>
COMMUNICATE	<p><i>Write operating procedures, safe systems of work and method statements and train staff on how to follow them. Use signage and verbal instruction.</i></p> <ul style="list-style-type: none"> <li>● Provide floor markings and signage</li> <li>● Provide additional signposting in areas to maintain social distancing</li> <li>● Allocate a 'Covid Marshall' to groups, to help ensure social distancing, cleaning and other controls are adhered to</li> </ul>
PPE	<p><i>PPE is not necessary as a suitable control of Covid-19 transmission outside of healthcare settings, except for the administration of first aid. However, if a risk assessment concludes that the risk of transmission is still high after all other controls are considered, CE-marked FFP2 or FFP3 filtered RPE should be used.</i></p> <p><i>Face coverings are not classified as PPE, however, anyone who wishes to wear their face covering in the workplace must be supported.</i></p>

COSTUME

<p><b>ELIMINATE VIRUS AS MUCH AS POSSIBLE FROM WORKPLACE</b></p>	<p><i>Think about how to prevent the Covid-19 virus from being present in the workplace. Working remotely, restricting people showing symptoms, following major incident plans to isolate unwell persons, and robust cleaning and disinfection of work areas all help.</i></p> <ul style="list-style-type: none"> <li>● Consider what activities can take place from home or via digital channels</li> <li>● Use remote working tools to avoid in person meetings and rehearsals</li> <li>● Change the call schedules so that only those required are on-site</li> <li>● Use radio, phone and video links where possible to avoid face-to-face contact</li> <li>● Only absolutely necessary participants should physically attend meetings and rehearsals and should maintain social distancing</li> <li>● Providing hand sanitiser at entry and exit points and in individual rehearsal rooms</li> <li>● Provide cleaning products for frequent cleaning of touch points</li> <li>● consider a regular private testing programme with an accredited provider, noting that this will not allow any relaxation of other control measures</li> <li>● Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day</li> <li>● Buying online wherever possible</li> </ul>
<p><b>REDUCE POSSIBLE EXPOSURE TO VIRUS</b></p>	<p><i>Restrict movement, the amount of time in the workplace and how many things people need to touch, maintain social distancing and reduce close contact by forming worker bubbles and ensuring no one is in close contact for longer than a minute or two without protection. Dilute the air with good ventilation.</i></p> <ul style="list-style-type: none"> <li>● Keep the activity time of any activity where social distancing cannot be maintained as short as possible</li> <li>● Work outdoors or hold meetings outdoors, whenever possible.</li> <li>● Provide good ventilation and sufficient circulation in indoor spaces by opening windows and doors or using mechanical ventilation equipment</li> <li>● Use irons and steamers near to open windows</li> <li>● Provide space for workers to be socially distanced from each other and from any audience, production team members or other individuals, wherever possible during activity</li> <li>● Use back-to-back or side-to-side working (rather than face-to-face) whenever possible</li> <li>● Consider flexible shift times so that people can avoid travel at peak times.</li> <li>● Provide additional parking or facilities such as bike-racks to help people walk, run, or cycle where possible</li> <li>● Stagger arrival and departure times to reduce crowding into and out of the premises or venue</li> </ul>

	<ul style="list-style-type: none"> <li>● Enable a booking system or other approaches to manage demand of spaces, so that no more than the desired number of people are in the building at any one time</li> <li>● Manage room occupancy levels and changeover by reducing groups and amending rotas</li> <li>● Remove non-essential common areas</li> <li>● Remove waiting rooms where it is not possible to facilitate social distancing, asking people not to arrive ahead of their allocated time slot, and providing clear instruction not to congregate in other areas if waiting to enter fitting rooms</li> <li>● Encourage persons to bring as few personal items with them to the workplace as possible</li> <li>● Avoid sharing pens and other objects</li> <li>● Allocate personal tools and equipment, for example maintaining a dedicated sewing machine for one user</li> <li>● Clean equipment and tools between use by different people</li> <li>● Provide ‘drop off boxes’ or ‘drop zones’ for items such as laundry to be passed between persons</li> <li>● Minimise the use of rehearsal costumes</li> <li>● Limit the supply and laundering of undergarments – can performers provide and launder their own, for example</li> <li>● Avoid using public transport, and aiming to walk, cycle, or drive instead when shopping</li> <li>● Minimise non-essential travel – consider remote options first, such as online shopping</li> <li>● Use card purchases, rather than cash floats</li> <li>● Minimise the number of people outside of your household or support bubble travelling together in any one vehicle, using fixed partners, increasing ventilation when possible and avoiding sitting face-to-face</li> <li>● Increase the use of mechanical handling equipment, such as trolleys, to reduce the number of people required to lift heavy items</li> </ul>
<p><b><i>ISOLATE FROM POSSIBLE EXPOSURE TO VIRUS</i></b></p>	<p><i>Isolate people from each other through the use of screens, barriers or visors. Allocate areas and zones for specific teams, bubbles or individuals. Stop the sharing of equipment and quarantine items that may be contaminated.</i></p> <ul style="list-style-type: none"> <li>● Use a one-way system through buildings.</li> <li>● Encourage workers to remain on-site during breaks and, when not possible, maintaining social distancing while off-site</li> <li>● Use screens to create a physical barrier between people</li> <li>● Use personal face visors to create a physical barrier between people who cannot maintain social distancing</li> <li>● Use personal face visors when ironing or steaming</li> </ul>

	<ul style="list-style-type: none"> <li>● For people who work in one place, workstations should allow them to maintain social distancing wherever possible</li> <li>● Workstations should be assigned to an individual. If they need to be shared, they should be shared by the smallest possible number of people and cleaned between use</li> <li>● Clear workspaces and removing waste and belongings from the work area at the end of a shift</li> <li>● Quarantine equipment and tools between use</li> <li>● Quarantine deliveries, hires or new purchases before use</li> <li>● Use rail covers or costume covers to protect costumes</li> <li>● Use garment bags to store costumes and personal clothing</li> <li>● Allocate small groups of people to bubbles, maintaining social distancing between bubbles and ensuring that close contact within the bubbles is safely managed to remove risk. Health questionnaires must be completed weekly by all members of close contact bubbles</li> <li>● Reduce the number of people each person has contact with by using 'fixed teams/ bubbles so each person works with only a few others and maintains social distancing from all other people. These fixed teams/ bubbles can work together throughout a production or for specific periods to minimise the risk of transmission.</li> <li>● Consider bringing in Running Wardrobe staff who will be in the same cohort/bubble as the performer to assist with costume fittings</li> <li>● Minimise transmission risk between fixed cohorts/ bubbles when they mix outside their team during a rehearsal or performance and during breaks or moving around a premises or venue.</li> <li>● Ensure that there is no swapping between designated fixed cohorts/ bubbles. This is to reduce the risk of whole team impact in the event of a worker contracting COVID-19</li> <li>● Include any support workers for disabled workers or performers as a member of the fixed cohort/ bubble</li> <li>● Use screened-off cubicles for cast to receive their costume and dress without assistance where possible.</li> <li>● Print out several copies of documents so that they do not have to be handled by multiple people</li> <li>● Display designs and references so that they do not have to be handled</li> <li>● Identify areas where people have to directly pass things to each other and finding ways to remove direct contact such as by using drop-off points or transfer zones</li> </ul>
<b>COMMUNICATE</b>	<p><i>Write operating procedures, safe systems of work and method statements and train staff on how to follow them. Use signage and verbal instruction.</i></p> <ul style="list-style-type: none"> <li>● Allocating sufficient time and workspace for any prep work to be carried out safely.</li> </ul>

	<ul style="list-style-type: none"> <li>● Provide floor markings and signage</li> <li>● Manage access to lockers to allow social distancing</li> <li>● Provide additional signposting in areas to maintain social distancing</li> <li>● Allocate a 'Covid Marshall' to groups, to help ensure social distancing, cleaning and other controls are adhered to</li> </ul>
<b>PPE</b>	<p><i>PPE is not necessary as a suitable control of Covid-19 transmission outside of healthcare settings, except for the administration of first aid. However, if a risk assessment concludes that the risk of transmission is still high after all other controls are considered, CE-marked FFP2 or FFP3 filtered RPE should be used.</i></p> <p><i>Face coverings are not classified as PPE, however, anyone who wishes to wear their face covering in the workplace must be supported.</i></p>

## CREATIVE and TECHNICAL DESIGN

<b>ELIMINATE VIRUS AS MUCH AS POSSIBLE FROM WORKPLACE</b>	<p><i>Think about how to prevent the Covid-19 virus from being present in the workplace. Working remotely, restricting people showing symptoms, following major incident plans to isolate unwell persons, and robust cleaning and disinfection of work areas all help.</i></p> <ul style="list-style-type: none"> <li>● Consider what activities can take place from home or via digital channels</li> <li>● Use remote working tools to avoid in person meetings and rehearsals</li> <li>● Change the call schedules so that only those required are on-site</li> <li>● Use radio, phone and video links where possible to avoid face-to-face contact.</li> <li>● Only absolutely necessary participants should physically attend meetings and rehearsals and should maintain social distancing</li> <li>● Provide hand sanitiser at entry and exit points and in individual rehearsal rooms</li> <li>● Provide cleaning products for frequent cleaning of touch points</li> <li>● Consider a regular private testing programme with an accredited provider, noting that this will not allow any relaxation of other control measures</li> <li>● Introduce enhanced cleaning of all facilities regularly during the day and at the end of the day</li> </ul>
<b>REDUCE POSSIBLE EXPOSURE TO VIRUS</b>	<p><i>Restrict movement, the amount of time in the workplace and how many things people need to touch, maintain social distancing and reduce close contact by forming worker bubbles and ensuring no one is in close contact for longer than a minute or two without protection. Dilute the air with good ventilation.</i></p> <ul style="list-style-type: none"> <li>● Work outdoors or hold meetings outdoors, whenever possible.</li> <li>● Provide good ventilation and sufficient circulation in indoor spaces by opening windows and doors or using mechanical ventilation equipment.</li> <li>● Provide space for workers to be socially distanced from each other, wherever possible during activity</li> </ul>

