



## Guidance support factsheet and FAQ. Version 1.8

<b>Guidance</b>	Performing Arts - working safely during coronavirus (COVID-19)
<b>Publication date / version</b>	Published 11 <sup>th</sup> May 2020, updated January 2021 (England)
<b>Link</b>	<a href="#">Website link</a>

### Introduction

This document is intended to help you understand the UK Government guidance and provide additional support to members when applying it practically. Please ensure you are working from the latest version of the guidance which is available on the government's website (link above). You will notice that the actual guidance is high-level and not specific or prescriptive. It should be taken and adapted to your own individual circumstances in conjunction with a COVID specific risk assessment. This document has been created for all level of Management and staff to assist the implementation of the Performing Arts DCMS procedures. Further guidance will be developed to further assist organisations, employees, performers and creative teams as we progress our work and move into the final stages of the roadmap. Reference should also be made to the Devolved Parliaments and Assemblies COVID guidance:

**Northern Ireland:** <https://www.nidirect.gov.uk/articles/coronavirus-covid-19-regulations-guidance-and-what-they-mean-you>

**Scotland:** <https://www.gov.scot/collections/coronavirus-covid-19-guidance/>

**Wales:** <https://gov.wales/coronavirus>

**Please check the rules carefully and make sure you understand them as they differ depending on your location within the UK.**

DCMS have developed a **five-stage roadmap** to bring our performing arts back safely. These five stages of the phased return to performing arts are as follows:

- **Stage One** - Rehearsal and training (no audiences)
- **Stage Two** - Performances for broadcast and recording purposes
- **Stage Three** - Performances outdoors with an audience and pilots for indoor performances with a limited socially-distanced audience
- **Stage Four** - Performances allowed indoors and outdoors (but with a limited socially-distanced audience indoors)
- **Stage Five** - Performances allowed indoors / outdoors (with a fuller audience indoors)

If members would like to submit any new items to be included such as FAQs or COVID relevant policies/procedures that they are happy to share with the wider industry please send an email to: [ceoffice@soltukt.co.uk](mailto:ceoffice@soltukt.co.uk).

For general Safety & Risk enquiries please email [phillip@soltukt.co.uk](mailto:phillip@soltukt.co.uk)

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## FAQ's

### General

#### 1) How was this guidance created? Who was involved?

The Guidance has been drafted and published by the Department for Culture Media and Sport (DCMS). There was a sector-wide consultation process in which feedback was provided before publication. Working Parties are formed to regularly work with DCMS and feedback any best practice developed within the industry.

#### 2) Where can I find the latest version of the guidance?

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

#### 3) What is the legal status of the guidance?

The DCMS guidance does not supersede any legal obligations relating to health and safety, employment or equalities and it is important that you continue to comply with your existing obligations, including those relating to individuals with protected characteristics. It contains non-statutory guidance to take into account when complying with these existing obligations.

#### 4) Will the guidance be updated? How often?

We expect that the DCMS guidance will be updated regularly and following any Government announcements regarding COVID-19. This SOLT|UK Theatre document is "live" and will updated following industry or government developments.

### COVID

#### 5) How is COVID transmitted?

The virus is primarily transmitted between people through respiratory droplets. Like the common cold, infection usually occurs through close contact with a person with coronavirus via cough, sneezes and hand contact. A temperature of 38C or more is usually considered a high temperature (fever). A person can also catch the virus by touching contaminated surfaces if they do not wash their hands. The virus can live on hard surfaces for up to 72 hours (48 hours on fabric/soft furnishings). Tools, equipment and potentially contaminated surfaces should be thoroughly cleaned before use and at regular intervals in accordance with your risk assessment. Airborne transmission is possible in specific settings in which procedures or support treatments that generate aerosols are performed. To date there is no evidence to suggest that the virus can be spread by perspiration.

