

Creating Work – Guidelines v 1.1

This document is based on current advice from the Irish Government and Statutory agencies. 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 performance venues). 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. Users of this document must independently verify any information on which they wish to rely. This is a living document. The protocols and recommendations outlined within this document regarding COVID-19 safety do not override any government legislation.



Building a stronger
performing arts
community in Ireland.



Document Control

Version	Date of Revision	Detail of amendments.
1.1		

Theatre Forum is indebted to the Arts Council/An Chomhairle Ealaíon and to The Lir Academy for their support to produce these Guidelines. Thanks to many contributors for their valuable insights too. We are all very grateful to the authors, Kate Ferris and Slua, for generously sharing their expertise so that artists and production companies working in the country's arts centres can continue to create, make and perform work.

Contents

COVID-19 Rehearsal and Production Protocols.....	3
General Hygiene at Work Protocols.....	3
Fixed Pods.....	4
Pre-Production Protocols.....	4
Company	4
Rehearsal and Performance Venue Agreements.....	5
Safety and Cleaning Preparation.....	6
Rehearsal, Production Week and Performance Protocols	7
Rehearsal Room and Theatre Preparation.....	7
Rehearsing and Performing with singing and wind/brass instruments	8
Schedules:.....	8
Rehearsal Schedule.....	8
Production Schedule.....	9
Individual Department Protocols:.....	9
Props	9
Costumes	10
Hair and Make-up.....	10
Stage Management.....	10
Technical	11
Loading and Unloading Trailers	11
Production recovery	12
Appendix.....	13
<i>Production Checklists</i>	13
<i>Employee COVID-19 Protocol Form</i>	15

COVID-19 Rehearsal and Production Protocols

This document contains best practice measures that can be adopted within Irish Theatre to ensure the safe return of artists and production departments. The contents of this document are the result of work delivered by Kate Ferris (Independent Producer and Head of Stage Management at The Lir Academy) and Peter Jordan (Freelance Production Manager) drawn from the initial work done by the Lir Academy Covid-19 Safety Committee and Reopening the Arts in Northern Ireland with input and consultation from Anne Clarke (Landmark Productions), Niamh O'Donnell (Mermaid Arts Centre), Slua Event Safety Consultancy, Georgia Gatti (Jonathan Church Productions), Gina Moxley (Director, Performer, Writer), Emma Coen (Producing Assistant), Fiona Keller (Freelance Stage Manager), Martina Kavanagh (Freelance Stage Manager) and Fergal McGrath (Town Hall Theatre).

In preparing this report it is understood that different theatre companies will have access to varying degrees of resources, the information outlined should be appropriately adapted to each individual organisation.

This document is focused on the creation of work, for further information on COVID-19 safety guidelines, please refer to Theatre Forum for Parts 1, 2 and 3 of Reopening Arts Centres. In developing these protocols, the recommendations have closely followed advice from the [Irish Government](#), [Return to Work Protocol](#), the [World Health Organisation](#), the [HSA](#), the [HSE](#), [Trinity College Dublin](#) and leading Irish arts institutions.

While it is important to acknowledge the logistical and fiscal challenges and risks facing Arts Workers, Producers, Production Departments, Creative Personnel and Performers, together with the additional demands that this new world will place on everyone, the end result is that following these guidelines will hopefully keep the Irish arts community employed and make it possible to create work.

General Hygiene at Work Protocols

COVID-19 is a highly transmissible disease that spreads through small respiratory droplets that are transmitted by sneezes, coughs or where people interact with each other in close proximity. These droplets can then be inhaled, or they can land on surfaces that others may come into contact with, who will then touch their face and infect themselves. The virus can survive on surfaces such as copper for 4 hours, cardboard for 24 hours or on surfaces such as wood, plastic and stainless steel for up to a few days.

Common symptoms of COVID-19 include: [a fever \(high temperature - 38 degrees Celsius or above\)](#), [a cough](#) - this can be any kind of cough, not just dry, [shortness of breath](#) or breathing difficulties [loss or change to your sense of smell or taste](#) – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal. It can take up to 14 days for symptoms to show. They can be similar to symptoms of [cold](#) and [flu](#). vary in severity from having no symptoms at all to having a fever, cough, sore throat, general weakness, fatigue and muscle aches with the most severe cases potentially leading to death.