	<ul style="list-style-type: none"> <li>● Use back-to-back or side-to-side working (rather than face-to-face) whenever possible</li> <li>● Consider flexible shift times so that people can avoid travel at peak times</li> <li>● Provide additional parking or facilities such as bike-racks to help people walk, run, or cycle where possible</li> <li>● Stagger arrival and departure times to reduce crowding into and out of the premises or venue</li> <li>● Enable a booking system or other approaches to manage demand of spaces, so that no more than the desired number of people are in the building at any one time</li> <li>● Manage room occupancy levels and changeover by reducing groups and amending rotas</li> <li>● Remove non-essential common areas</li> <li>● Encourage persons to bring as few personal items with them to the workplace as possible</li> <li>● Avoid sharing pens and other objects</li> <li>● Allocate personal tools and equipment, for example maintaining a dedicated sewing machine for one user</li> <li>● Clean equipment and tools between use by different people</li> </ul>
<p><b>ISOLATE FROM POSSIBLE EXPOSURE TO VIRUS</b></p>	<p><i>Isolate people from each other through the use of screens, barriers or visors. Allocate areas and zones for specific teams, bubbles or individuals. Stop the sharing of equipment and quarantine items that may be contaminated.</i></p> <ul style="list-style-type: none"> <li>● Use a one-way system through buildings.</li> <li>● Encouraging workers to remain on-site during breaks and, when not possible, maintaining social distancing while off-site</li> <li>● Using screens to create a physical barrier between people</li> <li>● For people who work in one place, workstations should allow them to maintain social distancing wherever possible</li> <li>● Workstations should be assigned to an individual. If they need to be shared, they should be shared by the smallest possible number of people and cleaned between use</li> <li>● Clearing workspaces and removing waste and belongings from the work area at the end of a shift</li> <li>● Quarantine equipment and tools between use</li> <li>● Print out several copies of documents so that they do not have to be handled by multiple people</li> <li>● Display designs and references so that they do not have to be handled</li> <li>● Identify areas where people have to directly pass things to each other and finding ways to remove direct contact such as by using drop-off points or transfer zones</li> </ul>
<p><b>COMMUNICATE</b></p>	<p><i>Write operating procedures, safe systems of work and method statements and train staff on how to follow them. Use signage and verbal instruction.</i></p>

	<ul style="list-style-type: none"> <li>● Allocate sufficient time and workspace for any prep work to be carried out safely.</li> <li>● Provide floor markings and signage</li> <li>● Manage access to lockers to allow social distancing</li> <li>● Provide additional signposting in areas to maintain social distancing</li> <li>● Provide clear instruction not to congregate in other areas if waiting to enter rooms</li> <li>● Allocate a 'Covid Marshall' to groups, to help ensure social distancing, cleaning and other controls are adhered to</li> </ul>
<i>PPE</i>	<p><i>PPE is not necessary as a suitable control of Covid-19 transmission outside of healthcare settings, except for the administration of first aid. However, if a risk assessment concludes that the risk of transmission is still high after all other controls are considered, CE-marked FFP2 or FFP3 filtered RPE should be used.</i></p> <p><i>Face coverings are not classified as PPE, however, anyone who wishes to wear their face covering in the workplace must be supported.</i></p>

## SCENIC CONSTRUCTION, PROPERTIES and SCENIC ART

<b><i>ELIMINATE VIRUS AS MUCH AS POSSIBLE FROM WORKPLACE</i></b>	<p><i>Think about how to prevent the Covid-19 virus from being present in the workplace. Working remotely, restricting people showing symptoms, following major incident plans to isolate unwell persons, and robust cleaning and disinfection of work areas all help.</i></p> <ul style="list-style-type: none"> <li>● Consider what activities can take place from home or via digital channels</li> <li>● Use remote working tools to avoid in person meetings</li> <li>● Change schedules so that only those required are on-site</li> <li>● Use radio, phone and video links where possible to avoid face-to-face contact</li> <li>● Only absolutely necessary participants should physically attend site and should maintain social distancing</li> <li>● Provide hand sanitiser at entry and exit points and in individual rehearsal rooms</li> <li>● Provide cleaning products for frequent cleaning of touch points</li> <li>● Consider a regular private testing programme with an accredited provider, noting that this will not allow any relaxation of other control measures</li> <li>● Introduce enhanced cleaning of all facilities regularly during the day and at the end of the day</li> <li>● Buy online and getting deliveries wherever possible</li> <li>● Pre-fabricating as much set as possible off-site</li> </ul>
<b><i>REDUCE POSSIBLE EXPOSURE TO VIRUS</i></b>	<p><i>Restrict movement, the amount of time in the workplace and how many things people need to touch, maintain social distancing and reduce close contact by forming worker bubbles and ensuring no one is in close contact</i></p>

	<p><i>for longer than a minute or two without protection. Dilute the air with good ventilation.</i></p> <ul style="list-style-type: none"> <li>● Keep the activity time of any activity where social distancing cannot be maintained as short as possible</li> <li>● Work outdoors or hold meetings outdoors, whenever possible</li> <li>● Provide good ventilation and sufficient circulation in indoor spaces by opening windows and doors or using mechanical ventilation equipment</li> <li>● Provide space for workers to be socially distanced from each other and from any audience, production team members or other individuals, wherever possible during activity</li> <li>● Use back-to-back or side-to-side working (rather than face-to-face)</li> <li>● Consider flexible shift times so that people can avoid travel at peak times</li> <li>● Provide additional parking or facilities such as bike-racks to help people walk, run, or cycle where possible</li> <li>● Stagger arrival and departure times to reduce crowding into and out of the premises or venue</li> <li>● Enable a booking system or other approaches to manage demand of spaces, so that no more than the desired number of people are in the building at any one time</li> <li>● Manage room occupancy levels and changeover by reducing groups and amending rotas</li> <li>● Remove non-essential common areas</li> <li>● Encourage persons to bring as few personal items with them to the workplace as possible</li> <li>● Avoid sharing pens and other objects</li> <li>● Allocate personal tools and equipment</li> <li>● Clean equipment and tools between use by different people</li> <li>● Minimise non-essential travel – consider remote options first, such as online shopping or deliveries</li> <li>● Avoid using public transport, and aiming to walk, cycle, or drive instead when shopping</li> <li>● Use card purchases, rather than cash floats</li> <li>● Minimise the number of people outside of your household or support bubble travelling together in any one vehicle, using fixed partners, increasing ventilation when possible and avoiding sitting face-to-face</li> <li>● Increase the use of mechanical handling equipment, such as trolleys, to reduce the number of people required to lift heavy items</li> </ul>
<p><b>ISOLATE FROM POSSIBLE EXPOSURE TO VIRUS</b></p>	<p><i>Isolate people from each other through the use of screens, barriers or visors. Allocate areas and zones for specific teams, bubbles or individuals. Stop the sharing of equipment and quarantine items that may be contaminated.</i></p>

	<ul style="list-style-type: none"> <li>● Use a one-way system through buildings.</li> <li>● Encourage workers to remain on-site during breaks and, when not possible, maintaining social distancing while off-site</li> <li>● Use screens to create a physical barrier between people</li> <li>● Use personal face visors to create a physical barrier between people who cannot maintain social distancing</li> <li>● For people who work in one place, workstations should allow them to maintain social distancing wherever possible</li> <li>● Workstations should be assigned to an individual. If they need to be shared, they should be shared by the smallest possible number of people and cleaned between use</li> <li>● Clear workspaces and removing waste and belongings from the work area at the end of a shift</li> <li>● Quarantine equipment and tools between use</li> <li>● Allocate small groups of people to bubbles, maintaining social distancing between bubbles and ensuring that close contact within the bubbles is safely managed to remove risk. Health questionnaires must be completed weekly by all members of close contact bubbles</li> <li>● Reduce the number of people each person has contact with by using 'fixed teams/ bubbles so each person works with only a few others and maintains social distancing from all other people. These fixed teams/ bubbles can work together throughout a production or for specific periods to minimise the risk of transmission.</li> <li>● Consider bringing in other department staff who will be in the same cohort/bubble during get in and fit ups, to assist with builds and transportation</li> <li>● Minimise transmission risk between fixed cohorts/ bubbles when they mix outside their team and during breaks or moving around a premises or venue.</li> <li>● Create zones onsite to separate cohorts/ bubbles</li> <li>● Ensure that there is no swapping between designated fixed cohorts/ bubbles. This is to reduce the risk of whole team impact in the event of a worker contracting COVID-19</li> <li>● Print out several copies of documents so that they do not have to be handled by multiple people</li> <li>● Display designs, drawings and references so that they do not have to be handled</li> <li>● Identify areas where people have to directly pass things to each other and finding ways to remove direct contact such as by using drop-off points or transfer zones</li> </ul>
<p><b>COMMUNICATE</b></p>	<p><i>Write operating procedures, safe systems of work and method statements and train staff on how to follow them. Use signage and verbal instruction.</i></p> <ul style="list-style-type: none"> <li>● Allocate sufficient time and workspace for any prep work to be carried out safely.</li> </ul>

	<ul style="list-style-type: none"> <li>● Provide floor markings and signage</li> <li>● Manage access to lockers to allow social distancing</li> <li>● Provide additional signposting in areas to maintain social distancing</li> <li>● Allocate a 'Covid Marshall' to groups, to help ensure social distancing, cleaning and other controls are adhered to</li> </ul>
<b>PPE</b>	<p><i>PPE is not necessary as a suitable control of Covid-19 transmission outside of healthcare settings, except for the administration of first aid. However, if a risk assessment concludes that the risk of transmission is still high after all other controls are considered, CE-marked FFP2 or FFP3 filtered RPE should be used.</i></p> <p><i>Face coverings are not classified as PPE, however, anyone who wishes to wear their face covering in the workplace must be supported.</i></p>

## WIGS and MAKE-UP

<b>ELIMINATE VIRUS AS MUCH AS POSSIBLE FROM WORKPLACE</b>	<p><i>Think about how to prevent the Covid-19 virus from being present in the workplace. Working remotely, restricting people showing symptoms, following major incident plans to isolate unwell persons, and robust cleaning and disinfection of work areas all help.</i></p> <ul style="list-style-type: none"> <li>● Consider what activities can take place from home or via digital channels</li> <li>● Use remote working tools to avoid in person meetings and rehearsals</li> <li>● Change the call schedules so that only those required are on-site</li> <li>● Use radio, phone and video links where possible</li> <li>● Only absolutely necessary participants should physically attend meetings and rehearsals and should maintain social distancing</li> <li>● Ask performers to apply and remove their own hair and make-up wherever possible</li> <li>● Provide hand sanitiser at entry and exit points and in workrooms</li> <li>● Provide cleaning products for frequent cleaning of touch points</li> <li>● Sterilise and disinfect equipment and surfaces after each application/ use</li> <li>● Use disposable brushes and applicators</li> <li>● Consider a regular private testing programme with an accredited provider, noting that this will not allow any relaxation of other control measures</li> <li>● Introduce enhanced cleaning of all facilities regularly during the day and at the end of the day</li> <li>● Buy online wherever possible</li> </ul>
<b>REDUCE POSSIBLE EXPOSURE TO VIRUS</b>	<p><i>Restrict movement, the amount of time in the workplace and how many things people need to touch, maintain social distancing and reduce close contact by forming worker bubbles and ensuring no one is in close contact for longer than a minute or two without protection. Dilute the air with good ventilation.</i></p>

