

## Covid-19 Protocols for School Visits: Artists & GSC Staff

In line with the advice from the Public Health England, Department for Digital, Culture, Media & Sport, and Guildford Borough Council, 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 school events by reducing the risk of infection and transmission of the coronavirus (COVID-19).

### **Definition notes:**

*The reference to 'artists' to include actors, facilitators, directors, stage managers, designers, writers, and any other individual hired by GSC.*

## **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>When on the school site: staff and artists to walk to the school, or park within the school's carpark, as necessary</p>
Arrival/rehearsal	<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/phone every morning to confirm they are fit to work with no symptoms.</p> <p>During the first day of rehearsals 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 at rehearsal rooms and these will be kept to a minimum.</p>

	<p>Artists not to arrive ahead of call times to ensure minimum on-site numbers are maintained.</p> <p>Artists to be made familiar with each school and the proximities of amenities and entrance and exits.</p> <p>Time to be given in rehearsal schedule for rehearsal room/toilets to be cleaned by GSC staff following each day's rehearsal.</p>
<p>Rehearsals – blocking/speaking etc</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 are expected to use hand sanitiser when entering and exiting the building.</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/erasures/etc.</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><b>Props and Resources</b> Props will be kept to a minimum and not be shared. This includes any resources required for workshops.</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>Artists instructed not to touch anyone else's props, costume or instruments at any time.</p> <p>Props brought to the rehearsal room must be cleaned before artists use them.</p> <p>Designated artist to clean props that are handled at the end of each day's rehearsal/performance.</p> <p><b>Hair &amp; Make-Up</b> 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><b>Fittings</b> During costume fittings, it is a requirement that face coverings must be worn by both actor and costume fitter/designer where they are closer than 1m+.</p> <p>Costumes to be hung up and/or laid out for artists to pick up – no physical handovers to take place. If this is necessary, protective gloves to be worn.</p> <p>Hand sanitiser to be available before the fitting for all parties.</p> <p>Actor's own clothes to be kept separately from costume, preferably in a separate plastic bag/hanger.</p> <p><b>Laundry</b> Actor to have multiple base-layer costumes (vests/shirts) to reduce amount of laundry. Actor to be given designated laundry bag for used costume.</p> <p>Designated artist to collect costume bag and launder it.</p>
<p>Movement around School/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>Artists to be assigned specific chair/table to use throughout rehearsals and in performance space.</p> <p>When on the school site: Artists will remain on site for the duration of the performance day. They will follow any specific procedures laid out by the school.</p> <p>To follow any one-way routes designated.</p>

	<p>To wear face coverings when it is impossible to be more than 2 metres from others in the venue. This may include corridors and staff rooms.</p> <p>To stay within designated rooms/sections of the school site, if required.</p>
Social distancing	<p>Staff/artists must stay at least 2 metres apart from each other and anyone else in the rehearsal room/on the school site.</p> <p>Awareness will be made of 2m distances.</p> <p>To wear face coverings when it is impossible to be more than 2 metres from others. This may include practical workshop sessions.</p> <p>Basic blocking to be decided before the rehearsal to allow for correct social distancing.</p> <p>Where possible, breaks to be taken outside. Where the weather makes this impractical, artists to be mindful of social distancing.</p> <p>GSC ask that Staff/Artists are mindful of social distancing in their own time. Visits to pubs and restaurants (and other indoor areas where there is a higher possibility of transmission) to be kept to a minimum.</p>
Distancing with audience during performance	<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> <p>No artists to move within the audience.</p>
Tissues & their disposal	<p>Staff/artists to bring their own disposable tissues. Dispose of all used tissues in the bins provided.</p> <p>Bins to be emptied by GSC Staff at the end of every rehearsal day as part of clean down.</p>
Ventilation	<p>Windows, where possible, will be open in all rooms used. Heating to be adjusted, as necessary. Staff/artists to make sure they are suitably dressed.</p>
Toilets	<p>Only one person at a time. Wash hands thoroughly with soap and running water for 20 seconds.</p>

	<p>GSC Staff to use disabled toilets only.</p> <p>GSC Staff to clean toilets with detergent and bleach twice a day, whilst wearing the correct PPE.</p>
Personal effects, food etc.	<p>Staff/Artists advised in advance not do not bring anything they do not need to the rehearsal/performance site.</p> <p>Where possible bags and coats to be stored outside of the rehearsal room.</p> <p>Personal mobile phones will be necessary for communication. These to be kept on but silent during rehearsals and performances.</p> <p>Artists requested to bring one bag with them to the school to keep their personal affects in. A safe designated space away from the audience will be identified for this.</p> <p>Staff/Artists to bring their own food/drinks. It is requested that no food is brought to the rehearsal room / school that requires a microwave.</p> <p>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>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.</p>
Cleaning	<p>GSC will ensure all rooms are subject to intensified cleaning, particularly of all surfaces, and prominent areas</p>

	of communal contact (handles, light switches, chairs, doors, etc.).
First Aid	There will always be a first aider on site. Training on updated C19 First Aiding information will be provided.
Safeguarding	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.  All artists to hold current DBS certificates
End of rehearsal procedures	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.  Opportunity for artists to feedback to GSC staff any developments each day before leaving site.
Fire Alarm - GSC Rehearsal Room	Staff/Artists to congregate at designated muster point, observing distancing. Designated GSC staff will roll call.
Further questions and honing procedures	Please email Matt Pinches or Sarah Gobran, <a href="mailto:info@guildford-shakespeare-company.co.uk">info@guildford-shakespeare-company.co.uk</a> 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.

**Ant Stones, Head of Development for Education and Outreach. 12.03.2021**