To minimise the spreading of COVID-19 via respiratory droplets it is important that all workers practice good hand and respiratory hygiene. Taking this into account it is therefore important that good hygiene controls are implemented and maintained throughout the workplace to reduce likelihood of transmission and to protect yourself, your co-workers and anyone you may come into contact with at home.

The following is a shortlist that all company members regardless of company size should adhere to in the workplace:

- Wash your hands frequently
- Physical distance according to current government regulations
- Wear a face-mask at every opportunity
- If your phone allows, download the COVID Tracker phone app
- Stay at home if you are feeling unwell and contact your GP
- Talk to your employer if you have any questions or concerns

Pre-Production Protocols

The company should mutually agree with co-producers, artists, crew and venues all working procedures, responsibilities and response protocols throughout rehearsals, build, tech, run to load out. Discussion points between Producer, Production Manager, Director and Stage Manager should be arranged to deliver matched expectations across all departments including:

Fixed Pods

Restricting close contacts to a limited number of persons in a Pod will help contain any possible infection and allows for quicker contact tracing and testing. Consequently, persons can only belong to one pod and cannot move between pods. Pod creation may depend on time, area or contact grouping.

- Pods require personnel to be divided into dedicated work zones: whether that be costume room, Front of House, on stage etc. so that departments don't mix. Identify any roles that typically operate both front of house and back of house, and minimising these where possible.
- Contact – requires each individual/department to be able to clearly identify their contacts, trace and limit these in advance of commencing work, and remain in contact with only those within their department/contact group.
 - Show department – cast and onstage crew
 - Creative departments and FOH technical department
 - Freelance crew and supervisors
- Where an individual is operating on a peripatetic basis, such as a designer, photographer or choreographer and operating across multiple groups or individuals, they should be:
 - Maintaining strict distancing requirement with each group
 - Avoiding situations where distancing requirement is broken, for example demonstrating partnering work in dancing
 - Making efforts to reduce the number of groups interacted with and locations worked in, to reduce the number of contacts made and exposure time
 - Considering a regular private testing programme with an accredited provider, noting that this will not allow any relaxation of other control measures.
- In developing pods examine how tasks can be grouped or dedicated to one person to reduce touch point issues:
 - Generally working in smaller groups
 - Ensuring that members of fixed pods are particularly careful to maintain social distancing when interacting with audience members and others front of house and minimise time spent doing so.
 - Using a consistent pairing system if people have to work in close proximity, for example, during two-person working, lifting or maintenance activities that cannot be redesigned. E.g. set moves may need to be done by cast not crew.
 - Ensuring that there is no swapping between designated fixed departments. This is to reduce the risk of whole pod impact in the event of a worker contracting COVID-19.
- A venue who routinely programme shows with for example 1-3 nights residency may consider assigning house staff pods to shows specifically for the duration of residency.

Company

- Identify and assess commercial and occupational risk. For example, what if a cast or member of the crew becomes symptomatic and the impact on staff, building and financial? Consider the effect on high levels of absenteeism - the requirement is that people don't come in if they feel sick, in the winter months that will be significant.
- Employees' contracts should state the full implementation of COVID-19 protocols and personal responsibilities expected of them.
- Some company members might be uncertain about returning to the workplace. Companies should encourage staff to talk to them about any concerns they have and work out a positive and safe working environment together.
- Company members who are considered to be vulnerable or who are living with vulnerable family members to be given extra care, and to be individually risk assessed as to how they will be best able to work. Ensure they are always looked after and priority is given to them at all times.
- To support those feeling vulnerable, it is suggested that company members might consider wearing coloured wrist bands to indicate they would appreciate personal space at all times.
- Encourage company members to walk or cycle to work wherever practical.
- When booking rehearsal rooms, large non-sharing spaces are ideal.
- Where possible allow people to work from home, consider how the creative process can be facilitated online and only hold meetings in person where necessary.
- Double Jobbing negates the infection control principle of fixed pods working system and the viability of the pod would need to be assessed.
- Consider the effects which this new way of working will have on company members with disabilities or sensory disabilities. E.g., this may include wearing clear plastic visors when communicating with Deaf members of audience/staff/company.