	<ul style="list-style-type: none"> <li>● Keep the activity time of any activity where social distancing cannot be maintained as short as possible, for example, during fittings</li> <li>● Wig designs to enable as little close contact as possible between Wigs team and performers</li> <li>● Work outdoors or hold meetings outdoors, whenever possible.</li> <li>● Provide good ventilation and sufficient circulation in indoor spaces by opening windows and doors or using mechanical ventilation equipment</li> <li>● Provide space for workers to be socially distanced from each other wherever possible during activity</li> <li>● Use back-to-back or side-to-side working (rather than face-to-face)</li> <li>● Consider flexible shift times so that people can avoid travel at peak times.</li> <li>● Provide additional parking or facilities such as bike-racks to help people walk, run, or cycle where possible</li> <li>● Stagger arrival and departure times to reduce crowding into and out of the premises or venue</li> <li>● Enable a booking system or other approaches to manage demand of spaces, so that no more than the desired number of people are in the building at any one time</li> <li>● Manage room occupancy levels and changeover by reducing shift groups and amending rotas</li> <li>● Remove non-essential common areas</li> <li>● Encourage persons to bring as few personal items with them to the workplace as possible</li> <li>● Avoid sharing pens and other objects</li> <li>● Allocate personal tools and equipment</li> <li>● Cleaning equipment and tools between use by different people</li> <li>● Provide 'drop off boxes' or 'drop zones' for items to be passed between persons</li> <li>● Avoid using public transport, and aiming to walk, cycle, or drive instead when shopping</li> <li>● Minimise non-essential travel – consider remote options first, such as online shopping</li> <li>● Avoid using public transport, and aiming to walk, cycle, or drive instead when shopping</li> <li>● Use card purchases, rather than cash floats</li> <li>● Encourage staff to change and launder their clothes immediately on returning home from work</li> </ul>
<p><b>ISOLATE FROM POSSIBLE EXPOSURE TO VIRUS</b></p>	<p><i>Isolate people from each other through the use of screens, barriers or visors. Allocate areas and zones for specific teams, bubbles or individuals.</i></p>

*Stop the sharing of equipment and quarantine items that may be contaminated.*

- Use a one-way system through buildings
- Encourage workers to remain on-site during breaks and, when not possible, maintaining social distancing while off-site
- Use screens to create a physical barrier between people
- Close contact workers (i.e those applying make-up or fitting wigs to another person for an extended period) must wear personal face visors and Type II medical masks to create a physical barrier
- Positioning hair and make-up stations to allow appropriate social distancing
- For people who work in one place, workstations should allow them to maintain social distancing wherever possible
- Workstations should be assigned to an individual. If they need to be shared, they should be shared by the smallest possible number of people and cleaned between use
- Clear workspaces and removing waste and belongings from the work area at the end of a shift
- Quarantine equipment and tools between use
- Allocate own makeup kit, brushes, hair products and equipment to each cast member, to be sterilised each day
- Supply disposable brushes for lips and glues
- Allocate small groups of people to bubbles, maintaining social distancing between bubbles and ensuring that close contact within the bubbles is safely managed to remove risk. Health questionnaires must be completed weekly by all members of close contact bubbles
- Reduce the number of people each person has contact with by using 'fixed teams/ bubbles so each person works with only a few others and maintains social distancing from all other people. These fixed teams/ bubbles can work together throughout a production or for specific periods to minimise the risk of transmission.
- Minimise transmission risk between fixed cohorts/ bubbles when they mix outside their team during a rehearsal or performance and during breaks or moving around a premises or venue.
- Ensure that there is no swapping between designated fixed cohorts/ bubbles. This is to reduce the risk of whole team impact in the event of a worker contracting COVID-19
- Include any support workers for disabled workers or performers as a member of the fixed cohort/ bubble
- Print out several copies of documents so that they do not have to be handled by multiple people
- Display designs and references so that they do not have to be handled

	<ul style="list-style-type: none"> <li>● Identify areas where people have to directly pass things to each other and finding ways to remove direct contact such as by using drop-off points or transfer zones</li> </ul>
<b>COMMUNICATE</b>	<p><i>Write operating procedures, safe systems of work and method statements and train staff on how to follow them. Use signage and verbal instruction.</i></p> <ul style="list-style-type: none"> <li>● Allocate sufficient time and workspace for any prep work to be carried out safely.</li> <li>● Provide floor markings and signage</li> <li>● Manage access to lockers to allow social distancing</li> <li>● Provide additional signposting in areas to maintain social distancing</li> <li>● Provide clear instruction not to congregate in other areas if waiting to enter rooms</li> <li>● Allocate a 'Covid Marshall' to groups, to help ensure social distancing, cleaning and other controls are adhered to</li> </ul>
<b>PPE</b>	<p><i>PPE is not necessary as a suitable control of Covid-19 transmission outside of healthcare settings, except for the administration of first aid. However, if a risk assessment concludes that the risk of transmission is still high after all other controls are considered, CE-marked FFP2 or FFP3 filtered RPE should be used.</i></p> <p><i>Face coverings are not classified as PPE, however, anyone who wishes to wear their face covering in the workplace must be supported.</i></p>

## RUNNING WARDROBE

<b>ELIMINATE VIRUS AS MUCH AS POSSIBLE FROM WORKPLACE</b>	<p><i>Think about how to prevent the Covid-19 virus from being present in the workplace. Working remotely, restricting people showing symptoms, following major incident plans to isolate unwell persons, and robust cleaning and disinfection of work areas all help.</i></p> <ul style="list-style-type: none"> <li>● Consider what activities can take place from home or via digital channels</li> <li>● Use remote working tools to avoid in person meetings and rehearsals</li> <li>● Change the call schedules so that only those required are on-site</li> <li>● Use radio, phone and video links where possible to avoid face-to-face contact</li> <li>● Only absolutely necessary participants should physically attend meetings and rehearsals and should maintain social distancing</li> <li>● Provide hand sanitiser at entry and exit points and in individual workrooms</li> <li>● Provide cleaning products for frequent cleaning of touch points</li> <li>● Sterilise and disinfect equipment and surfaces after each application</li> <li>● Launder costumes between each use and covering individually in plastic covers after cleaning</li> </ul>
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	<ul style="list-style-type: none"> <li>● Musicians arriving at a performance venue or premises in the clothes they will wear for the performance.</li> <li>● Consider a regular private testing programme with an accredited provider, noting that this will not allow any relaxation of other control measures</li> <li>● Introduce enhanced cleaning of all facilities regularly during the day and at the end of the day</li> <li>● Buy online wherever possible</li> </ul>
<p><b>REDUCE POSSIBLE EXPOSURE TO VIRUS</b></p>	<p><i>Restrict movement, the amount of time in the workplace and how many things people need to touch, maintain social distancing and reduce close contact by forming worker bubbles and ensuring no one is in close contact for longer than a minute or two without protection. Dilute the air with good ventilation.</i></p> <ul style="list-style-type: none"> <li>● Keep the activity time of any activity where social distancing cannot be maintained as short as possible, for example, during fittings</li> <li>● Consider wearing personal face visors and Type II medical masks to create a physical barrier when carrying out close contact face to face work (e.g. during quick changes)</li> <li>● Work outdoors or hold meetings outdoors, whenever possible</li> <li>● Provide good ventilation and sufficient circulation in indoor spaces by opening windows and doors or using mechanical ventilation equipment</li> <li>● Use irons and steamers near to open windows</li> <li>● Provide space for workers to be socially distanced from each other wherever possible during activity</li> <li>● Pre-set costumes in unoccupied dressing rooms</li> <li>● Use back-to-back or side-to-side working (rather than face-to-face)</li> <li>● Consider flexible shift times so that people can avoid travel at peak times</li> <li>● Provide additional parking or facilities such as bike-racks to help people walk, run, or cycle where possible</li> <li>● Stagger arrival and departure times to reduce crowding into and out of the premises or venue</li> <li>● Enable a booking system or other approaches to manage demand of spaces, so that no more than the desired number of people are in the building at any one time</li> <li>● Manage room occupancy levels and changeover by reducing shift groups and amending rotas</li> <li>● Remove non-essential common areas</li> <li>● Encourage persons to bring as few personal items with them to the workplace as possible</li> <li>● Avoid sharing pens and other objects</li> <li>● Allocate personal tools and equipment</li> </ul>

	<ul style="list-style-type: none"> <li>● Clean equipment and tools between use by different people</li> <li>● Provide 'drop off boxes' or 'drop zones' for items and laundry to be passed between persons</li> <li>● Avoid using public transport, and aiming to walk, cycle, or drive instead when shopping</li> <li>● Minimise non-essential travel – consider remote options first, such as online shopping</li> <li>● Use card purchases, rather than cash floats</li> <li>● Increase the use of mechanical handling equipment, such as trollies, to reduce the number of people required to lift heavy items</li> <li>● Sanitise and ventilate changing areas between use</li> </ul>
<p><b>ISOLATE FROM POSSIBLE EXPOSURE TO VIRUS</b></p>	<p><i>Isolate people from each other through the use of screens, barriers or visors. Allocate areas and zones for specific teams, bubbles or individuals. Stop the sharing of equipment and quarantine items that may be contaminated.</i></p> <ul style="list-style-type: none"> <li>● Use a one-way system through buildings</li> <li>● Encourage workers to remain on-site during breaks and, when not possible, maintaining social distancing while off-site</li> <li>● Use screens to create a physical barrier between people</li> <li>● Use personal face visors to create a physical barrier between people who cannot maintain social distancing</li> <li>● Position mirrors and quick-change areas to allow social distancing</li> <li>● For people who work in one place, workstations should allow them to maintain social distancing wherever possible</li> <li>● Workstations should be assigned to an individual. If they need to be shared, they should be shared by the smallest possible number of people and cleaned between use</li> <li>● Clear workspaces and removing waste and belongings from the work area at the end of a shift</li> <li>● Quarantine equipment and tools between use</li> <li>● Allocate own equipment to each cast member, to be sterilised each day and only used on them</li> <li>● Supply disposable equipment as much as possible</li> <li>● Allocate small groups of people to bubbles, maintaining social distancing between bubbles and ensuring that close contact within the bubbles is safely managed to remove risk. Health questionnaires must be completed weekly by all members of close contact bubbles</li> <li>● Reducing the number of people each person has contact with by using 'fixed teams/ bubbles so each person works with only a few others and maintains social distancing from all other people. These fixed teams/ bubbles can work together throughout a production or for specific periods to minimise the risk of transmission.</li> </ul>

