

Covid Regulations: Classes and Projects

Summary

For everyone's safety, please:

- Only come to campus when you need to
- Wear a mask at all times indoors
- Keep 2m apart
- Wash your hands regularly
- Maximise ventilation
- Follow specific risk assessments for the activity you are doing

There is a lot of information in this document – please take your time to read through it carefully so we can all stay safe and carry on with our work.

Following government rules and the completion of a workplace risk assessment, staff and students will be able to return to campus and external sites from 8th March 2021 in order to continue their classes, projects and production work.

This document sets out the rules that apply College-wide, and those that are specific to each School:

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Your programme may also have specific control measures for certain modules and activities. The Production Handbook has also been updated to include COVID control measures covering production work.

You should note that social gatherings are limited by law, as part of the government's 'lockdown' regulations. You may be fined if you break the law, starting at £800 and doubling for each subsequent offence.

Collegewide Regulations

Attendance on campus: Only come on to campus if you have a specific reason: classes, rehearsals, accessing resources. You will have some face-to-face teaching on campus and some sessions online.

Timetabling: Where possible, on campus staggered arrival times will be implemented to maintain social distancing inside the building and to avoid unnecessary rush hour travel. Staff and students must leave the premises immediately after their essential work is completed. Students may be asked to continue part of their work at home, and some classes will continue to happen online.

One way system: You should follow the one-way systems in the corridors of the main College buildings, to aid social distancing and avoid congestion. Those with accessibility needs are exempted.

External venues: We are in contact with each of our external venues to ensure we share our own risk assessments and that we are adhering to each venue risk assessments and strategies around Covid.

Studio, laboratory and workshop use: The layout of each working space on campus has been reviewed and in some cases changes made to maximise the working distance between people. We are working with social distancing of 2m to further reduce risk wherever possible; floors in many rooms are marked with grids to indicate the 2m distance. Where that is not possible, additional safety measures, including the use of PPE, will be in place.

Outdoors: Some production rehearsals will take place outdoors weather permitting which greatly reduces the risk of contraction the virus.

Ensuring adequate ventilation: Adequate ventilation is an important way to reduce the risk of COVID-19 spread. Windows and doors will remain open where possible. All mechanical ventilation systems have been set to use fresh air only, and not to recirculate air. Where appropriate, air flow rates have been increased.

Face coverings (masks): staff and students are required to wear an appropriate mouth/nose covering whilst indoors on campus. You will be expected to have their own face coverings; if you do not have a face covering, you will be sent away from the campus for the remainder of the day. If you are exempt from wearing a face covering, please take evidence to reception who will provide a coloured lanyard to identify you.

Please note that face shields / visors are no longer an acceptable alternative to a face covering.

Face coverings should have three layers of material. Additional PPE will be required for some activities, including face shields *in addition* to face coverings.

Changing facilities: there will be no access to changing rooms or showers on campus. Students are advised to travel to in their rehearsal/work clothes unless they are travelling via public transport. If travelling by public transport staff and students are advised to change

on arrival in the college. Clothes must be changed immediately on returning home and washed.

Kitchen and dining facilities: There will be no access to cafe facilities until 15th March 2021. The vending machines will be in operation, but staff and students should bring their own food and fluids wherever possible in the meantime. From 15th March, there will be on-campus catering, but social distancing rules still apply.

Cleaning: All rooms are cleaned and disinfected regularly throughout the day. Rooms are 'fogged' on a monthly basis, which ensures a covering across all surfaces that lasts for a month until the next fogging takes place.

Door handles and other regular 'touch points' are being cleaned throughout the day.

Technical rehearsals and working in theatres: a risk assessment will be taken for all activities in theatres and studios.

Personal hygiene: It is imperative these standards remain high, particularly as social restrictions begin to ease.

Temperature checks: As you come on to campus your temperature is checked in reception. Please come through one at a time to allow the check to take place, and hold hot drinks at waist level so as not to trigger the sensor incorrectly.

Staff working at office desks: staff may remove face coverings while at their office desks,

1. if they are working alone, or
2. with the agreement of colleagues, provided screens are in place between desks and there is ventilation.

Social Distancing

The highest risk to individuals remains the time spent in social groups and travel.

In order to maximise the effectiveness of the infection control methods implemented within our working environments, it is imperative that all staff and students remain vigilant of the social distance guidance, not only whilst at work but also away from the workplace.

Currently the Government guidance is to maintain a minimum 2 metre distance between individuals. The restrictions of social contact set out by the government are updated regularly. We have calculated group numbers and rooms allocations based on a minimum of 2m wherever possible, and put in place other control measures where not.

An increased social distancing of 3m may be required when a larger group is exercising indoors. This kind of exercising should happen outside whenever possible.

