



Virus Protection Protocol

- Equity, Creative and Backstage Team

If these guidelines are updated at any time between now and the end of your contract the update will be re-issued to both yourself and your agent. There will be a formal training session on this guidance before rehearsals start.

Introduction

It's a miracle that we're able to work in the entertainment industry in the current climate. Our industry was the first out and we'll probably be the last back. As we get back to work we should try to be the guiding standard when it comes to keeping ourselves and others safe, as well as managing the spread of the disease.

At the same time any policies should be taken with consideration of normal health and safety practices. Where the two conflict, or when social distancing itself creates a hazard, you should talk it through with your peers or company manager, to tackle the job together whilst mitigating the risk.

An open dialogue, involvement from and respect for all parties, is the only way that these new, radical policies will be consistently adhered to. If we generate policies on paper only, that are often ignored, then we have no right to be upset with anyone but ourselves should we come a cropper.

GUIDANCE FOR INDIVIDUALS

Steps you will need take when you work at The New Wolsey Theatre

All people working at the theatre or rehearsal room will be allocated to a working group in an effort to avoid cross contamination whilst on site.

Firstly, you must contact the head of your working group to request access to the rehearsal room or theatre.

A working groups organogram can be found at the end of this document. You must gain the authorisation of the head of your working group to come on-site. The head of working group will be responsible for checking you into the building when you arrive for work. Should you have any questions or queries regarding Covid-19 policy and procedure it should be addressed to your head of working group. In the event that your head of



working group is unable to attend site, you must be assigned to and checked in by an alternative head of working group.

The Heads of Working Groups

Performers, Creatives & Backstage Crew - Working Group (as and when called)

Ellie Randall eleonorjrandall@gmail.com (from 17th May – 13th June)
David Phillips dphillips@wolseytheatre.co.uk

Production - Working Group (as rota'd)

David Phillips dphillips@wolseytheatre.co.uk
Matt Ramsey mramsey@wolseytheatre.co.uk
David Gardener dgardener@wolseytheatre.co.uk

Premises and Non Capital Contractors - Working Group

Neil Daines ndaines@wolseytheatre.co.uk

Administration - Working Group

David Watson dwatson@wolseytheatre.co.uk

Communications and Front of House - Working Group

Sue Lawther-Brown slawther-brown@wolseytheatre.co.uk

Creative Communities – Working Group

Tony Casement tcasement@wolseytheatre.co.uk

Capital Project Visitors - Working Group

Matthew Linley mlinley@wolseytheatre.co.uk

It is important to minimise any crossover between working groups – this allows us to isolate an outbreak to just one team.

No more than 24 hours ahead of your first visit into NWT you will need to fill in an online 'Wellness Questionnaire' that is **specific to your working group** – this needs to be completed no more than 24 hours in advance of your visit as it records your visit, any Covid symptoms you may have and any other information required, ensuring risk is reduced before you travel to NWT the following day.

If you have not been sent a link to you working groups wellness questionnaire please visit www.wolseytheatre.co.uk/covid and select the appropriate working group.

Please do not travel to NWT if you have any Covid-19 symptoms.



If you are unable to fill in the form at home on your computer or smartphone, please contact your Head of working group and arrange a phone check-in before you travel to work.

Getting Ready and Travelling

Advice for NWT Employees and Visitors.

- Name any personal water bottles/food receptacles in order to avoid cross contamination
- Bring a packed lunch.
- Anything you wear or bring should be newly cleaned/disinfected. Clothes should be fresh and personal equipment wiped prior to work start.
- You should have excellent hygiene and be washed before work.
- Leave plenty of time to get to work, don't rely on old habits or knowledge, assume everything is different now.
- Your method of travel to the job should be considered to avoid the spread of the virus. Actively avoid busy public transport carriages. Walk or cycle whenever possible - though don't be late or your rush to work might give you a false temperature reading when you arrive!
- The NWT will endeavor to provide secure bicycle storage whilst you are working
- Avoid crowds and try not to use Public Transport - especially at peak times where control is impossible.
- Only travel by car if other means of getting to work are unavoidable. Parking will need to be arranged with your head of working group well in advance of your shift. Parking facilities are severely limited.