	<ul style="list-style-type: none"> <li>● Minimise transmission risk between fixed cohorts/ bubbles when they mix outside their team during a rehearsal or performance and during breaks or moving around a premises or venue.</li> <li>● Ensure that there is no swapping between designated fixed cohorts/ bubbles. This is to reduce the risk of whole team impact in the event of a worker contracting COVID-19</li> <li>● Include any support workers for disabled workers or performers as a member of the fixed cohort/ bubble</li> <li>● Separate individual cast members' costumes in plastic bag</li> <li>● Hang cast members' own clothes inside a clean plastic cover</li> <li>● Use rail covers or costume covers to protect costumes</li> <li>● Use garment bags to store costumes and personal clothing</li> <li>● Print out several copies of documents so that they do not have to be handled by multiple people</li> <li>● Display designs and references so that they do not have to be handled</li> <li>● Identify areas where people have to directly pass things to each other and finding ways to remove direct contact such as by using drop-off points or transfer zones</li> <li>● Use screened-off cubicles for cast to receive their costume and dress without assistance where possible</li> </ul>
<b>COMMUNICATE</b>	<p><i>Write operating procedures, safe systems of work and method statements and train staff on how to follow them. Use signage and verbal instruction.</i></p> <ul style="list-style-type: none"> <li>● Allocate sufficient time and workspace for any prep work to be carried out safely.</li> <li>● Provide floor markings and signage</li> <li>● Manage access to lockers to allow social distancing</li> <li>● Provide additional signposting in areas to maintain social distancing</li> <li>● Provide clear instruction not to congregate in other areas if waiting to enter rooms</li> <li>● Allocate a 'Covid Marshall' to groups, to help ensure social distancing, cleaning and other controls are adhered to</li> </ul>
<b>PPE</b>	<p><i>PPE is not necessary as a suitable control of Covid-19 transmission outside of healthcare settings, except for the administration of first aid. However, if a risk assessment concludes that the risk of transmission is still high after all other controls are considered, CE-marked FFP2 or FFP3 filtered RPE should be used.</i></p> <p><i>Face coverings are not classified as PPE, however, anyone who wishes to wear their face covering in the workplace must be supported.</i></p>

## TECHNICAL MANAGEMENT and ENGINEERING SERVICES

<b>ELIMINATE VIRUS AS MUCH AS POSSIBLE FROM WORKPLACE</b>	<p><i>Think about how to prevent the Covid-19 virus from being present in the workplace. Working remotely, restricting people showing symptoms,</i></p>
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	<p><i>following major incident plans to isolate unwell persons, and robust cleaning and disinfection of work areas all help.</i></p> <ul style="list-style-type: none"> <li>● Consider what activities can take place from home or via digital channels</li> <li>● Use remote working tools to avoid in person meetings</li> <li>● Change schedules so that only those required are on-site</li> <li>● Use radio, phone and video links where possible to avoid face-to-face contact</li> <li>● Only absolutely necessary participants should physically attend site and should maintain social distancing</li> <li>● Provide hand sanitiser at entry and exit points and in individual rehearsal rooms</li> <li>● Provide cleaning products for frequent cleaning of touch points</li> <li>● Consider a regular private testing programme with an accredited provider, noting that this will not allow any relaxation of other control measures</li> <li>● Introduce enhanced cleaning of all facilities regularly during the day and at the end of the day</li> <li>● Buy online and getting deliveries wherever possible</li> </ul>
<p><b>REDUCE POSSIBLE EXPOSURE TO VIRUS</b></p>	<p><i>Restrict movement, the amount of time in the workplace and how many things people need to touch, maintain social distancing and reduce close contact by forming worker bubbles and ensuring no one is in close contact for longer than a minute or two without protection. Dilute the air with good ventilation.</i></p> <ul style="list-style-type: none"> <li>● keep the activity time of any activity where social distancing cannot be maintained as short as possible</li> <li>● Work outdoors or hold meetings outdoors, whenever possible</li> <li>● Provide good ventilation and sufficient circulation in indoor spaces by opening windows and doors or using mechanical ventilation equipment.</li> <li>● Provide space for workers to be socially distanced from each other and from any audience, production team members or other individuals, wherever possible during activity</li> <li>● Use back-to-back or side-to-side working (rather than face-to-face)</li> <li>● Consider flexible shift times so that people can avoid travel at peak times</li> <li>● Provide additional parking or facilities such as bike-racks to help people walk, run, or cycle where possible</li> <li>● Stagger arrival and departure times to reduce crowding into and out of the premises or venue</li> <li>● Enable a booking system or other approaches to manage demand of spaces, so that no more than the desired number of people are in the building or work area at any one time</li> <li>● Manage room occupancy levels and changeover by reducing groups and amending rotas</li> </ul>

	<ul style="list-style-type: none"> <li>● Remove non-essential common areas</li> <li>● Encourage persons to bring as few personal items with them to the workplace as possible</li> <li>● Avoid sharing pens and other objects</li> <li>● Allocate personal tools and equipment</li> <li>● Clean equipment and tools between use by different people</li> <li>● Minimise non-essential travel – consider remote options first, such as online shopping or deliveries</li> <li>● Minimise the number of people outside of your household or support bubble travelling together in any one vehicle, using fixed partners, increasing ventilation when possible and avoiding sitting face-to-face</li> <li>● Increase the use of mechanical handling equipment, such as trolleys or hoists, to reduce the number of people required to lift heavy items</li> </ul>
<p><b>ISOLATE FROM POSSIBLE EXPOSURE TO VIRUS</b></p>	<p><i>Isolate people from each other through the use of screens, barriers or visors. Allocate areas and zones for specific teams, bubbles or individuals. Stop the sharing of equipment and quarantine items that may be contaminated.</i></p> <ul style="list-style-type: none"> <li>● Use a one-way system through buildings.</li> <li>● Encouraging workers to remain on-site during breaks and, when not possible, maintaining social distancing while off-site</li> <li>● Use screens to create a physical barrier between people</li> <li>● Use personal face visors to create a physical barrier between people who cannot maintain social distancing</li> <li>● For people who work in one place, workstations should allow them to maintain social distancing wherever possible</li> <li>● Workstations should be assigned to an individual. If they need to be shared, they should be shared by the smallest possible number of people and cleaned between use</li> <li>● Clear workspaces and removing waste and belongings from the work area at the end of a shift</li> <li>● Quarantine equipment and tools between use</li> <li>● Allocate small groups of people to bubbles, maintaining social distancing between bubbles and ensuring that close contact within the bubbles is safely managed to remove risk. Health questionnaires must be completed weekly by all members of close contact bubbles</li> <li>● Reduce the number of people each person has contact with by using ‘fixed teams/ bubbles so each person works with only a few others. These fixed teams/ bubbles can work together for specific periods to minimise the risk of transmission.</li> <li>● Minimise transmission risk between fixed cohorts/ bubbles when they mix outside their team and during breaks or moving around a premises or venue.</li> <li>● Create zones onsite to separate cohorts/ bubbles</li> </ul>

	<ul style="list-style-type: none"> <li>● Ensure that there is no swapping between designated fixed cohorts/ bubbles. This is to reduce the risk of whole team impact in the event of a worker contracting COVID-19</li> <li>● Print out several copies of documents so that they do not have to be handled by multiple people</li> <li>● Display documents, drawings or designs so that they do not have to be handled</li> <li>● Identify areas where people have to directly pass things to each other and finding ways to remove direct contact such as by using drop-off points or transfer zones</li> </ul>
<b>COMMUNICATE</b>	<p><i>Write operating procedures, safe systems of work and method statements and train staff on how to follow them. Use signage and verbal instruction.</i></p> <ul style="list-style-type: none"> <li>● Allocate sufficient time and workspace for any prep work to be carried out safely.</li> <li>● Provide floor markings and signage</li> <li>● Manage access to lockers to allow social distancing</li> <li>● Provide additional signposting in areas to maintain social distancing</li> <li>● Allocate a 'Covid Marshall' to groups, to help ensure social distancing, cleaning and other controls are adhered to</li> </ul>
<b>PPE</b>	<p><i>PPE is not necessary as a suitable control of Covid-19 transmission outside of healthcare settings, except for the administration of first aid. However, if a risk assessment concludes that the risk of transmission is still high after all other controls are considered, CE-marked FFP2 or FFP3 filtered RPE should be used.</i></p> <p><i>Face coverings are not classified as PPE, however, anyone who wishes to wear their face covering in the workplace must be supported.</i></p>

## **AUTOMATION**

<b>ELIMINATE VIRUS AS MUCH AS POSSIBLE FROM WORKPLACE</b>	<p><i>Think about how to prevent the Covid-19 virus from being present in the workplace. Working remotely, restricting people showing symptoms, following major incident plans to isolate unwell persons, and robust cleaning and disinfection of work areas all help.</i></p> <ul style="list-style-type: none"> <li>● Consider what activities can take place from home or via digital channels</li> <li>● Use remote working tools to avoid in person meetings</li> <li>● Change schedules so that only those required are on-site</li> <li>● Use radio, phone and video links where possible to avoid face-to-face contact</li> <li>● Only absolutely necessary participants should physically attend site and should maintain social distancing</li> <li>● Provide hand sanitiser at entry and exit points and in individual rooms</li> <li>● Provide cleaning products for frequent cleaning of touch points</li> <li>● Regularly cleaning of desks and equipment</li> </ul>
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	<ul style="list-style-type: none"> <li>● Consider a regular private testing programme with an accredited provider, noting that this will not allow any relaxation of other control measures</li> <li>● Introduce enhanced cleaning of all facilities regularly during the day and at the end of the day</li> <li>● Buy online and getting deliveries wherever possible</li> </ul>
<p><b>REDUCE POSSIBLE EXPOSURE TO VIRUS</b></p>	<p><i>Restrict movement, the amount of time in the workplace and how many things people need to touch, maintain social distancing and reduce close contact by forming worker bubbles and ensuring no one is in close contact for longer than a minute or two without protection. Dilute the air with good ventilation.</i></p> <ul style="list-style-type: none"> <li>● Keep the activity time of any activity where social distancing cannot be maintained as short as possible</li> <li>● Work outdoors or hold meetings outdoors, whenever possible.</li> <li>● Provide good ventilation and sufficient circulation in indoor spaces by opening windows and doors or using mechanical ventilation equipment.</li> <li>● Provide space for workers to be socially distanced from each other and from any audience, production team members or other individuals, wherever possible during activity</li> <li>● Use back-to-back or side-to-side working (rather than face-to-face)</li> <li>● Consider flexible shift times so that people can avoid travel at peak times</li> <li>● Provide additional parking or facilities such as bike-racks to help people walk, run, or cycle where possible</li> <li>● Stagger arrival and departure times to reduce crowding into and out of the premises or venue</li> <li>● Enable a booking system or other approaches to manage demand of spaces, so that no more than the desired number of people are in the building or work area at any one time</li> <li>● Manage room occupancy levels and changeover by reducing groups and amending rotas</li> <li>● Remove non-essential common areas</li> <li>● Encourage persons to bring as few personal items with them to the workplace as possible</li> <li>● Avoid sharing pens and other objects</li> <li>● Allocate personal tools and equipment</li> <li>● Clean equipment and tools between use by different people</li> <li>● Minimise the number of people outside of your household or support bubble travelling together in any one vehicle, using fixed partners, increasing ventilation when possible and avoiding sitting face-to-face</li> <li>● Increase the use of mechanical handling equipment, such as trolleys, to reduce the number of people required to lift heavy items</li> </ul>