Where 2m social distancing is not possible, these additional control measures should be followed (from www.hse.gov.uk):

- Decide if the activity can be stopped

- Keep the number of people working who cannot social distance to a minimum
- Reduce the number of people in close proximity in the work area
- Limit the movement of people around the site. Consider if, people can stay in one place, or at one workstation when working
- Limit the amount of different equipment or surfaces that people need to touch
- Use screens between people to create a physical barrier
- Organise the space so that people are side-by-side or facing away from each other rather than face-to-face

School of Performance

Rehearsals and classes

- Please limit the things you carry to college so there is not a lot of personal items gathering at the side of studios. Please take all of your personal items with you when you leave the space.
- Face coverings must be worn at all times in the rehearsal room unless you are rehearsing your scene or a speech or activity.
- Everyone must wear a face covering when putting your props away or have any reason to go to props or costume areas on campus.
- Observe increased social distancing when possible between each member of the rehearsal room including other actors and directors.
- Limit the group size as specified for each room including staff members and technical/design students.
- Operating a call or booking system where possible to limit the numbers of persons in the space at any one time.
- Increase ventilation in rooms through windows or doors being open when possible.
- Minimise the number of people working in the studio.
- Avoid working face to face where possible and working side by side or back-to-back.
- Voice, singing and musical instrument classes should be taught in a wide square lining the walls rather than in a circle and the tutor can be in the room centre.
- Take 5 minutes in every hour for fresh air.
- There should be no outdoor shoes worn in studios during classes and rehearsals.
- Avoid sharing of personal items such as chargers, pens, phones and owners take responsibility for regular cleaning.
- Avoid sharing of scripts and place labels on equipment and props to identify the designated user.
- Creating pick up /drop off points with cleaning where possible rather than passing equipment hand to hand.

- Avoid sharing earpieces, headphones or mics and making sure that they are cleaned if not for single use.
- If any equipment has to be shared, regularly disinfecting it (including props, chairs) and always between users.
- Students are asked to ensure increased hygiene so carry wipes to clean your personal props at the start, end and during the day.
- Wash your hands regularly and ensure respiratory hygiene with a face covering.

Additional Information:

Voice: Recent studies showed that air is only set in motion in the immediate vicinity of the mouth when singing (Käher & Hain 2020, p. 2 in ISM link below), and that fewer droplets were expelled during singing than during talking (Loudon & Roberts 1968). However, not enough is known yet about aerosol accumulation and distribution during singing (Scheuch, p. 3 in ISM link below). So-called superspreading events in choirs must consider other factors such as poor room ventilation, duration, volume of vocalisation, and general behaviours (chatting in the break, hugging, close proximity) (Miller et al 2020, p. 12 in ISM link below).

The ISM (Incorporated Society of Musicians) has produced its own response to this, which deals with some of the nuance and realities surrounding the governments advice:

https://www.ism.org/images/files/ISM-Literature-Review_July-2020_FINAL.pdf

School of Design, Management and Technical Arts

Practical classes and projects

The precautions required for different activities will vary, and will be based on risk assessments. Students will be briefed by tutors and technical instructors, to ensure safe working.

See the additional risk assessments that are relevant to your programme, module and activity.

The following guidance will apply in most cases:

- Avoid sharing of personal items such as chargers, pens, phones. Owners must take responsibility for regular cleaning.
- Avoid sharing earpieces, headphones and other equipment that makes direct contact with the body.
- If any equipment has to be shared, regularly disinfect it. It must be cleaned between use.
- Carry wipes to clean your personal items at the start, end and during the day.
- Wash your hands regularly and ensure respiratory hygiene with a face covering.

If physical contact is essential

- Further increase the frequency of hand washing and surface cleaning
- Keeping the activity time involved as short as possible
- Use back-to-back or side-to-side working (rather than face-to-face) whenever possible
- Avoid skin to skin contact with others
- Use PPE in accordance with the risk assessments.

Guidelines for working in close proximity:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/close-contact-services#close-contact-4-2>

Production Rehearsals

See the Productions Handbook for full details.

- Observe increased social distancing when possible between each member of the rehearsal room including actors and directors.
- Limit the group size as specified for each room including staff members and technical/design students.
- Operating a call or booking system where possible to limit the numbers of persons in the space at any one time.
- Increase ventilation in rooms through windows or doors being open when possible.
- Take 5 minutes in every hour for fresh air.
- There should be no outdoor shoes worn in studios during classes and rehearsals.
- Avoid sharing of personal items such as chargers, pens, phones and owners take responsibility for regular cleaning.
- Avoid sharing of scripts and place labels on equipment and props to identify the designated user.
- Creating pick up /drop off points with cleaning where possible rather than passing equipment hand to hand.
- If any equipment has to be shared, regularly disinfecting it (including props, chairs) and always between users.

Version history

Version 2

- Where relevant, additional references made to staff as well as students.
- Added a regulation regarding desk-based staff and the wearing of face coverings.
- Added a note regarding the regular cleaning of door handles and other touch points.
- Additional detail added to the section on face coverings.