Reopening of Arts Centres-Guidelines v 1.1

Part 2 Covid-19 Occupational Safety, Health & Welfare guidelines

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Before you open your doors to return to work, has your Arts Centre/Venue completed the following requirements:

☐ Complete Employer Covid-19 policy (within appendices)
☐ Developed a Covid-19Business Response Plan (BRP)
☐ Appointed a Covid-19 Compliance Manager and a Covid-19 response Team.
☐ Nominated a lead Covid-19 Staff Representative.
☐ Updated your Occupational risk assessment and safety statement.
☐ Implemented your Covid-19 safe operating procedures and control measures as outlined in your risk assessment and check lists.
☐ Communicated your plan to all, received their return to work forms and provided appropriate training.

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The document is based on current advice about measures to reduce the spread of Covid-19 in the Return to Work Safely Protocol (Covid-19 Specific National Protocol for Employees and Workers) issued by the Department of Business, Enterprise and Innovation and the Department of Health. As the advice issued continues to evolve, this protocol and the measures employers and workers need to address may also change. Therefore, it should be noted that the attached details are non-exhaustive and are also subject to change. This is a general document applicable to all sectors (artists, theatres and arts centres). It is not designed to prohibit the introduction of further specific measures in particular sectors or workplaces, as long as they enhance the measures set out in this document. In addition, further supports for employers and workers will be developed and provided where appropriate. This is a living document.

Contents

Overview

This document is Part 2 of the Reopening Arts Centres series, (Occupational Safety, Health and Welfare Covid-19). It should be read in conjunction with Part 1, the Reopening of Arts Centre (Business Continuity and Covid-19 Response Planning) and current legislation Safety, Health and Welfare at Work Act 2005 and associated regulations and code of practices. This is a working document, guidance around Covid-19 is updated frequently and therefore the Covid-19 Compliance Manager and all senior management should ensure they are up to date on the most recent information and advice. Recommended sources for information include:

Government of Ireland website	www.gov.ie
Health Service Executive (HSE)	www.hse.ie
Health Safety Authority (HSA)	www.hsa.ie
Health Protection Surveillance Centre (HPSC)	www.hpsc.ie
National Standards Authority Ireland (NSAI)	www.nsai.ie

The good corporate governance of the Arts Centre and responsibility as a safe place of work is that of the Artistic Director, Arts Centre or Venue Manager, and the Board of Directors. As with the existing Health and Safety legislation these responsibilities cannot be outsourced to the Covid-19 Compliance Manager or roles like Stage Manager/FOH Manager/Production Manager although it is within their normal roles to work across departments ensuring Health and Safety compliance. Staff consultation and an inclusive approach to how mitigation measures can be introduced is integral to the successful reopening of Arts Centres and thereafter keeping the doors open through the creation and maintaining of a safe space for arts workers, audience and centre users.

The Health and Safety Authority of Ireland (HSA) identifies the following Covid-19 control measures:
- Hand hygiene and sanitising.
- Respiratory hygiene.
- Physical distancing.
- Minimising contact.
- Considering at-risk workers.
- Consider visiting contractors / others.

The Association of Irish Stage Technicians (AIST), Theatre Forum and Arts Centre Manager Working Group have provided guidance and interpretation on how control measures may affect the work practices. The principal work considered is that of the stage as presently it offers the most challenges in re-opening. The occupational considerations for FOH staff will be considered in the following document on Public Safety. The intention is that other areas of the Arts Centres work can use these work practices as a template. The first document in the Reopening series included:
- Staff induction and training (HSA Induction checklist with appendices of this document).
- Role of the Covid-19 Compliance Manager.
- Covid-19 Risk Assessment and Checklists.
- Action Plan if a member of staff or the public present with symptoms.

Visual Artists Ireland (VAI) is working on documentation to support artists with studio practices which is also available here. The HSA also has a range of back to work templates and checklists available here.

How is Covid-19 Spread?

Covid-19 is a highly infectious disease that can lead to severe illness and in some cases death. The virus is most likely to be passed on when there is close contact with an infected person. There are two main ways Covic-19 can be spread:

- By coming into close contact with someone who has the virus and is coughing or sneezing.
- If an individual comes into contact with surfaces, objects or the hand of an infected person that has been contaminated with respiratory secretions and then the individual touches their own face (eyes, nose or mouth).

Duration of contact – Staff often have prolonged closeness to other staff (e.g. for 8-12 hours per shift). Continued contact with potentially infectious individuals increases the risk of transmission of Covid-19.

Type of contact – Staff may be exposed to the infectious virus through respiratory droplets in the air-for example, when somebody who has the virus coughs or sneezes. It is also possible that exposure could occur from contact with contaminated surfaces or objects, such as tools, cutlery, door handles etc. Shared spaces such as break rooms, locker rooms, and entrances/exits to the Arts Centre may contribute to their risk with a generally higher risk of transmission within enclosed rather than outdoor spaces.

Risk

Without proper preparation and planning suspected/confirmed cases of Covid-19 can put staff welfare at risk, cause business disruption and significant loss of business and revenue. The processes discussed in this document will provide reassurance to those working in and visiting the organisation that all precautions have been taken to stop the spread of the virus and to encourage good hygiene practises.

There are three basic principles for preventing transmission:
- Keep a distance, cleanliness, surface disinfection, hand/respiratory hygiene (cough/sneeze etiquette).
- Protect particularly vulnerable people; and
- Isolation of sick people and people who had close contact with them

Symptoms

It can take up to 14 days for symptoms of Covid-19 to appear. They can be similar to the symptoms of cold and flu.
Common symptoms of Covid-19 include:
- a fever (high temperature - 38 degrees Celsius or above)
- a cough
- shortness of breath or breathing difficulties.

If an individual has any of these symptoms, they should behave as if they have the virus and self-isolate for 14 days (refer to current HSE guidance). People in their households will also need to restrict their movements. It is essential to ensure that staff, contractors and visitors are briefed to be aware of the symptoms of Covid-19 and asking them to stay at home and follow recommended guidelines should they display any symptoms.

