#### Managing the conduct of face-to-face arts and media during the Covid-19 pandemic

#### Michaelmas Term 2020 (06 October 2020)

This information is accurate as of Sunday October 11<sup>th</sup>. The content will be updated, with alerts sent to staff and student leaders, throughout the Term. The next scheduled Review will take place week commencing Monday October 26<sup>th</sup>, unless conditions require changes to be considered in advance.

#### Overview

The University has worked alongside Durham County Council Public Health (DCCPH) to develop an approach designed to ensure the safe conduct of face-to-face arts and media during the Covid-19 pandemic.

Our approach, which also takes into account the guidance from the Department of Culture, Media and Sport (DCMS), outlines where face-to-face activity could be opened up in phases during the Michaelmas Term whilst embedding regular reviews to ensure consideration is given to national and local restrictions and the current rate of infection. Ultimately these factors will steer decision making leading to the opening up of further face-to-face activity or, if necessary, the pausing of activity that has previously been sanctioned to recommence.

Planning encompasses activity across our Colleges, the Students' Union and Experience Durham. It covers the Michaelmas Term only and is specifically designed to:

- assist in minimising the spread of Covid-19 infection;
- enable the University to respond swiftly to national and local conditions, including the rate of infection, by having the ability to open up or pause activity at any time;
- ensure all activity at Durham University adheres to DCMS guidance;
- enable our students and our staff to gradually adapt to the new operational requirements in an environment that builds confidence and encourages the development and sharing of best practice.

We hope that this carefully considered approach will ultimately result in more face-to-face activity taking place throughout both the Michaelmas Term and the remainder of the 2020/21 academic year.

As above, a review panel consisting of senior staff and student leaders will meet frequently throughout the Michaelmas Term to evaluate the opportunity to open up additional activity or introduce further restrictions, if deemed necessary. It is important for students and staff to understand that the phased approach outlined below, which is essentially a roadmap, is entirely dependent upon on-going review. As everyone will be aware, the situation is increasingly fluid and unpredictable – our plans may have to be adapted and activity may have to be halted at short notice but, where conditions permit, the face-to-face activity outlined in each phase will be opened up.

Specific sections below are dedicated to the detail of provision for Music, Theatre, Art (focusing on painting, sculpture and drawing) and Media (focusing on radio and film). Where relevant, the guidance addresses auditions, rehearsals and performances.

#### Guiding principles and approaches

- The additional restrictions currently in place for the North East do not specifically override any DCMS guidance. However, given the current rate of infection in the Region, and specifically within the University community, our approach is intentionally measured and cautious in the belief that, as above, this may ultimately result in more face-to-face activity taking place across the academic year as a whole.
- Where face-to-face activity is recommended to open up, Risk Assessments have been developed to stipulate the measures that must be undertaken to minimise risk of infection and enable organised and managed activity to take place safely. These measures must be adhered to at all times and the requirements for each activity can be found at **appendix 1** at the bottom of this document.
- Some student groups access private facilities to undertake their activities. In such circumstances the venue Risk Assessment must be obtained and consent must be granted by Experience Durham staff or, where relevant, College or Students' Union staff before any activity can commence. Where necessary, Covid-19 safe transportation plans must also be submitted.
- All University and College student organisations are required to identify a Covid-19 Student Officer (this can be the group/society President). The identified officer is required to attend a mandatory on-line briefing in advance of their first face-to-face meeting as an organisation. Responsibilities associated with this role include:
  - remaining appraised of current national and local government guidelines as well as University policies;
  - ensuring compliance with the activity risk assessment;
  - o recording student attendance at each face-to-face session;
  - o being an information conduit between the student organisation and the University;
  - o monitoring activities and reporting any concerns or non-compliance issues immediately.
- All student organisations will be able to access ongoing on-line and face-to-face support from Experience Durham staff to continually improve safe practices and share best practice – this will be particularly valuable as a bank of experience is developed.
- As above, one key requirement of each student organisation is the retention of an attendance register for 21 days after every face-to-face group meeting. This is an important role of the Covid-19 Student Officer and will supplement the NHS *Track and Trace app*.
- Each activity has a limit upon the number of students that are permitted to come together in one space. For now, the limit will be 30 both indoor and outdoor although the Covid-19 capacity of many indoor spaces will be considerably lower. It is recognised that, in some cases, this will result in music groups, in particular, having to rehearse as sections and this guidance will be reviewed frequently across the Term.
- Initially, audiences will not be permitted to attend live performances and student groups will be supported to live-stream and pre-record their activities wherever possible. Over the summer the University has invested in equipment to support student organisations to do this successfully and, just as importantly, training and on-going support is also available. Student groups should contact mediadurhamcamera.equipment@durham.ac.uk for more information and support.
- We realise how important live audiences are and the opportunity to welcome audiences back to
  venues will be reviewed frequently across the Term our initial focus is to enable activity to take
  place face-to-face and we want to minimise the risk of jeopardising this. However, if the national
  and local conditions are favourable, audiences will be permitted later into the Term.

