

Production Guidelines

a guide to producing shows at the ADC Theatre during the Covid-19 Pandemic

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Introduction

This document is intended to be a comprehensive guide to producing shows safely at the ADC Theatre in Michaelmas 2020. The guidance contained herein is drawn from, and will be regularly updated in accordance with, the UK government's recovery guidance for the performing arts sector, which can be accessed here: www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts.

If you are involved in a production at the ADC Theatre in any capacity this term, please **read this document carefully and in full**. Whilst it has mostly been organised according to production departments, the guidance for any one department is relevant to the others, and the surest way of enforcing safe practices is for everyone to be aware of everyone else's guidelines.

It is vitally important that the rules and recommendations laid out in this document are followed. They are the results of a detailed risk assessment and form the primary conditions of the Theatre's reopening to students and to the public this term. **If it is found that they are not being followed and that activities at the Theatre therefore pose too much of a risk, the University reserves the right to limit or even halt our activities.** It goes without saying that this would be a great disappointment to everyone involved in any shows and to everyone who has contributed to enabling the Theatre to reopen.

Any disciplinary action for performers and technicians known to be flouting the theatre's control measures will be handled by the Theatre Manager. People who repeatedly and intentionally do not comply with the theatre's measures **will be banned from taking part in future productions at the ADC for the rest of the academic year or for 6 months**, whichever is longer, as per the theatre's Health and Safety policy and disciplinary protocols.

We are really looking forward to welcoming you back to the ADC Theatre and we hope this document acts not only as a rule-book of sorts but also as a helpful guide for planning your productions. We know the current circumstances present lots of challenges, but we hope they also present lots of opportunities, and we can't wait to see what you all create!

As always, please do not hesitate to get in touch if you have any uncertainties or issues to raise. If after reading this document you still feel unsure about any aspect of producing a show this Michaelmas or would like to ask about anything at all, please email production@adctheatre.com or call the office on 01223 359547.

Summary of Changes

- 24/08/2020
'[...] or are in a high-risk group, you must not enter the Theatre' changed to '[...] or have been instructed to shield by your doctor or the government, you must not enter the Theatre' (p. 10).
- 27/08/2020
'[...] you must only go **up** the foyer stairs and you must only go **down** the backstage stairs; the get-in stairs can be used both ways, but only in one direction at a time.' changed to '[...] you must only go **up** the backstage stairs and the get-in stairs can be used both ways, but only in one direction at a time; the box office and foyer stairs are **off-limits** to students.' (p.8)

Added 'Flyering at the ADC will be prohibited under current social distancing guidelines.' (p.13)
- 21/09/2020

Added 'Any disciplinary action for performers and technicians known to be flouting the theatre's control measures will be handled by the Theatre Manager. People who repeatedly and intentionally do not comply with the theatre's measures **will be banned from taking part in future productions at the ADC for the rest of the academic year or for 6 months**, whichever is longer, as per the theatre's Health and Safety policy and disciplinary protocols.' (p.3)

Removed 'If [social distancing of less than 1m] becomes necessary, you must consult management.' (p.5)

Added 'Face Coverings' section (p.5)

Added the Lift as a space with a maximum capacity of 1 (p.7)

Added 'The lift will be available for use for any building users needing an accessible entrance to backstage areas.' under One Way System (p.9)

Removed 'If [it becomes necessary to compromise social distancing], you must consult management.' (p.9)

Removed 'aerosols' from prohibited items in Dressing Rooms (p8) and Hygiene (p9) and Costume (p15), and highlighted that access behind the bar counter is prohibited (p.8)

Added: 'Please do not move these bottles away from their designated rooms, and notify a member of management when they need refilling' to Hygiene (p.9)

Included link to streaming guide at adctheatre.com/technical (p10)

Recommended cast size reduced from 15 to 13 following a re-assessment of room capacities, and consultation with the University's Health and Safety Division (p12)

Specified mandatory face coverings during get-ins and get-outs (p14)

- 24/09/20

Updated maximum capacities of Dressing Rooms 1 & 2, Larkum Studio and Bar to 6 people (p. 8)

Updated 'Dressing Room Arrangements' to reflect compliance with 'Rule of Six' (p.9)

Added: Section 'Rest Areas for Crew' (p.9)

- 28/09/20

Addition of appendix one: Q&A

Social Distancing

As per current government guidance, social distancing of 2 metres should be maintained at all times. Social distancing of 1 metre is acceptable only where absolutely necessary and only where additional mitigations are put in place. The mitigations are the 'plus' part of '1 metre plus'.

As far as possible, all production activities should be planned with the aim of maintaining 2 metres distance between people. If it becomes necessary to reduce this to 1 metre at any time, you must employ at least two of the following three mitigations:

- **Face Coverings**
- Back-to-Back or Side-by-Side Positioning
- Physical Barriers or Screens

In addition to these mitigations, you should keep the duration of any activity taking place at 1 metre plus to a minimum.

You must not carry out any activity which requires anyone to go within 1 metre of another person.