If you have any of the symptoms of the Virus and turn up to work, you are endangering the livelihoods and health of everyone you come into contact with. Tell your head of working group at the earliest possible moment that you cannot come to work, stay at home and self isolate as per government guidelines. www.gov.uk.

When you arrive at NWT

Please arrive at the HEG front door or theatre stage door in plenty of time, and contact your head of working group on their phone or by another means of communication. If you have had a call sheet, you will know your call time. **However you still have to wait to be checked in.**

You will then be welcomed, your temperature will be taken and you'll be asked to sanitise your hands.



Please note that if you fail a temperature check (perhaps if you've been running), you'll be allowed a re-test after 10 minutes. Please note that there will be no access to the building until a temperature check has been passed.

Where you are unable to fully socially distance whilst at work - please wear a face covering.

Once you are on-site:

Once you are on the NWT site, leaving and re-entering is positively discouraged. Not leaving site is to allow track and trace details to be accurate, in case of a positive test. You will need to be temperature checked when you return.

The theatre site now has direction arrows on the dressing room corridor and rear of house stairwells. The open plan office is bi-directional. You must abide by these directions to aid social distancing. Please remain in your designated work group unless absolutely impossible.

Rest Room Facilities are now allocated to groups (as signposted) to avoid cross contamination. These are as follows:

Acting Company and Backstage:	End of Dressing Room Corridor Toilets – Ground Floor
Administration and Comms:	Open Plan office Toilets (allocated) – First Floor
Front of House workers/Creatives:	Front of House - First Floor Toilets

Green Room facilities are also segregated as follows:

Production Team and Backstage:	Green Room
Administration and Comms:	Laundry / Green Room
Front of House workers:	Front of House

Cleaning

Head of working groups will keep on top of cleaning commonly touched items (such as door handles and toilets) with support from their group members.

Cleaning staff will be in daily to deep clean rear of house and rehearsal areas as guided.

In Rehearsals and Performance

For everyone's safety and protection we will be working towards meeting the following rules. These rules and guidance come directly from the UK Governments' guidance for professional performing arts. More information at : www.gov.uk

- Keep interaction with co-workers to a minimum
- NWT will keep all actors in a fixed team in the same bubble

- When collaborating (eg production meetings), we will use a zoom call in the building to ensure distancing. If this isn't possible, ensure face masks are worn at all times and hands are sanitised before and after the meeting.
- Conduct meetings in open, well ventilated spaces
- Use only your own workspace, make sure you sanitise the area daily.
- Avoid the use of air conditioning. Open windows and encourage airflow through the workspace.
- Provide space for performers and other attendees to be socially distanced from each other and from any audience, production team members or other individuals, during rehearsal, pre-production, performance and any other form of performing arts activity.
- Ensure all rehearsal and performance areas, with particular regard to indoor and covered areas, have maximum ventilation whenever staff or audiences are present.
- Organise rehearsals and performance to avoid situations where performers cannot socially distance, wherever feasible.
- Reduce as far as possible any time that individuals are not able to maintain social distancing.
- Conduct rehearsals in smaller fixed teams wherever possible.
- Removing non-essential common areas such as waiting rooms.
- Using floor tape or paint to mark areas to help people maintain social distance, where possible.
- Blocking side-to-side or back-to-back and avoiding working face-to-face wherever possible.
- Taking steps to improve ventilation as far as possible, both through the use of mechanical systems and opening windows and doors.
- When rehearsing indoors, limiting the numbers to safely match the available ventilation of the space and the ability to observe social distancing.
- Maintain social distancing wherever possible in rehearsals and performance and using fixed teams.
- If performers are likely to spit during their performance, we will consider additional mitigations such the use of face coverings or screens.
- Use of technology in rehearsals such as for sheet music, to perform read-throughs, and in performance where feasible.
- Avoiding blocking actors face-to-face wherever possible.
- Creating the call schedules so that only those required are on-site.
- Using radio, phone and video links where possible to avoid face-to-face contact.
- Observing social distancing at all times whilst playing instruments.
- We have limited the numbers of company and audience to account for ventilation of the space and the ability to social distance
- Where appropriate, we will consider using screens or barriers in addition to social distancing.