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

#### 6) When should I get tested?

You should get tested:

- if you have coronavirus symptoms now (a high temperature, a new, continuous cough, or a loss or change to your sense of smell or taste)
- if someone tests positive within the company, all those within the company who have been in direct contact with that person should be tested

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- if someone you live with have symptoms
- if you live in England and have been told to have a test before you go into hospital, for example, for surgery
- <https://www.gov.uk/get-coronavirus-test>

Organisations may also consider private testing services. Up to date information is available via the Medicines & Healthcare products Regulatory Agency (MHRA):

<https://www.gov.uk/government/publications/how-tests-and-testing-kits-for-coronavirus-covid-19-work-for-patients-the-public-and-professional-users-a-guide-to-covid-19-tests-and-testing-kits>

## 7) What does national lockdown mean?

From 5 January, new restrictions in England have been put in place to prevent the spread of Coronavirus. During this period, performing arts venues can continue to operate under Stages 1 and 2 of the performing arts roadmap. This means that:

- Performing arts professionals may continue to rehearse, train and perform for broadcast or recording purposes.
- Other than for this purpose, theatres, concert halls, grassroots music venues and entertainment venues must close. Professional dancers may continue to use dance studios.
- Non-professional activity, such as amateur choirs and orchestra, cannot take place.
- Indoor and outdoor performances with an audience cannot take place.
- You can only leave home for work purposes where it is unreasonable for you to do your job from home, including but not limited to people who work within critical national infrastructure, construction or manufacturing that require in-person attendance.

Further advice for: [National lockdown: Stay at Home - GOV.UK \(www.gov.uk\)](https://www.gov.uk/national-lockdown-stay-at-home)

Scotland: [Coronavirus \(COVID-19\): stay at home guidance - gov.scot \(www.gov.scot\)](https://www.gov.scot/coronavirus-covid-19-stay-at-home-guidance)

Wales: [Alert level 4 | Sub-topic | GOV.WALES](https://www.gov.wales/alert-level-4)

N. Ireland: [Coronavirus \(COVID-19\) regulations guidance: what the restrictions mean for you | nidirect](https://www.nidirect.gov.uk/coronavirus-covid-19-regulations-guidance-what-the-restrictions-mean-for-you)

**Please check the rules carefully and make sure you understand them as they differ depending on your location within the UK.**

## 8) What is test & trace?

The NHS test and trace service:

- ensures that anyone who develops symptoms of coronavirus (COVID-19) can quickly be tested to find out if they have the virus
- helps trace close recent contacts of anyone who tests positive for coronavirus and, if necessary, notifies them that they must self-isolate at home to help stop the spread of the virus

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You should:

- ask at least one member of every party of customers or visitors (up to 6 people) to provide their name and contact details
- keep a record of all staff and shift times on a given day and their contact details
- keep these records of customers, visitors and staff for 21 days and provide data to NHS Test and Trace if requested
- display an official NHS QR code poster, so that customers and visitors can 'check in' using this as an alternative to providing Test & Trace their contact details
- adhere to General Data Protection Regulations

Further details: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

## Managing Risk at Work

### 9) What should I expect from my employer?

Employers should ensure that all staff are provided with factual information on COVID-19, the steps being taken to identify and manage the virus and what staff can do to protect themselves. Employers are responsible for complying with all health and safety standards, contractual and statutory employment rights as well as equality rights. It's a good idea to talk about:

- when staff might return to the workplace
- how staff will travel to and from work
- how health and safety is being reviewed and managed – you should share the latest risk assessment
- any planned adjustments to the workplace, for example additional hand washing facilities, staggering start and finish times to avoid overcrowding or floor markings to help people stay apart
- if there might be a phased return of the workforce, for example some staff returning before others
- working from home arrangements.

<https://www.hse.gov.uk/toolbox/workers/home.htm>

### 10) Can all my employees return to work?

It's important to review your employees on an individual basis, including completing risk assessments if required. Some organisations are also requesting that employees complete "self assessments" of their general health prior to leaving their home to determine their fitness to go to work. Anyone with COVID symptoms should stay home and contact their manager or other designated person. In considering which employees should return to the workplace, you should consider:

- whether an individual has an underlying health condition and by what factor this increases their risk of suffering from the coronavirus.
  - [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.

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- the personal risk assessment should determine if an individual can safely return to work in the environment they are expected.
- whether they can continue to do their job remotely
- if it's essential to your business for the individual to return to the venue
- whether there are control measures, such as an isolated room or increased PPE, that would reduce their risk to a reasonable level.

If you have a member of staff returning to work after COVID keep in regular contact and check on the employee's health and wellbeing. Employer's should also follow public health guidelines about when someone who has tested positive for Covid19 should return to work.

### **11) Do I need to make reasonable adjustments for disabled audience members & disabled employees?**

COVID measures do not take precedence over Equality legislation and venues must be mindful of how any alteration in policy or practice impacts people with protected characteristics. You must ensure any changes to entries, exit and queue management take into account reasonable adjustments for those who need them, including disabled individuals, including those with sensory disabilities.