Rehearsal and Performance Venue Agreements

- If a member of the pod contracts COVID-19, what is the process to cancel work and thereafter restart rehearsals or show?
- If there is a suspected or confirmed cast of COVID-19 within the company what is the pre-agreed arrangement of disinfecting the venue? Who pays for it?
- Depending on the size of the company, and where the venue is situated, can a scheduled entrance and exit take place across various times and doors to avoid congestion?
- What is the venue sign-in and out system?
- What is the venue policy on wearing face-masks for employees and visiting cast and crews?
- Can markings on the walls to indicate safe distances while performing for Cast be implemented?
- Where are the specific areas in the venue designated for lunch and dinner breaks that facilitate physical distancing?
- Where are the specific areas in the venue designated to store and isolate personal belongings safely?
- Is there potential to install cleaning stations for props and technical equipment outside of the theatre and rehearsal room?
- What are the arrangements for waste facilities and frequent rubbish collection? When disposing of face coverings and PPE, people should do so in a waste bin or litter bin NOT recycling.

Performance Venue Agreements

- How will the production be affected by COVID-19 venue protocols? Assess the scale of the production as regards technical infrastructure, scheduling, stage, facility capacity etc., and agree Covid protocols with regard to response, isolation areas etc
- Production companies should be informed of the venue's PPE requirements in advance. Performance venues 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 may be charged back to the Production Company at cost-price, and this needs to be made clear in advance.
- Considerations regarding the significant aspects for programming include:
 - Is an interval possible?

- Is a post-show discussion possible?
- Is the hosting of an Opening night gathering possible?
- Matinee shows will depend on venue turnaround time for both stage and front of house as regards cleaning and disinfecting.
- Company show riders should include COVID-19 procedures including:
 - Load in and out method statements and Risk Assessments
 - Post show clean up procedures
 - Dressing room allocation
 - Production schedule
 - Lighting, sound and video desk layouts and plans.
 - Staging, blocking and props management procedures.
 - PPE protocols
- By using virtual collaboration tools, off site systems of work can reduce time required in the venue, and avoid unnecessary contact. These include:
 - Offline sound / lighting / video plotting.
 - Online video calls for auditions, fittings, creative meetings and production meetings.
 - Show broadcast systems can enable the creative interface to take place off-site. It can also assist Stage Managers to forward notes for swing company members or standby positions.
 - To facilitate the above, and further future working conditions, venues should ensure stable wireless broadband access throughout the venue.
- Consider internet connectivity within the venue as more staff may be on mobile devices and laptops etc.
- Venues may consider adopting a generic/festival/summer rig to reduce the workload on stage. The design should factor in a variety of incoming lighting designs.
- Performance venue pre-rigs should be discussed at an earlier stage to minimise crew on fit up.
- If lighting and sound operators sitting close together in control booths, protective screens need to be installed to separate them.
- Plotting from the booth minimises possible contamination of the auditorium, and reduces the cleaning workload.
- Increased ventilation within venues may affect smoke and haze effects and cause some noise, potentially affecting recording of productions.
- Where showers, lockers and changing facilities are required, setting clear use and cleaning guidance is essential to ensure they are kept clean and clear of personal items, and that physical distancing can be achieved as much as possible. Further considerations include:
 - Where showers are shared, frequent cleaning will be required.
 - Considering changes in policies to ensure limited time is taken in changing areas, especially during the change-over of group activity to maintain physical distancing.
- Consider the offstage footprint of the show as regards props tables, access points.
- Chaperoning requirements for children Cast to be considered.
- Backstage work will be shaped by compliance with physical distancing and sanitising regulations. As this has a knock-on effect on the available playing space, Set Designers will need an idea of how much space they will have to work with at conceptual stage.