- The sharing of equipment and instruments should be minimised at all times and, where it is
  absolutely essential, the equipment should be sanitised before being passed on. Some musical
  instruments should not be shared under any circumstances and the hiring out of wind and brass
  instruments, for example, clarinets, contrabassoon, saxophone and tuba, has been
  suspended for the Michaelmas Term. Compulsory training will be provided for technicians (Theatre,
  Film and Radio in particular) to ensure that cleaning protocols are thoroughly understood.
- Social distancing, following the 4 square metre rule, must take place at all times during rehearsals, live performances and broader arts activity. There are no exceptions, and this includes stage combat, physical theatre, dancing (with contact) and lifts.
- The extent to which students face each other when they are rehearsing or performing should also be minimised, this is especially the case when singing or speaking.
- Regardless of the above social distancing measures being in place, face coverings should be worn for as much activity as possible. This includes:
  - all theatre rehearsals (excluding singing and when specifically acting a scene);
  - o all musical rehearsals (excluding singing and the playing of wind and brass instruments);
  - o all face-to-face painting, sculpture and arts activity;
  - o all media activities including operating cameras.
- Students will not be required to wear face coverings during live performances although, wherever possible, the wearing of face coverings is still very much encouraged.
- In line with University policy, face coverings should also be worn whilst circulating in all indoor facilities.
- Student groups are reminded that, due to the current North East restrictions, **rehearsals**, **practices and any other group activity should not take place in student houses**. The only exception to this is where all members taking part in the activity are from the same household.
- It is recommended that all groups intending to perform during the Michaelmas Term consider the
  possibility of having understudies / equivalents / deps. It is likely that a large number of students
  will be self-isolating at any one time and students will not be able to perform face-to-face if they
  are required to self-isolate.
- **Student tours are not permitted during the Michaelmas Term**. Student groups can tentatively plan for tours later in the academic year, however, no financial commitments should be made at this stage.
- Individual students and student groups found to be intentionally breaching any Covid-19 safety measures whilst taking part in activity will be suspended from participation and may also be referred to the University's Student Conduct Office.
- Student groups using centrally bookable teaching space to undertake their activities will also be required to sign a specific Code of Conduct and attend a briefing session in advance of the first faceto-face meeting. Groups failing to adhere to the processes outlined in the Code of Conduct will be suspended from using the spaces.

#### Music

- Phase 1: the activities and programmes below have now been considered by the Review Panel and will restart during week commencing October 12th
  - Face-to-face auditions, rehearsals and live stream/pre-recorded performances for the following static singing groups can commence although the opportunity to audition and rehearse on-line will also be offered wherever possible.