You should ensure that disabled audience members have clear and comprehensive information about the arrangements that are in place (including permission to go straight to the head of the queue); ensuring vigilance around accessible toilets and providing free companion tickets for anyone, such as a blind or partially sighted person, who needs physical support or guidance to get around safely. It is not appropriate to turn away an individual who wants to attend an event on the grounds that staff *perceive* them to be at higher risk from COVID. Organisations need to also consider the following:

- do we have plans for communicating with Deaf people or those who lipread if staff are wearing face-coverings?
- how will we manage audience behaviour to ensure that social distancing is maintained for the safety of people who are particularly susceptible to COVID?
- how are we communicating the detail of the measures they are taking and being open to individual requests for further or different measures?
- is information on COVID measures available in a range of formats (e.g. will a Sign Language user be able to find out what to expect?)
- how can we manage assistance dogs in the venue?
- do our staff understand why disabled people might be particularly concerned about COVID safety?

In line with best practice it is recommended that an equality impact assessment is considered as part of any COVID-19 Secure planning. Arts Council Wales has produced this [step-by-step guide](https://arts.wales/sites/default/files/2019-04/A-Step-by-Step-Guide-to-Equality-Impact-Assessment.pdf) (link to <https://arts.wales/sites/default/files/2019-04/A-Step-by-Step-Guide-to-Equality-Impact-Assessment.pdf> ). This assessment should be given the same general status as your COVID-19 Risk Assessment.

### **12) How can I protect myself at work?**

Your employer should be carrying out risk assessments and putting measures in place to minimise the risk of exposure by following current Government guidelines. You should also be given information and training on the risks of exposure and how

to minimise your risk. If you're required to use PPE, you should be given training on how to properly use this.

### **13) What if an employee doesn't want to return to work?**

Some employees might be anxious about safety and returning to the workplace. For example, this might be because they're:

- worried about catching coronavirus
- at high risk of getting a severe illness if they catch coronavirus
- caring for children
- living with someone who has a serious health condition

Employers should encourage staff to talk to them about any concerns they have and try to resolve them together. For example, they could:

- keep someone on temporary leave if they're temporarily unable to work
- continue to allow remote working if possible
- arrange for someone to work different hours temporarily to avoid peak time travel
- allow the employee to take the time off as holiday or unpaid leave. The employer does not have to agree to this.

If someone refuses to attend work without a valid reason, it could result in disciplinary action.

### **14) What is a COVID Secure workplace?**

The guidelines are designed to ensure businesses can operate during the outbreak, while keeping employees safe from transmission of the virus. You should consider maintaining social distancing where possible, completing COVID Induction or general awareness training, managing transmission risk & reinforcing cleaning and hygiene processes:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/903464/staying-covid-19-secure-2020-230720.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/903464/staying-covid-19-secure-2020-230720.pdf)

### **15) How can I reassure my audiences that we are safe?**

SOLT and UK Theatre have launched the See It Safely toolkit to support theatres as they reopen and to instil audience confidence. By signing up to the toolkit, venues can show audiences that they are compliant with the latest government guidelines. DCMS are encouraging the roll out of this scheme across the wider live events sector, and the Federation of Scottish Theatre will be administering and promoting the campaign once the Scottish Government gives the go-ahead that theatres can safely reopen. The toolkit consists of the following:

- The See It Safely mark
- An animated health and safety video for audiences
- A selection of signage for your venue
- A certificate which can be displayed in your venue
- Ticketing principles

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- Seven Inclusive Principles for Arts & Cultural Organisations
- Website copy which you can adapt as necessary
- A toolbox training powerpoint
- Details on the #BackOnStage social media campaign

#### **16) We have existing, up-to-date risk assessments, do we have to update them?**

The Government requires organisations to do specific Covid-19 risk assessments for workplaces and at-risk staff. These are not the same as the pre-pandemic risk assessments. All the usual health and safety requirements still apply at your workplace but you must now also factor in the danger posed by the virus. You should consider:

- holding a COVID-19 pre-production meeting with Producer, Director, Designer, Production Manager, Venue Management and Stage Management to think about how rehearsals and production will be managed and control measures applied
- sharing the venue seating and stage configuration with the Director, Designer and other key staff at the start of the process to ensure adequate risk assessment planning

HSE guidance on COVID risk assessments:

<https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm>

HSE Simple Health & safety: <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

ABTT Back to Work Safely guidance: <https://www.abtt.org.uk/resources-guidance/covid19/back-to-work-working-safely/>

#### **17) Why are Covid-19 risk assessments important?**

As an employer, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. The risk assessment will help you manage risk and protect people. You must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk and those that need to stay at home or protected with special measures
- determine your capacity to reopen or highlight activities that cannot be safely undertaken now
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk

The control measures arising from your risk assessment will only prove successful if your business, visitors & employees adhere to it. It's also important to review your assessment regularly. You may need to adjust procedures on a regular basis as Official guidance is changing all the time. If any amendments to your procedures are required always ensure you consult fully with your employees.

