

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 11th. 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 26th, 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 re-commence.

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 apprised of current national and local government guidelines as well as University policies;
 - ensuring compliance with the activity risk assessment;
 - recording student attendance at each face-to-face session;
 - being an information conduit between the student organisation and the University;
 - 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);
 - all musical rehearsals (excluding singing and the playing of wind and brass instruments);
 - all face-to-face painting, sculpture and arts activity;
 - 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 face-to-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 re-start 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
-------	--------------	------------	-------------

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

- Further consideration will be given to pan-University Chapel Choirs being able to re-commence face-to-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: the activities and programmes below have now been considered by the Review Panel and will re-start during week commencing October 12th

- 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;
 - **headset mics are not permitted during the Michaelmas Term**.

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

- 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.
-

Arts (painting, sculpting and drawing)

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

- 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: the activities and programmes below have now been considered by the Review Panel and will re-start during week commencing October 12th

- 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.

Appendix 1 – Activity Matrix

Activity	Level of Risk	Guidance for safe action	Reduced Level of Risk	Notes (inc. accessibility)	Government guidance (as of 7/10/2020)
----------	---------------	--------------------------	-----------------------	----------------------------	---------------------------------------

Music

Auditions	Moderate/Low	<p>Ensure social distancing is in place outside the room and inside.</p> <p>4 square metre rule (being at least 2m apart)</p> <p>Ensure anyone meeting is provided with adequate hygiene facilities Toilets / sinks / sanitizing stations</p> <p>Masks must be worn at all time (except for brass/wind players)</p> <p>Ensure auditions are booked as named slots with contact details in advance to help with any track and trace measures.</p> <p>Manage the arrival and departure times of different individuals/groups so as to reduce the pressure at exits and entrances.</p>	Low	<p>No more than 30 individuals meeting inside or outside.</p> <p>Offer the provision for individuals to apply online with self-tapes</p> <p>Try to book slots for individuals with adequate gaps to ensure queue management.</p> <p>Preferably ensure the room is well ventilated naturally and not by an air-con.</p>	<p>Manage the arrival and departure times of different group so as to reduce the pressure at exits and entrances.</p> <p>Ensure queue management</p> <p>Follow guidance on handwashing and hygiene.</p>
Rehearsal for individuals	Low	<p>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.</p> <p>Social distancing should be in place – and practice rooms should only be used for individual use.</p>	Low	<p>Consider if rehearsing in your room is possible instead of traveling to another space / using a communal instrument.</p>	<p>Encourage handwashing (at least 20 seconds, hand sanitiser and affective cleaning.</p>
Travel / Instrument moving	Moderate	<p>Ensure PPE is worn while on public transport – You should not be in a car with someone of a different household to you.</p> <p>Should moving equipment and instruments be necessary for hire out ensure that the percussion instruments have been cleaned in advance, ensure PPE is worn while moving (face covering), ensure the instrument is cleaned after use and set back in the store.</p>	Moderate	<p>Where possible, items such as music and instruments should not be borrowed. Where this is not possible, stands and percussion must be cleaned before use and after with sanitising wipes. Students are encouraged to bring their own stands.</p>	<p>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</p>

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

		<p>Ensure anyone meeting in person is in a space that provides adequate hygiene facilities Toilets / sinks / sanitizing stations</p> <p>Masks are mandatory where appropriate (ie any musician who doesn't require their mouth to play their musical instrument: strings, percussion, keyboard).</p> <p>Ensure that time spent together is productive and not unnecessarily pro-longed.</p> <p>No more than 30 individuals meeting inside or outside.</p> <p>The covid officer must keep a record of all attendees for each activity and kept for 21 days for track and trace purposes</p>		<p>accessible space (not a private house)</p> <p>Preferably ensure the room is well ventilated naturally and not by an air-con.</p>	<p>Ensure queue management</p> <p>Follow guidance on handwashing and hygiene.</p>
Performances	Moderate / High	<p>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.</p> <p>Ensure your audience have the capability for adequate hygiene facilities clearly pointed out to them.</p> <p>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.</p> <p>Ensure that one way systems are being used for individuals coming on or off the stage.</p> <p>Audience should wear appropriate PPE (ie masks indoors).</p> <p>Ensure social distancing is in place on the stage for performers as well as the audience.</p> <p>Audience track and trace is possible from the purchase of tickets and personal details stored.</p>	Moderate	<p>Currently audiences are not permitted as of 7/10/2020</p> <p>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.</p> <p>Cameras can be borrowed and booked from Media Durham, and Music Durham.</p> <p>Encourage group to arrive in concert attire and to do their own hair and make-up. Showering is not permitted.</p> <p>Preferably ensure the room is well ventilated naturally and not by an air-con.</p>	<p>All venues should encourage attendees to arrive at the facility in their activity clothes and where possible to travel home to change/shower. Use of changing rooms should in general be avoided where possible</p> <p>Outdoor performances can occur from now. Indoor performances allowed from the 14th August.</p> <p>Social Distancing to be maintained and if possible, hand sanitise at intervals.</p> <p>Audience's must also be socially distanced.</p>