Choirs	A Cappella Groups	Opera	Musical Theatre

- Some of these groups often involve singing and moving with choreography. This should be limited significantly and more detailed guidance, over and above Risk Assessment provision, should be discussed with Experience Durham staff before such activity commences.
- The Risk Assessment process for **pan-University Chapel Choirs**, all of which operate out of Colleges, has not been completed yet. The possibility of these groups re-commencing face-to-face activity will be **considered in phase 2** this is specifically due to the fact that students from more than one College typically make up the membership of a Chapel Choir. Where this can be overcome in the short-term, activity can commence as soon as appropriate Risk Assessments have been completed.
- Face-to-face auditions, rehearsals and live stream/pre-recorded performances for the following
  instrumental groups can commence although the opportunity to audition and rehearse on-line will be
  offered wherever possible. As above, face-to-face groups will be capped at 30, for now, and in
  some circumstances this will result in groups being required to operate in sections. This will be
  reviewed regularly throughout the Term.

Bands Brass & wind Orchestras World Music
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#### Phase 2: earliest start date October 26<sup>th</sup> – to be reviewed week commencing October 19<sup>th</sup>

- Further consideration will be given to pan-University Chapel Choirs being able to re-commence faceto-face activity. Due to the fact that rehearsals and performances take place within College grounds, careful thought will need to be given to the specific circumstances and conditions within each individual College and it may be that some can commence whilst others cannot.
- The maximum size of face-to-face student group activity will be reviewed and will be extended for groups such as Orchestras, if the conditions permit.
- The opportunity to welcome small audiences to some performances will be evaluated and, if conditions permit, performances deemed to be lower risk (determined by venue size and performing group size) will be trialled.
- The opportunity to offer face-to-face workshops will also be evaluated.

#### Theatre

**Phase 1:** <u>the activities and programmes below have now been considered by the Review Panel and will re-</u><u>start during week commencing October 12th</u>

- Face-to-face auditions, rehearsals and live stream/pre-recorded performances for **all theatre companies can commence** although the opportunity to audition and rehearse on-line will also be offered wherever possible.
- Venue, stage size (and backstage size) will normally dictate this but, to minimise risk of infection, the size of the cast must not exceed 30. It is not anticipated that this limit will be extended during the Michaelmas Term although, if conditions permit, the opportunity to increase cast size will naturally be reviewed.
- As above, face coverings must be worn throughout rehearsals with the exception of singing and when specifically acting a scene. Face coverings are not required to be worn for performances although students can wear a face covering if they wish to do so.
- Social distancing measures must be upheld at all times. Close contact physical scenes are not permitted there are no exemptions, including scenes involving students from the same household. As above, this includes stage combat, physical theatre, dancing (with contact) and lifts.
- Tech and stage crews are permitted although they should be limited in size. The following processes must be adhered to:
  - PPE must be worn when moving or transporting props and scenery and also when Tech crews are setting up equipment;
  - personal rigging gloves are mandatory;
  - the cleaning of equipment in between hires is pivotal and, as above, must take place under the supervision of a trained technician – the thorough cleaning of microphones is particularly essential;
  - o headset mics are not permitted during the Michaelmas Term.

#### Phase 2: earliest start date October 26<sup>th</sup> – to be reviewed week commencing October 19<sup>th</sup>

- The opportunity to welcome small audiences to some performances will be evaluated and, if conditions permit, performances deemed to be lower risk (determined by venue size and performing group size) will be trialled.
- The maximum cast size will also be considered although social distancing measures on stage and backstage are likely to continue to be a significant constraint.
- The opportunity to offer face-to-face workshops will also be evaluated.

**Phase 1:** <u>the activities and programmes below have now been considered by the Review Panel and will re-</u><u>start during week commencing October 12th</u>

- All painting, sculpting and drawing activity can commence as long as social distancing measures can be applied. The face-to-face group size must not exceed 30 but it will normally be determined by Covid-19 room capacity constraints which are likely to be smaller. Any managed activity outside must also not exceed 30.
- The **sharing of any equipment should be minimised** where it is necessary, the equipment must be sanitised before use.
- Face coverings should be worn at all times during the activity.
- Exhibitions must be on-line. Face-to-face exhibitions will not be permitted during the Michaelmas Term. This policy will not be reviewed until the Christmas vacation.

Phase 2: earliest start date October 26th - to be reviewed week commencing October 19th

• The opportunity to offer face-to-face workshops will be evaluated.

