

## Covid-19 Protocols for Outdoor Performances: Artists & GSC Staff

As announcement by the UK Government, from 11 July 2020 event organisers including theatre producers are allowed to stage outdoor events with the general public present, subject to the science and with safety measures in place.

In line with the advice from the Public Health England, Department for Digital, Culture, Media & Sport, Guildford Borough Council and Events Industry Forum, we have put in place the protective measures below. This is to minimise the risk to staff, artists and audiences who work at and attend our outdoor events by reducing the risk of infection and transmission of the coronavirus (COVID-19).

### **IMPORTANT: Covid-19 protocols for staff and artists to minimise transmission of virus**

	<b>Artists &amp; GSC Staff</b>
Travel	<p>Ideally staff/artists should walk, cycle or use a private vehicle. If unable to avoid public transport staff/artists must wear a mask, sanitise hands after touching surfaces and maintain good social distancing.</p> <p>Off-peak travel times will be taken into account with regards to scheduling.</p> <p>Parking at GreenArk; staff and artists to walk to venue</p>
Arrival/rehearsal – at performance site	<p>GSC Staff/Artists are not permitted to attend if they, or a member of their family bubble, have experienced symptoms or if they know they have come in contact with someone with virus symptoms. If in doubt, individual is to contact GSC team and stay at home.</p> <p>Throughout the event staff and artists to contact GSC by email every morning to confirm they are fit to work with no symptoms.</p> <p>First read through rehearsal will take place online. During this time GSC will go through all protocols and give artists an opportunity to ask questions.</p> <p>Wash hands often and thoroughly with soap and water.</p> <p>Specified times will be given for artists to rehearse either on site and/or at rehearsal rooms, and these will be kept to a minimum.</p>

	<p>Do not arrive to work ahead of call times to ensure staggered arrivals.</p> <p>They will be made familiar with their venue and the proximities of amenities and entrance and exits.</p> <p>During the performance they will remain in their venue for the duration of the event.</p>
<p>Rehearsals – blocking/speaking etc</p>	<p>Blocking will be largely worked out in advance.</p> <p>Artists are requested to be as familiar with their lines as possible to reduce the handling of scripts.</p> <p>All action will seek to use side-to-side or back-to-back blocking (where actors are at least 1m apart) wherever possible.</p> <p>Artists will be kept 3m from the front row of the audience, and the need to raise voices unnecessarily will be mitigated.</p> <p>Should any singing be used this will be done by a sole artist and at least 3m from another individual.</p> <p>All artists will be given a personal bottle of hand sanitiser.</p> <p>When not required for rehearsals, artists/staff to leave the rehearsal room to ensure as few people as possible in the area.</p> <p>Where possible, learn any lines in advance to avoid carrying scripts in rehearsals. Where this is not possible, consider using a tablet, or only bringing the pages that are needed for that rehearsal.</p> <p>Do not share pens/pencils.</p> <p>Staff/Artists to bring in their own water bottle and use own cutlery. Do not leave them in public/shared spaces at any time and be sure to wash them thoroughly.</p>
<p>Costumes &amp; Props Hair &amp; Make-Up</p>	<p>Where necessary artists will be given specific costume items in a specified costume container and/or box.</p> <p>Props will be kept to a minimum and not be shared.</p>

	<p>Props or instruments are not to be passed to anyone else directly but use a designated drop-off point. Ensure anything picked up has been thoroughly disinfected.</p> <p>Do not touch anyone else's props, costume or instruments at any time.</p> <p>Artists are requested, as far as possible, to arrive with hair and make-up already done and wearing as much as their costume as is practicable to do so.</p>
<p>Movement around Venue/Rehearsal Room</p>	<p>Staff/Artists will stay in their assigned rehearsal room and will not go into other spaces unless required to do so.</p> <p>On site, artists will remain in their allotted venue for the duration of the performance.</p> <p>To follow any one-way routes designated.</p>
<p>Social distancing</p>	<p>Staff/artists must stay at least 2 metres apart from each other, and from audiences, at all times.</p> <p>Awareness will be made of 2m distances.</p> <p>The full acting company of the event will never be present in the rehearsal room. If altogether on site, they will be sat 2m apart.</p> <p>The director will be present at all rehearsals and will always maintain at least 2m distance from artists.</p> <p>Basic blocking to be decided before the rehearsal to allow for correct social distancing.</p> <p>Where possible, please take your breaks outside. Where the weather makes this impractical, please be mindful of social distancing.</p> <p>GSC ask that Staff/Artists are mindful of social distancing in their own time. Please keep visits to pubs and restaurants (and other indoor areas where there is a higher possibility of transmission) to a minimum.</p>
<p>Distancing with audience</p>	<p>Artists will keep at least 3m from the front row of the audience.</p> <p>Any singing will be done by one individual, positioned at least 3m from other artists/audience members.</p>