<p><b>ISOLATE FROM POSSIBLE EXPOSURE TO VIRUS</b></p>	<p><i>Isolate people from each other through the use of screens, barriers or visors. Allocate areas and zones for specific teams, bubbles or individuals. Stop the sharing of equipment and quarantine items that may be contaminated.</i></p> <ul style="list-style-type: none"> <li>● Use a one-way system through buildings</li> <li>● Encourage workers to remain on-site during breaks and, when not possible, maintaining social distancing while off-site</li> <li>● Use screens to create a physical barrier between people and desks</li> <li>● Use personal face visors to create a physical barrier between people who cannot maintain social distancing</li> <li>● Create a screen around sound and lighting desks to create a barrier which aerosols do not pass through between the team and audience or other crew.</li> <li>● For people who work in one place, workstations should allow them to maintain social distancing wherever possible</li> <li>● Workstations should be assigned to an individual. If they need to be shared, they should be shared by the smallest possible number of people and cleaned between use</li> <li>● Clear workspaces and removing waste and belongings from the work area at the end of a shift</li> <li>● Quarantine equipment and tools between use</li> <li>● Allocate small groups of people to bubbles, maintaining social distancing between bubbles and ensuring that close contact within the bubbles is safely managed to remove risk. Health questionnaires must be completed weekly by all members of close contact bubbles</li> <li>● Reduce the number of people each person has contact with by using 'fixed teams/ bubbles so each person works with only a few others. These fixed teams/ bubbles can work together for specific periods to minimise the risk of transmission.</li> <li>● Minimise transmission risk between fixed cohorts/ bubbles when they mix outside their team and during breaks or moving around a premises or venue.</li> <li>● Create zones onsite to separate cohorts/ bubbles</li> <li>● Ensure that there is no swapping between designated fixed cohorts/ bubbles. This is to reduce the risk of whole team impact in the event of a worker contracting COVID-19</li> <li>● Print out several copies of documents so that they do not have to be handled by multiple people</li> <li>● Display documents, drawings or designs so that they do not have to be handled</li> <li>● Identify areas where people have to directly pass things to each other and finding ways to remove direct contact such as by using drop-off points or transfer zones</li> </ul>
<p><b>COMMUNICATE</b></p>	<p><i>Write operating procedures, safe systems of work and method statements and train staff on how to follow them. Use signage and verbal instruction.</i></p>

	<ul style="list-style-type: none"> <li>● Allocate sufficient time and workspace for any prep work to be carried out safely.</li> <li>● Provide floor markings and signage</li> <li>● Manage access to lockers to allow social distancing</li> <li>● Provide additional signposting in areas to maintain social distancing</li> <li>● Allocate a 'Covid Marshall' to groups, to help ensure social distancing, cleaning and other controls are adhered to</li> </ul>
<b>PPE</b>	<p><i>PPE is not necessary as a suitable control of Covid-19 transmission outside of healthcare settings, except for the administration of first aid. However, if a risk assessment concludes that the risk of transmission is still high after all other controls are considered, CE-marked FFP2 or FFP3 filtered RPE should be used.</i></p> <p><i>Face coverings are not classified as PPE, however, anyone who wishes to wear their face covering in the workplace must be supported.</i></p>

## LIGHTING

<b>ELIMINATE VIRUS AS MUCH AS POSSIBLE FROM WORKPLACE</b>	<p><i>Think about how to prevent the Covid-19 virus from being present in the workplace. Working remotely, restricting people showing symptoms, following major incident plans to isolate unwell persons, and robust cleaning and disinfection of work areas all help.</i></p> <ul style="list-style-type: none"> <li>● Consider what activities can take place from home or via digital channels</li> <li>● Use remote working tools to avoid in person meetings</li> <li>● Change schedules so that only those required are on-site</li> <li>● Use radio, phone and video links where possible to avoid face-to-face contact</li> <li>● Only absolutely necessary participants should physically attend site and should maintain social distancing</li> <li>● Provide hand sanitiser at entry and exit points and in individual rooms</li> <li>● Provide cleaning products for frequent cleaning of touch points</li> <li>● Regularly cleaning desks and equipment</li> <li>● Consider a regular private testing programme with an accredited provider, noting that this will not allow any relaxation of other control measures</li> <li>● Introduce enhanced cleaning of all facilities regularly during the day and at the end of the day</li> <li>● Buy online and getting deliveries wherever possible</li> </ul>
<b>REDUCE POSSIBLE EXPOSURE TO VIRUS</b>	<p><i>Restrict movement, the amount of time in the workplace and how many things people need to touch, maintain social distancing and reduce close contact by forming worker bubbles and ensuring no one is in close contact for longer than a minute or two without protection. Dilute the air with good ventilation.</i></p>

	<ul style="list-style-type: none"> <li>● Keep the activity time of any activity where social distancing cannot be maintained as short as possible</li> <li>● Work outdoors or hold meetings outdoors, whenever possible.</li> <li>● Provide good ventilation and sufficient circulation in indoor spaces by opening windows and doors or using mechanical ventilation equipment.</li> <li>● Provide space for workers to be socially distanced from each other and from any audience, production team members or other individuals, wherever possible during activity</li> <li>● Use back-to-back or side-to-side working (rather than face-to-face)</li> <li>● Consider flexible shift times so that people can avoid travel at peak times</li> <li>● Provide additional parking or facilities such as bike-racks to help people walk, run, or cycle where possible</li> <li>● Stagger arrival and departure times to reduce crowding into and out of the premises or venue</li> <li>● Enable a booking system or other approaches to manage demand of spaces, so that no more than the desired number of people are in the building or work area at any one time</li> <li>● Manage room occupancy levels and changeover by reducing groups and amending rotas</li> <li>● Remove non-essential common areas</li> <li>● Encourage persons to bring as few personal items with them to the workplace as possible</li> <li>● Avoid sharing pens and other objects</li> <li>● Allocate personal tools and equipment, including PPE</li> <li>● Clean equipment and tools between use by different people</li> <li>● Provide 'drop off boxes' or 'drop zones' for items to be passed between persons</li> <li>● Minimise the number of people outside of your household or support bubble travelling together in any one vehicle, using fixed partners, increasing ventilation when possible and avoiding sitting face-to-face</li> <li>● Increase the use of mechanical handling equipment, such as trollies or hoists, to reduce the number of people required to lift heavy items</li> </ul>
<p><b>ISOLATE FROM POSSIBLE EXPOSURE TO VIRUS</b></p>	<p><i>Isolate people from each other through the use of screens, barriers or visors. Allocate areas and zones for specific teams, bubbles or individuals. Stop the sharing of equipment and quarantine items that may be contaminated.</i></p> <ul style="list-style-type: none"> <li>● Use a one-way system through buildings</li> <li>● Encourage workers to remain on-site during breaks and, when not possible, maintaining social distancing while off-site</li> <li>● Use screens to create a physical barrier between people and desks</li> </ul>

	<ul style="list-style-type: none"> <li>● Use personal face visors to create a physical barrier between people who cannot maintain social distancing</li> <li>● Create a screen around sound and lighting desks to create a barrier which aerosols do not pass through between the team and audience or other crew.</li> <li>● For people who work in one place, workstations should allow them to maintain social distancing wherever possible</li> <li>● Workstations should be assigned to an individual. If they need to be shared, they should be shared by the smallest possible number of people and cleaned between use</li> <li>● Clear workspaces and removing waste and belongings from the work area at the end of a shift</li> <li>● Quarantine equipment and tools between use</li> <li>● Allocate small groups of people to bubbles, maintaining social distancing between bubbles and ensuring that close contact within the bubbles is safely managed to remove risk. Health questionnaires must be completed weekly by all members of close contact bubbles</li> <li>● Reduce the number of people each person has contact with by using 'fixed teams/ bubbles so each person works with only a few others. These fixed teams/ bubbles can work together for specific periods to minimise the risk of transmission.</li> <li>● Minimise transmission risk between fixed cohorts/ bubbles when they mix outside their team and during breaks or moving around a premises or venue.</li> <li>● Create zones onsite to separate cohorts/ bubbles</li> <li>● Ensure that there is no swapping between designated fixed cohorts/ bubbles. This is to reduce the risk of whole team impact in the event of a worker contracting COVID-19</li> <li>● Print out several copies of documents so that they do not have to be handled by multiple people</li> <li>● Display documents, drawings or designs so that they do not have to be handled</li> <li>● Identify areas where people have to directly pass things to each other and finding ways to remove direct contact such as by using drop-off points or transfer zones</li> </ul>
<p><b>COMMUNICATE</b></p>	<p><i>Write operating procedures, safe systems of work and method statements and train staff on how to follow them. Use signage and verbal instruction.</i></p> <ul style="list-style-type: none"> <li>● Allocate sufficient time and workspace for any prep work to be carried out safely.</li> <li>● Provide floor markings and signage</li> <li>● Manage access to lockers to allow social distancing</li> <li>● Provide additional signposting in areas to maintain social distancing</li> <li>● Allocate a 'Covid Marshall' to groups, to help ensure social distancing, cleaning and other controls are adhered to</li> </ul>

<b>PPE</b>	<p><i>PPE is not necessary as a suitable control of Covid-19 transmission outside of healthcare settings, except for the administration of first aid.</i></p> <p><i>However, if a risk assessment concludes that the risk of transmission is still high after all other controls are considered, CE-marked FFP2 or FFP3 filtered RPE should be used.</i></p> <p><i>Face coverings are not classified as PPE, however, anyone who wishes to wear their face covering in the workplace must be supported.</i></p>
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## SOUND

<b>ELIMINATE VIRUS AS MUCH AS POSSIBLE FROM WORKPLACE</b>	<p><i>Think about how to prevent the Covid-19 virus from being present in the workplace. Working remotely, restricting people showing symptoms, following major incident plans to isolate unwell persons, and robust cleaning and disinfection of work areas all help.</i></p> <ul style="list-style-type: none"> <li>● Consider what activities can take place from home or via digital channels</li> <li>● Use remote working tools to avoid in person meetings</li> <li>● Change schedules so that only those required are on-site</li> <li>● Use radio, phone and video links where possible to avoid face-to-face contact</li> <li>● Only absolutely necessary participants should physically attend site and should maintain social distancing</li> <li>● Provide hand sanitiser at entry and exit points and in individual rooms</li> <li>● Provide cleaning products for frequent cleaning of touch points</li> <li>● Regularly cleaning desks and equipment</li> <li>● Consider a regular private testing programme with an accredited provider, noting that this will not allow any relaxation of other control measures</li> <li>● Introduce enhanced cleaning of all facilities regularly during the day and at the end of the day</li> <li>● Buy online and getting deliveries wherever possible</li> </ul>
<b>REDUCE POSSIBLE EXPOSURE TO VIRUS</b>	<p><i>Restrict movement, the amount of time in the workplace and how many things people need to touch, maintain social distancing and reduce close contact by forming worker bubbles and ensuring no one is in close contact for longer than a minute or two without protection. Dilute the air with good ventilation.</i></p> <ul style="list-style-type: none"> <li>● Keep the activity time of any activity where social distancing cannot be maintained as short as possible</li> <li>● Work outdoors or hold meetings outdoors, whenever possible.</li> <li>● Provide good ventilation and sufficient circulation in indoor spaces by opening windows and doors or using mechanical ventilation equipment.</li> <li>● Provide space for workers to be socially distanced from each other and from any audience, production team members or other individuals, wherever possible during activity</li> </ul>

