

2021 Corpus Playroom Pandemic Production Guidelines

A guide to producing shows at the Corpus Playroom during the Covid-19 Pandemic

Contents

Introduction.....	2
Summary of Changes.....	3
Social Distancing.....	3
Test & Trace, Symptoms and Self-Isolating.....	3
Face Coverings.....	4
General Hygiene.....	4
Using the Building and Staging Shows.....	5
Sanitisation.....	5
Ventilation.....	5
Close Contact Blocking.....	5

Introduction

This document is intended to be a comprehensive guide to producing shows safely at the Corpus Playroom during the Coronavirus Pandemic. 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 Corpus Playroom in any capacity this term, please **read this document carefully and in full** - the surest way of enforcing safe practices is for everyone to be aware of everyone else’s guidelines.

The University’s policies on things like face coverings and additional ventilation throughout venues is expected to remain more cautious than government guidance for some months yet and we will be adhering to all measures set out by the University in relation to student use of the building.

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. **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.**

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 or Corpus Playroom 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.

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 Easter or would like to ask about anything at all, please email production@adctheatre.com or call the office on 01223 359547.

Summary of Changes

- 25/07/2021
Document updated to implement updated government and University guidelines.
Key changes include:
 - Social distancing no longer required at the Corpus Playroom
 - The need for rest spaces and one-way systems has now been removed
 - The focus for each role on the production team should now be on maximising sanitisation and ventilation

Social Distancing

Social distancing will no longer be required at the Corpus Playroom. This applies to both audiences and performers onstage, as well as backstage/in other areas of the building.

Instead of social distancing, we will be implementing other precautionary principles in place to mitigate against the spread of respiratory disease. This includes:

- Hand sanitising and washing
- **Mandatory face coverings throughout the building for non-audience building users**
- **Increased mechanical or natural ventilation**

Test & Trace, Symptoms and Self-Isolating

NHS Test & Trace QR codes will be on display around the building, both for audiences and general building users, and we encourage anyone entering the building to scan in each day, regardless of vaccination status.

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.

Students are being offered free weekly pooled household asymptomatic tests through their colleges which we highly recommend involvement with. The UK government is continuing its free **asymptomatic** testing programme for all adults over 18, recommending that they complete two lateral flow tests per week. These can be collected for free from a local pharmacy or collection point or can be delivered to your door within 24 hours if you order online (<https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>).

Face Coverings

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

Face coverings will remain mandatory when moving around the ADC Theatre, both in the administration parts of the building and in the backstage areas, including dressing rooms. The only time they may be removed is during performances or rehearsals onstage – anyone watching rehearsals from the auditorium should still wear a face covering. Technicians must wear face coverings at all times when sat at the desk.

There will be a **limited number** of disposable masks available by the Playroom tech ‘box’, 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 or the Playroom.

If anyone working on a production at the Playroom 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.

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

General Hygiene

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

- Alcohol-based hand sanitiser will be available throughout the building, as well as 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 or the Duty Manager if 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. They 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.

Using the Building and Staging Shows

No shows at the ADC Theatre will be livestreamed for Michaelmas 2021, as the full capacity of the auditorium will be on sale. This also applies to the Corpus Playroom, where we will return to having both a Mainshow and Lateshow five nights a week.

As was the case pre-pandemic, the Corpus Playroom can only be accessed by those who have signed out keys from management for a specific purpose, however the below measures should be implemented by all building users to mitigate against the spread of respiratory illness.

- **Sanitisation**

All building users strongly encouraged to wash their hands or disinfect them with hand sanitiser at least hourly. Additionally, they should wash their hands or disinfect them with hand sanitiser before and after eating, after arriving to theatre, after sneezing or coughing, after performing any activity that brings them within 2m of any other individual, or after handling an object previously touched by another individual.

Any regular touched points or surfaces (e.g. door handles) in a show's set should be sanitised by the Stage Manager or Responsible Person before each show. Anyone handling props must sanitise their hands before and after doing so. There will be hand sanitiser available backstage.

- **Ventilation**

Try to rehearse in large ventilated areas or outdoors as far as possible.

Increased ventilation will be in operation throughout the Playroom. Windows in the auditorium and dressing rooms should be opened as soon as the space is in use, and closed when no longer occupied, to maintain the integrity of the building's security.

There must be a 15-minute ventilation break between different uses of the same space, in which all windows/doors are left open and the room is unoccupied.

- **Close Contact Blocking**

Where productions call for close contact between cast members (i.e. scenes with fight or intimacy choreography), the participants must first and foremost be given the opportunity to actively consent to partaking in such blocking. If anyone involved in moments of close contact onstage expresses discomfort or a preference for social distancing, mitigations should be put in place to ensure that they are able to participate in a way which makes them feel safe and uncompromised.

Where participants actively consent to blocking moments of intimacy or fight choreography in close contact, we recommend that the individuals involved should take lateral flow tests every day during the run of the show. All students are advised to continue the University's recommendation of lateral flow tests twice weekly, as well as participating in college asymptomatic testing programs.