Safety and Cleaning Preparation

- The COVID-19 Safety Committee to be established and consist of:
 - A COVID-19 Compliance Officer and a nominated deputy (ideally the Producer or Company Manager, and the Production Manager) who will have ultimate responsibility for implementing the protocols outlined.
 - A COVID-19 Safety Representative and a nominated deputy (ideally one Cast member and one member of the Production Department) who will have responsibility for voicing shared COVID-19 related concerns in addition to participating in review processes.
- Production Manager to structure the pods within a company and assess the implications of how these pods will mix during the production process.
- What are the plans in place for a COVID-19 health and safety induction on the first day to company members in the venues?

- At an early stage, it is advised that the COVID-19 Compliance Officer completes a risk assessment and determines PPE requirements for the production. The supply of PPE must be HSA compliant and consistent across the company.
- It is recommended that individuals provide their own face-masks, and the Producer supplies face-masks when company members don't have their own.
- It is understood that certain roles will be restricted while wearing face-masks. If in close proximity, company members might need a different type of face-mask that gives extra protection.
- Cleaning staff may need access to the auditorium earlier on show days. This may limit technical times on stage, and includes making sure production desks are clear. After the auditorium is cleaned, the area should not be re-entered. Where necessary, space should be identified, and procedures in place to facilitate physical and vocal warm ups elsewhere.
- If the venue is shared with another group (i.e. hired rehearsal rooms), what is the shared cleaning schedule organised between each individual company via the venue?
- What are the cleaning systems required to be in place? The rehearsal and performance venues should be cleaned (including mopping) at the beginning and end of each day in addition to regular cleaning of touch points throughout the day. Suggested options are:
 - Option A: All company members present in the venue to partake in twice daily cleaning. For some, this will only be to wipe down their chair or working area.
 - Option B: If undertaken by a member of the company as opposed to the group, it could attract an additional payment. If this is arranged, all company members must still be vigilant with keeping their own spaces clean.
- What is the system for recording and maintaining the cleaning schedule?
- Ventilation-dependent doors and windows should be kept open where possible.
- It is recommended that the opening of venue doors is done using bodyweight as opposed to hands.

Rehearsal, Production Week and Performance Protocols

Rehearsal Room and Theatre Preparation

- The Production Manager and Stage Managers should plan rehearsal room and theatre setup for safe usage. Considerations for preparation include:
 - Consider all discussion points from Venue Agreements and Safety Preparation (see above).
 - Ensure enough space for adequate physical distancing. This agreed capacity should be displayed on a sign outside the space.
 - Mark up the rehearsal floor and theatre stage and as necessary, to help people maintain physical distancing, where possible.
 - Limit the number of seats and tables used within the space, with dedicated seated areas.
 - Allocate designated areas to safely store and isolate personal belongings and props.
 - Install a safety station that contains hand sanitiser, PPE disposal bins etc.
 - Consider installing more screens or large VDU in each space to make online communication easier.
 - Agree to first aid provision.
 - Ensure accessibility for all.

Rehearsal Room, Production Week and Performance Protocols

- When the COVID-19 Compliance Officer, Production Manager and the Director complete a risk assessment focusing on physical distancing measures, the following is to be considered:
 - The timing of audience members entering the auditorium may affect pre-set cues for Cast and Crew.
 - Consideration to be given to limiting the staging of the performance to the stage area only, excluding audience interaction (on stage) and Cast members entering the auditorium.
 - Cast to only be onstage when required for their scene and to avoid unnecessary contact with another Cast and Crew.

- As virus droplets fall to floor surfaces, close contact with the floor using the face, body and hands should be avoided when possible. After any contact with the floor with hands, the hands should be disinfected with sanitizer or washing with warm water and soap.
- Communication of housekeeping to company members including:
 - Specific staggered arrival time.
 - Detailed rehearsal schedule – storyboard to include physical distance and close contact rehearsal.
 - Bringing only what is needed as regards bags, personnel belongings and to have their own scripts, stationery, certain tools etc.
 - Bringing their own food and water.
 - Ensure physical distancing is possible in communal areas.
 - Conversations, phone calls or gatherings in corridors should be avoided.
 - Remind everybody that they must not come to work if they or a member of their household are displaying symptoms, or if their household includes those who have been advised to self-isolate.