#### Media (Radio and film)

**Phase 1:** <u>the activities and programmes below have now been considered by the Review Panel and will re-</u><u>start during week commencing October 12th</u>

- Face-to-face radio and film activity can take place although crew sizes should be minimised and, if indoors, should never exceed Covid-19 room capacities.
- Face coverings should be worn by crew members at all times.
- Social distancing measures should be adhered to at all times and should not be breached.
- The sharing of equipment should be minimised where equipment sharing is required, it should be thoroughly cleaned between use and, as above, supervised by a trained technician.
- Individuals presenting/in front of the camera should adhere to the detailed acting (theatre guidance) as identified above.

#### Phase 2: earliest start date October 26th - to be reviewed week commencing October 19th

• The opportunity to offer face-to-face workshops will be evaluated.

•	_	Reduced Level of Risk	accessibility)	Government guidance (as of 7/10/2020
				//10/2020

### <u>Music</u>

Auditions	Moderate/Low	Ensure social distancing is in place outside the room and	Low	-	Manage the arrival
		inside.			and departure times of different
		4 square metre rule (being at least 2m apart)		individuals to apply	group so as to reduce the pressure at exits and entrances.
		Ensure anyone meeting is provided with adequate hygiene		onnine with sen-tapes	Ensure queue
		facilities Toilets / sinks / sanitizing			management
		stations		ensure queue management.	Follow guidance on handwashing and
		Masks must be worn at all time (except for brass/wind players)		Preferably ensure the	hygiene.
		Ensure auditions are booked as named slots with contact details in advance to help with any track and trace measures.		room is well ventilated naturally and not by an air-con.	
		Manage the arrival and departure times of different individuals/groups so as to reduce the pressure at exits and entrances.			
Rehearsal for individuals	Low	Where communal instruments are being used in practice rooms – these need to be cleaned before and after each use with a light spray specifically for that instrument. Documentation on this is available.	Low	possible instead of traveling to another	Encourage handwashing (at least 20 seconds, hand sanitiser and affective cleaning.
		Social distancing should be in place – and practice rooms should only be used for individual use.			
Travel / Instrument moving	Moderate	Ensure PPE is worn while on public transport – You should not be in a car with someone of a different household to you.	Moderate	Where possible, items such as music and instruments should not be borrowed. Where this is not	You can travel, ideally use your nearest, local appropriate venue to reduce pressure on transport. You
		Should moving equipment and instruments be necessary for hire out ensure that the percussion instruments have been cleaned in advance, ensure PPE is worn		possible, stands and percussion must be cleaned before use and after with	shouldn't travel with someone from outside your household unless you can practise social distancing - for
		while moving (face covering), ensure the instrument is cleaned after use and set back in the store.		wipes. Students are encouraged to bring their own stands.	example by cycling. It is not possible to practice effective

		Hands should be cleaned before and after moving communal percussion instruments and music stands. Personal wind and brass instruments which have been hired out in the past will no longer be available in the short term. These include instruments such as clarinets, contrabassoon, saxophone, tuba.		amount of joint lifting time if required. Should lifting be	social distancing in small vehicles. Social Distancing – 2m apart, or 1m with PPE. Follow guidance on handwashing and hygiene.
Rehearsals for Static Singing (Choirs, Chapel Choirs, A Cappella Groups, Opera, Musical Theatre) Rehearsals for Brass and wind instruments	Moderate	Ensure social distancing is in place outside the room and inside <b>4 square metre rule (being at least 2m apart)</b> Singers and musicians should not sing or play when facing each other, but preferably stand side- to-side or back-to-back at a distance. It may be necessary due to room sizes to meet as a smaller group than usual, such as part of sectional rehearsals. No more than 30 individuals meeting inside or outside. Ensure anyone meeting in person is in a space that provides adequate hygiene facilities Toilets / sinks / sanitizing stations Masks are Mandatory unless when performing. Ensure that time spent together is productive and not unnecessarily pro-longed. Brass instruments must have droplet covers here appropriate. The covid officer must keep a record of all attendees for each activity and kept for 21 days for track and trace purposes.	Low	Offer the provision for some online rehearsals / read- throughs / solo projects to increase accessibility and reduce the amount of physical contact. Rehearsals should be taking place in an accessible space (not a private house) Preferably ensure the room is well ventilated naturally and not by an air-con.	and departure times of different groups so as to reduce the pressure at exits and entrances. Ensure queue management Follow guidance on handwashing and hygiene.
Rehearsals for orchestras, bands, world music,	Moderate/Low	Ensure social distancing is in place outside the room and inside <b>4 square metre rule (stay 2m</b> <b>apart)</b> It may be necessary due to room sizes to meet as a smaller group than usual, such as part of sectional rehearsals.	Low	physical contact.	No more than 30 individuals meeting inside Manage the arrival and departure times of different group so as to reduce the pressure at exits and entrances.