#### **18) What are the legal requirements for Covid-19 risk assessments?**

The Health and Safety at Work, etc Act 1974 imposes a duty on employers to "ensure, so far as is reasonably practicable, the health, safety and welfare at work" of all employees. In addition The Management of Health and Safety at Work Regulations 1999 requires employers carry out "suitable and sufficient" assessments of the risks to the health and safety of their employees to which they are exposed while at work, as well as the risks to non-employees who may be affected by their activities.

Version 1.8 January 2021

## 19) Do I need to employ a COVID Compliance Officer?

Some industries utilise the services of a COVID-19 Compliance Officers who oversee the implementation of COVID-19 workplace plans, ensure adherence to workplace risk control measures put in place to manage the risk of COVID-19 infections, communicate important information to workers and address any concerns.

Within the Performing Arts Guidance we are not required to recruit a specific COVID Officer. Compliance should be considered everyone's responsibility within the workplace. COVID responsibilities can be absorbed into a group of employee's everyday jobs to help manage this new workplace hazards. This will be managed alongside other H&S responsibilities. In-house appointments will assist management in safeguarding the welfare and safety of the workforce and visitors ensuring the organisations is up to date with new and evolving government legislation around COVID-19. Duties will include:

- training staff on how to comply with COVID-safe procedures and risks
- monitoring risk mitigation in the workplace
- supporting creation & updating of risk assessments and checklists
- adapting procedures and policies to reflect changes in government guidance, legislation and industry best practice
- reporting/escalation of non-compliance issues

SOLT|UK Theatre have developed Managing COVID Safely training to help with COVID compliance: <https://theatremeansbusiness.info/webinar/managing-covid-19-safely/>

## 20) Do we need to keep social distancing?

Wherever possible you should keep people 2m apart. If this is not viable, keeping 1m apart with robust risk mitigation is acceptable. Mitigation measures could include:

- mandatory face coverings
- increasing the frequency of hand washing, cleaning etc
- reducing cast, orchestra and other performance group sizes wherever possible to enable social distancing to be maintained.
- if close contact is essential, minimising this and using fixed teams where possible.
- mapping out productions in advance of commencing in-person rehearsals.
- learning lines or parts in advance to avoid carrying scripts in rehearsal.
- increasing use of technology in rehearsals such as to complete read-throughs, and in performance where feasible.
- avoiding rehearsing and performing face-to-face wherever possible
- performers attending rehearsals and performances only when required
- changing the call schedules so that only those required are on-site.
- lowering audience capacity
- detailing 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.
- using radio, phone and video links where possible to avoid face-to-face contact.
- staggering entry times for audiences, staff & performers
- utilising additional entrances/exits around the venue
- evaluating food & beverage outlets and other areas within the venue audience may congregate (toilets, lifts, foyer etc).

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- closing cloakrooms
- one-way travel routes
- using screens to separate individuals

You must ensure that workers and other people visiting your workplace understand and comply with the measures you put in place. Social distancing should form part of your risk assessment. You should engage with your Local Authority Licensing/H&S teams as they will enforce any issues regarding social distancing and will also help you assess your mitigation control measures and deem them acceptable for reopening.

Further guidance is available on the HSE website:

<https://www.hse.gov.uk/coronavirus/social-distancing/index.htm>

## 21) Can I start my participation work again?

The type of protective measures providers put in place will depend on their individual circumstances, such as the type of the activity they offer (for example whether participants will be moving around rather than sitting), the size and layout of their premises, and whether the activity is being held indoors or outdoors. The key measures that every setting should have in place are:

- minimising contact with individuals who are unwell by ensuring those who have symptoms do not attend. This also applies if a member of their family has symptoms
- encouraging everyone to clean their hands more often than usual, including before and after activities and before and after using toilet/washroom facilities
- cleaning frequently touched surfaces more often than usual
- increased frequency of cleaning of toilets and washrooms
- minimising contact and mixing between groups of participants by altering the environment to allow for social distancing and keeping participants in small groups (no more than 15 participants and one or two staff members)
- rooms are well-ventilated, either by a ventilation unit or naturally (for example, open windows)
- use of toilets and changing rooms is managed to prevent overcrowding
- social distancing is promoted, through physical markers for instance

Department of Education published the following guidance which may be of relevance: [Out-of-school settings](#), [schools](#) and [further education](#).

