



COVID-19 STANDARD OPERATING PROCEDURES

RSC EDUCATION IN-SCHOOL ACTIVITY

From August 2020, before delivering any RSC Education activity in a school or university setting, the Project Lead must ensure that the following has been reviewed and agreed with delivery teams and the school.

Existing policies and procedures regarding safeguarding and health and safety should still be observed and are not superseded by these guidelines.

Preparing for an In-School Workshop

- Project Lead should refer to the Education Department Risk Assessment, request a risk assessment from the school and discuss procedures within the school to minimise exposure or transmission of the virus in line with Government guidance
- Project Lead should request full details of the group, their bubble and distancing practices, hygiene practices and any additional or complex needs of individuals
- Project Lead should also be familiar with the Guide to Implementing Covid Secure Safe Systems of Work at the RSC - Education
- All planning meetings should be conducted through virtual conference systems
- Prior to the workshop, the practitioner should be provided with details of DSL, First Aider and main contact for the session at the school
- Project Lead should request the main school contact provide an induction for practitioners that includes their Covid measures and guidance and assist with any dynamic risk assessment needs regarding the space and adherence to the below guidelines

Space

- Project Lead and Practitioner should plan to deliver the workshop outdoors and or agree the most suitable space available with the school
- If the workshop cannot be delivered outdoors, an appropriate space indoors should be agreed ensuring the floor space is large enough for the group to move around while maintaining social distancing. Consider surface cleaning, air flow and circulation, light levels, position of furniture to ensure adequate space
- Consider whether you can use floor markings to denote up to 2m distances as a visual reminder for students of the safe proximities they need to maintain. If you cannot use floor-markings and you are working with secondary age children, discuss with the teacher how you will ensure 2m distances are maintained.
- Indoor space should have adequate ventilation and, where possible, windows and/or doors to outside spaces should be kept open during the workshop

- Request any equipment required to assist in avoiding use of props or scripts eg., large screen to project script or individual workbooks and stationery for group
- Check that the school will provide cleaning stations and instruct participants to wash their hands or use hand sanitiser upon entry and exit
- Check allocated toilet provision for the group and for RSC staff and freelancers. The provision should enable social distancing to be followed whilst using facilities
- Request/ Agree lunch space for RSC staff and freelancers, if necessary, that is separate from other groups
- Ask the school about the cleaning rota for the space we will be using. It should be cleaned before the session and ideally afterwards
- Agree that Practitioner will conduct a dynamic risk assessment at the start of the session and report any concerns to the main school contact and on the RSC Education Report

Group Size and Working Together

- Discuss group size with the Lead Teacher and ensure the space provided is large enough to ensure 2m social distancing for the group at all times. The safe number of participants should be agreed beforehand and included in the risk assessment for the session with consideration given to space, ventilation and the level of activity throughout the session
- Project Lead should establish the school's protocols for bubbles, hygiene and distancing. Secondary bubbles are likely to be year-group sized and for primary it may be class sized. Whatever the size of the group, they should be kept apart from other groups where possible and older children should observe social distancing within groups. There is a general acceptance that primary children will not be able to maintain social distancing and it is acceptable for them not to distance within their group.
- Practitioners and any other adults attending the session should maintain social distancing at all times
- The Practitioner should contract with the group at the start of the workshop to adhere to social distancing throughout. Reminders of this contract should be built into the workshop, as appropriate
- Regular handwashing and/or sanitising should be encouraged throughout the workshop
- Workshops should be adapted to avoid any close physical contact between group members. For example, not using Boal handshakes or avoiding freezeframes that require the group to break social distancing
- Workshops should avoid prolonged face to face working, adapting activity to facilitate back to back or side by side working and adhering to social distancing of 2m
- Workshops must avoid work that requires singing, shouting or chanting (if some singing or chanting is necessary, limit the number of singers, the length of time and try to move this activity outdoors)
- The use of shared props, equipment (including musical instruments) or scripts should be avoided and alternative resources discussed with the school
- If the use of props or equipment is unavoidable, every effort should be made to provide individual pieces for each child which are thoroughly cleaned and, where possible, quarantined for 72 hours in advance of the workshop. They should be similarly sanitised or quarantined following the workshop and before being used in future workshops
- Ensure the group wash their hands before and after handling any props to minimise risk of transmission

- The school will be responsible for ensuring there are adequate supplies of hand sanitiser, wipes and tissues to hand throughout the session
- Consider if a teacher or second RSC member of staff could attend and act as
- 'Covid Marshall' to observe and oversee these operating procedures throughout. However, where possible, avoid increasing the numbers of people attending the session and ideally agree these roles with the classroom teacher who will be in attendance

PPE

- Discuss the use of face coverings in the school with the lead teacher and follow their protocols (ie, if face coverings are to be worn by teachers and students in corridors or when travelling between sites, RSC practitioners will adopt the same protocol whilst working on site)
- Discuss with practitioner. If the school requires face coverings but the practitioner is unable to do so, due to health reasons, this should not be a barrier to them delivering the work but should be included in the risk assessment. If the school do not require it but they would prefer to use a face covering, the RSC will support them in doing so
- PPE is not necessary as a suitable control of Covid-19 transmission outside of healthcare settings, except for the administration of first aid
- 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.

Test and Trace/ RIDDOR Reporting

- Where possible, the Project Lead should identify practitioners and artists who are local to the school to avoid extensive travel and the use of public transport or the need for overnight accommodation
- The Project lead should also discuss any individual health concerns with the practitioner at the time of appointment and ensure they feel safe to deliver the work.
- If RSC staff or freelancers feel unwell or any member of their household or support bubble develops symptoms (either before, during or within 72 hours of completing the workshop) they should inform the Project Lead immediately, self isolate and follow government guidance
- The RSC will encourage staff and freelancers to use the NHS Test and Trace Service if they are presenting with Covid-19 symptoms. The service is accessed by calling NHS 119. To assist the NHS Test and Trace Service, the RSC will keep records of workshop delivery teams and rotas for at least 21 days following delivery
- As the workshop venue, the school is responsible for RIDDOR reporting of any outbreak of Covid-19. This should be discussed and agreed with the school before the workshop