Face Coverings

(Details about medical exceptions/exemptions can be found at the bottom of this section)

The University has mandated that face coverings should be worn in all buildings and spaces where deemed necessary by a risk assessment. There will be a **limited number** of disposable masks available from management in the event that someone forgets to bring a personal mask to the theatre, but we encourage all building use to bring their own **personal reusable face coverings** every time they come to the theatre.

Face coverings must be worn **everywhere in the ADC Theatre** except in spaces that have been specifically risk assessed to allow use without masks, i.e. where 2m social distancing is being consistently observed.

Outside of show conditions, these spaces are:

- The Production Office, when sat at an individual workspace
- DR1, DR2, The Larkum Studio and The Bar, when being used for socially distanced rehearsals
- On Stage, when being used for socially distanced rehearsals

During show conditions, these exceptions are:

- On Stage (performers should keep masks on their person at all times, even on-stage, as they will be required to put them on again as soon as they enter the wings)
- The DSM, when sat at the SM desk
- LX/SFX/Video Operators, when sat in the tech boxes
- Dressing room spaces, when sat at an individual workstation

If 2m social distancing becomes impossible/difficult to maintain at any point in the above spaces, face coverings should be worn. In spaces where face coverings are compulsory, social distancing of 2m should still be observed where possible, and should never be less than 1m.

No students should be in the Foyer or Front of House stairs while working on a production. Students should not enter the Auditorium except where required for get-ins, technical and dress rehearsals. Students are discouraged from loitering in the auditorium unnecessarily during these times. The only exceptions to this during performances are **camera operators** and the single comp seat in the auditorium, intended for the **director**. Since they will be in the auditorium, **they will be required to wear face coverings** for as long as they are in the Front of House areas.

If anyone working on a production at the ADC is unable to wear a face covering for any reason, they should inform the management team at the earliest opportunity by emailing production@adctheatre.com. As face coverings are mandatory in all Front of House areas, this unfortunately means that anyone who cannot wear a face covering are precluded from being camera operators or claiming a director's comp (in which case they will be offered a streaming comp instead).

For the full list of exemptions, see: <https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni/wear-a-face-covering>

Using the Building

In addition to these rules, social distancing requirements mean there will be a few changes to the ways you can use or move around the Theatre this term. In general, you should only be in the building this term for a specific reason: i.e. for a booked rehearsal, for a pre-arranged meeting or training session, to see management, to use the workshop, to use the production office computers, for a get-in or get-out, or for a performance.

Due to the difficulties surrounding proper sanitation between uses, the stage and auditorium areas in particular will be **entirely off-limits** without permission from a member of management and access to the clubroom kitchen will be restricted. More information on this can be found in the **Hygiene** section below.

Most importantly, to enable us to comply with NHS Test & Trace requirements, everyone who comes into the building **must sign in** via a quick google form. You must do this on every day that you enter the Theatre, for whatever reason, but you do not need to sign in more than once a day if you are in and out more than once on that same day.

The link for this will be made available via www.adctheatre.com/signin and via QR codes on signs around the building.

- **Space Capacities**

Each room or space in the building has been assigned a maximum capacity which must not be exceeded. These will be clearly signposted at the entrances to and within each room or space. For reference, the maximum capacities for the most commonly used spaces are listed here.

Offices		Notes
Clubroom	4	
Production Office	3	2 at computers + 1 at printer
Workshop		
Scene Dock (inc. Safety Curtain Handle)	6	
Scene Pit	3	
Workshop (Build Area)	5	
Paint Dock & Wood Racks	6	
Furniture Store	4	
Dressing Rooms		
Green Room	4	
Dressing Room 1	6	6 dressing room seats; Rehearsals capped at 6
Dressing Room 2	6	6 dressing room seats; Rehearsals capped at 6
Backstage Stairs	6	
Stage		
		N.B. The stage must be booked with Management before use
Stage (inc. Forestage)	15	May be affected by set plans
OP Wing	4	
PS Wing	10	May be affected by set plans
Orchestra Pit	3	
Tech Areas		
Lighting Box	1	2 with a dividing screen
Sound Box	1	
Roof Gallery	6	
Lighting Bridges	3	3 on each bridge
Counterweights Gallery	4	1 every 5 counterweights
Hemps Gallery	3	1 every 8 hemps
Other		
Bar	6	6 dressing room seats; Rehearsals capped at 6
Larkum Studio	6	6 dressing room seats; Rehearsals capped at 6
Lift	1	

- **Room Booking**

Room Booking this term will be restricted to Dressing Room 1, Dressing Room 2, the Bar, and the Larkum Studio. These rooms will only be available during management hours (11am – 6pm) and you will only be able to book rooms for rehearsals. These rooms cannot be used without a booking.

All rehearsals taking place in the Dressing Rooms, Larkum Studio, and Bar will be capped at 6 people. At the point of booking, you will have to supply details of who will be attending the rehearsal. Each individual **must still sign in via the google form** on arrival at the Theatre and it is the responsibility of the person who made the booking to remind attendees of this and to enforce social distancing.