	<ul style="list-style-type: none"> <li>● Where the sound desk is positioned close to audience seating, consider leaving empty the closest row of seats.</li> <li>● Use back-to-back or side-to-side working (rather than face-to-face)</li> <li>● Consider flexible shift times so that people can avoid travel at peak times</li> <li>● Provide additional parking or facilities such as bike-racks to help people walk, run, or cycle where possible</li> <li>● Stagger arrival and departure times to reduce crowding into and out of the premises or venue</li> <li>● Enable a booking system or other approaches to manage demand of spaces, so that no more than the desired number of people are in the building or work area at any one time</li> <li>● Manage room occupancy levels and changeover by reducing groups and amending rotas</li> <li>● Remove non-essential common areas</li> <li>● Encourage persons to bring as few personal items with them to the workplace as possible</li> <li>● Avoid sharing pens and other objects</li> <li>● Allocate personal tools and equipment, including PPE</li> <li>● Clean equipment and tools between use by different people</li> <li>● Minimise the number of people outside of your household or support bubble travelling together in any one vehicle, using fixed partners, increasing ventilation when possible and avoiding sitting face-to-face</li> <li>● Increase the use of mechanical handling equipment, such as trolleys, to reduce the number of people required to lift heavy items</li> </ul>
<p><b>ISOLATE FROM POSSIBLE EXPOSURE TO VIRUS</b></p>	<p><i>Isolate people from each other through the use of screens, barriers or visors. Allocate areas and zones for specific teams, bubbles or individuals. Stop the sharing of equipment and quarantine items that may be contaminated.</i></p> <ul style="list-style-type: none"> <li>● Use a one-way system through buildings</li> <li>● Encourage workers to remain on-site during breaks and, when not possible, maintaining social distancing while off-site</li> <li>● Use screens to create a physical barrier between people and desks</li> <li>● Use personal face visors to create a physical barrier between people who cannot maintain social distancing</li> <li>● Create a screen around sound and lighting desks to create a barrier which aerosols do not pass through between the team and audience or other crew.</li> <li>● For people who work in one place, workstations should allow them to maintain social distancing wherever possible</li> <li>● Workstations should be assigned to an individual. If they need to be shared, they should be shared by the smallest possible number of people and cleaned between use</li> </ul>

	<ul style="list-style-type: none"> <li>● Clear workspaces and removing waste and belongings from the work area at the end of a shift</li> <li>● Quarantine equipment and tools between use</li> <li>● Allocate small groups of people to bubbles, maintaining social distancing between bubbles and ensuring that close contact within the bubbles is safely managed to remove risk. Health questionnaires must be completed weekly by all members of close contact bubbles</li> <li>● Reduce the number of people each person has contact with by using 'fixed teams/ bubbles so each person works with only a few others. These fixed teams/ bubbles can work together for specific periods to minimise the risk of transmission.</li> <li>● Minimise transmission risk between fixed cohorts/ bubbles when they mix outside their team and during breaks or moving around a premises or venue.</li> <li>● Create zones onsite to separate cohorts/ bubbles</li> <li>● Ensure that there is no swapping between designated fixed cohorts/ bubbles. This is to reduce the risk of whole team impact in the event of a worker contracting COVID-19</li> <li>● Print out several copies of documents so that they do not have to be handled by multiple people</li> <li>● Display documents, drawings or designs so that they do not have to be handled</li> <li>● Identify areas where people have to directly pass things to each other and finding ways to remove direct contact such as by using drop-off points or transfer zones</li> </ul>
COMMUNICATE	<p><i>Write operating procedures, safe systems of work and method statements and train staff on how to follow them. Use signage and verbal instruction.</i></p> <ul style="list-style-type: none"> <li>● Allocate sufficient time and workspace for any prep work to be carried out safely.</li> <li>● Provide floor markings and signage</li> <li>● Manage access to lockers to allow social distancing</li> <li>● Provide additional signposting in areas to maintain social distancing</li> <li>● Allocate a 'Covid Marshall' to groups, to help ensure social distancing, cleaning and other controls are adhered to</li> </ul>
PPE	<p><i>PPE is not necessary as a suitable control of Covid-19 transmission outside of healthcare settings, except for the administration of first aid. However, if a risk assessment concludes that the risk of transmission is still high after all other controls are considered, CE-marked FFP2 or FFP3 filtered RPE should be used.</i></p> <p><i>Face coverings are not classified as PPE, however, anyone who wishes to wear their face covering in the workplace must be supported.</i></p>

## VIDEO UNIT

<p><b>ELIMINATE VIRUS AS MUCH AS POSSIBLE FROM WORKPLACE</b></p>	<p><i>Think about how to prevent the Covid-19 virus from being present in the workplace. Working remotely, restricting people showing symptoms, following major incident plans to isolate unwell persons, and robust cleaning and disinfection of work areas all help.</i></p> <ul style="list-style-type: none"> <li>● Consider what activities can take place from home or via digital channels</li> <li>● Use remote working tools to avoid in person meetings</li> <li>● Change schedules so that only those required are on-site</li> <li>● Use radio, phone and video links where possible to avoid face-to-face contact</li> <li>● Only absolutely necessary participants should physically attend site and should maintain social distancing</li> <li>● Provide hand sanitiser at entry and exit points and in individual rooms</li> <li>● Provide cleaning products for frequent cleaning of touch points</li> <li>● Regularly cleaning desks and equipment</li> <li>● Consider a regular private testing programme with an accredited provider, noting that this will not allow any relaxation of other control measures</li> <li>● Introduce enhanced cleaning of all facilities regularly during the day and at the end of the day</li> <li>● Buy online and getting deliveries wherever possible</li> </ul>
<p><b>REDUCE POSSIBLE EXPOSURE TO VIRUS</b></p>	<p><i>Restrict movement, the amount of time in the workplace and how many things people need to touch, maintain social distancing and reduce close contact by forming worker bubbles and ensuring no one is in close contact for longer than a minute or two without protection. Dilute the air with good ventilation.</i></p> <ul style="list-style-type: none"> <li>● Keep the activity time of any activity where social distancing cannot be maintained as short as possible</li> <li>● Work outdoors or hold meetings outdoors, whenever possible.</li> <li>● Provide good ventilation and sufficient circulation in indoor spaces by opening windows and doors or using mechanical ventilation equipment.</li> <li>● Provide space for workers to be socially distanced from each other and from any audience, production team members or other individuals, wherever possible during activity</li> <li>● Use back-to-back or side-to-side working (rather than face-to-face)</li> <li>● Consider flexible shift times so that people can avoid travel at peak times</li> <li>● Provide additional parking or facilities such as bike-racks to help people walk, run, or cycle where possible</li> <li>● Stagger arrival and departure times to reduce crowding into and out of the premises or venue</li> </ul>

	<ul style="list-style-type: none"> <li>● Enable a booking system or other approaches to manage demand of spaces, so that no more than the desired number of people are in the building or work area at any one time</li> <li>● Manage room occupancy levels and changeover by reducing groups and amending rotas</li> <li>● Remove non-essential common areas</li> <li>● Encourage persons to bring as few personal items with them to the workplace as possible</li> <li>● Avoid sharing pens and other objects</li> <li>● Allocate personal tools and equipment, including PPE</li> <li>● Clean equipment and tools between use by different people</li> <li>● Minimise the number of people outside of your household or support bubble travelling together in any one vehicle, using fixed partners, increasing ventilation when possible and avoiding sitting face-to-face</li> <li>● Increase the use of mechanical handling equipment, such as trolleys or hoists, to reduce the number of people required to lift heavy items</li> </ul>
<p><b>ISOLATE FROM POSSIBLE EXPOSURE TO VIRUS</b></p>	<p><i>Isolate people from each other through the use of screens, barriers or visors. Allocate areas and zones for specific teams, bubbles or individuals. Stop the sharing of equipment and quarantine items that may be contaminated.</i></p> <ul style="list-style-type: none"> <li>● Use a one-way system through buildings</li> <li>● Encourage workers to remain on-site during breaks and, when not possible, maintaining social distancing while off-site</li> <li>● Use screens to create a physical barrier between people and desks</li> <li>● Use personal face visors to create a physical barrier between people who cannot maintain social distancing</li> <li>● Creating a screen around sound and lighting desks to create a barrier which aerosols do not pass through between the team and audience or other crew.</li> <li>● For people who work in one place, workstations should allow them to maintain social distancing wherever possible</li> <li>● Workstations should be assigned to an individual. If they need to be shared, they should be shared by the smallest possible number of people and cleaned between use</li> <li>● Clear workspaces and removing waste and belongings from the work area at the end of a shift</li> <li>● Quarantine equipment and tools between use</li> <li>● Allocate small groups of people to bubbles, maintaining social distancing between bubbles and ensuring that close contact within the bubbles is safely managed to remove risk. Health questionnaires must be completed weekly by all members of close contact bubbles</li> <li>● Reduce the number of people each person has contact with by using 'fixed teams/ bubbles so each person works with only a few</li> </ul>

	<p>others. These fixed teams/ bubbles can work together for specific periods to minimise the risk of transmission.</p> <ul style="list-style-type: none"> <li>● Minimise transmission risk between fixed cohorts/ bubbles when they mix outside their team and during breaks or moving around a premises or venue.</li> <li>● Create zones onsite to separate cohorts/ bubbles</li> <li>● Ensure that there is no swapping between designated fixed cohorts/ bubbles. This is to reduce the risk of whole team impact in the event of a worker contracting COVID-19</li> <li>● Print out several copies of documents so that they do not have to be handled by multiple people</li> <li>● Display documents, drawings or designs so that they do not have to be handled</li> <li>● Identify areas where people have to directly pass things to each other and finding ways to remove direct contact such as by using drop-off points or transfer zones</li> </ul>
<b>COMMUNICATE</b>	<p><i>Write operating procedures, safe systems of work and method statements and train staff on how to follow them. Use signage and verbal instruction.</i></p> <ul style="list-style-type: none"> <li>● Allocate sufficient time and workspace for any prep work to be carried out safely.</li> <li>● Provide floor markings and signage</li> <li>● Manage access to lockers to allow social distancing</li> <li>● Provide additional signposting in areas to maintain social distancing</li> <li>● Allocate a 'Covid Marshall' to groups, to help ensure social distancing, cleaning and other controls are adhered to</li> </ul>
<b>PPE</b>	<p><i>PPE is not necessary as a suitable control of Covid-19 transmission outside of healthcare settings, except for the administration of first aid. However, if a risk assessment concludes that the risk of transmission is still high after all other controls are considered, CE-marked FFP2 or FFP3 filtered RPE should be used.</i></p> <p><i>Face coverings are not classified as PPE, however, anyone who wishes to wear their face covering in the workplace must be supported.</i></p>