Musical Theatre / Opera / Singing and moving

<p>Rehearsals for practices which involve singing and moving with choreography (A Cappella Groups, Opera, Musical Theatre, College Pantos)</p>	<p>Moderate</p>	<p>Ensure social distancing is in place outside the room and inside</p> <p>4 square metre rule (stay 2m apart)</p> <p>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.</p> <p>It may be necessary due to room sizes to meet as a smaller group than usual, such as part of sectional rehearsals.</p> <p>Ensure anyone meeting in person is in a space that provides adequate hygiene facilities Toilets / sinks / sanitizing stations</p> <p>Masks are mandatory and must be worn to minimise risk of transmission (directors/choreographers/ MD)</p> <p>Movement based rehearsals are strongly discouraged, ie choreography for singing groups or marching for brass bands. Wherever possible movement in rehearsal should be minimised.</p> <p>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!'</p> <p>Ensure that time spent together is productive and not unnecessarily pro-longed.</p> <p>The covid officer must keep a record of all attendees for each activity and kept for 21 days for track and trace purposes</p> <p>No more than 30 individuals meeting inside or outside.</p>	<p>Low</p>	<p>Offer the provision for some online rehearsals / read-throughs / solo projects to increase accessibility and reduce the amount of physical contact.</p> <p>Rehearsals should be taking place in an accessible space (not a private house)</p> <p>Preferably ensure the room is well ventilated naturally and not by an air-con.</p>	<p>No more than 30 individuals meeting inside unless the community space is COVID Secure.</p> <p>Manage the arrival and departure times of different groups so as to reduce the pressure at exits and entrances.</p> <p>Ensure queue management</p>
---	-----------------	--	------------	--	---

Theatre

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

Rehearsals (Physical)	High	Physical Theatre, stage combat, stage kissing, lifts, and any specific choreography that take place within 2m are not permissible as this contravenes the government guidance. Social distancing must be adhered to – and even with PPE you cannot do these activities in rehearsals or part of a performance.	High	Even if you are in the same household, social distancing still must be upheld for the safety of your peers as well in respect for your audience	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	Where possible, items such as scripts should 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	To ensure that tech is 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 between shows. Ensure to limit the amount of joint lifting time if required. Should lifting be required PPE must be worn.	Social Distancing – 2m apart, or 1m with PPE. Follow guidance on handwashing and hygiene. Technicians should follow the ABTT (Association of British Theatre Technicians) guides and practice.
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	In order to ensure tech teams are socially distanced, this may mean moving apart the lighting and sound op, or having an individual operate both.	Social Distancing – 2m apart, or 1m with PPE.

		<p>supervision. Documentation on this is available.</p> <p>This does not apply to lights / items that burn hot.</p> <p>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!'</p> <p>Personal rigging gloves are encouraged but not mandatory.</p>			
Performances	Moderate / High	<p>Ensure that your audience are socially distanced. This can be done when setting up a ticket listing.</p> <p>Ensure your audience have the capability for adequate hygiene facilities and are directed to use them.</p> <p>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.</p> <p>Ensure that one way systems are being used for individuals coming on or off the stage</p> <p>Should social distancing not be possible / shields and PPE are suggested</p> <p>Ensure social distancing is in place on the stage for performers. 4 square metre rule unless shouting is involved.</p> <p>Passing of Props should not occur between actors. Prop and set should be cleaned between each use and up to the actor to reset.</p> <p>Audience track and trace is possible from the purchase of tickets and personal details stored.</p>	Moderate	<p>Currently audiences are not permitted as of 7/10/2020</p> <p>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.</p> <p>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.</p> <p>Be aware that there may be a reduction of seats to a usual venue</p> <p>Encourage cast to arrive in costume and to do their own make-up and hair. Showering is not permitted.</p> <p>Preferably ensure the room is well ventilated naturally and not by an air-con.</p>	<p>All venues should encourage attendees to arrive at the facility in their activity clothes and where possible to travel home to change/shower. Use of changing rooms should be avoided where possible</p> <p>Outdoor performances can occur from now. Indoor performances allowed from the 14th August.</p> <p>Social Distancing to be maintained and if possible, hand sanitise at intervals.</p> <p>Audience's must also be socially distanced.</p>