Close Contact Definitions

If a confirmed case of Covid-19 has been diagnosed in your organisation it will be necessary for all close contacts to isolate for 14 days (refer to current HSE guidance).
A close contact is defined as:

- Any individual who has greater than 15 minutes face-to-face (under 2m distance) contact with a case in any setting.
- Household contacts defined as living or sleeping in the same home, individuals in shared accommodation sharing kitchen or bathroom facilities and sexual partners.
- Passengers on an aircraft sitting within two seats (in any direction) of the Covid-19 case, travel companions or persons providing care, and crew members serving in the section of the aircraft where the index case was seated.
- For those contacts who have shared a close space with a case for longer than 2 hours, a risk assessment should be undertaken by Public Health taking into consideration the size of the room, ventilation and the distance from the case.

Health and Safety Authority (HSA) Health Information

Staff and contractors (as they will be working within the venue) are required to complete a 'Return to Work Form' at least 3 days prior to their return to work to confirm they are free from symptoms of Covid-19, HSA Return to Work Form, download the form here.

The HSA have issued an Employees Responsibility Sheet to inform staff of their individual responsibilities in helping to stop the spread of the virus. This sheet can be given to employees as part of their induction training. The contact details for your appointed Covid-19 Compliance Manager(s) should be entered onto the document. HSA Employee Responsibility Form, link. The document is also included within the appendices here.

All staff, visitors and contractors will be asked to provide contact details before entering the centre and explained why these logs are being kept. These contact details will be able to assist with contact tracing should it be necessary. Whether gallery visitors or audience members would need to also complete the questionnaire is dependent on government public health guidance. Sample form within appendices.

GDPR

Data protection law does not stand in the way of the provision of healthcare and the management of public health however measures taken in response to Coronavirus involving the use of personal data, including health data, should be necessary and proportionate.

Decisions in this regard should be informed by the guidance and/or directions of public health authorities, or other relevant authorities. Only the minimum necessary amount of data should be processed to achieve the purpose of implementing measures to prevent or contain the spread of Covid-19. For further information, link here to the Data Protection Commission.

Returning to work post-illness

If returning to work following a suspected or confirmed case of Covid-19, it should be 14 days since the onset of symptoms and 5 days since their last high temperature (above 38 degree Celsius). If the individual has been tested for Covid-19 and the test comes back negative they may return to work as long as they are feeling healthy and well. If they are unsure whether they are fit to return to work, they should contact their GP by phone, who will be able to advise.

Hand hygiene/Hand sanitising

Good hand hygiene and washing hands properly will help to stop the spread of Covid-19. It is important to encourage frequent hand washing using soap and warm water and to follow HSE handwashing guidelines. A new regime of regular hand washing should be implemented encouraging staff to wash their hands on a very regular basis. Between hand washing the use of hand sanitisers (70% alcohol base) is recommended. In addition to a **No Handshake Policy** it is recommended to wash hands:

- After coughing and sneezing
- Before and after eating

- Before and after preparing food
- If in contact with someone who is displaying any Covid-19 symptoms
- Before and after being on public transport (if using it)
- At the start and end of a work task
- Before and after being in a crowd
- When arriving and leaving the centre
- Before having a cigarette or vaping
- When hands are dirty
- After toilet use.

Encourage staff to maintain good hygiene practices whilst at their workspace:

- Install extra hand washing and hand sanitising dispensing units. Require regular hand washing or hand-sanitiser and promote the importance of keeping personal workspaces clean. Alcohol based hand sanitiser will require a fire risk assessment, conditions of use within appendices.
- Keep personal workspace free from clutter to facilitate easier cleaning.
- Provide appropriate cleaning equipment for staff to be able to use on their personal workspace.
- Provide additional waste bins with lids in workspace, preferably pedal bin or non-touch opening mechanism.

Hand hygiene notes:
The following are possible ways of improving hand hygiene, reducing cross contamination and minimising associated risk.

- Installation of handwashing facilities at the main doors, temporary sinks may be an option, if not then install hand sanitiser points in key locations. Develop good habits of hand washing before staff. commence new roles, use different equipment, come back off breaks, return into the work space etc.
- Staff are encouraged to bring in drinking bottles, which should be labelled. Shelves or dedicated set down areas should be provided.
- Disposable paper hand towels are preferable for hand drying. The use of shared hand towels must be avoided.
- Staff should carry their own pen with them.
- Equipment out on loan must be cleaned/sanitised by the loanee on return.
- Work schedules will need to include cleaning, start and end of shift activity, the responsibility should be on all staff within the working area and on all departments.
- Shared equipment should be cleaned <u>and</u> sanitised after use and before handing it over to other people, this includes FOH and office computer stations, lighting or sound control desks, tools used on stage or in the gallery, motor controllers and similar contact points.
- Personal tools and equipment should be labelled with name of user. Toolboxes brought into the venue should be cleaned/sanitised and should have a marked tool set down area for the duration of the work.
- Microphones, radio equipment, especially earpieces and headsets should be personalized and only used by that specific individual, preference would be for companies to tour their own microphone package and any staff to have their own headsets.
  - As an example, this is a link for the manufacturer recommendation on the cleaning of DPA microphones.
  - A thin layer of plastic over microphones will reduce audio quality but may be an option to reduce cleaning schedules and may be suitable for certain situations,
- Access to technical and FOH stores should be restricted. Consider possibility of an in and out tray so that used items can be left for 72 hours after use (if you have the quantity of equipment to allow), or of a strict cleaning schedule if you don't have that capacity.
- Production desk consoles should have networking and secure remote access capacity.
- Minimise what staff have to bring into the work, a dedicated area for belongings e.g. staff lockers.

- Examine how tasks can be grouped or dedicated to one person to reduce touch point issues. Swapping job roles should not be encouraged e.g. one person on the sound desk and another running cables.

In order to minimise the spread of Covid-19, good practises should be encouraged within your organisation. The Health Service Executive (HSE) has designed resources including posters and videos which are freely available for employers to encourage preventative measures for the spread of the Covid-19. These resources can be found through the HSE website:
https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/

HSE Hand Washing Poster:
https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/hand-hygiene-poster-english.pdf

WHO Hand Washing Poster
https://www.who.int/docs/default-source/coronaviruse/how-to-handwash-poster.pdf?sfvrsn=8c5c9ffa_2

HSE Hand Washing Video:
https://youtu.be/IsgLivAD2FE

Respiratory Hygiene

When coughing or sneezing, the mouth and nose should be covered with either a tissue or the individual's bent elbow. Tissues should be placed into a sealed bin and hands washed. If a person's hands are contaminated and they touch their face, they can then transfer the virus to their nose, mouth and eyes where the virus can then enter their body, reinforcing the necessity for good hand hygiene.