## 22) What is a work bubble?

A COVID-19 bubble, also referred to as a cohort or circle is a small group whose members – always the *same* people - do not always keep 2 metres apart. The concept encourages individuals who cannot maintain 2 metre physical distance when in group settings to interact with the same people within their own group rather than switching daily contacts or randomly interacting with others outside that circle. When interacting with individuals not in your cohort, individuals should maintain a distance of two metres or wear face covering when closer than two metres with others. The group should also:

- ensure that people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days

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- ensure that wherever possible people use the same room or area throughout the day, with a thorough cleaning of the area at the end of the day.
- for participatory work ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days. There may be a need for some subject specialist rotation of staff which must be identified in any risk assessment with appropriate mitigation controls.

### **23) Will I need to wear a face covering or PPE?**

Face coverings can help us protect each other and reduce the spread of the disease if someone is suffering from coronavirus but not showing symptoms. They are mainly intended to protect others and not the wearer and where you cannot maintain a 2m social distance from others. Face coverings are not classed as personal protective equipment (PPE) as they do not protect people from work-related hazardous substances. PPE for protection against coronavirus is generally only required for certain healthcare activities. In a non-clinical setting, there is no need to provide different PPE than you would normally have provided before the outbreak started but this will be identified in any specific risk assessments.

Visors are for eye protection and some “close contact services” (makeup, wigs, wardrobe etc). The employee in close contact should wear a clear visor/goggles and a type 2 face mask (3 ply construction). This is now mandatory in England.

Members of public have to wear a face covering by law in theatres, cinemas and concert halls. People are expected to wear a face covering immediately before entering any of these settings and must keep it on until you leave. You are also required to remind customers of the need to wear face coverings unless exempt, for example through prominent display of signs, and/or verbal reminders to customers.

Staff who are likely to come into contact with customers must also wear a face covering. Finally, performers must wear a face covering at all times other than when in the course of their employment or in the course of providing their services (for example during rehearsals and performances).

### **24) Who is exempt from wearing face coverings?**

There are some exemptions, including people who are not able to put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability. People with health or disability reasons for not wearing a face covering should not be routinely asked to give any written evidence of this, this includes exemption cards. No person needs to seek advice or request a letter from a medical professional about their reason for not wearing a face covering.

Some people may feel more comfortable showing something that says they do not have to wear a face covering. This could be in the form of an exemption card, badge or even a home-made sign. This is a personal choice and is not necessary in law. Further details are available here including a suggested exemption card template

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#when-you-do-not-need-to-wear-a-face-covering>

Finally, for people who lipread, a face covering can be a significant barrier to communication so this should be factored into any venue risk assessments & inclusivity plans.

### **25) Can performers touch & interact on stage or in rehearsal?**

Directors and other relevant roles may need to be brought on earlier in the planning and prep for productions to establish what is required to deliver the production within the restrictions of managing the COVID-19 risk. The control measures arising from your risk assessment could include:

- changes to script and scenes to take into account social distancing
- changes to set to take into account social distancing
- scripts should be provided as early as possible to support with planning
- keep performers in place for as little time as possible
- try to avoid performing in a face-to-face position. If close contact is absolutely essential, minimising this and using fixed teams where possible
- consider a testing regime for performers if essential close proximity working is required
- performers must only be on stage when required for their scene and to avoid unnecessary contact with other crew at all times

The following guidance should also be considered during casting and auditions

<http://www.thecdg.co.uk/public-resources/>

### **26) What if someone falls ill?**

You should have a pre-planned procedure in place as part of your risk mitigation controls to manage someone showing symptoms of COVID:

- they should tell their manager or available member of staff immediately
- provide them with a face mask, if available, or a face covering
- ensure that the person washes their hands, avoids touching anything and gathers their belongings
- clean everything that they may have touched
- Use of a segregated room if they need to wait, and use a separate bathroom from others if possible
- avoid using public transport to travel home
- provide them with current NHS guidance including Test & Trace and the need to self-isolate.
- anyone who has been in close contact with the infected person should also follow NHS advice.