## STAGE and PROPS

<b>ELIMINATE VIRUS AS MUCH AS POSSIBLE FROM WORKPLACE</b>	<p><i>Think about how to prevent the Covid-19 virus from being present in the workplace. Working remotely, restricting people showing symptoms, following major incident plans to isolate unwell persons, and robust cleaning and disinfection of work areas all help.</i></p> <ul style="list-style-type: none"> <li>● Consider what activities can take place from home or via digital channels</li> <li>● Use remote working tools to avoid in person meetings</li> <li>● Change schedules so that only those required are on-site</li> <li>● Use radio, phone and video links where possible to avoid face-to-face contact</li> </ul>
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	<ul style="list-style-type: none"> <li>● Only absolutely necessary participants should physically attend site and should maintain social distancing</li> <li>● Provide hand sanitiser at entry and exit points and in individual rooms</li> <li>● Provide cleaning products for frequent cleaning of touch points</li> <li>● Consider a regular private testing programme with an accredited provider, noting that this will not allow any relaxation of other control measures</li> <li>● Introduce enhanced cleaning of all facilities regularly during the day and at the end of the day</li> <li>● Buy online and getting deliveries wherever possible</li> </ul>
<p><b>REDUCE POSSIBLE EXPOSURE TO VIRUS</b></p>	<p><i>Restrict movement, the amount of time in the workplace and how many things people need to touch, maintain social distancing and reduce close contact by forming worker bubbles and ensuring no one is in close contact for longer than a minute or two without protection. Dilute the air with good ventilation.</i></p> <ul style="list-style-type: none"> <li>● Keeping the activity time of any activity where social distancing cannot be maintained as short as possible</li> <li>● Work outdoors or hold meetings outdoors, whenever possible.</li> <li>● Provide good ventilation and sufficient circulation in indoor spaces by opening windows and doors or using mechanical ventilation equipment.</li> <li>● Provide space for workers to be socially distanced from each other and from any audience, production team members or other individuals, wherever possible during activity</li> <li>● Use back-to-back or side-to-side working (rather than face-to-face)</li> <li>● Consider flexible shift times so that people can avoid travel at peak times</li> <li>● Provide additional parking or facilities such as bike-racks to help people walk, run, or cycle where possible</li> <li>● Stagger arrival and departure times to reduce crowding into and out of the premises or venue</li> <li>● Enable a booking system or other approaches to manage demand of spaces, so that no more than the desired number of people are in the building or work area at any one time</li> <li>● Manage room occupancy levels and changeover by reducing groups and amending rotas</li> <li>● Remove non-essential common areas</li> <li>● Encourage persons to bring as few personal items with them to the workplace as possible</li> <li>● Avoid sharing pens and other objects</li> <li>● Allocate personal tools and equipment, including PPE</li> <li>● Clean equipment and tools between use by different people</li> </ul>

	<ul style="list-style-type: none"> <li>● Minimise the number of people outside of your household or support bubble travelling together in any one vehicle, using fixed partners, increasing ventilation when possible and avoiding sitting face-to-face</li> <li>● Increase the use of mechanical handling equipment, such as trollies or hoists, to reduce the number of people required to lift heavy items</li> <li>● Restrict workers allowed back-stage and on-stage to those who are essential.</li> <li>● Not permitting visitors back-stage or at stage door.</li> <li>● Consider how wings can be used to allow for the minimum possible interaction between people, for example one-way systems, dedicated wings for stage managers and dressers.</li> <li>● Reconfigure backstage to introduce one-way systems and use of green rooms and crew rooms by fixed teams.</li> <li>● Limit prop handling to the minimum possible number of people and clean after every performance, and where possible between uses if handled by different people.</li> <li>● Limit handling of props on set to a dedicated crew member and relevant cast.</li> </ul>
<p><b>ISOLATE FROM POSSIBLE EXPOSURE TO VIRUS</b></p>	<p><i>Isolate people from each other through the use of screens, barriers or visors. Allocate areas and zones for specific teams, bubbles or individuals. Stop the sharing of equipment and quarantine items that may be contaminated.</i></p> <ul style="list-style-type: none"> <li>● Use a one-way system through buildings</li> <li>● Encourage workers to remain on-site during breaks and, when not possible, maintaining social distancing while off-site</li> <li>● Use screens to create a physical barrier between people</li> <li>● Use personal face visors to create a physical barrier between people who cannot maintain social distancing</li> <li>● For people who work in one place, workstations should allow them to maintain social distancing wherever possible</li> <li>● Workstations should be assigned to an individual. If they need to be shared, they should be shared by the smallest possible number of people and cleaned between use</li> <li>● Clear workspaces and removing waste and belongings from the work area at the end of a shift</li> <li>● Quarantine equipment and tools between use</li> <li>● Allocate small groups of people to bubbles, maintaining social distancing between bubbles and ensuring that close contact within the bubbles is safely managed to remove risk. Health questionnaires must be completed weekly by all members of close contact bubbles</li> <li>● Reduce the number of people each person has contact with by using 'fixed teams/ bubbles so each person works with only a few others. These fixed teams/ bubbles can work together for specific periods to minimise the risk of transmission.</li> </ul>

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<b>COMMUNICATE</b>	<p><i>Write operating procedures, safe systems of work and method statements and train staff on how to follow them. Use signage and verbal instructions</i></p> <ul style="list-style-type: none"> <li>● Allocate sufficient time and workspace for any prep work to be carried out safely.</li> <li>● Provide floor markings and signage</li> <li>● Manage access to lockers to allow social distancing</li> <li>● Provide additional signposting in areas to maintain social distancing</li> <li>● Allocate a 'Covid Marshall' to groups, to help ensure social distancing, cleaning and other controls are adhered to</li> </ul>
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## GET INS, FIT UPS, CHANGEOVERS, STRIKES, GET OUTS

<b>ELIMINATE VIRUS AS MUCH AS POSSIBLE FROM WORKPLACE</b>	<p><i>Think about how to prevent the Covid-19 virus from being present in the workplace. Working remotely, restricting people showing symptoms, following major incident plans to isolate unwell persons, and robust cleaning and disinfection of work areas all help.</i></p> <ul style="list-style-type: none"> <li>● Change schedules so that only those required are on-site</li> <li>● Use radio, phone and video links where possible to avoid face-to-face contact</li> <li>● Only absolutely necessary participants should physically attend site and should maintain social distancing</li> <li>● Provide hand sanitiser at entry and exit points and in individual rooms</li> </ul>
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	<ul style="list-style-type: none"> <li>● Provide cleaning products for frequent cleaning of touch points</li> <li>● Consider a regular private testing programme with an accredited provider, noting that this will not allow any relaxation of other control measures</li> <li>● Introduce enhanced cleaning of all facilities regularly during the day and at the end of the day</li> </ul>
<p><b>REDUCE POSSIBLE EXPOSURE TO VIRUS</b></p>	<p><i>Restrict movement, the amount of time in the workplace and how many things people need to touch, maintain social distancing and reduce close contact by forming worker bubbles and ensuring no one is in close contact for longer than a minute or two without protection. Dilute the air with good ventilation.</i></p> <ul style="list-style-type: none"> <li>● Keep the activity time of any activity where social distancing cannot be maintained as short as possible</li> <li>● Provide good ventilation and sufficient circulation in indoor spaces by opening windows and doors or using mechanical ventilation equipment.</li> <li>● Provide space for workers to be socially distanced from each other and from any audience, production team members or other individuals, wherever possible during activity</li> <li>● Use back-to-back or side-to-side working (rather than face-to-face)</li> <li>● Consider flexible shift times so that people can avoid travel at peak times</li> <li>● Provide additional parking or facilities such as bike-racks to help people walk, run, or cycle where possible</li> <li>● Stagger arrival and departure times to reduce crowding into and out of the premises or venue</li> <li>● Enable a booking system or other approaches to manage demand of spaces, so that no more than the desired number of people are in the building or work area at any one time</li> <li>● Manage room occupancy levels and changeover by reducing groups and amending rotas</li> <li>● Remove non-essential common areas</li> <li>● Encourage persons to bring as few personal items with them to the workplace as possible</li> <li>● Avoid sharing pens and other objects</li> <li>● Allocate personal tools and equipment</li> <li>● Clean equipment and tools between use by different people</li> <li>● Minimise the number of people outside of your household or support bubble travelling together in any one vehicle, using fixed partners, increasing ventilation when possible and avoiding sitting face-to-face</li> <li>● Increase the use of mechanical handling equipment, such as trolleys, to reduce the number of people required to lift heavy items</li> </ul>

	<ul style="list-style-type: none"> <li>● Restrict workers allowed back-stage and on-stage to those who are essential.</li> <li>● Not permitting visitors back-stage or at stage door.</li> <li>● Consider how wings can be used to allow for the minimum possible interaction between people, for example one-way systems, dedicated wings for stage managers and dressers.</li> <li>● Reconfigure backstage to introduce one-way systems and use of green rooms and crew rooms by fixed teams.</li> <li>● Limit prop handling to the minimum possible number of people and clean after every performance, and where possible between uses if handled by different people.</li> </ul>
<p><b>ISOLATE FROM POSSIBLE EXPOSURE TO VIRUS</b></p>	<p><i>Isolate people from each other through the use of screens, barriers or visors. Allocate areas and zones for specific teams, bubbles or individuals. Stop the sharing of equipment and quarantine items that may be contaminated.</i></p> <ul style="list-style-type: none"> <li>● Use a one-way system through buildings</li> <li>● Encourage workers to remain on-site during breaks and, when not possible, maintaining social distancing while off-site</li> <li>● Use screens to create a physical barrier between people</li> <li>● Use personal face visors to create a physical barrier between people who cannot maintain social distancing</li> <li>● For people who work in one place, workstations should allow them to maintain social distancing wherever possible</li> <li>● Workstations should be assigned to an individual. If they need to be shared, they should be shared by the smallest possible number of people and cleaned between use</li> <li>● Clear workspaces and removing waste and belongings from the work area at the end of a shift</li> <li>● Quarantine equipment and tools between use</li> <li>● Allocate small groups of people to bubbles, maintaining social distancing between bubbles and ensuring that close contact within the bubbles is safely managed to remove risk. Health questionnaires must be completed weekly by all members of close contact bubbles</li> <li>● Reduce the number of people each person has contact with by using 'fixed teams/ bubbles so each person works with only a few others. These fixed teams/ bubbles can work together for specific periods to minimise the risk of transmission.</li> <li>● Minimise transmission risk between fixed cohorts/ bubbles when they mix outside their team and during breaks or moving around a premises or venue.</li> <li>● Create zones onsite to separate cohorts/ bubbles</li> <li>● Ensure that there is no swapping between designated fixed cohorts/ bubbles. This is to reduce the risk of whole team impact in the event of a worker contracting COVID-19</li> </ul>