Regular ventilation improves hygiene and better air quality, closed rooms will increase pathogens in the air, airing the room reduces this. The ability to adequately ventilate the space (HVAC or window) will inform the assessment for space occupancy, however the resulting requirement for ventilation may affect the ability to heat the space.

Within the centre the following engineering and administrative controls should be considered:
- Increase ventilation rates (more outside air)
- Separating tasks/work areas
- Staggered scheduling of department breaks and start times.

Respiratory Hygiene Notes
- Showers will amplify the distribution of virus droplets, so consideration should be given to asking performers where possible to not shower in the venue. Use of showers should to be identified within the show rider.
- Venue contracts may need to identify areas of usage, for example the number and capacity of dressing rooms. This would assist the venue is determining costs as regards cleaning involved post event.
- Use of lifts is discouraged and would require risk assessment to determine continued use, mitigation will include more regular cleaning.

Personal Protective Equipment (PPE)

Government and HSA guidance **presently** is that Personal Protective Equipment (PPE) only needs to be worn in specific circumstances and does not need to be worn by staff in general aside from PPE that is already required for certain tasks e.g. steel toe boots, hard hats etc. PPE is the **last step** in the hierarchy of risk controls. However, it should be issued in conjunction with other control measures to protect staff.

Under existing Health and Safety Legislation, when the Arts Centre as the employer cannot protect staff by avoiding certain tasks, they must provide PPE. The Centre must pay the cost of providing the PPE and all PPE should carry an EN marking. The PPE selected must be suitable and fit for purpose and take into account the conditions of the workplace, ergonomics, the wearer's state of health and it must fit the wearer. Remember maintaining physical distancing and good hygiene measures are the preferred approach to preventing the spread of Covid-19.

Information and training on the safe use of PPE should be provided to all staff who are required to use it. PPE is recommended for:

- specific role-based tasks for example first aid responders and cleaners
- situations where social distancing cannot be observed, FOH positions after risk assessment, and certain on stage (Quick Change, Mic Dressing, Costume maintenance etc.) and gallery tasks.
- a potentially infected individual (when moving to isolation).

PPE notes

- The Arts Centre will be responsible for providing all their staff with appropriate PPE. If a production company is working in the Arts Centre it will be responsible for providing its own staff (crew, performers creatives etc.) with PPE.
- A show specific risk assessment should identify tasks that will require the use of PPE and the type of PPE to be used, including non-Covid-19 related hazards. Where masks are indicated as a requirement, staff should be trained and aware of any conditions that can make mask-wearing difficult e.g. asthma, autism etc. and management should ensure tasks are delegated appropriately to take these considerations into account.
- PPE requirements should be HSA compliant and consistent across the Arts Centres and visiting companies must meet the PPE requirement determined by the host Arts Centre as a minimum.
- Production companies should be informed of the Arts Centres PPE requirements in advance, preferably on the venue's technical specification. Arts Centres should have a contingency of stock for productions that arrive with insufficient Covid-19 specific PPE (masks, gloves and eye protection), to ensure appropriate level of safety is being adhered to. PPE used by a production company will be charged back to the production company at cost-price.
- There must be suitable training and instruction for the correct wearing (especially taking on and off) of PPE. The wearing of masks is preferable for only short durations as over time moisture builds up in mask, and it can encourage face touching and complacency. Beards may prevent creation of a seal and reduce efficacy of masks.
- There are many different types/grades of masks that can be worn. The appropriate mask to be used in each situation should be identified as part of the task analysis risk assessment.

Current recommendations on the use of PPE for suspected/confirmed cases of Covid-19 can been found on the Health Protection Surveillance Centre (HPSC) website:
https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/ppe/

How to remove gloves safely – Health & Safety Executive UK
https://www.hse.gov.uk/skin/posters/singleusegloves.pdf

How to put on, use, take off and dispose of mask Poster – World Health Organisation
https://www.who.int/docs/default-source/epi-win/how-to-use-mask-v0-1-print.pdf?sfvrsn=64ba1493_2

Physical (Social) distancing

An Arts Centre's audience, staff and visitor capacity is determined by the local fire authority and national building regulations. However, current Covid-19 protocols are likely to significantly reduce this figure. Determining revised capacity figures depends on the available space to ensure the 2m Physical Distance (PD). A system of access control

will be needed to ensure this number is not exceeded and that the name, role and contact details of all those within the building are captured.

When making any changes to spaces in such that it alters, impact or negates the fire safety strategy in whole or part for example, by impacting on means of escape i.e. fire doors, escape routes and where there are changes to bar and seating, this should only be done with the considered advice from a chartered fire safety consultant. They should be engaged to advise you before you do works and possible legal issues that may ensue even though anticipated venue capacities maybe significantly reduced as a result of Covid-19 mitigation measures. Any such changes may require the application for a Fire Safety Certificate depending on whether the scope is such as to be considered a material alteration under the Building Control Regulations. The professional advice of a Chartered Fire Consultant may be imperative.

Consideration as to how safety information can be relayed to everyone including freelance arts workers, contractors or staff, staff with physical or intellectual disabilities notably visually impaired or hard of hearing workers. Hot-desking should be avoided wherever possible and workspace allocated for individual use, However, when it is used by more than one person, the desk/workstation should be cleaned and sanitised before and after each use. Cleaning supplies should be easily available in these locations. Desks should be safely spaced and divided to take into account the 2m physical distancing guidelines. Remote working should be encouraged to reduce face-to-face contact. In larger, open plan workspaces other measures may need to be used including one-way systems and floor markings.

- Workspaces (including dressing rooms, costume workshops, offices) should be spaced out to allow at least 2m between staff members. Furniture may need to be removed or marked 'not for use' to facilitate correct spacing. If this is not possible, consider shift patterns or remote working to reduce the overall number of staff in the office at any one time.
- Remove soft furnishing where possible. Absorbent furniture and fabrics are hard to keep clean. Ideally office furniture should be functional and easy to clean and disinfect.
- Add screens between workspaces. Installing screens between workspaces and also public areas is a quick and effective way to protect staff and the general public from the risk of cross contamination.