Performances	Moderate / High	Ensure anyone meeting in person is in a space that provides adequate hygiene facilities Toilets / sinks / sanitizing stations Masks are mandatory where appropriate (ie any musician who doesn't require their mouth to play their musical instrument: strings, percussion, keyboard). Ensure that time spent together is productive and not unnecessarily pro-longed. No more than 30 individuals meeting inside or outside. The covid officer must keep a record of all attendees for each activity and kept for 21 days for track and trace purposes	Moderate	Preferably ensure the room is well ventilated naturally and not by an air-con.	management Follow guidance on handwashing and hygiene.
Performances	Moderate / High	Ensure that your audience are socially distanced. (2m) This can be done when setting up a ticket listing. Be aware that there may be a reduction of seats to a usual venue. Ensure your audience have the capability for adequate hygiene facilities clearly pointed out to them. Use paperless tickets and cashless transactions. It will not be possible to buy tickets with cash on the door, nor will money be handled or exchanged for concert programmes. No physical contact between audience members and box office team. Ensure that one way systems are being used for individuals coming on or off the stage. Audience should wear appropriate PPE (ie masks indoors). Ensure social distancing is in place on the stage for performers as well as the audience. Audience track and trace is possible from the purchase of tickets and personal details stored.	Moderate	are not permitted as of 7/10/2020 Try to offer a provision of recording or live streaming your concert / production. This can be free or paid for through an online booking system where the link is shared once they have paid. Cameras can be borrowed and booked from Media Durham, and Music Durham. Encourage group to arrive in concert attire and to do their own hair and make-up.	travel home to change/shower. Use of changing rooms should in general be avoided where possible Outdoor performances can occur from now. Indoor performances allowed from the 14 <sup>th</sup> August. Social Distancing to be maintained and If possible, hand sanitise

# Musical Theatre / Opera / Singing and moving

Rehearsals for	Moderate	Ensure social distancing is in place	Low	Offer the provision for	No more than 20
practices which involve	woderate	outside the room and inside	LOW		individuals meeting
		outside the room and inside			inside unless the
singing and moving		1 causes matra rula (ctau 2m			
with choreography ( A		4 square metre rule (stay 2m		throughs / solo	community space is
Cappella Groups,		apart)		projects to increase	COVID Secure.
Opera, Musical		Cincers and musicions should not		accessibility and	Managa the arrival and
Theatre, College		Singers and musicians should not			Manage the arrival and departure times of
Pantos)		sing or play when facing each other, but preferably stand side-			
		to-side or back-to-back at a			different groups so as
		distance.			to reduce the pressure at exits and entrances.
		uistance.		accessible space (not	at exits and entrances.
		It may be necessary due to room			Ensure queue
		sizes to meet as a smaller group		a private nouse)	management
		than usual, such as part of		Preferably ensure the	management
		sectional rehearsals.		room is well	
		sectional reliearsais.		ventilated naturally	
		Ensure anyone meeting in person		and not by an air-con.	
		is in a space that provides			
		adequate hygiene facilities Toilets			
		/ sinks / sanitizing stations			
		Masks are mandatory and must be			
		worn to minimise risk of			
		transmission			
		(directors/choreographers/ MD)			
		(4.1.2020.0, 0.10.208.401.0.0,2)			
		Movement based rehearsals are			
		strongly discouraged, ie			
		choreography for singing groups or			
		marching for brass bands.			
		Wherever possible movement in			
		rehearsal should be minimised.			
		Headset mics will not be allowed			
		for this term (lapel and hand-held			
		are permissible). Cleaning			
		microphones is a priority in			
		between each singer/speaker.			
		Preferably there should be one			
		microphone per speaker. No			
		microphone 'snogging!'			
		Ensure that time spent together is			
		productive and not unnecessarily			
		pro-longed.			
		The covid officer must keep a			
		record of all attendees for each			
		activity and kept for 21 days for			
		track and trace purposes			
		No more than 30 individuals			
		meeting inside or outside.			