Rehearsing and Performing with singing and wind/brass instruments

- Current Irish Government Public Health Measures for the cultural sector including music can be found [here](#).
- Recommendations on singing and wind/brass instruments are taken from the UK Department of Digital, Culture Media and Sport (DCMS) guidance on [Working Safely during Coronavirus for Performing Arts](#) Singing and playing wind and brass instruments, especially in groups, are considered higher risk activities because of the potential for aerosol production and the absence presently of developed scientific analysis to assess this specific risk. **The evidence and advice are being developed rapidly, but at this current time additional risk mitigation should be considered in these contexts.**
- For wind/brass players and singers working with other individuals, positioning side-to-side or back-to-back and avoiding singing face-to-face even when following the required distance. Particular regard to be given to the position of instruments with lateral transmission such as piccolos and flutes.
- Booths, barriers or screens can be used if possible, between individual singers/wind and brass players who are not part of a fixed pod, between fixed pods of singers and others, and between Cast and any audience.

Schedules:

Rehearsal Schedule

- Induction training should be scheduled at the very start of rehearsals, as part of the familiarisation and traditional meet and greet. This must be in a form that is easily understood and is specific to the show and venue. It is a collective responsibility for all company members to follow the agreed Health and Safety guidelines outlined in this training.
- Depending on the scale of production, the first day of rehearsals which includes meet and greet, read-through, and design presentation could possibly be streamed online. If this occurs, the design and model box presentations should be streamed from the rehearsal room with the Director, Designer and Stage Managers presenting from the room so they can facilitate the presentation.
- Initial design and model box presentations to include safety information on how the Cast will navigate the design regarding new COVID-19 protocols. E.g., where they can and can't move.
- Production meetings, where possible, should be held online. Face to face, and other in-person group meetings should only happen if absolutely required.
- The rehearsal schedule should consider avoiding peak public transport. E.g., in Dublin a recommended schedule is 10:30am to 6:30pm. Allowances should be made for company members with evening family commitments.
- When creating the schedule, factor in staggered breaks to prevent gatherings of people.
- Throughout the rehearsal process, a minimum of one 10-minute break should be taken every 60-90 minutes. During these 10-minute breaks, the room should be ventilated, by opening a door or

window (where possible), and all company members should leave the room for fresh air and to wash their hands. It's recommended that while planning for full run-throughs, the 10-minute break times be agreed one day in advance by the Director in order to avoid disruption.

- Individuals attending rehearsals should be limited, it is recommended there is a specific workspace/chair allocated in spaces to accommodate visitors on an individual basis, to be reserved in advance with the Stage Manager. The workspace will need to be sanitised before and after each use by those who use it with disinfectant wipes.
- Company members should attend rehearsals only when required.
- Have systems in place to move rehearsals online where possible.

Production Schedule

- The scale and complexity of a production is to be considered to allow for the slower pace of working while physical distancing. It is recommended that production schedules work as per normal while facilitating cleaning within these hours.
- There will be two cleans a day which will include mopping floors, cleaning work areas, consoles, headsets and any equipment that is touched. It is important to remember there needs to be constant cleaning throughout the day of work.
- In advance of the health and safety induction on the first day, a reminder message will be communicated to all Production departments to reinforce pre-existing venue protocols bring with them PPE equipment such as boots and hardhat, in addition to anything COVID-19 related.
- Load ins and outs (including theatre and exhibition builds) should be planned early as a determining factor in establishing the scope of the work.
- The build process should allow for fixed pods where possible, staggered start times and access for each department. E.g. use a dinner break to separate a call for carpenters and lighting crew.
- There may not be time to accommodate the usual three technical session days in a fit-up on stage when additional cleaning requirements and fixes on technical notes are factored in. Are there implications for scenic calls on stage?
- Pre-show preparation and pre-set schedule will be extended to accommodate working with the new COVID-19 regulations. A schedule needs to be agreed with the venue as to when the space needs to be cleared pre-show for ventilation reasons.
- Throughout the production week and performances, access on stage for notes may be unworkable when requirement for cleaning is considered. This may restrict three session days to accommodate fixes on technical notes.
- Limited time is to be taken in dressing rooms, especially during the change-over of group activity to maintain physical distancing.
- The Get Out process, which traditionally happens immediately after the show, may now, depending on scale, need to be delayed accommodating cleaning and ventilation of the stage area.