To maximise spaces of assembly, the venues will need to consider

- The removal of table and chairs within areas like Front of House/green room/areas of assembly. Where tables cannot provide 2m distancing they should have partition screens or become single usage.
- Restricting access and staggering the use of green rooms or kitchen facilities - office and back of house breaks at different times. Where possible staff to eat at workstations instead of canteen or gathering areas.
- Working from home or split shifts to reduce building occupancy levels.
- The use of common routes, e.g. stairs, doors, elevators, must be adjusted to ensure that physical distancing can be maintained between workers.
- Business continuity in staffing rosters should ensure the separation of critical staff in order to limit joint exposure and protecting ongoing ability provide a service. Staff should be grouped into teams and ideally there should be no cross-over between teams to allow for easier isolation should symptoms of Covid-19 be present. In the event of an infection of a staff member this will decrease the risk of losing all staff.
- For busy days in the Centre, a strategy as regards zoning may be applied so that staff movement between areas are minimised and controlled. Staff may be restricted to gallery or theatre spaces with dedicated welfare facilities for these areas or separating the onstage show crew and offstage fix crew. Daily inductions may include information on the daily zone/work group arrangements.

Areas of circulation or movement including corridors and stairwells would preferably be single direction and where corridors are not wide enough, additional measures should be taken.

- Marking to designate direction, signage, floor markers etc. used to encourage individuals to observe physical distancing measures.
- Discourage conversations, phone calls or gatherings in corridors.

- Where corridor is shared access, agree access times for deliveries/collections to reduce the footfall to a minimum and who may access on other occasions.
- Assessment of disability access and identify users, considering access for circulation and access to toilets, lifts etc.
- Develop new circulation routes or access around the building, identify points of higher activity – e.g. relocating storage areas, whilst being cognisant of pre-existing security or fire safety or manual handling requirements.
- Increased cleaning and monitoring protocols.

There may be certain tasks and situations where it is not possible to maintain the 2m physical distancing requirement between individuals. Where such a situation has been identified and if this close contact work is unavoidable, the following questions should be asked:

- What the task involves and is it absolutely necessary?
- Are there alternative ways of achieving the task to ensure PD and safety compliance?
- Can the amount of people involved in the task be minimised to reduce the risk of possible infection?
- As a last resort, if PD cannot be maintained, what PPE should be used to safeguard individuals?

Where PD cannot be achieved, the following measures should be considered:

- Installation of screens/barriers or use of PPE as identified by specific risk assessment and in line with Public Health guidance.
- Maintaining a distance of 1m where possible and keeping those involved to the minimum number required to perform the task, minimising any direct worker contact.
- Ensure hand washing facilities/hand sanitiser is easily accessible.

PD Notes

- Signage should be displayed on every room/area to show its maximum capacity. Capacities will need to be calculated based on the specific venue and the areas within it. The capacity will need to be based on the 2m PD requirements taking into account what it is being used for, available space, appropriate ventilation, room access, duration of use and cleaning requirements.

General rule on seated, low personnel circulation	2m distancing
Stage, gallery, studio, normal personnel circulation	6.25m² per person
Dance, high personnel circulation *Opera, orchestral, vocal will require increased space.*	8-16m² per person *This figure varied across available sources and largely depends on the level of room activity.*

Table 1 <u>**Indicative figures only**</u> *– follow developing government advice.*

- The revised capacity of the Arts Centre will result in a stricter house policy with regards to social visiting or gathering in dressing rooms.
- Ways of enabling opening night gatherings, meet and greet, familiarisation will need to be considered and assessed to see if tasks can be performed off site e.g. highly probable than post show production notes will not be possible in the auditorium.
- If a dressing room is large enough, 2m of countertop personal space should be allowed per person. If ventilation is poor, duration of occupancy – under 2 hours over a 12-hour shift - this will further lower capacity.
- Most green rooms will need to be rearranged with significant reduction in capacity. Providing tea and coffee making facilities in individual dressing rooms could be an option if fire alarm systems allow.

- Areas of concern may be green rooms, control rooms, dressing rooms, Box Office spaces may be restricted to single occupancy, based on available ventilation, circulation and space.
- If there is poor air circulation within a room (post show dressing rooms, control rooms, closed box office booths) it is advised to wait 1 hour before entering rooms to clean.
- For costume maintenance cast should place costumes with a bag before placing in a basket at designated locations to avoid stage management or wardrobe having to enter. Note: costumes will need to be washed at higher temperatures, may have implication for material and costume selection at design phase.
- A formal sign-out system of staff/crew/performers leaving the building so that staff do not have to circulate the building entering rooms to make sure everybody has left.
- Team lifting should be avoided where possible and mechanical solutions used. For example, using a line or hoist instead of walking up a scenery flat, use of trolley and motors etc.
- Agreeing a fixed position for the sound desk to minimise movement of desks. This may simplify box office capacity.
- Lighting plotting from the booth, keeping desks in place. Consider networking and remote access to LX and Sound if possible, on personal laptops. Plotting from the booth to minimise possible contamination of the auditorium and to reduce the cleaning workload.
- Isolate work areas with barrier tapes to prevent access, for example staff working in the gallery space while public are present. The work area periphery should consider a minimal external 2m area beyond the actual work area.
- Show or event specific risk assessments will be required for the loading and unloading of trailers. This may require agreed industry protocol and procedures, follow developing best practice. Mitigation measures may include:
  - Limit unload to specific team
  - Limit pack size and avoid overpacking.
  - Avoid loose pack, Small furniture in hampers, larger furniture wrapped in tarp, with bungies etc.
  - Driver stays outside of trailer, enters only check the pack and tying off.
  - If a risk assessment requires PPE be worn, consider emptying the truck at once to avoid crew being in PPE for longer than necessary.
  - A policy on allowing drivers use rest facilities, showers, toilets etc. when taking statutory breaks.
- Venues should invest and provide in stable wireless broadband access throughout the venue to allow online work. Using virtual collaboration tools, systems of work off site can assist or reduce required time in the theatre and work processes that will avoid physical distancing:
  - Offline sound/lx/video plotting.
  - Online Video calls for auditions fittings, creative meetings, production meetings.
  - Show broadcast facilities to enable offsite creative interface and the ability of stage management to forward notes for swing company members or standby positions.