### <u>Theatre</u>

Auditions	Moderate/Low	Ensure social distancing is in place	Low	Offer the provision for	No more than 30
	,	outside the room and inside.			individuals meeting
				online with self-	inside unless the
		4 square metre rule (being at		tapes	community space is
		least 2m apart)			COVID Secure.
				Try to book slots for	
		Ensure anyone meeting is			Manage the arrival
		provided with adequate hygiene		queue management.	and departure
		facilities Tailata ( cinka ( canitizing			times of different
		Toilets / sinks / sanitizing stations		Preferably ensure the room is well	pressure at exits and
		stations			entrances.
		Masks are mandatory (ie		and not by an air-con.	chiranees.
		producers/directors, where facial			Ensure queue
		expressions aren't crucial to the			management
		audition).			5
		Ensure auditions are booked as			
		named slots with contact details			
		in advance to help with any track			
		and trace measures.			
		Manage the arrival and departure			
		times of different			
		individuals/groups so as to reduce			
		the pressure at exits and			
		entrances.			
Dele se us els (stau de ud)	NATIONAL AND				No. and the set 20
Rehearsals (standard)	Moderate/Low	Ensure social distancing is in place outside the room and inside		Offer the provision for some online	individuals meeting
		outside the room and inside			inside unless the
		4 square metre rule (stay 2m		throughs / solo	community space is
		apart)		projects to increase	COVID Secure.
				accessibility and	
		Should a part of the production		reduce the amount of	Manage the arrival
		require shouting the a 3m rule		physical contact.	and departure
		should be observed for those			times of different
		moments		It will be necessary	group to reduce the
					pressure at exits and
		Ensure anyone meeting in person		meet as a smaller	entrances.
		is in a space that provides			Ensure queue
		adequate hygiene facilities		cast plays.	management
		Toilets / sinks / sanitizing stations		Rehearsals should be	
		stations		taking place in an	
		Masks are mandatory		accessible space (not	
				a personal house)	
		Ensure that time spent together is		. ,	
		productive and not unnecessarily		Preferably ensure the	
		pro-longed.		room is well	
				ventilated naturally	
		The covid officer must keep a		and not by an air-con.	
		record of all attendees for each			
		activity and kept for 21 days for			
		track and trace purposes			
		No more than 30 individuals			
		meeting inside or outside (this			
		means no more than 30 in a cast)			
		· · · · · · · · · · · · · · · · · · ·		1	