The stage will be reserved for large (6+ people) and late-stage rehearsals, which must be booked by contacting the Production Manager and conducted in accordance with an additional risk assessment. More information on this can be found in the **Rehearsals** section below.

- **Dressing Room Arrangements**

To allow for social distancing in dressing rooms during tech rehearsals, dress rehearsals, and performances, every show will have two dressing rooms this term. Mainshows will have Dressing Room 1 and the Larkum Studio. Lateshows will have Dressing Room 2 and the Bar.

In the case of the Larkum Studio and the Bar, arrangements will be made to render these spaces more like dressing rooms. The Bar will not be open this term, and as usual, access behind the bar counter is prohibited to all students.

Following consultation with the University, we are currently required to have separate and pre-arranged 'rest areas' for each subgroup of 6 within the theatre, when performances are taking place. This means that, when being used in performance conditions, each dressing room space will now only accommodate one subgroup of max. 6 cast members, with space for one director to stand and give notes - because shows are being offered two socially distanced dressing room spaces, this currently limits the size of the cast to no more than 12 people.

If you expect your cast to exceed 12 people please get in touch with Management as a matter of urgency - there is potential to make alternate arrangements, but this will require extra planning and work on our end, and will be dependent on other building use that week. If your cast is less than 12 people, you should still divide them into two subgroups of less than 6 each, and they will be expected to remain in their assigned dressing room space when they are not onstage, as long as they are in the theatre in performance conditions.

- **Rest Areas for Crew**

Crew should also be divided into subgroups with a maximum of 6 people per group. During performance conditions (including before the show begins) each group will be assigned a 'rest area', roughly according to the areas they are expected to be occupying during the show. When they arrive at the theatre, they will be expected to drop off belongings in the clubroom and head straight to their area, where they can rest/prepare for the show.

Area	Subgroup
Tech Boxes and Roof Void	LX op, Video Switcher, Sound op, Followspots (up to 2)
Stage	DSM, SM, Run Crew (up to 4)
Auditorium	Camera Operators

Directors, Assistant Directors and Producers should not be in the theatre for the show unless they are giving notes or claiming the in-person comp ticket.

- **One-Way System**

A one-way system will be in operation around the Theatre outside of performance conditions. This system will be clearly signposted and is as follows: you must only go **up** the backstage stairs and the get-in stairs can be used both ways, but only in one direction at a time; the Box Office stairs are off-limits to students.

The lift will be available for use for any building users needing an accessible entrance to backstage areas.

The only times this system will not be in operation will be during performance conditions, i.e. during a tech rehearsal, during a dress rehearsal, and after 7pm on a performance night when the Theatre is open to the public. During these times, all cast and crew must remain in the backstage areas and the backstage stairs will become two-way. The front of house areas will operate according to a different audience-only one-way system. Tape indicating 2 metre spacing will be in place around the building.

- **Compromising Social Distancing**

To emphasise: government guidance currently states that non-professionals involved in the performing arts must not compromise social distancing under any circumstances.

Hygiene

To help prevent the spread of Covid-19, we have introduced the following advanced cleaning measures around the Theatre:

- Alcohol-based hand sanitiser will be available throughout the building, as will sanitiser spray and paper towels for wiping down items and surfaces after use. Please do not move these bottles away from their designated rooms, and notify a member of management when they need refilling.
- All building users must wash their hands with soap and water for at least 20 seconds and/or use hand sanitiser upon entering the building.
- All building users must then either wash or sanitise their hands at least hourly; additionally, they must wash or sanitise their hands after sneezing or coughing, and after handling anything previously handled by another individual.
- All surfaces in a room must be sanitised with spray and paper towels after use or at the end of a booking. Particular care must be taken when sanitising computer workstations in the Production Office after use.
- Increased ventilation will be in operation throughout the Theatre.
- The Theatre's cleaning contract has been updated to include additional areas of the building.
- Regular touch-points such as door handles, light switches, and lift call buttons will be sanitised daily by a member of management.
- No food is to be prepared, cooked or heated by students at the Theatre. Shared kitchen appliances, crockery, mugs, glasses, and cutlery are not to be used. Any food consumed by students at the Theatre must therefore be brought in by individuals and must not be shared with others.
- There will be a separate hot drinks station in the clubroom for students to use. Students will only be allowed to enter the clubroom kitchen to refill the student kettle and personal water bottles. A mini-fridge will be provided to keep milk only and students must bring their own mugs or keep-cups.
- The dressing room showers and personal fans are not to be used.
- Personal items are not to be left in the Theatre overnight and building users are encouraged to bring only necessary items with them into the Theatre in order to minimise contamination risks.
- During a show, cast members should use and keep personal items in a designated space in their dressing room, which should be sanitised before and after use. Similarly, there will be designated spaces in the clubroom for crew to keep personal items.
- Only the backstage toilets are to be used by students; the FoH toilets will be reserved for staff and audience members (if you are a student and seeing a show, you are an audience member and should not go backstage).