Individual Department Protocols:

Props

- Props within the show should be limited to single Cast use where possible. If props are shared, the Cast sanitize their hands (at the end of a scene) after passing objects to each other.
- Wearing of PPE should be risk assessed by the Production Manager and the Stage Managers when required to come in close contact with Cast for prop related duties.
- When a prop enters the building, it should be disinfected at a cleaning station.
- The Stage Managers and Cast will set all props and clean them before and after usage. This will need to be a joint effort.
- When props have been handled without following the health and safety protocols and they cannot be sanitised without incurring damage, they will be placed in a sealed plastic container and quarantined for the recommended time.
- Consider what props can be purchased online where possible.
- Avoid using cash to purchase props. E.g., is it feasible to use card tap or a Revolut card?

Costumes

- In rehearsals and in performances, costume changes to be set by the Costume department, change is completed by the Cast and then tidied by the Costume department.
- Wearing of PPE should be risk assessed by the Production Manager and Costume department when required to come in close contact with Cast for costume related duties E.g. fittings, quick changes etc
- Costumes used during fitting will be laundered or quarantined before being used on someone else.
- Cast will be responsible for storing shoes and costumes that they use during rehearsals in an allocated sealed plastic container.
- Protocols will be established to clean other costume objects such as hats and wigs.
- Steaming to be used to disinfect costumes effectively where machine washing is not possible.
- Sewing machines, shared equipment and costume work stations will be thoroughly cleaned before and after use.
- Additional storage will be acquired by the Costume department where the size of the Cast and the amount of costumes exceeds the size of the current costume rooms.
- Consider what costumes, fabrics and other materials can be purchased online where possible.
- Avoid using cash to purchase costumes. E.g., is it feasible to use card tap or a Revolut card?

Hair and Make-up

The Cast will be asked to do their own hair and make-up as much as possible. Where that is not possible, the following hair and make-up protocols will be implemented:

- Wearing of PPE should be risk assessed by the Production Manager and Hair and Make-up department when required to come in close contact with Cast.
- Frequent hand washing will be implemented to reduce the risk of transmission through handling equipment.
- Social distancing will be implemented between make-up stations. The stations will be thoroughly disinfected between each use.
- Ways of increasing equipment hygiene will be reviewed (E.g.: using air borne sanitising sprays, keeping make-up in sealable containers, keeping equipment to a minimum per workstation).
- Equipment will be sterilised and disinfected between each appointment.
- Should the company require that the Cast provide their own make-up, there will need to be provision for this within the production budget. Something to be negotiated on a production by production basis.

Stage Management

- Rehearsal, tech and show reports should include specific relevant Covid-19 considerations.
- Stage Management to develop and communicate to all backstage crew a clear protocol as to working procedures during tech, dress rehearsals and shows.
- Both on-stage and backstage access to be restricted to essential workers only. No visitors permitted backstage or at stage-door.
- The use of backstage wings to be assessed to enable minimal interruption. E.g. a one-way system and dedicated wings for various departments.
- Handling of props will be limited and a cleaning system to be implemented by Assistant Stage Manager.
- Marks to possibly be placed discreetly on stage to indicate social distancing for Cast.
- Designate the use of green rooms and crew rooms by fixed pods.
- Limit handling of key props on-set to a dedicated crew member and relevant cast.
- Mark out a clear route onto the stage for soloists and conductors where relevant.
- Consider cover responsibilities, such as Assistant Stage Manager, to covering the book and maintain, where possible, a separation between those who operate front of house and those who operate back of house.