Dance

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

		<p>4 square metre rule (stay 2m apart)</p> <p>Ensure anyone meeting in person is in a space that provides adequate hygiene facilities Toilets / sinks / sanitizing stations</p> <p>Masks are mandatory</p> <p>Frequently clean touched surfaces if applicable using standard products, such as detergent or bleach</p> <p>Where possible, temporary floor marking defining required spacing per individual should be provide. Ensure movement can take place and maintain social distancing measures.</p> <p>Avoid attendance by spectators. Introduce more one way flow routes through building</p> <p>Ensure costume for dance is cleaned between each use. No communal costume sharing (including shoes, tutus)</p> <p>Ensure that time spent together is productive and not unnecessarily prolonged.</p> <p>The covid officer must keep a record of all attendees for each activity and kept for 21 days for track and trace purposes</p>		<p>increase accessibility and reduce the amount of physical contact.</p> <p>Manage occupancy of classes, It will be necessary due to room sizes to meet as a smaller group.</p> <p>Rehearsals should be taking place in a accessible space (not a individuals house)</p> <p>Encourage troupe to arrive in costume / dance attire. Showering is not to be permitted.</p> <p>Preferably ensure the room is well ventilated naturally and not by an air-con.</p>	<p>their activity clothes and where possible to travel home to change/shower. Use of changing rooms should in general be avoided where possible.</p> <p>Audiences must also be socially distanced.</p>
Travel (competitions, tours)	Moderate/Low	<p>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.</p> <p>Ensure PPE is worn while on public transport – you should not travel in a car with someone of a different household to you.</p>	Low	<p>Ensure that the whole troupe feel comfortable with touring and the travel associated with competitions.</p>	<p>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.</p> <p>Social Distancing – 2m apart, or 1m with PPE.</p>

--	--	--	--	--

Radio and Film

Radio	Moderate/Low	<p>Ensure social distancing is in place outside the room and inside</p> <p>4 square metre rule (stay 2m apart)</p> <p>Ensure anyone meeting in person is in a space that provides adequate hygiene facilities Toilets / sinks / sanitizing stations</p> <p>Masks are mandatory and recommended where practical</p> <p>Ensure microphones and computers are cleaned after each show/group. Strict policy on no microphone 'snogging!'</p>	Low	Where possible allow for a perspective screen in-between radio presenters.	No more than 30 individuals meeting inside.
Film	Moderate/Low	<p>Ensure social distancing is in place outside the room and inside</p> <p>4 square metre rule (stay 2m apart)</p> <p>Ensure anyone meeting in person is in a space that provides adequate hygiene facilities Toilets / sinks / sanitizing stations</p> <p>Masks are mandatory (director, camera operator)</p> <p>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.</p> <p>Encourage individuals to bring their own equipment to reduce the amount of sharing.</p> <p>Film acting – same rules applies – see theatre performance and rehearsals for more details.</p>	Low	<p>Offer the provision for some online exhibition space and encourage use of individual phone cameras for filming projects.</p> <p>Again, ensure that individuals arrive in costume and leave in costume. Showering is not permitted.</p>	No more than 30 individuals meeting inside.

Arts

Painting, Sculpting, Drawing	Moderate/Low	<p>Ensure social distancing is in place outside the room and inside</p> <p>4 square metre rule (stay 2m apart)</p> <p>Ensure anyone meeting in person is in a space that provides adequate hygiene facilities Toilets / sinks / sanitizing stations</p> <p>Masks are mandatory</p> <p>Frequently clean touched surfaces. Cleaning to be done before and after each use/eg a paintbrush. Encourage individuals to bring their own equipment to reduce the amount of sharing.</p>	Low	<p>Offer the provision for some online exhibition space and for submissions of online content.</p> <p>Preferably ensure the room is well ventilated naturally and not by an air-con.</p>	No more than 30 individuals meeting inside.
------------------------------	--------------	---	-----	--	---

Meetings, Training, Masterclasses and Workshops

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

Travel	Low	<p>Where possible, walk to your activity.</p> <p>On any public transport, face coverings should be used and social distance maintained.</p> <p>Car shares should be restricted to those in shared households.</p>	Low	Limit the amount of 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	<p>Ensure smaller numbers.</p> <p>More smaller workshops throughout the year focusing on the individuals rather than companies and ensembles</p> <p>Should some training ie tech need two operators then PPE should be worn (for instance gloves when operating a lighting desk with a trainer)</p> <p>The covid officer must keep a record of all attendees for each activity and kept for 21 days for track and trace purposes</p>	Low	Encourage masterclasses to be online to reduce the face to face contact.	No more than 30 individuals meeting inside unless it is considered Covid safe.
Tours	Moderate	<p>International tours are currently postponed. National tours are possible should there be a COVID19 risk assessment in place, itinerary, list of cast and crew.</p> <p>University insurance will not cover you should there be a local lockdown where you tour to and your event is cancelled.</p>	Low	Tours are not supported for this term.	Government stipulations for local lockdown.