Symptoms & Self-Isolating

If you start to display any of the main symptoms of Covid-19 (a high temperature, a new and continuous cough, a loss or change to your sense of smell or taste) or have been instructed to shield by your doctor or the government, you must not enter the Theatre.

Similarly, if you have been instructed to self-isolate because you share a household/support bubble or have come into contact with anyone displaying symptoms, you must not enter the Theatre.

If you develop symptoms whilst at the Theatre, you should leave immediately to self-isolate and notify a member of management by phone or email. If you cannot leave immediately due to transport needs or severe illness, you should notify a member of management who will ask you to wait in a designated room or call an ambulance as appropriate.

How Shows Will Be Staged

All shows at the ADC Theatre will be livestreamed this term. In addition to this, mainshows will also be performed to a small and socially-distanced audience. Unfortunately, lateshows will remain streaming-only for the time being. This is due to constraints around sanitising the auditorium and ensuring the safety of audience members between shows. For similar reasons, we are unfortunately unable to reopen the Corpus Playroom this term.

We are still developing the platform for livestreaming, but July has been spent installing all the necessary infrastructure. There is a separate guide for this which can be viewed at www.adctheatre.com/technical. In summary the set-up will be as follows:

- 1 camera at the back of the auditorium to provide a static wide-shot of stage.
- 1 camera at F14 in the auditorium (halfway down the PS aisle) to provide a side-angle and close-ups. This camera will need an operator to pan and zoom.
- 2 further video lines run to points in the PS and the OP Juliettes, allowing additional cameras to be placed there or at positions onstage within a certain distance of these points – so you could hide a camera and its operator somewhere in your set, or you could have a moving operator if you wished.

The Theatre will provide the back of auditorium camera, the F14 camera, and one additional camera for either the PS or OP point onstage. If you would like a fourth camera so that you can have both the PS and OP positions onstage, the cost of hiring this would need to come out of your production's budget. We think three different camera positions should be sufficient for most productions so we would recommend sticking to those in most cases.

All of this means, of course, that there are a few additional things to consider when planning your production. We would recommend that each production appoints a Video Director to work with the Director on the specifics of how you would like the show to be

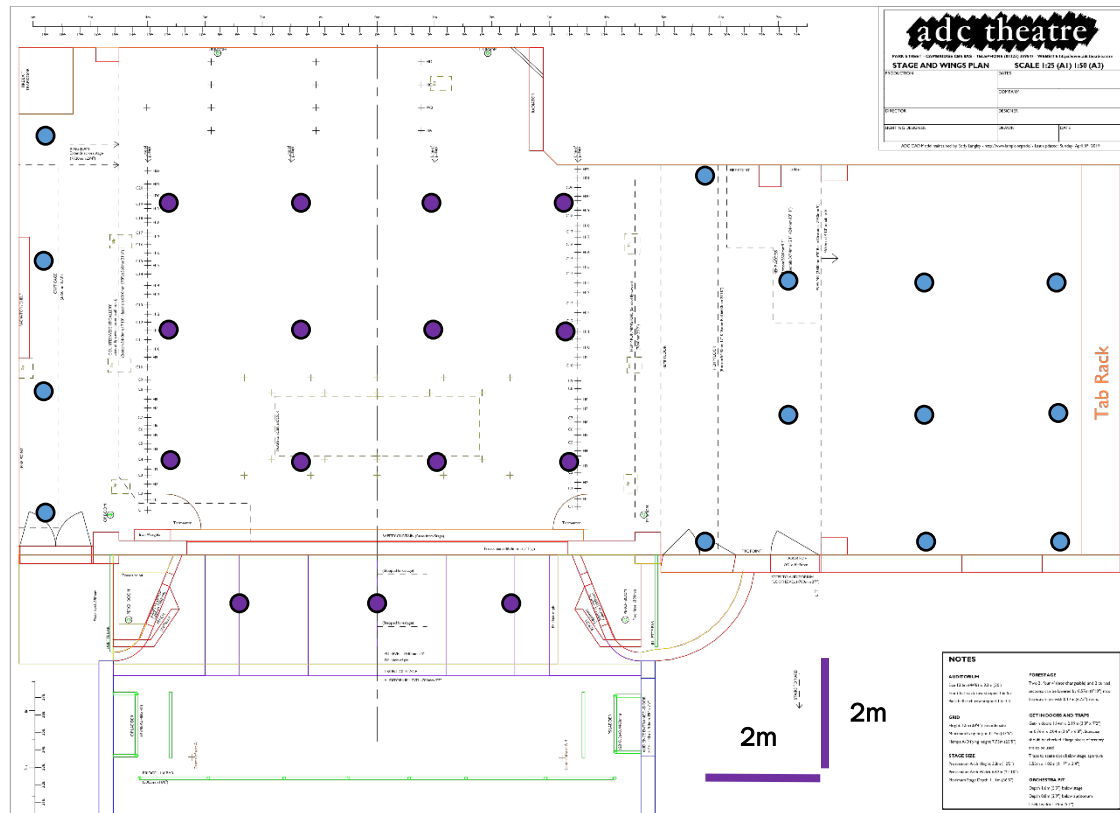
filmed and directed for streaming. This role could be filled by an Assistant Director or you could bring on board someone with a particular interest in film direction or streaming in general. Different shows and Directors will have different preferences and priorities!