- Restricting workers allowed back-stage and on-stage to those who are essential.
- Not permitting visitors back-stage or at stage door
- We will lay out the wings to allow for the minimum possible interaction between people, for example one-way systems, dedicated spaces for stage managers and dressers.
- Reconfigured back-stage to introduce one-way systems and use of green rooms and crew rooms by fixed teams.
- Limiting prop handling to the minimum possible number of people and clean after every performance, and where possible between uses if handled by different people.
- Limiting handling of key props on set to a dedicated crew member and relevant cast.
- Providing markers on-stage for music groups to adhere to social distancing.
- Limiting 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
- We will maintain, where possible, a separation between those operating front of house and back of house. This will include lighting, sound, video and DSM
- Marking up the band area so that all musicians are clear about their spacing and social distancing.
- We will use screens or barriers, especially where musicians are facing each other, whilst taking account of health and safety requirements regarding noise exposure.
- Using screened-off cubicles for cast to receive their costume and dress without assistance where possible. Where assistance is unavoidable (for example for quick changes in the wings), where possible avoid face-to-face positioning during fittings
- Where face-to-face positioning during fittings is unavoidable, following the government guidance on working in close contact settings.
- Sanitising and ventilating changing cubicles between use
- Separating individual cast members' costumes in plastic bags
- Avoiding cross contamination between performers own clothing and costumes
- We will launder under costumes between each use and cover them individually in plastic covers after cleaning. These items will be dropped off outside dressing rooms.
- Every cast member will have their own dressing room and no crew or other company will enter.
- NWT will ensure ongoing engagement with workers and participants (including through trade unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments.
- Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing



aspects of coronavirus (COVID-19). The New Wolsey Theatre's lead on Mental Health and Wellbeing is Lucy Parker. lparker@wolseytheatre.co.uk

Procedure if an employee or visitor feels unwell

NWT has made plans for when a person suddenly falls ill, or shows some symptoms of the virus. The process is as follows:

- Inform a manager of the situation
- Ensure they immediately wear a face covering, wash their hands thoroughly with soap and water and gather their belongings
- Disinfect everything they may have touched as soon as possible
- Ensure the sick employee waits in laundry until arrangements have been made to collect them.
- Help the sick employee arrange their collection from NWT
- Head of working group (wearing face mask) to re-interview the person regarding their recent movements prior to work and the people/equipment they have worked with during the day.
- If you are that person, report to your line manager, go straight home, doing your best to protect others in your environment along the way. Once home - self isolate.

Guests and Non-Capital Contractors visiting NWT

- All visitors to NWT must be checked in by the head of working group and have their details recorded in case of Covid-19 infection, the process will be:
 - Take Temperature
 - Sanitise Hands
 - Wear Mask
 - Log Results

Face Coverings

Face coverings must be worn at all times backstage at the New Wolsey. But don't fall victim to having a false sense of security, the face covering alone will not prevent the spread of viruses. The New Wolsey Theatre can provide clear face coverings and visors in the event that lip reading is required. NWT also complies fully with the government's guidance on face covering exemption.

- Avoid touching your face covering and face at all times.
- NWT will supply basic, disposable face coverings. You are welcome to supply your own providing it is cleaned and of good quality. NWT will supply 'show' masks for use during performance times.
- The primary use of a face covering is to restrict your own oral and nasal fluids



entering your working environment, especially when having to work in close proximity to others.

- Be aware that wearing a mask in itself can increase your body temperature and make it more difficult for efficient breathing.