Rehearsals (Physical)	High	Physical Theatre, stage combat, stage kissing, lifts, and any specific chorography that take place within 2m are not permissible as this contravenes the government guidance. Social distancing must be adhered too – and even wit PPE you cannot do these activities in rehearsals or part of a performance.	High	-	Social Distancing policy.
Travel / Set / hires / moving	Moderate	Ensure PPE is worn while on public transport – you should not travel in a car with someone of a different household to you. Should moving equipment, props and tech be necessary, ensure that the equipment is cleaned as you pick it up and ensure PPE is worn while moving items together (masks and gloves). Documentation is available on this. Hires should be managed by a trained technician. All hired out items must be cleaned when returned.	Low	not be borrowed but bought/printed so that sharing is not required. Where this is not possible, all props must be cleaned when returning and all costumes must be washed.	You can travel, ideally use your nearest, local appropriate venue to reduce pressure on transport You shouldn't travel with someone from outside your household unless you can practise social distancing - for example by cycling. It is not possible to practice effective social distancing in small vehicles. Follow guidance on handwashing and hygiene.
Tech (Kit moving, rigging, set up, strike)	Moderate	Where possible ensure Tech teams are socially distanced and reduced in number. While setting up, masks are mandatory to move about the space and handle equipment safely alongside handwashing should be frequent to counteract touch points. Personal rigging gloves are mandatory.	Moderate	operated safely. Some spaces, college dining rooms, ents, spaces and theatre should be set up prior to fresher's with a basic rig that allows for flexibility. This then reduces the amount of movement of items	hygiene. Technicians should follow the ABTT (Association of British
Tech (operating, focusing, rehearsals, performances)	Moderate	Where possible ensure Tech teams are socially distanced. Tech should be cleaned in- between each use with a light sanitising spray applied to the cloth and then carefully used on the equipment. The cleaning of equipment should be checked by a trained technician and should happen under	Moderate		Social Distancing – 2m apart, or 1m with PPE.

	supervision. Documentation on this is available. This does not apply to lights / items that burn hot. Headset mics will not be allowed for this term (lapel and hand-held are permissible). Cleaning microphones is a priority in between each singer/speaker. Preferably there should be one microphone per speaker. No microphone 'snogging!' Personal rigging gloves are encouraged but not mandatory.		
Performances	Ensure that your audience are socially distanced. This can be done when setting up a ticket listing. Ensure your audience have the capability for adequate hygiene facilities and are directed to use them. Use paperless tickets and cashless transactions. It will not be possible to buy tickets with cash on the door, nor will money be handled or exchanged for concert programmes. No physical contact between audience members and box office team. Ensure that one way systems are being used for individuals coming on or off the stage Should social distancing not be possible / shields and PPE are suggested Ensure social distancing is in place on the stage for performers. 4 square metre rule unless shouting is involved. Passing of Props should not occur between actors. Prop and set should be cleaned between each use and up to the actor to reset. Audience track and trace is possible from the purchase of tickets and personal details stored.	are not permitted as of 7/10/2020 Try to offer a provision of recording or live streaming the production. This can be free or paid for through an online booking system where the link is shared once they have paid. Cameras are available to borrow from DST (2x) as well as a central store, Media Durham. Assembly Rooms Theatre has its own cameras which the theatre group will have access to.	change/shower. Use of changing rooms should be be avoided where possible Outdoor performances can occur from now. Indoor performances allowed from the 14 <sup>th</sup> August. Social Distancing to be maintained and if possible, hand sanitise at intervals. Audience's must also

## <u>Dance</u>

Rehearsals /	Moderate/Low	Ensure social distancing is in	Low	Offer the provision for	All venues should
performances		place outside the room and		some online rehearsals	encourage attendees to
		inside		/ solo projects to	arrive at the facility in

Travel (competitions, Moderate/Low       Moderate/Low       International torus are possible to travel, ideally distanced.         Travel (competitions, torus)       Moderate/Low       International torus are possible to travel, ideally distanced on travel, ideally distanced on travel, ideally distanced on travel, ideally torus and the possible to travel on travel, ideally distanced on travel, ideally distanced on travel on the permitted.         Travel (competitions, torus)       Moderate/Low       International torus are possible to travel, ideally distanced on travel, ideally distanced on travel on			A causes matra rula (star 200		incrosco secos:hility	their activity dethes and
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where you tour to and your distancing - for example			where you tour to and your			distancing - for example
event is cancelled. by cycling. It is not			event is cancelled.			by cycling. It is not
possible to practice						
Ensure PPE is worn while on effective social			Ensure PPE is worn while on			effective social
public transport – you distancing in small			public transport – you			
should not travel in a car vehicles.						vehicles.
with someone of a different			with someone of a different			
household to you. Social Distancing – 2m			household to you.			Social Distancing – 2m
apart, or 1m with PPE.	1				1	apart or 1m with PPF