Signage

The use of signage is an essential tool to remind all Arts Centre users and visitors to adhere to the new working guidelines. Signage should be placed in prominent and relevant positions encouraging:

- physical distancing,
- good hand hygiene,
- respiratory etiquette,
- symptoms of Covid-19 and what to do if symptoms are experienced while on the premises,
- directional signage including one-way systems and entry and exit points.

Floor/lane markings can be used to advise of pedestrian flow routes around the venue and 2m physical distancing floor markers where queuing is likely to occur.

Signage should be display at the entrance to each room/area showing the maximum number of people permitted in each area to allow for 2m distancing regulations to be adhered to.
Signage Resources:
https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/
https://www.hsa.ie/eng/topics/covid-19/

First Aid Responders (FARs)

Standard infection control precautions should be applied when treating all patients and Clinical Practice Guidelines (CPGs) should be followed in all situations. Good hand hygiene should be practised during any first aid situation including hand washing with warm water and soap or the use of hand sanitiser before and after providing first aid treatment.

Those responsible for the provision of first aid within the workplace should receive the necessary updated training regarding infection prevention and control including the appropriate use of PPE. If a responder encounters an individual with suspected Covid-19 within the workplace the patient should have a surgical facemask applied during contact time to limit the spread of the virus through droplet dispersion. This procedure is set out in the first document Reopening Arts Centres v.1.1.

A supply of the following PPE should be available for use by the designated First Aid Responder.
- Single use gloves (Nitrile)
- Disposable plastic aprons
- Surgical facemasks
- Eye protection

Where practical only one first aid responder should attend to a person showing symptoms of Covid-19 to minimise the risk of exposure.

Patients in cardiac arrest should have compression only CPR applied.

For further information on provision of first aid please see the Pre-Hospital Emergency Care Council (PHECC) website:
https://www.phecit.ie/PHECC/Publications_and_Resources/Newsletters/Newsletter_Items/2020/PHECC_COVID_19_Advisory_v1.aspx

Cleaning Protocol and Procedures

Hygiene and cleaning recommendations are a fundamental factor in efforts to stop the spread of Covid-19. The Covid-19 Compliance officer will liaise with departments to oversee the changes to cleaning requirements, to ensure cleaning schedules are being followed and adequate cleaning supplies and equipment are in stock.

Definitions:
Cleaning removes germs, dirt and impurities from surfaces or objects. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
Disinfecting a surface will eliminate the disease-causing micro- organisms.
Sanitising reduces of bacteria to safe levels, as set by public health standards to decrease the risk of infection, may not kill all viruses.

Arts Centres must be cleaned and disinfected on a risk assessment basis. If an area needs to be disinfected, it should be thoroughly cleaned first. Disinfection should never be a substitute for cleaning. Specific areas and equipment that come into frequent direct contact with individuals should be cleaned at least twice a day and should appear visibly clean at all times. For example, door handles, chairs, armrests, table tops, reception/box office counter top,

card reader pin pads, light switches, handrails, toilet flush mechanisms, bathroom taps, elevator buttons, IT and office equipment such as keyboards, mice, touch screen monitors, photocopiers, printers and ticket scanners and all shared equipment.

Avoid use of items that are not easily cleaned, sanitised, or disinfected, consider removing soft and porous materials in high traffic areas. Attention should be given to soft furnishings and seating, with manufacturers cleaning and disinfectant procedures for auditorium seating.

Dance studios may require increased cleaning schedules or the ability for studio users to clean the area themselves, current practice is that dance studio floors are cleaned once every hour. This figure is informed by factors such as the style of choreography, level of occupancy and the duration of rehearsals.

Where practical and safe to do so, consider keeping high traffic point doors open to limit the use of contact points such as door handles, door bars, and door keypads – except for fire safety doors. Hold open devices linked to the fire detection and alarm system are recommended to avoid the easy spread of fire and possibly negate your insurance as well as endanger life and property. Note management's responsibilities under [Section 18(2) of the Fire Services Act, 1981, as amended by Part 3 of the Licensing of Indoor Events Act, 2003](#).

Staff should be provided with essential cleaning materials to keep their own workspace and equipment clean. Once your venue is open to the public the cleaning schedule/routine will have to be adapted to take into account the scheduling of events, numbers attending and areas of your premises in use. The use of equipment such as electrostatic sprayers and infection control misters could be considered as part of your cleaning process.

With a possible increase in cleaning and sanitisation/disinfection products in the centre, review the requirements set out by the HSA for cleaning [here](#).

Cleaning Guidelines after the Presence of a Suspected Case of Covid-19

The following are recommendations for cleaning/disinfecting a room after the presence of a suspected or confirmed case of Covid-19.
As soon as the suspected case has left the room keep the door to the room closed for 1 hour.
Carefully clean all surfaces and furniture in the room with a neutral detergent, followed by decontamination of surfaces using a disinfectant effective against viruses. Disposable cleaning cloths are recommended. Open the window in the room while cleaning is in progress.
Staff responsible for cleaning after a suspected or confirmed Covid-19 person was present should wear disposable single use non-sterile nitrile gloves and a disposable plastic apron and should avoid touching their face during the cleaning procedure.
Do not allow anyone to use a potentially contaminated room until it has been cleaned/disinfected, and all surfaces are dry.

Further information on cleaning in non-healthcare settings is available from the ECDC website:
https://www.ecdc.europa.eu/en/publications-data/disinfection-environments-covid-19

Waste Management

Ensure waste is collected frequently. Waste bins should have lids and be pedal or have a non-touch opening mechanism. Waste from areas where possible cases have been (including disposable cleaning items, paper towels from hand wash areas, used PPE and tissues) should be put in a plastic rubbish bag and tied. The plastic bag should then be placed in a second rubbish bag and tied. Label the outer bag with the date. Waste should be stored safely for at least 72 hours and then put in with the normal waste.