Wash or sanitise your hands thoroughly:

- Before leaving for work
- Upon entry to the building (in designated washing facility)
- Before each work period start
- At the end of each work period
- After each potential contamination event
- Working alongside other personnel not part of your working group
- A period of high tempo/fast/hard physical activity
- When in the presence of someone actively displaying symptoms
- A job involving facing another person or working in close proximity

Use of your personal data:

Heads of Working Group are required to collect information regarding the health of employees working at NWT. This information includes but is not restricted to:

- Full name
- Dates working onsite
- Contact email Address
- Working group and other members (if known at time of form being filled)
- Tel Number
- How the person travelled to work that day
- How the person is planning to get home after work.
- Confirmation that the person does not have any of the symptoms of Covid-19:
 - Persistent Cough
 - Fever/High Temperature
 - Difficulty breathing
 - Headache
 - Myalgia (Muscle aches)
 - Potential loss of taste/smell
 - Conjunctivitis
 - Fatigue
- Confirmation that the person is not taking pain relief and if they are, they specify what for
- Confirmation that they have not been in contact with anyone suspected of having the symptoms of Covid-19
- Declaration that they understand and accept NWT social distancing and PPE rules.

This information will be kept on file for up to a month to create a data map that will enable NWT to identify and contact those at potential risk should a person become diagnosed with Covid-19.

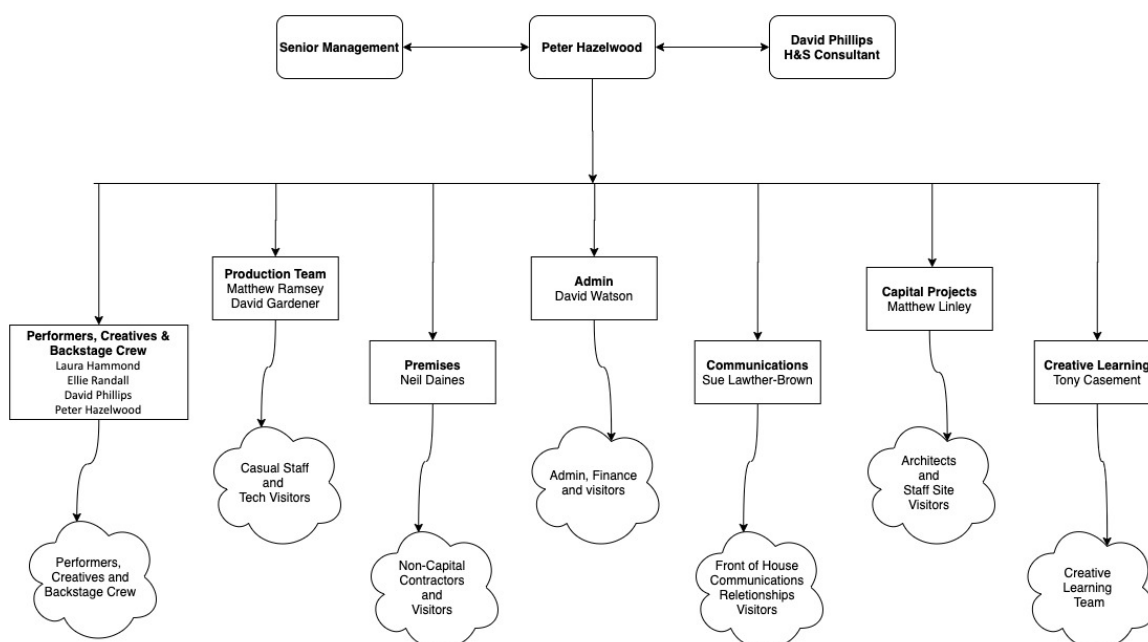
Reviewing documentation:

This document should be reviewed when additional staff are brought into the theatre and rehearsal room.



The New Wolsey Theatre - Covid Secure Organogram

The image below outlines the order of responsibility shown in The New Wolsey Theatre's 'Covid Secure' Policy



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