Streaming also means that in addition to the basic backstage team of Stage Manager, Deputy Stage Manager, Lighting Designer/Op and Sound Designer/Op, you will need two Camera Operators and a Video Switcher, who will be the one selecting which camera is outputting to the stream when. Just as lighting and sound cues are, the switches between cameras will be video cues which are decided upon in advance and entered into the book/tech script.

In an ideal world, the Video Director would also be the Video Switcher, but you could have this as two separate roles. It is important to say that the Camera Operators should not be as casual as Lighting, Sound, and Followspot Ops often are. They should be part of the production team and committed to performances in the way a Stage Manager is. As with all roles at the ADC Theatre, though, nobody needs prior experience to be a Camera Operator or Video Switcher! Lots of training and support will be provided by the management team.

Stage Space

To help you visualise the space capacities detailed in the **Using the Building** section above and how they may be affected by set or staging plans, the below diagram shows how the maximum number of people would need to be positioned on the stage (purple) and in the wings (blue).



Auditions & Casting

- Consider reducing cast size where possible by cutting or multi-rolling small parts, as dressing room and stage space is capped at 13 people. Please consult management if your cast is expected to be larger than this.
- Auditions should be conducted online as far as possible, either via video calling or submission of self-tapes.
- Due attention should be paid to accessibility in all cases; if individual circumstances render in-person auditions necessary, arrangements should be made in consultation with management.

Rehearsals

- Early stages of the rehearsal process – such as readthroughs and tablework – should be conducted online.
- Consider planning the blocking for scenes in advance of in-person rehearsals as far as possible.
- Plan rehearsals so as to adhere to government rules regarding meeting with people from other households; this means rehearsals should not exceed 6 people from separate households and will necessarily call for some creative compromise.
- Think entrances and exits through carefully so as to adhere to the maximum capacities of the stage and wings. If you run into difficulties with this, you may wish to implement a one-way system or create additional wing space with masking.
- Consider measuring out and taping marks to ensure actors adhere to social distancing.
- Try to rehearse in large ventilated areas or outdoors as far as possible.
- Remember that you and everyone else in the rehearsal must **sign in via the google form** on each day that you come in to the Theatre to rehearse.
- Rehearsals where more than 6 people from separate households need to be present must be arranged in consultation with management and take place on the stage in accordance with an additional risk assessment.
- Each show will be scheduled two stage slots for a run-through in the week before their get-in weekend as standard; shows may also be able to book additional stage time prior to this by contacting the Production Manager.
- Bear in mind that social distancing of 2 metres must be maintained whilst actors are singing and face-to-face singing should be avoided. This means that distancing of 1 metre plus cannot be employed during musical numbers.
- At present, non-professionals are not allowed to compromise social distancing for intimacy or fight scenes; in the interest of fairness, we will not permit these scenes even if two actors happen to be from the same household.

Meetings

- All meetings should be conducted online, including paper-techs and most meetings with management.
- Due attention should be paid to accessibility in all cases; if individual circumstances render in-person meetings necessary, arrangements should be made in consultation with management.

Publicity

- Flyering at the ADC will be prohibited under current social distancing guidelines.

Set Design

- Consider where the onstage camera position(s) might be, where cables will be run for them, and how the set will appear to each of the camera positions.
- Consider how social distancing will be maintained whilst the set is being both built and used. As far as is possible, try to reduce the need for only 1 metre distancing when building, transporting, installing, or moving the set, and always refer to the mitigations detailed in the **Social Distancing** section above if this becomes necessary.
- Consider how the wing will be arranged to allow room for set pieces, props tables, and people. You will need to submit a wing plan along with your set plan in Section 2.
- Be aware that your funding body may allot you a lower set budget than usual due to less certainty regarding potential profits from livestreaming and reduced audiences.

Set Building

- Be aware of maximum capacities for workshop areas and do not exceed these.
- Remember that you and anyone assisting you must **sign in via the google form** on each day that you come in to the workshop to build.
- Consider how social distancing will be maintained whilst the set is being both built and used. As far as is possible, try to reduce the need for only 1 metre distancing when building, transporting, installing, or moving the set, and always refer to the mitigations detailed in the **Social Distancing** section above if this becomes necessary.
- If PPE items (e.g. dust masks, goggles, gloves) are used, they will need to be placed in a designated container to be disinfected before they can be used by another person. The Technical Manager will be responsible for this, so please notify Eduardo or another member of management if there is no disinfected PPE available.
- All hand tools and power tools in the workshop should be wiped down with disinfectant spray between users.