Vulnerable/High Risk Workers

Staff who fall into the vulnerable and high-risk categories should be allowed work from home wherever possible. This would include staff with underlying medical conditions and the elderly. The HSE provides a list of those considered to be in the high-risk categories:
https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html

If it is essential, they travel into work, then they should be preferentially supported by management regarding the 2m physical distancing protocol. They should pay close attention to infection prevention and control guidance regarding personal protective equipment and hand washing. A risk assessment should be carried out to ensure all possible controls are in place.

Staff Welfare and Well-being

Consideration will need to be given to the mental health and well-being of your workforce. Staff returning to work may have been through traumatic events such as the loss of a loved one, illness of those close to them or suffering from financial difficulty.

Workers may feel worried about the return to work process and what measures will be in place to keep them and those around them safe. A support plan for workers should be put in place by:

- Providing ongoing communication to ensure workers are being kept up to date on all the necessary information, including any changes to their working environment and to provide reassurance that all necessary safety and hygiene measures are being introduced and monitored.
- Open door policy for workers to be able to discuss any concerns they may have.
- Provide information on available sources of support and advice.
- Ensure that appropriate measures are in place to provide safe systems of work in relation to the risk of aggression and violence.
- Ensure that resources are available for the provision of risk assessment and for appropriate education in the management of aggression and violence.

The HSA website provides information and advice on workplace stress:
https://www.hsa.ie/eng/Topics/Workplace_Stress/

Visiting Contractors/Others

The Arts Centres policy should require that all touring companies and contractors can demonstrate that their staff or persons under their care have been properly briefed as regards the Covid-19 policy of the company or contractor and that of the Arts Centre. Incoming touring company and contractor must be able to provide a Covid-19 policy as part of their overall safety documentation submitted including Risk Assessment Method Statements, Fire Certificates, etc.

Restriction of visitors

A restriction on visitors to the building should be implemented and a controlled access process should be in place including adherence to sanitisation processes and the provision of full personal contact details to assist with contract tracing if needed (e.g. telephone number, last place visited). Sample sign in with appendices. These sign-in records should be compiled and managed by the Covid-19 Compliance Manager.

The sample sign in sheet is based on current NSAI guidance, visitors and contractors must complete this declaration form prior to entering the building. If you indicate to us that you have symptoms of Covid-19 OR you have been abroad in the last 14 days with exception of Northern Ireland (Refer to current HSE guidance) you should not be at work. Where this is the case, you are prohibited from entering the building and advised to seek professional medical help/assistance.

Environmental Health

Whilst venues have remained closed due to the Covid-19 pandemic, normal environmental health procedures and regular maintenance checks may not have been taken place. These areas should be identified and addressed before the building is allowed to open to staff and the public.

Legionella

Legionnaires' disease is a potentially fatal form of pneumonia. People may become infected when they breathe in tiny water droplets contaminated with elevated concentrations of Legionella bacteria.

During the Covid-19 pandemic, Art Centre buildings have been closed, or their use restricted. This can increase the risk of Legionella growth in the water systems and associated equipment including evaporative air conditioning systems, water fountains, showers, taps, toilets, humidifiers in food cabinets and other equipment if the water systems have not been managed adequately.

Before reopening, control measures will need to be in place to avoid the potential for Legionnaires' disease.

Further advice on the prevention of Legionnaires' disease following building closures due to Covid-19 Pandemic is available at:

https://www.hsa.ie/eng/topics/biological_agents/specific_biological_agents_infections/legionellosis/covid-19_legionella_information_note.pdf

Pest Control

As businesses will have been closed for a significant period of time it will be necessary to re-establish pest control to deal with any build-up of pest activity during the closure period. Your pest control company will be able to advise you on the best course of action and steps that will need to be taken.

Your premises will need to be checked to make sure there hasn't been any pest activity. If an issue is discovered, you will need to take immediate action to ensure it is resolved before re-opening and any preventative work required is complete.

General Notes

- Induction/toolbox talk/performer familiarisation before the start of work to include the venue Health and Safety procedures and Covid-19 specific practices. This must be in a form that is easily understood and is specific to the task and venue, including emergency procedures.
- Consultation with the venue at an earlier stage within the design process (white card). As a general note earlier discussions about a show should involve multiple production and creative departments including – stage management, costume, lighting, sound, FOH, Performers etc.
- Minimum should be 4 weeks for receiving tech rider information. Venues should ensure that touring companies have accurate, up to date and readily accessible venue tech specs and info.
- Additional time will need to be built into work schedules to allow for new working practices and cleaning requirements, especially at the start and as systems of work adapt and bed in.
- It will take more time to build and load in/out as general, fewer people would be working on stage at any one time to allow for PD. Depending on the scale of the show, the build process may be split up with staggered s tart times and access for each department/team. The load out process which traditionally happens immediately afterwards may now, depending on scale, need to be delayed to accommodate cleaning. Load ins and outs (including theatre and exhibition builds) should be planned in detail as early as possible.
- Consideration should be given to the environmental impact of new Covid-19 related working practices and where achievable adopt an environmentally sustainable approach.

- Cleaning staff will need access to the auditorium earlier on show days and may limit technical times on stage e.g. making sure production desks are clear. After the auditorium is cleaned, the area should not be re-entered. If the area does need to be used there should be suitable procedures in place to facilitate physical and vocal warms ups elsewhere.
- Show riders to include Covid-19 procedures including
    - Load in and out method statements and Risk Assessments
    - Post show clean up procedures
    - Dressing room allocation
    - Outline schedule
    - Generic lighting, sound and video plans.
    - Staging / Blocking / Props management procedure
- Take into consideration all your staff. Some staff may have other jobs outside of the venue which may have a higher likelihood of exposure e.g. cashier, receptionist, door security. So consider roles with less interaction.
- Venues should consider adopting a generic/festival/summer rig to reduce the workload on stage but may restrict the lighting design. Where possible, use of a generic/festival rig should be encouraged with programmers and incoming companies. Also pre-rigs should be discussed at an earlier stage to minimise crew on fit up days.
- Traditional programming Sunday gigs may not be possible in advance of a 'standard' theatre production to allow for get out/advance prep
- May need to re-allocate jobs as certain tasks, like seat checks, may need to happen much earlier than ushers would normally be used to.
- Review venue emergency plans, consider how plan testing may be undertaken e.g. fire drills. How may Covid-19 protocols affect current emergency procedures?