# Radio and Film

Radio	Moderate/Low	Ensure social distancing is in	Low	Where possible allow	No more than 30
		place outside the room and		for a perspective screen	individuals meeting
		inside			inside.
				presenters.	
		4 square metre rule (stay 2m			
		apart)			
		Ensure anyone meeting in person is in a space that			
		provides adequate hygiene			
		facilities			
		Toilets / sinks / sanitizing			
		stations			
		Masks are mandatory and			
		recommended where			
		practical			
		Ensure microphones and			
		computers are cleaned after			
		each show/group. Strict policy			
		on no microphone 'snogging!'			
		-			N. 11 00
ilm	Moderate/Low	Ensure social distancing is in	Low		No more than 30
		place outside the room and inside			individuals meeting inside.
		inside		use of individual phone	inside.
		4 square metre rule (stay 2m		cameras for filming	
		apart)		projects.	
		Ensure anyone meeting in		Again, ensure that	
		person is in a space that		individuals arrive in	
		provides adequate hygiene		costume and leave in	
		facilities		costume. Showering is	
		Toilets / sinks / sanitizing		not permitted.	
		stations			
		Masks are mandatory			
		(director, camera operator)			
		Frequently clean cameras			
		before and after use. Where			
		social distancing is not possible			
		(ie camera and sound op have			
		to be in a certain position then			
		masks and gloves should be			
		worn.			
		Encourage individuals to bring			
		their own equipment to			
		reduce the amount of			
		sharing.			
		Film acting – same rules			
		applies – see theatre			
		performance and rehearsals for more details.			
		nor more details.			

Painting, Sculpting, Moderat
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# Meetings, Training, Masterclasses and Workshops

Exec Meetings	Low	Can meet as usual so long as	Low	Evaluate which	No more than 30
0		social distancing is		meetings that can take	individuals meeting
		maintained.		-	inside.
				teams rather than face	
		Highly encouraged for these		to face.	
		meetings to take place online		Most meetings and	
				-	
		to minimise pressure on space		EGM/AGMs can and	
		which is required for in-		should take place	
		person rehearsals.		online.	
				For instance:	
				Exec meetings,	
				President meetings,	
				some training sessions.	
				Please be considerate	
				of others – prioritising	
				groups that need to	
				meet in person rather	
				than groups that can	
				meet online.	
				ineer onime.	
				Meet outside if you	
				can.	
Fraining	Low	Affective training on social	Low	To increase	No more than 30
0		distancing, hygiene, spotting		accessibility, awareness	individuals meeting
		symptoms for Covid-19 to be		and raise confidence in	-
		mandatory before any		creative practice still	
		extracurricular activities take		going ahead.	
		place.		Bonig anead.	
		place.		Please be considerate	
				of others – prioritising	
				groups that need to	
				meet in person rather	
				than groups that can	
				meet online.	

Travel	Low	Where possible, walk to your activity. On any public transport, face coverings should be used and social distance maintained. Car shares should be restricted to those in shared households.	Low	traveling by trying to use central and accessible venues where possible.	You can travel, ideally use your nearest, local appropriate venue to reduce pressure on transport You shouldn't travel with someone from outside your household unless you can practise social distancing - for example by cycling. It is not possible to practice effective social distancing in small vehicles.
Workshops / Masterclasses	Low	Ensure smaller numbers. More smaller workshops throughout the year focusing on the individuals rather than companies and ensembles Should some training ie tech need two operators then PPE should be worn (for instance gloves when operating a lighting desk with a trainer) The covid officer must keep a record of all attendees for each activity and kept for 21 days for track and trace purposes	Low	masterclasses to be online to reduce the	No more than 30 individuals meeting inside unless it is considered Covid safe.
Tours	Moderate	International tours are currently postponed. National tours are possible should there be a COVID19 risk assessment in place, itinerary, list of cast and crew. University insurance will not cover you should there be a local lockdown where you tour to and your event is cancelled.	Low	supported for this term.	Government stipulations for local lockdown.