



## **Working Safely During Coronavirus - A Checklist -**

The following checklist is taken from the UK Government DCMS Guidance for people who work in performing arts, including arts organisations, venue operators and participants, updated on 09/07/20.

The purpose of this checklist is to extrapolate some of the key information, and provide a checklist to support the risk assessing and Covid-19 safety planning for Without Walls artists. The full DCMS guidance can be found [here](#).

### **Hygiene and Cleaning**

- Frequent cleaning of work areas and equipment between use, using your usual cleaning products.
- Frequent cleaning of objects and surfaces that are touched regularly such as coffee or vending machines or staff handheld devices, and making sure there are adequate disposal arrangements for cleaning products.
- Extra, frequent deep cleaning of shared spaces such as rehearsal and backstage areas.
- Owners should keep instruments and other personal kit clean, and not share these items with others.
- Clear workspaces and remove waste and belongings from the work area at the end of a class, rehearsal or performance.
- If you are cleaning after a known or suspected case of Covid-19 then you should refer to the specific guidance.
- Use signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.
- Provide regular reminders and signage to maintain hygiene standards.
- Provide hand sanitiser in multiple accessible locations in addition to washrooms, and consider the access requirements of your team when deciding where these are placed.
- Set clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.
- Enhance cleaning for busy/shared areas.
- Consider providing more waste facilities and more frequent rubbish collection.
- Provide hand drying facilities, either paper towels or electrical dryers.

## **Self Screening and what if someone presents with symptoms**

- Consider routine screening of your team. This could include a simple Covid-19 symptom questionnaire/declaration from each individual, temperature checking before commencing work each day or even regular private testing. Determine what is a reasonable level of monitoring based on the size of your team, the nature of the activity to be undertaken and the affordability.
- Any member of staff demonstrating Covid-19 symptoms are instructed to inform their line manager/colleagues and remain at home.
- Under no circumstances should staff attend a company facility unsure if they are unwell or adopt a wait and see approach.
- Any member of staff who have been in contact with anyone with coronavirus symptoms within the previous 14 days should inform their line manager/colleagues and remain at home
- Ensure there is a clear policy in place for managing a Covid-19 positive individual, and abiding by government and PHE guidelines and reporting requirements.

## **Safe Distancing**

- 2 metres, wherever possible, or 1 metre with robust risk mitigation (where 2 metres is not viable), are acceptable. You should consider and set out the mitigations you will introduce in your risk assessment.
- Reduce performance group sizes wherever possible to enable social distancing to be maintained.
- If close contact is absolutely essential, minimise this and use fixed teams (bubbles) where possible.
- Avoid rehearsing and performing face-to-face wherever possible.
- Plan call schedules so that only those required are on-site at any one time.
- Reduce congestion in the work place by staggering arrival and departure times of your team, having more entry points in larger premises or venues, or introducing one way systems for moving around the building.

## **Where safe distancing isn't possible**

- Keep the activity time of any activity where social distancing cannot be maintained as short as possible.
- Increase the frequency of hand washing and surface cleaning, including disinfection of high footfall areas or common touchpoints with particular attention to toilets/restrooms.
- Consider using screens or barriers to separate people from each other.
- Use back-to-back or side-to-side working (rather than face-to-face) whenever possible.

- Reduce the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).

## **Isolation Teams/Bubbles**

- When essential, if it is not possible to maintain recommended social distancing use one or multiple fixed teams (bubbles) to manage risk of transmission.
- Consider limiting the number of performers/production staff in any fixed team to the smallest number possible.
- Where a very small fixed team means its not possible to work effectively, consider a larger fixed team but only if a comprehensive risk assessment has been put in place.
- Conduct rehearsals in smaller fixed teams wherever possible and gradually increasing the number of people in the team over time in order to observe and manage the risk of transmission.

## **Rehearsal Space Considerations**

- Working outdoors where possible. Where this is not possible, ensure all rehearsal, training and performance areas have adequate ventilation. For example, opening windows and doors frequently, where possible.
- Consider other people who may be using the building and restrict access to the area that you're working in.
- Avoid using non-essential communal areas.

## **Props and shared objects**

- Encourage increased handwashing and introducing more handwashing facilities for workers or providing hand sanitiser where this is not practical.
- Avoid sharing personal items such as phones, chargers, pens, and owners take responsibility for regularly disinfecting their own personal equipment.
- Avoid sharing professional equipment wherever possible and place name labels on equipment to help identify the designated user.
- Handling of music scores, parts and scripts to be limited to the individual using them.
- Make available extra radios and headsets or earpieces, dedicating a member of each team to be responsible for them for the duration of the production, and making sure these are appropriately cleaned if not single use.
- If equipment has to be shared, regularly disinfect it (including any packing cases, handles, props, chairs, microphones and music stands) and always between users.
- Consider limiting number of suppliers when hiring equipment. Responsibility of cleaning hired instruments should be discussed with the supplier.