Appendices

Employer COVID-19 Policy – Sample from HSA

This COVID-19 policy outlines our commitment as an employer to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the director / owner and brought to the attention of our staff, visitors and audiences.

COVID 19 Policy Statement

[Arts Centre name] is committed to providing a safe and healthy workplace for all our employee visitors and audiences. To ensure that, we have developed the following COVID-19 Response Plan. All our team are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus.

We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our team

- provide up to date information on the Public Health advice issued by the HSE and Gov.ie

- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques

- provide an adequate number of trained Worker Representative(s) who are easily identifiable and put in place a reporting system

- inform all workers of essential hygiene and respiratory etiquette and physical distancing requirements

- adapt the workplace to facilitate physical distancing

- keep a log of contact/group work to help with contact tracing

- have all team members attend an induction/familiarisation briefing

- develop a procedure to be followed in the event of someone showing symptoms of COVID-19 while at work or in the workplace

- provide instructions for workers to follow if they develop signs and symptoms of COVID-19 during work

- intensify cleaning in line with government advice

All managers, supervisors and workers will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the Worker Representative(s) _____.

Signed: _____   Date: _____

Visitor and Contractor Covid-19 Questionnaire

Visitor/Contractor Covid-19 Questionnaire		
Name		
Company		
Mobile no.		
Visiting		
Date		
Question	(Please circle your answers)	
1	Have you visited any country outside Ireland excluding Northern Ireland?	Yes / No
2	Are you suffering any flu like symptoms/ symptoms of coronavirus covid-19?	Yes / No
3	Are you experiencing and difficulty in breathing, shortness of breath?	Yes / No
4	Are you experiencing any fever like/temperature symptoms?	Yes / No
5	Did you consult a doctor or medical practitioner?	Yes / No
6	How are you feeling health-wise?	Well/ Unwell
7	Have you been in contact with someone who has visited an affected region in the past 14 days?	Yes / No
Note	When in the Arts Centre, please stay safe and adhere to our standard process/procedures regarding infection control, i.e. handwashing/hand sanitising and general coughing/sneezing etiquette.	
Signature:		
Date:		

COVID-19 Return to Work Safely Protocol
Employees

This checklist has been developed to help inform employees about what they need to do to help prevent the spread of COVID-19 in their workplace. Employers and employees must work together to protect everyone at the workplace. Further information can be found at www.Gov.ie, www.hse.ie, www.hpsc.ie and www.hsa.ie

	Control	Yes / No	Action needed
1.	Do you feel well and fit enough to return to work?		
2.	Are you keeping up to date with the latest Covid-19 advice from Government?		
3.	Are you aware of the signs and symptoms of Covid-19?		
4.	Do you know how the virus is spread?		
5.	Have you completed Covid-19 return-to-work form and given it to your employer? (See template Return-to-Work form)		
6.	Have you told your employer if you fall into any of the at-risk categories?		
7.	Have you been given an induction before returning to work and made aware of the control measures your employer has put in place to minimise the risk of you and others being exposed to Covid-19? (See Checklist No. 2 Control Measures)?		
8.	Did your employer consult with you when putting these control measures in place?		
9.	Have you co-operated with your employer to make sure these control measures are maintained?		
10.	Do you know who your Worker Representative is and how to contact them?		
11.	Do you know how to contact your Worker Representative if you have any concerns about exposure to Covid-19, control measures not been maintained or have any suggestions that could help prevent the spread of the virus?		
12.	Do you know what to do in relation to physical distancing, good hand hygiene and respiratory etiquette?		
13.	Do you know how to wash your hands properly?		
14.	Do you know when to wash your hands: i.e. • before and after eating and preparing food • after coughing or sneezing • after using the toilet • before smoking or vaping • where hands are dirty • before and after wearing gloves • before and after being on public transport • before leaving home		

	• when arriving/leaving the workplace/other sites • after changing tasks • after touching potentially contaminated surfaces • if in contact with someone displaying any COVID-19 symptoms.		
15.	Do you know where your nearest hand washing/hand sanitising stations are?		
16.	Do you know to avoid touching your face?		
17.	Do you know to keep 2 metres physical distancing from others at all times at work, including in any canteen or wash/changing room?		
18.	Do you know to avoid any physical contact with colleagues, customers and visitors?		
19.	Do you know what to do if you start to develop symptoms of Covid-19 while at work, including where the isolation area is? (See Checklist No. 4)		
20.	Do you understand the purpose of giving your employer any necessary information to maintain a Covid-19 contact log?		
21.	Do you understand any proposed new staff rosters, changing of start / finish times, rostering of breaks etc?		
22.	Have you been made aware of any changes to risk assessments relevant to your work activities and any changes in the safety statement in response to controls to minimise the risk of you and others being exposed to Covid-19??		
23.	Have you been made aware of any changes to the emergency plans or first aid procedures for your workplace in response to controls to minimise the risk of you and others being exposed to Covid-19?		
24.	Do you know to avoid sharing items such as cups, bottles, cutlery, pens etc.?		
25.	Have you been made aware that any personal items brought into work must be cleaned and to avoid leaving them down on communal surfaces or to clean the surface after the personal item is removed?		
26.	Have you been provided with cleaning materials, including gloves and disinfectant to clean your own workspace twice daily?		
27.	Do you know to clean your hands before and after using public transport when commuting and when you enter and exit the workplace?		
28.	Can you avoid work-related travel as far as possible and are you able to conduct meetings with colleagues, clients and audience members in other forms e.g. phone, online rather than in person?		
29.	If using your own car for work, will you travel alone?		
30.	If you have to share a work vehicle, have you access to a face covering and products such as wipes to clean the vehicle's frequently touched surfaces at the start and end of each shift?		
31.	Do you know when you have to wear PPE and how to fit, use, remove, clean, store and dispose of it?		
32.	Do you know what supports are available to you if you are feeling anxious or stressed?		

	Additional Information		

Name…………………………………………

Signature………………………………………

Date………………

The information contained in this guidance is for educational purposes only and is non-exhaustive. It is not intended to provide legal advice to you, and you should not rely upon the information to provide any such advice. We do not provide any warranty, express or implied, of its accuracy or completeness. The Health and Safety Authority shall not be liable in any manner or to any extent for any direct, indirect, special, incidental or consequential damages, losses or expenses arising out of the use of this checklist.