Get-in and Get-out

- These should be planned to ensure social distancing of 2 metres remains possible, with attention paid to maximum capacities for the stage, wing, and workshop areas. If distancing of only 1 metre becomes necessary, always refer to the mitigations detailed in the **Social Distancing** section above.
- In line with the theatre's policy on face coverings, face masks should be worn at all times during a get-in or get-out.
- Remember that you and everyone attending the get-in or get-out must **sign in via the google form** if they haven't already that day.
- Due to the variation in activities and the busy nature of get-ins and get-outs, everyone taking part in any get-in or get-out activity should wear a face covering as far as is practical.
- Every get-in must be preceded by a safety briefing from the TR and every get-out will be preceded by a safety briefing from the Duty Manager. All attendees must be present for these briefings. Any latecomers must be given the briefing upon arrival.

Props

- Each prop must only be touched by the Stage Manager/Head of Props and the actors who need to handle it. This must be signalled clearly on an organised and labelled props table.
- All props must be disinfected by the Stage Manager/Head of Props before each show and before they are returned to the props store.
- The Stage Manager/Head of Props and all actors must sanitise their hands before and after handling props. There will be hand sanitiser available in each wing.

Stage Management

- Monitor adherence to social distancing and maximum space capacities both onstage and backstage.
- Remind all cast and crew to **sign in via the google form** as well as on the SM's sign-in sheet for tech rehearsals, dress rehearsals, and performances.
- Encourage handwashing and sanitising among cast and crew between scenes as well as before and after handling props.
- Cans packs and headsets must be sanitised before and after use; the same goes for anything else handled by the SM team such as the blank-firing gun or fire extinguishers. You should also try as far as possible to designate headsets to specific users for the week.
- The SM desk must be sanitised before and after use. The SM desk must also be used by one designated person per show (i.e. the DSM) only.
- Hands must be sanitised before and after using counterweights and hems.
- Think entrances and exits through carefully so as to adhere to the maximum capacities of the stage and wings. If you run into difficulties with this, you may wish to implement a one-way system or create additional wing space with masking.

- Set changes should be planned to ensure social distancing of 2 metres remains possible. If distancing of only 1 metre becomes necessary, always refer to the mitigations detailed in the **Social Distancing** section above.
- Smoking onstage is prohibited.
- Any surfaces or regularly touched points (e.g. door handles) in or on the set should be sanitised before each show.
- Each mainshow's SM should ensure the stage and wings are cleared of people and that any sanitation stipulated above (e.g. of cans packs and the SM desk) has been carried out before handing over to the lateshow. This will call for careful changeover planning.

Costume

- Actors must be responsible for their own costumes once sourced and should wash them after receiving them from the Costume Designer.
- Costumes should be stored in plastic bags or coverings between shows and washed regularly during the show's run.
- Any costumes from the costume store must be washed immediately after being removed and immediately before being returned.
- Actors must be responsible for their own hair and makeup. Makeup, tools, wigs, and hair accessories must not be shared.
- Actors must be able to do any required quick-changes without assistance.

Lighting

- All lighting-ins should be planned to ensure social distancing of 2 metres remains possible, with attention paid to maximum capacities for the OP Quad, LX Box, stage, and wing areas. If distancing of only 1 metre becomes necessary, always refer to the mitigations detailed in the **Social Distancing** section above. Please remember to wear a face masks at all times during get-ins and get-outs, and when moving around the building.
- Cans packs and headsets must be sanitised before and after use. You should also try as far as possible to designate headsets to specific users for the week.
- The LX desk must be sanitised before and after use. Use of the LX desk should also be limited to as few people as possible.
- Remember that you and everyone attending the lighting-in or coming in to op a show must **sign in via the google form** if they haven't already that day.

Sound

- The sound desk must be sanitised before and after use. Use of the sound desk should also be limited to as few people as possible.
- Cans packs and headsets must be sanitised before and after use. You should also try as far as possible to designate headsets to specific users for the week.
- Actors should be taught how to fit their own mics and should sanitise them before and after shows.
- Bands must be set-up so that social distancing of 2 metres remains possible. If distancing of only 1 metre becomes necessary, always refer to the mitigations detailed in the **Social Distancing** section above.
- Musicians must be responsible for sanitising their own instruments, music stands, and mics between shows.
- Remember that you, all musicians, all ops, and all assistants must **sign in via the google form** if they haven't already that day.
- Social distancing of 2 metres must be maintained whilst actors are singing and face-to-face singing should be avoided.
- Social distancing of 2 metres must be maintained between musicians playing wind or brass instruments and face-to-face playing should be avoided.

Video

- All video switching equipment and cameras must be sanitised before and after use. Their use should also be limited to as few people as possible.
- Cans packs and headsets must be sanitised before and after use. You should also try as far as possible to designate headsets to specific users for the week.
- Camera positions and cable runs must be considered as part of set plans and included in risk assessments.
- Camera Operators must maintain social distancing with the audience, cast, and crew; the Operators in the auditorium must also wear a face covering at all times.