	No artists to move within the audience.
Backstage	There will be no set constructed for this event, and only a simply lighting requirement using the Bandstand domestic supply. To be rigged by our CSM.
Tissues & their disposal	Staff/artists to bring their own disposable tissues. Dispose of all used tissues in the bins provided.  On site, artists will be given a waste bag to use. This will be disposed of safely by GSC at the end of each day.
Ventilation – GSC Rehearsal Room	Windows will be open in all rooms used. Heating to be adjusted as necessary. Staff/artists to make sure they are suitably dressed.
Toilets	Only one person at a time. Wash hands thoroughly with soap and running water for 20 seconds.  GSC Staff to use disabled toilets only.  Staff to clean toilets with detergent and bleach twice a day, whilst wearing the correct PPE.
Personal effects, food etc.	Staff/Artists advised in advance not do not bring anything they don't need to the rehearsal/performance site.  Bags and coats to be stored outside of the rehearsal room.  Personal mobile phones will be necessary for communication. These to be kept on but silent during rehearsals and performances.  Artists requested to bring one bag with them to the performance site, to keep their personal affects in. A safe designated space away from the audience will be identified in each site for this.  Staff/Artists to bring their own food/drinks. It is requested that no food is brought to the rehearsal that requires a microwave.  The rehearsal room kitchen will be available for staff/artists to fill up water bottles and store food in refrigerator if needed. One person at a time allowed in the kitchen. GSC request that food and drink is not to be shared.

<p>Isolation for any staff/artist displaying possible symptoms</p>	<p>If, during rehearsal/performance, any staff/artist experiences symptoms of the virus (persistent cough and/or high temperature, loss of taste/smell) they will tell the Director immediately.</p> <p>They will leave the rehearsal/performance, and go straight home, requesting a COVID-19 test. Should that prove positive, they will commence 14 day isolation and follow all guidance from their GP/NHS.</p> <p>The other artists that have been working with that individual will be made aware and be requested to take a COVID-19 test. Should the test come back positive that artist(s) will be required to isolate for 14 days.</p> <p>Should this take place during the performances, the same communication route will be carried out. The performance of that section stopped and the audience moved on to the next section. This section may then be skipped by subsequent audiences.</p>
<p>Cleaning</p>	<p>GSC will ensure all rooms are subject to intensified cleaning, particularly of all surfaces, and prominent areas of communal contact (handles, light switches, chairs, doors, etc.)</p>
<p>First Aid</p>	<p>There will always be a first aider on site. Training on updated C19 First Aiding information will be provided.</p>
<p>Safeguarding</p>	<p>A designated member of staff will be responsible for safeguarding onsite. Please reread our safeguarding policy. Refresh training on child protection and new issues arising from C19 will be provided.</p>
<p>End of rehearsal/performance procedures</p>	<p>Where possible, artists to leave one at a time from the rehearsal room (if being used), which will allow them to exit the building whilst maintain good social distance and avoid a bottle neck. Exit is via the rear door. (see map)</p> <p>Artists to remain on site until final performance and given instruction to leave by GSC staff.</p> <p>Opportunity for artist to feedback to GSC staff any developments each day before leaving site.</p>
<p>Fire Alarm - GSC Rehearsal Room</p>	<p>Staff/Artists to congregate at designated muster point, observing distancing. Designated GSC staff will roll call.</p>

Further questions and honing procedures

Please email Matt Pinches or Sarah Gobran, [info@guildford-shakespeare-company.co.uk](mailto:info@guildford-shakespeare-company.co.uk) if you have any questions or changes you feel we can make.

Many thanks for your understanding and cooperation.

We will review our protocols document weekly, in line with up-to-date Public Health England DCMS and Guildford Borough Council guidelines.

We will inform staff and artists of any changes.

**Matt Pinches, Producer & GSC Co-Founder.**

**31/07/2020**

Reviewed 20 August 2020, MP