### **27) What should we do if we have a local outbreak?**

As an employer, think about how to reinforce and protect your company to prevent spread amongst the company:

- additional swings, deps and standbys trained and on retainer to prevent spread between shows
- vulnerable roles i.e. the director/choreographer – planning what would happen if people in these roles became unwell.
- producers should consider extra days between rehearsals and tech in case rehearsals have been disrupted by Covid19

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- stage management (and other production departments) covering one another's roles from the start of rehearsals etc.

Local situations will often remain under review with restrictions usually reviewed every two weeks.

- do not go to work, work from home if you can. This would include rehearsals and casting if possible.
- do not have visitors to your venue or workplace
- only go out when necessary, including to obtain food and medical supplies, or for exercise.
- observe social distancing
- you must always wear a face covering when on public transport or if visiting hospital, and if possible, in any confined public space where you cannot maintain a 2m social distance from others.

## Hygiene

### 28) How should I clean my premises?

You can help to control the spread of COVID-19 by cleaning and disinfecting larger spaces or rooms. Fog, mist, vapour or UV treatments may be suitable options for cleaning and disinfecting larger spaces, in order to help control the spread of coronavirus. It's advisable to use a cleaning schedule to make sure that surfaces and equipment are cleaned when they need to be:

- **Detergents** - clean the surface and remove grease but do not kill bacteria and viruses
- **Disinfectants** - kill bacteria and viruses but do not work if the surface is dirty. As a general rule the disinfectant should remain on the surface for around 10 minutes
- **Sanitisers** - can be used to both clean & disinfect. First use the sanitiser to clean the surface, then re-apply to the surface. A sanitiser must remain for a minimum of 60 seconds before being wiped off. (min 70% alcohol)

The treatment you use will depend on:

- the size of the area to be treated, its shape and how easily it can be sealed off if delivering an airborne product
- whether there are hard or soft surfaces - soft furnishings may act as a 'sink' for the airborne chemicals and emit them for some time after treatment (it may be possible to remove items such as sofas before treatment)
- Some areas may be better suited to UV surface treatments than airborne chemicals or vice-versa
- Further details can be found on the HSE website:

[https://www.hse.gov.uk/coronavirus/disinfecting-premises-during-coronavirus-outbreak.htm?utm\\_source=govdelivery&utm\\_medium=email&utm\\_campaign=coronavirus&utm\\_term=disinfecting-premises-4&utm\\_content=digest-22-jul-20](https://www.hse.gov.uk/coronavirus/disinfecting-premises-during-coronavirus-outbreak.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=disinfecting-premises-4&utm_content=digest-22-jul-20)

### 29) What “common touch” items do I need to clean?

Cleaning should be generally enhanced, including more frequent cleaning of rooms or shared areas that are used by different groups. The use of “hot desking” should be

prohibited where possible. Cleaning frequently touched surfaces more often than normal, such as:

- door handles
- handrails
- auditorium seats (including backs & arms)
- table & desktops
- electronic devices/tablets/phones
- taps, washing facilities & hand sanitisers
- toilet flush and seats
- lift and hoist controls
- machinery and equipment
- office equipment
- stage floor
- rehearsal room floor
- dance floors/staging

### **30) What is adequate ventilation?**

UK Government have acknowledged that airborne transmission is an infection route, particularly in poorly ventilated spaces and are advising that workplaces boost ventilation so indoor air is sufficiently diluted to eliminate the potential for transmission. This could simply be achieved by opening windows, doors or providing fans. You may need to engage with your HVAC company or advisor. Further guidance is available here:

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm> and the most recent CIBSE covid-19 ventilation [guidance](#) for more details

You should also consider taking regular breaks during rehearsals/workshops (every 60-90 mins) for people to leave the room so that it can be ventilated & windows opened etc.

### **31) How do I clean my costumes?**

CITA (Costume in Theatre Association) have developed procedures which aim to highlight the risks and offer solutions to help arrive at a COVID Secure working environment. It gives practical considerations of how these guidelines can be applied in the costume workplace: <https://www.costumeintheatre.com/costume-during-covid>

### **32) How do I work on the fly floor safely?**

Suggested mitigation measures are included in the ABTT Guidance Document 103 <https://www.abtt.org.uk/product/guidance-note-103/>

The principles of working in small teams for short periods of time with regular hand washing apply to all tasks in rigging.