Socially Distanced Auditorium

- Auditorium entrances and exits are prohibited.
- Audience interaction is prohibited. This includes encouraging audience members to cheer for, call out to, or sing along with performers.
- Mainshows must be ready to open house at 7pm (rather than the usual time of 7.30pm) in order to allow the FoH team time to seat the audience safely and in accordance with a socially distanced seating plan. We will change the meaning of 'ready to open house' to allow the backstage team to continue some set-up tasks and troubleshooting whilst the audience is being seated, possibly with the safety curtain in.
- Musicals will not be able to mix sound from the auditorium.

Appendix 1: Q&A

Q&As from the Zoom presentation on Monday 28 September 2020. Please send any further questions to Lucia (production@adctheatre.com), Eduardo (technical@adctheatre.com), Luke (operations@adctheatre.com) or Jamie (manager@adctheatre.com).

Stage

Can haze and smoke be used on stage?

Use of haze is permitted; however, smoking on stage is prohibited.

Are seats in the front row being sold? If yes, does this affect how the forestage can be used?

There are two seating blocks for customers on the front row of the auditorium (including our accessible seats). This means that the full forestage cannot be used in order to maintain social distancing between the cast and front-row audience members. You can view the updated seating plan at adctheatre.com/coronavirus.

Will the theatre be getting additional cans sets for the extra crew involved due to video?

The theatre now has 18 working cans headsets which should allow for each crew member in the mainshow and lateshow to have their own designated cans headset for the week. Cans packs will need sanitising between every performance.

Can ASMs touch props or costumes?

Yes, providing they thoroughly wash their hands before and after and make sure they sanitise the items where possible. Prop users should also refrain from touching their face when on stage or in the wings and should wash their hands wherever possible in the interim.

Can we modify stock furniture to allow ASMs to more easily move set during a show?

Providing this doesn't cause long term damage to the furniture item, yes, although this will need to be approved on a case-by-case basis in consultation with Lucia and Eduardo.

Can actors perform fight choreography or other forms of choreography on stage?

Social distancing should be maintained at all times whilst choreography is performed. Choreography should always be separately risk assessed and approved during production meetings with ADC management.

Can lateshows go into the auditorium during the show?

As the auditorium will not have been sanitised between the mainshow audience being present and the start of the lateshow, access to the auditorium will be prohibited during a lateshow with the exception of the two camera operators whose stations will be sanitised in the changeover.

Rest Areas and Rule of Six

Can there be a separate rest area on the stage e.g. for bands?

Yes, providing that the space is clearly socially distanced from others, different groups aren't interacting, and appropriate mitigations are in place in consultation with Eduardo and Lucia.

Can we walk through a rest space?

Yes providing that 1m plus social distancing is adhered to (inc wearing a face covering) and that moving through the space will not exceed its maximum capacity.

If an MD is in the wings do they count as one of the four additional stage crew permitted?

Yes. You will need to make sure that the MD still remains socially distant from others.

How does the SM fire check work with the rule of six and room capacities?

The fire check should be completed as usual before every performance. The SM will need to wear a face covering and exercise caution when moving around the theatre. In the case of the tech boxes they should check that there are no obstructions to fire passages; however, they should not fully enter the space if the maximum capacity would be exceeded.

Room Capacities and Booking

If proven to maintain social distancing (e.g. with screens, metrodeck etc) can we have more people on areas of stage than the numbers provided?

Yes, providing that this has been fully risk assessed and approved with management. Although you are more likely to find that set will inevitably reduce the capacity of the space rather than facilitate an increase in it.

How do I book the stage and for how much time?

Each show will be able to book at least two slots on stage in the week before their show. This should be done in consultation with the Production Manager by emailing production@adctheatre.com. All rehearsals on stage will require the presence of a Stage Manager, and social distancing in line with the rule of six and the show's risk assessment must be adhered to at all times.

Does a group of six have to remain constant throughout a rehearsal?

If there will be different combinations of people throughout a rehearsal, these should be booked as separate rehearsals with the correct list of attendees provided at the point of booking.

Can you change the names of attendees after a booking has been made?

Yes, you can retrospectively change the names of attendees associated with the booking by logging back into the room booking system and amending your booking. The names provided with the room booking should match the list of names of people signing in to the building using the QR code on the day.

What rooms can I book for rehearsals?

You can book either Dressing Room, the Bar or the Larkum Studio for rehearsals. Rehearsals on stage are limited but can be booked in consultation with the Production Manager.

Do we need to book the workshop or prod office?

No, these spaces do not need to be booked. But especially for the workshop it is recommended that you keep in communication with users from other shows to make sure that the space doesn't become overcrowded.

Can we leave items in the dressing rooms between shows?

Ideally dressing room stations should be left clear of debris at the end of each day. Costumes can be left on costume rails providing appropriate mitigations are in place as covered earlier in this document.

Are we responsible for sanitising our own spaces?

Yes, you will be responsible for sanitising the space at the end of bookings so make sure you factor this time in before your booking ends. This includes the dressing room and stage areas at the end of performances. Surface spray and wipes will be available in every space. Please let a member of management know if these require replacing or re-filling.