	<ul style="list-style-type: none"> <li>● Print out several copies of documents so that they do not have to be handled by multiple people</li> <li>● Display documents, drawings or designs so that they do not have to be handled</li> <li>● Identify areas where people have to directly pass things to each other and finding ways to remove direct contact such as by using drop-off points or transfer zones</li> </ul>
<b>COMMUNICATE</b>	<p><i>Write operating procedures, safe systems of work and method statements and train staff on how to follow them. Use signage and verbal instruction.</i></p> <ul style="list-style-type: none"> <li>● Allocate sufficient time and workspace for any prep or maintenance work or notes to be carried out safely.</li> <li>● Provide floor markings and signage</li> <li>● Manage access to lockers to allow social distancing</li> <li>● Provide additional signposting in areas to maintain social distancing</li> <li>● Allocate a 'Covid Marshall' to groups, to help ensure social distancing, cleaning and other controls are adhered to</li> </ul>
<b>PPE</b>	<p><i>PPE is not necessary as a suitable control of Covid-19 transmission outside of healthcare settings, except for the administration of first aid. However, if a risk assessment concludes that the risk of transmission is still high after all other controls are considered, CE-marked FFP2 or FFP3 filtered RPE should be used.</i></p> <p><i>Face coverings are not classified as PPE, however, anyone who wishes to wear their face covering in the workplace must be supported.</i></p>

## **THEATRE OPERATIONS and AUDIENCE CARE**

<b>ELIMINATE VIRUS AS MUCH AS POSSIBLE FROM WORKPLACE</b>	<p><i>Think about how to prevent the Covid-19 virus from being present in the workplace. Working remotely, restricting people showing symptoms, following major incident plans to isolate unwell persons, and robust cleaning and disinfection of work areas all help.</i></p> <ul style="list-style-type: none"> <li>● Use available spaces outdoors for performances with a live audience in attendance</li> <li>● Do not permit audience onto the stage or to touch equipment, props, instruments, set or other objects used by performers.</li> <li>● Discourage or avoid activities or features that are likely to encourage audience behaviours increasing transmission risk, such as crowding, clustering, communal dancing and physical contact outside of household groups or support bubbles.</li> <li>● Manage performance scheduling so audiences for different performances are not using the site, premises or venue at the same time</li> <li>● Close cloakrooms wherever possible given the challenges in operating them safely.</li> <li>● Consider using no contact procedures where applicable, such as lockers.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Suggest to audience they limit items carried to the site, premises or venue.</li> <li>• Remove ‘pick and mix’ or self-service food and drink facilities to reduce the risk of transmission.</li> <li>• Consider providing programmes and other performance materials in digital format</li> <li>• Encourage visitors to use hand sanitiser or handwashing facilities as they enter the site, premises or venue</li> <li>• Where changing facilities are essential for staff, set clear use and cleaning guidance for lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing can be achieved as much as possible</li> <li>• Introduce enhanced cleaning of all facilities regularly during the day and at the end of the day</li> <li>• For additional reassurance, provide cleaning materials and hand sanitiser for use at touch points</li> <li>• Where possible, encourage guests to purchase tickets online and to use e-ticketing. Where this is not the case, encouraging contactless payment</li> <li>• Allow for contactless payment and other technology solutions on all purchases made in the premises or venue or on-site.</li> <li>• Introduce enhanced cleaning of all facilities regularly during the day and at the end of the day</li> <li>• Provide cleaning materials and hand sanitiser for use at touch points</li> <li>• Provide handwashing facilities (or hand sanitiser where not possible) at entry and exit points</li> <li>• Provide cleaning materials and hand sanitiser at touch points</li> <li>• Cleaning of audio description headsets between use and after handling by staff</li> <li>• Enhance cleaning for busy areas</li> <li>• Provide more waste facilities and more frequent rubbish collection</li> <li>• Provide hand drying facilities, either paper towels or electrical dryers</li> <li>• Clean auditoria very frequently, typically between each performance, with particular attention paid to surfaces that hands of audience and staff are likely to come into contact with such as doors, seat arms and handrails</li> <li>• Provide more waste facilities and more frequent rubbish collection</li> <li>• Schedule performance to allow sufficient time to undertake necessary cleaning before the next audience arrives.</li> </ul>
<p><b>REDUCE POSSIBLE EXPOSURE TO VIRUS</b></p>	<p><i>Restrict movement, the amount of time in the workplace and how many things people need to touch, maintain social distancing and reduce close contact by forming worker bubbles and ensuring no one is in close contact for longer than a minute or two without protection. Dilute the air with good ventilation.</i></p> <ul style="list-style-type: none"> <li>• Reduce audience capacity to maintain social distancing</li> </ul>

	<ul style="list-style-type: none"> <li>• For performances or events where there is no ticketing, consider using other communications approaches, coupled with stewarding, to manage the numbers attending.</li> <li>• Stagger entry times with other venues and taking steps to avoid queues building up in surrounding areas.</li> <li>• Consider use of social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form.</li> <li>• Where shower and changing facilities are essential, set clear use and cleaning guidance for facilities to ensure they are kept clean and clear of personal items</li> <li>• Assess the capacity of any space to be used and appropriately managing this to maintain social distancing</li> <li>• Reduce maximum occupancy for lifts</li> <li>• Refrain from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult, for example during performance intervals.</li> <li>• Consider allowing guests to pre-order and collect refreshments and other retail merchandise at designated points throughout the site, premises or venue to maximise social distancing and reduce pinch points</li> <li>• Consider adopting seat service at intervals in order to reduce pinch points at bars.</li> <li>• Use space outside the site, premises or venue for queuing where available and safe.</li> <li>• Enable a booking system or other approaches to manage demand of spaces, so that no more than the desired number of people are in the building at any one time</li> <li>• Stagger arrival and departure times to reduce crowding into and out of the premises or venue, taking account of the impact on those with protected characteristics.</li> <li>• Provide additional parking or facilities such as bike-racks to help people walk, run, or cycle where possible.</li> <li>• Advise patrons to avoid particular forms of transport or routes and to avoid crowded areas when in transit to the venue.</li> <li>• Where items are offered for customer use, so for example a picnic blanket or seating, this should be done only where they can be collected from an appropriate distance and with hygiene measures in place (for example, through the availability of hand sanitiser).</li> <li>• Particular attention should be given to ventilation and sufficient circulation space especially around equipment and between groups</li> <li>• Maintain social distancing as far as possible when checking tickets.</li> <li>• Keep areas and facilities well ventilated</li> <li>• Encourage audience members not to bring bags and coats into auditoria where possible to reduce clutter at seats.</li> </ul>
<p><b>ISOLATE FROM POSSIBLE EXPOSURE TO VIRUS</b></p>	<p><i>Isolate people from each other with screens, barriers or visors. Allocate areas and zones for specific teams, bubbles or individuals. Stop the sharing of equipment and quarantine items that may be contaminated.</i></p>

	<ul style="list-style-type: none"> <li>● Use a one-way system through buildings</li> <li>● Arrange one-way travel routes between transport hubs and venues.</li> <li>● Encourage workers to remain on-site during breaks and, when not possible, maintaining social distancing while off-site</li> <li>● Use screens to create a physical barrier between people</li> <li>● Use personal face visors to create a physical barrier between people who cannot maintain social distancing</li> <li>● For people who work in one place, workstations should allow them to maintain social distancing wherever possible</li> <li>● Workstations should be assigned to an individual. If they need to be shared, they should be shared by the smallest possible number of people and cleaned between use</li> <li>● Clear workspaces and removing waste and belongings from the work area at the end of a shift</li> <li>● Quarantine equipment and tools between use</li> <li>● Allocate small groups of people to bubbles, maintaining social distancing between bubbles and ensuring close contact within the bubbles is safely managed to remove risk. Health questionnaires must be completed weekly by all members of close contact bubbles</li> <li>● Reduce the number of people each person has contact with by using 'fixed teams/ bubbles so each person works with only a few others. These fixed teams/ bubbles can work together for specific periods to minimise the risk of transmission.</li> <li>● Minimise transmission risk between fixed cohorts/ bubbles when they mix outside their team and during breaks or moving around a premises or venue.</li> <li>● Create zones onsite to separate cohorts/ bubbles</li> <li>● Ensure that there is no swapping between designated fixed cohorts/ bubbles. This is to reduce the risk of whole team impact in the event of a worker contracting COVID-19</li> <li>● Print out several copies of documents so that they do not have to be handled by multiple people</li> <li>● Display documents, drawings or designs so that they do not have to be handled</li> <li>● Identify areas where people have to directly pass things to each other and find ways to remove direct contact such as by using drop-off points or transfer zones</li> <li>● Encourage workers or participants to bring as few personal items with them as possible.</li> <li>● Permit use of lockers provided social distancing can be maintained.</li> </ul>
<b>COMMUNICATE</b>	<i>Write operating procedures, safe systems of work and method statements and train staff on how to follow them. Use signage and verbal instruction.</i>

	<ul style="list-style-type: none"> <li>• Use social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form.</li> <li>• Consider changes in policies to ensure limited time is taken in changing areas, especially during the changeover of group activity to maintain social distancing.</li> <li>• Provide clear guidance on social distancing and hygiene to visitors before arrival, eg. by email when purchasing tickets, and on any digital marketing and websites.</li> <li>• Put up a visible cleaning schedule - keep it up to date and visible.</li> <li>• Remind guests who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines.</li> <li>• Have clearly designated positions from which site, premises or venue staff can provide advice or assistance to guests whilst maintaining social distance.</li> <li>• Use staff and signage to managing Ingress and egress of visitors</li> <li>• Provide additional signposting and staff in areas to maintain social distancing.</li> <li>• Use queue management and marking out one-way flow systems through the site, premises or venue to reduce contact points. Eg. introduce one-way systems through common areas, using auditorium fire exits as standard so that guests are not required to pass each other when entering and exiting these spaces.</li> <li>• Where possible, designate staff to manage queues and regulate guest access between areas.</li> <li>• Covid-Secure notices must be displayed across our estate.</li> <li>• Provide floor markings and signage</li> <li>• Use signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available</li> <li>• Review external messaging to visitors and audience to ensure it doesn't provide information that may present a security risk, eg. location of queues or number of people permitted in a queue</li> <li>• Provide written or spoken communication of the latest guidelines to both workers and customers inside and outside the venue</li> <li>• Provide allocated seating and managing seating plans through ticketing systems or manually to ensure social distancing is maintained</li> <li>• If unallocated seating is provided, installing seat separation or labelling seats which should not be used, or deploying staff to support the audience in adhering to social distanced seating</li> </ul>
PPE	<p><i>PPE is not necessary as a suitable control of Covid-19 transmission outside of healthcare settings, except for the administration of first aid. However, if a risk assessment concludes that the risk of transmission is still high after all other controls are considered, CE-marked FFP2 or FFP3 filtered RPE should be used.</i></p> <p><i>Face coverings are not classified as PPE, however, anyone who wishes to wear their face covering in the workplace must be supported.</i></p>