- Current social distancing guidelines should always be observed where possible. If this is not possible then working with face coverings should be considered.
- Consider splitting up areas of work and keep local teams in their own individual areas such as a grid team, a bridge team, a floor team etc.

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- It is advised that each person is assigned a job role that they stay with throughout the production. Allow only one person to operate the chain motor controller(s). This person should also manage the cleaning of the controller(s) and wash their hands thoroughly for 20 seconds at regular intervals.
- Hand sanitiser should be available in remote/controlled access areas such as fly floors, grids, bridges etc.
- In hemp or counterweight-flying houses, divide the hemp rope sets across multiple cohorts of flymen and do not mix the cohorts.
- Show running should be sympathetic to the needs of and take actions to reduce or eliminate the need for cross-flying.
- Where multiple cohorts of flymen are needed and rope sets split up, label and/or colour code the rope sets for each cohort.
- If possible, have only one flyman to operate the counterweight system.

### 33) I have more questions, where can I find more help?

#### Further GOV.UK guidance:

- [COVID-19: What you need to do](#)
- [Support for businesses and employers during coronavirus \(COVID-19\)](#)
- [General guidance for employees during coronavirus \(COVID-19\)](#)
- [COVID-19: Guidance for Restaurants and Bars](#)
- [COVID-19: Guidance for Shops and Branches](#)
- [COVID-19: Guidance for Close Contact Services](#)
- [COVID-19: Guidance for TV Production](#)
- [COVID-19: Guidance for Film and High-end TV Drama Production](#)
- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>
- <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do>
- <https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation>
- <https://coronavirusresources.phe.gov.uk/>

#### Useful websites:

HSE Coronavirus (COVID-19): latest information and advice	<a href="https://www.hse.gov.uk/coronavirus/index.htm">https://www.hse.gov.uk/coronavirus/index.htm</a>
Association of British Theatre Technicians list of relevant COVID 19 resources	<a href="https://www.abtt.org.uk/resources-guidance/covid19/">https://www.abtt.org.uk/resources-guidance/covid19/</a>
<a href="#">Institution of Occupational Safety and Health</a>	<a href="https://iosh.com/coronavirus">https://iosh.com/coronavirus</a>
Bectu - union for creative ambition	<a href="https://bectu.org.uk/coronavirus/">https://bectu.org.uk/coronavirus/</a>
Equity Support for creative workers	<a href="https://www.equity.org.uk/support">https://www.equity.org.uk/support</a>
Musicians Union - latest news on Coronavirus for musicians	<a href="https://www.musiciansunion.org.uk/coronavirus">https://www.musiciansunion.org.uk/coronavirus</a>
Plasa - technologies and services to the event and entertainment industries. Covid-19 News and updates	<a href="https://www.plasa.org/technical-news-topic/covid-19/">https://www.plasa.org/technical-news-topic/covid-19/</a>

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Independent Theatre Council Covid-19 Support	<a href="https://www.itc-arts.org/resources/covid-19-support">https://www.itc-arts.org/resources/covid-19-support</a>
Stage management Association Covid-19 resources for members	<a href="https://stagemanagementassociation.co.uk/">https://stagemanagementassociation.co.uk/</a>
Association of Lighting Designers Statement on Coronavirus	<a href="https://www.ald.org.uk/coronavirus-the-ald">https://www.ald.org.uk/coronavirus-the-ald</a>
British Occupational Hygiene Society return to work guidance	<a href="http://www.bohs.org/return-to-work-guidance/">http://www.bohs.org/return-to-work-guidance/</a>
Association of Event Organisers guidelines	<a href="https://www.aeo.org.uk/covid-19">https://www.aeo.org.uk/covid-19</a>
Cinema UK – Cinema opening guidance	<a href="https://www.cinemauk.org.uk/coronavirus-covid-19/guidance-for-cinemas/">https://www.cinemauk.org.uk/coronavirus-covid-19/guidance-for-cinemas/</a>
ACRE – Action with Rural Communities in England guidance for hall opening	<a href="https://acre.org.uk/cms/resources/press-releases/covid-19-information-sheet-opening-your-hall-after-lockdown-20.7.20-final.pdf">https://acre.org.uk/cms/resources/press-releases/covid-19-information-sheet-opening-your-hall-after-lockdown-20.7.20-final.pdf</a>

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