Livestreaming

For non-copyrighted shows, would it be possible to record the streamed performances in case of multiple cast absences due to covid or other reasons, and then the recording could be played in those emergencies?

Yes, but remember theatre is all about the live experience so we discourage the streaming of pre-recorded shows except in the case of multiple absentees. Unfortunately, due to licensing restrictions, any copyrighted shows cannot be recorded in any capacity and can only be livestreamed. Any recordings of non-copyrighted shows should not be made publicly available during or immediately following the show's run.

Can we pre-record a dress rehearsal for non-copyrighted shows?

The video switching and other streaming tech can take some getting used to, so it might be reassuring for your technicians to know that the dress rehearsal isn't being recorded. Otherwise the same rules as above apply.

With the current tech set-up, would it be possible to provide captions on the streamed performances? Could these be on demand?

It is possible, but very technically demanding and time consuming. The captions would be visible to all users accessing the stream. If you wish to have a designated captioned performance, please liaise with Jamie and Eduardo as soon as possible so that appropriate technical and Box Office arrangements can be made. It will be the responsibility of the production team to prepare any captions and you will likely need an additional crew member to cue the captions live on Q Lab.

Can you add content warnings (e.g. for flashing lights) to appear on the stream?

Yes this is possible by rigging a Q Lab file into the video switcher, but the warning pop-up will appear for all those watching the stream. Do note that the ADC will still be advertising show content warnings as usual. They will appear in the foyer for in-person audiences, on the website at the point of booking, and can be acknowledged in the pre-show slides for livestreaming.

Since the streamed shows are not limited to audiences physically in Cambridge anymore, is it possible to add more methods for international payment (through PayPal or stripe) so I can invite friends and family who are not in the UK to watch?

Unfortunately, due to a number of limitations we cannot accommodate alternate payment methods on our ticketing system at the moment. However, providing a ticket can be bought on their Box Office account, the livestream can be viewed by international audiences so long as they tune in live at UK time.

Where can directors watch the livestream?

There will be one socially-distanced space in the auditorium for directors wearing a face covering. Those with streaming comps should watch the show outside of the theatre.

Get-ins, Get-outs and Technical Rehearsals

Are get-in breakfasts able to happen?

Unfortunately, use of the kitchen and shared meals will not be permitted.

How will the mainshow/lateshow changeover work?

It is more important than ever that mainshows finish on time and that the space has been sanitised and the team cleared out before 10:30pm to allow lateshows a full half an hour to prepare for their livestream. Specific arrangements for each show need to be made in consultation with the production team of the other show that week as well as with management.

Where do directors go during a tech/dress?

They can sit in a designated seat in the auditorium providing the armrests of the seat are subsequently carefully sanitised after use.

What are the rules for lighting overnights?

It is likely that lighting technicians will receive a call from the Duty Manager when the get-out is done in order to prevent any overlap. This is still being ironed out and we will inform the relevant people when details have been confirmed.

Will re-training be required for building keyholders?

No, existing keyholder training is fine. But as rehearsals cannot take place outside of management hours, keyholder privileges will be restricted to only key show representatives e.g. TR and SMs.

Technical

In the workshop, which area is classed as the scene dock vs the workshop (build area)?

The paint dock and wood racks should be treated as corridors. The scene dock (by the furniture store) and the main workshop build area are separate spaces and can be occupied by two separate sub-groups providing the groups do not exceed the maximum capacities of the spaces and that the two groups do not interact.

Can we do something technical (e.g. set painting) without social distancing if it is with another member of our household?

The theatre's current policy does not allow for this; however, we will update you all if things change.

The guidelines said that no personal items can be left, I presume this doesn't apply to personal tools?

Personal tools can be left in the personal tools cupboard but they should not be used by others without permission of the tool owner, as usual.

Is the plan that the LX Op and the Video Op will be in the LX box?

Yes, both will be in the LX box separated by a Perspex screen.

If we are pre-recording elements of the show (e.g. band), can we use the ADC's equipment?

Yes, this equipment can be hired out free of charge for performances at the ADC providing it is available and not being used for that week's shows. Please email technical@adctheatre.com to make arrangements.

Where can technicians go in the tech boxes?

The sound op should sit in the sound box and the lighting op and video switcher can occupy the lighting box (separated by a Perspex screen). The two followspots are located in the lighting bridges.

Test and Trace

What happens if I get contacted by NHS Test and Trace?

You should notify the Cambridge University Test and Trace programme as well as the theatre. Theoretically, as everyone will have been following the theatre's social distancing rules, nobody else in your production team should need to self-isolate; however, the relevant lists will be passed on by the theatre to Test and Trace programmes.

Stewarding

Will shows still need stewards?

Each mainshow will have two fire stewards. Slots will become available weekly, with more information about updates to stewarding this term being available to read at <https://stewarding.adctheatre.com/info/>. All stewards will require re-training each time they steward a performance.