- Transporting equipment in accordance with Government guidance for vehicles.
- Clean hire equipment, tools or other equipment before first use.
- Consider creating picking-up and dropping-off collection points where possible, rather than passing equipment such as props, scripts, scores and mics hand-to-hand.
- Do not permit audience members to touch equipment, props, instruments used by performers.
- Taking precautions when handling heavy equipment to reduce large numbers of workers in close proximity, this could include:
  - Re-evaluating spaces to avoid people working in close proximity (e.g. using more trucks for transport of goods).
  - Increasing the use of mechanical handling equipment (such as forklifts) to reduce large numbers of people required to lift heavy items.
  - Using a consistent pairing system if people have to work in close proximity.
  - Cleaning procedures for the parts of shared equipment you touch after each use, thinking about equipment, tools and vehicles.

## Costume and Makeup

- Some productions may require costume fitting where social distancing and avoidance of intimate face-to-face contact is impractical. In these instances, consider:
  - Enable cast to dress without assistance where possible. Where assistance is unavoidable (for example for quick changes, where possible avoid face-to-face positioning).
  - Where face-to-face positioning during fittings is unavoidable, following the [government guidance on working in close contact settings](#) where relevant.
- Reduce cross-contamination risk where possible by:
  - Sanitising and ventilating changing areas between use
  - Separating individual cast members' costumes in plastic bags
  - Hanging cast members' own clothes inside a clean plastic cover
  - Laundering costumes between each use and covering individually in plastic covers after cleaning.
  - Avoiding sharing costumes.
  - Reducing the number of quick changes or increasing time between changes.
  - Musicians arriving at a performance venue or premises in the clothes they will wear for the performance.
  - Allocating own makeup kit, brushes, hair products and equipment to each cast member, to be sterilised each day and only used on them.
  - Positioning hair and make-up stations to allow appropriate social distancing or using screens between stations.

## **Adapting the Content of Performance**

- Consider, where practical, altering the movement or choreography of the performance in order to reduce the risk of transmission. For example:
  - where there is interaction between performers and audience
  - where there is shared materials/a requirement for touching surfaces between performers or audience members
  - where there is close proximity or face-to-face interaction between performers

## **Singing and playing of brass/woodwind instruments**

- Observing extended social distancing to allow for higher risk of aerosol production.
- Current guidance is that if the activity is face-to-face and without mitigations, 3 metres is appropriate between each singer/musician, and between singers/musicians and audiences.
- Limiting the size of groups of singers in relation to:
  - the size of the space
  - the ventilation levels within the space
  - the positioning of singers within the space
  - the effectiveness of any booths, barriers or screens in use
  - the use of fixed teams to reduce contacts
- For 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.

## **Implications on Schedule/Workload**

- Additional time may need to be factored to implement these new ways of working. This should be factored to fit within the usual agreed working hours for your team.
- This may affect your rehearsal and fit-up schedules.
- Depending on the size of your cast/production team and the complexities of your production consider appointing an existing member of staff as a Covid-19 officer who will be responsible for oversight of control measures and fixed teams (bubbles), including the risk assessment and ensuring the appropriate mitigations are in place.

## **Travel**

- Avoid using public transport as much as possible, and aim instead to walk, cycle, or drive. If using public transport is necessary, wearing a face covering is mandatory, unless you are exempt for health, disability or other reasons.

- Minimise non-essential travel – consider remote options first such as conference calling.
- Minimise the number of people outside of your household or support bubble travelling together in any one vehicle, using fixed partners, increasing ventilation when possible and avoiding sitting face-to-face.
- If you normally share a vehicle with people from other households or support bubbles for essential journeys, it is recommended you find a different way to travel so that you can maintain social distancing. You can find more guidance on car sharing in the [safer travel guidance](#).
- Clean shared vehicles between shifts or on handover, eg with hire vans.
- Where workers are required to stay away from their home, keep a log of where they stay and make sure any overnight accommodation meets social distancing guidelines.

## **PPE**

- When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.
- Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you should provide this PPE free of charge to workers who need it.

## **Communication and training**

- Make sure all your team are aware of and understand your Covid-19 related safety procedures and are kept up to date with how safety measures are being implemented or updated.
- Think about communicating with your team in advance of work commencing as well as any briefings/training to take place on site. Any on site briefings / toolbox talks within your team should reference your Covid-19 safety controls.
- Invite regular feedback from your team to review best practice. It is important to ensure that your team are able to report any shortfalls (and successes/learnings) to ensure the risk assessment process is effective and actively reviewed.