Technical

- Team lifting should be avoided where possible prioritising mechanical solutions. For example, using a line or hoist, and the use of trolleys and motors.
- Departments should have dedicated tools and equipment where possible. Examples include mats for dancers, scissors for the costume department, podgers for the stage crew.
- Shared equipment should be cleaned and sanitised after use and before handing it over to other people, this includes FOH and office computer stations, sewing machines, lighting or sound control desks, tools used on stage or in the gallery, motor controllers and similar contact points.
- Equipment out on loan must be cleaned/sanitised by the loanee on return.
- Personal tools and equipment should be labelled with the name of the 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, headsets and fist mics should be personalized and only used by that specific individual, preference would be for companies to tour their own microphone package, and for any staff to have their own headsets.
- Manufacturer's recommendations should be followed for the cleaning of microphones.
- A thin layer of plastic over microphones will reduce audio quality but is an option to reduce cleaning schedules, and may be suitable for certain situations.
- Access to technical and FOH stores should be restricted. Consider the use of an In and Out tray system, so that used items can be left for 72 hours after use (where capacity allows). Otherwise, a strict cleaning schedule will be required.
- Production desk consoles should have networking capability and secure remote access capacity.
- Agreeing a fixed position for the sound desk to minimise movement of desks.
- If a Production Company is working in the venue it will be responsible for providing its own staff (crew, performers, creatives etc.) with PPE. PPE requirements should be HSA compliant and consistent across the venues.
- Radios may reduce the requirement for face to face contact, units will need to be appropriately cleaned if not single use. Where users are wearing masks, this should be a consideration with regard to headset mics.

Loading and Unloading Trailers

Show or event specific Risk Assessments will be required for the loading and unloading of trailers. Mitigation measures may include:

- Limit the unload to a specific pod.
- Limit pack size, avoid overpacking and loose packing small goods.
- Requiring that the truck driver stays outside of the trailer, entering only to check the pack and for tying off.
- Risk Assessment may require that PPE be worn, consider duration and the conditions when unloading a truck as regards heat, sweat and environmental etc.
- Instigating a policy on allowing drivers use rest facilities, showers, toilets etc. when taking statutory breaks.

Production recovery

These steps are recommended to be followed if someone is a suspected or confirmed case of COVID-19, they are informed by government and health authorities' regulations and **DO** change! Companies should have a COVID-19 response plan in place which follows [HSE guidelines](#).

- The performance venue will lead on primary COVID-19 compliance protocols and the company will follow their direction of a pre-agreed response procedure as part of the presenting contract.
- As most companies do not have the resources to put a full understudy structure in place, it is recommended that companies establish a pool of talent across acting, directing, design, stage management and tech who have agreed in advance to being approached to step into a role if a position becomes available at short notice.
- If there is a confirmed case of COVID-19 in the company, work is paused, a deep clean of the working area is enacted, and then the company will follow HSE guidance on continuing with the production.
- It is advised that a second Stage Manager (either from within or outside of the company) is familiar with the prompt book and show call. The show should be filmed during previews or opening night so that a recording of the cues being called for backup.
- If there is a suspected case of COVID-19 amongst the company while in the rehearsal or performance venue, follow the venue response plan with regard to notifying the COVID-19 Compliance manager or representative and either if able go home or attend the venue isolation area. Company members are to phone their GP, arrange transport home avoiding public transport and follow HSE guidelines.
- If there is a confirmed case of COVID-19 amongst the company, all who have come into CLOSE contact with this person should immediately restrict movements and rehearsals will move online. All isolating company members will contact their GP's to organise tests and face-to-face rehearsals will not recommence until recommended by the HSE. Companies should consider a protocol for suspected cases and whether rehearsals should be suspended, or close contacts should restrict movement until test results are known.
- If an individual within the company needs to restrict movements or self-isolate because of contact with an infected family or friend, that individual will quarantine for as long as required by the HSE whilst continuing to participate in their own work as fully as possible via Zoom.
- If a member of the company tests positive for COVID-19 a decision will be taken at that point whether the individual is well enough to continue working remotely and will re-join the company when HSE guidelines allow.
- If it is determined that the individual is not well enough to continue with work a decision will be taken to either replace the individual from the talent pool indicated above or continue in their absence and reintroduce them to the process when HSE guidelines allow.
- An additional number of days should be considered as a cushion before the tech starts to allow for the possibility of work pausing due to a COVID-19 case.
- If an individual or department needs to self-isolate so late in the production process (tech and dress rehearsals or after the first performance) that it is not possible to replace individuals, from the talent pool or elsewhere, a decision will be taken at that stage whether or not to proceed with the production.
- Agreement to be made in advance with the venue about covering costs for venue deep clean.
- Company members can avail of free testing provided by the HSE though private testing will be at the cost of the company.
- Companies need to retain contingency resources to cover the need to replace any professionals from the talent pool or elsewhere, as required.
- Contract implications will be considered for affected company members regarding loss of income.