Cleaning and Disinfecting High-Touch Areas.	
Public areas	
Door handles, handrails, push plates	
Bike racks and other barriers the public may touch	
Handrails for stairs, ramps, and escalators	
Elevator buttons – inside and out	
Reception desks and ticket counters	
Telephones, point of sale terminals, and other keypads	
Tables and chairs, including high-chairs and booster seats	
Water dispensers (install automatic)	
Bin touch points.	
Toilets (front and back of house)	
Door handles and push plates	
Sink taps and counters, and toilet handles	
Lids of women's sanitary product disposal units.	
Soap dispensers and towel dispenser handles	
Baby changing stations	
Bin touch points	
Back of House offices, dressing areas, green room and production areas	
Individual office and other room furniture	
Door handles, push plates, doorways, railings	
Light switches	
Cabinet handles	
Telephones, computers, other keypads, mouse	
Microphones, headphones, coms (UVC sterilisation)	
Handheld Motorola type Radios	
Backstage and technical equipment	
Bin touch points	
Back of House kitchen and food preparation areas	
Handles of all kitchen equipment doors, cabinets, push pads	
Counter surfaces	
Light switches	
Taps of sinks, including handwashing sink and mop sink	
Cleaning tools and buckets	
Bin touch points	
-Event Safety Alliance 2020	

Radio cleaning procedure

CLEANING AND DISINFECTING GUIDELINES FOR MOTOROLA SOLUTIONS DEVICES

RADIOS, BODY WORN CAMERAS AND ACCESSORIES

Motorola Solutions is providing recommended cleaning and disinfecting guidelines for our radios, body-worn cameras and accessories based on our current and best understanding of radio hygiene.

CLEANING

1 Apply **0.5% detergent-water** solution with a cloth.

2 Use a **stiff, non-metallic, short-bristled brush** to work loose dirt away from the device.

3 Use a **soft, absorbent, lintless cloth or tissue** to remove the solution and dry the device.

IMPORTANT:
Make sure that no solution remains entrapped near any connectors, cracks or crevices.

DISINFECTING

1 Wipe device down with over-the-counter isopropyl alcohol (rubbing alcohol) with **at least 70% alcohol concentration**.

2 **Alcohol should never be applied directly** to the device. Apply to a cloth, then wipe down the device.

3 The effects of **certain chemicals** and their vapors **can have detrimental effects** on plastics and the metal platings.

IMPORTANT:
Do not use bleach, solvents or cleaning sprays to cleanse or disinfect your device.

Alcohol- Based Hand Sanitiser

Conditions for Use (Dublin Fire Brigade recommended guidelines)

Installation of these dispensers within rooms and outside rooms and in corridors should have the following considerations:

- Individual alcohol-based hand sanitizing dispensers do not exceed a maximum individual capacity of 1.2 liters (40.6 ounces).
- Dispensers are not installed above electrical outlets, light switches, other heat or potential ignition sources.
- Dispensers are to be located in well-ventilated areas with no open drains or access points to waste/drainage.
- A drip tray to be located under dispensing point and any waste to be disposed of safely and regularly into a fire-resistant waste container.
- Corridors where dispensers are installed have a minimum width of 2 metres and without a combustible floor covering such as carpet.
- Dispensers that project more than 3.5 inches into a corridor are clearly noted in the facility's Health and Safety Plan.
- Additional fire extinguishers to be located near dispensing point.
- All storage of replacement alcohol-based hand sanitizing containers on floors, should be limited in quantity to the weeks requirements and shall be within approved flammable liquid storage cabinets.
- Bulk storage of these gels should be in a properly ventilated and fire-resistant room located remote from the main building and away from escape route; smoke detectors should be provided and linked to the main alarm in this room.
- All staff should be made aware, that there's a possibility that static electricity (generated from various sources including clothing) can ignite the alcohol in the gel and that they must wait until it has evaporated fully before rubbing their hands together or touch hand to metal **prior** to putting gel on hands.
- A risk assessment and review of training and fire safety measures to be undertaken prior to installation of these dispensing unit, with specific reference to these units and the hazard of fire.

References

Government of Ireland – Return to Work Safely Protocol
https://dbei.gov.ie/en/Publications/Return-to-Work-Safely-Protocol.html

Health Service Executive (HSE) – Coronavirus (Covid-19)
https://www2.hse.ie/coronavirus/

World Health Organisation
https://www.who.int/emergencies/diseases/novel-coronavirus-2019

National Standards Authority of Ireland (NSAI) – Covid-19 Resources
https://www.nsai.ie/covid-19/
https://www.nsai.ie/covid-19workplaceprotection/

European Centre for Disease Prevention and Control (ECDC) – Disinfection of environments in healthcare and non-healthcare settings potentially contaminated with SARS-CoV-2
https://www.ecdc.europa.eu/sites/default/files/documents/Environmental-persistence-of-SARS_CoV_2-virus-Options-for-cleaning2020-03-26_0.pdf

Health Protection Surveillance Centre (HPSC) – Covid-19 Resources
https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/

Construction Industry Federation (CIF) – Construction Sector C19 Pandemic Standard Operating Procedures
https://cif.ie/wp-content/uploads/2020/04/CIF-Covid-19-Operating-Procedure-Report.pdf

Pre Hospital Emergency Care Council (PHECC) – Covid-19 Update
https://www.phecit.ie/PHECC/Publications_and_Resources/Newsletters/Newsletter_Items/2020/PHECC_COVID_19_Advisory_v1.aspx

https://newsroom.motorolasolutions.com/mediakits/recommended-cleaning-and-disinfecting-guidelines-for-our-radios-body-worn-cameras-and-accessories.htm

https://www.nsai.ie/barriermasks/

https://www.nsai.ie/covid-19workplaceprotection/

https://www.hsa.ie/eng/Publications_and_Forms/Publications/Safety_and_Health_Management/Directors_responsibilities.pdf

https://www.eventsafetyalliance.org/esa-reopening-guide

https://dataprotection.ie/en/news-media/blogs/data-protection-and-covid-19