Appendix

Production Checklists

Company and Stage Management Pre-Production Checklist for Rehearsals

Rehearsal Check-list	Personnel	Complete
Establish COVID-19 Compliance Officers	Senior Manager	
Establish COVID-19 Safety Liaisons	Senior Manager	
Brief all employees on protocols and update contracts	Senior Manager	
Assess vulnerable company members	Senior Manager	
COVID-19 creative meeting to assess production values	Compliance Officers Production Manager Stage Manager	
Calculation of quantities and costs of PPE, and order of supplies	Compliance Officers	
Complete risk assessment of rehearsal room	Compliance Officers	
Liaise with rehearsal venue about cleaning schedule	Compliance Officers	
Install COVID-19 rehearsal room signage	Production Manager	
Install COVID-19 rehearsal room sanitization station	Production Manager	
Establish rehearsal room storage for personal belongings	Stage Manager	
Establish rehearsal room workspace for visitors	Stage Manager	
Setup technical equipment, props tables, props, costume racks, costumes, chairs and tables	Stage Manager	
Mark-up rehearsal room	Stage Manager	
Cleaning station for props room setup outside of room	Stage Manager	
Ensure all company members have their own face masks	Senior Manager	

Company Pre-Production Checklist for Production and Performance Weeks

Check-list	Personnel	Complete
Compiled risk assessment of theatre space	Production Manager and Stage Manager	
Establish cleaning systems and protocols with venue	Compliance Officers	
Production schedule to include cleaning sessions in relation to paint calls, and time required over the week to allow for working at a slower pace	Compliance Officers	
Ensure production desks have protective screens installed	Production Manager	
COVID-19 induction complete	Production Manager	
Dressing Rooms assessed for physical distancing	Production Manager	
Seating plan agreed with audience with 2m social distancing	Compliance Officers	
Full production departments individually briefed and updated with COVID-19 systems.	Senior Manager Production Manager	
Production Recovery communicated to all company members and Production departments	Senior Manager	
Ensure all Production departments have their own face masks	Production Manager	

Employee COVID-19 Protocol Form

Date:

Name:

Contact Number:

Email:

Next-Of-Kin Name:

Next-Of-Kin Contact Number:

COVID-19 Protocol and Hygiene at Work	Yes	No
Have you displayed any symptoms of COVID-19 in the past two weeks?		
Have you been contacted by the HSE in relation to having been in contact with anyone who has tested positive for COVID-19 in the past two weeks?		
Will you provide details of any circumstances relating to COVID-19 which may need to be considered to allow you to work safely?		
Have you read and understood the Theatre Forum production protocols document and will you engage with the first day induction at both the rehearsal and theatre venue?		
Will you follow instructions from the COVID-19 Compliance Officers in relation to safety and welfare at work?		
Will you take responsibility for taking proper care in sanitising your hands, work space and belongings throughout your work?		
Will you comply with all HSE guidelines, including maintaining physical distancing?		
Will you agree to wear a face-mask at all times while at work, except in previously agreed situations?		
Will you agree to avoid peak hour travel on public transport at all times where possible?		
If the COVID tracker app works on your phone, will you download it to assist with contact tracing?		

Signature: _____