



Guidance Note 103. COVID-19 Returning to Work in Places of Entertainment Production and Technical Departments Safe Working Procedures

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Production and Technical Departments Safe Working Procedures

See **ABTT Guidance Notes 101 and 102** for basic requirements and background information. This document gives specific guidance for backstage and other production departments.

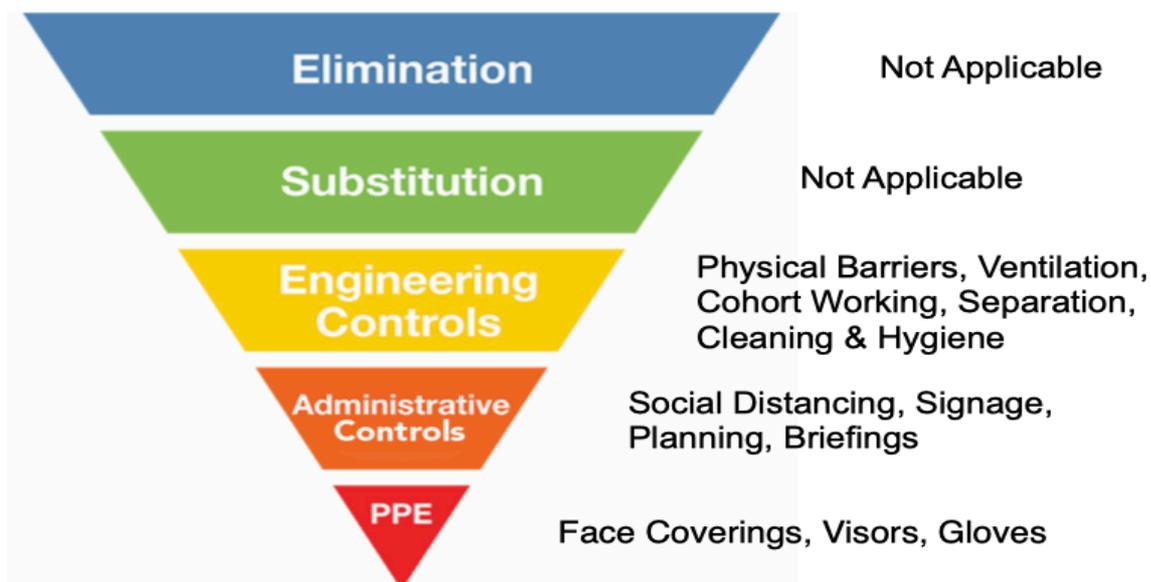
Some overall principles (taken from ABTT Guidance Note 102):

The Management of Health and Safety at Work Regulations 1999 Schedule 1

See: <http://www.legislation.gov.uk/ukxi/1999/3242/schedule/1/made> and for specific COVID-19 matters, see <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

Successful risk assessment comes from an understanding of the hierarchy of control and applying the most effective solutions available to control the risk:

The Hierarchy of Control of COVID-19 Infections in Places of Entertainment



A risk assessment for controlling the risks from COVID-19 should be carried out using the same principles as any other. As shown above, the first two most effective controls are not possible, therefore, greater efforts must be made in the application of other (lesser) controls identified above and as expressed throughout this document. The only way we can achieve elimination of all risks of COVID-19 infection is to remain in isolation whilst working from home. However, this is not a practical solution to the re-opening of Places of Entertainment as the work must be done in a theatre or similar venue. The next question is when must the work be done; does it have to be done immediately or can it be delayed to a date when the risk will be lower? If it must be done immediately then the controls around social distancing, cohort working, increased cleaning regimes and finally PPE must be considered and imposed where needed.

An employer's (self-employed person's) duty is to protect their employees and others from risks to H&S from their work. They are also allowed to rely on the services of a 'competent other' to carry out work on their behalf and so long as they do adequate due diligence checks on the competence of that 'other', the duties to protect those workers, move to that competent other.

Where possible, use contractors that are competent in their work and in managing the risks from COVID-19, to reduce the risk of your employees being exposed to the risk of infection.

Employers must manage and control the risks to the health and safety for all legitimate non-employees that arise from their undertaking. This will include the public, contractors, delivery drivers, volunteers and in many cases, those passing by on the street. This is interpreted very widely, and in some circumstances, may include the management of a queue outside the building if it has built up due to the way in which the work is being organised i.e. getting people in.

All work activities should be risk assessed using the Hierarchy of Controls above. This is especially important for a work activity that cannot be easily carried out with social distancing measures involved. Dynamic risk assessments must be recorded in an approved manner and distributed to all concerned. This may, for example include the storing of such risk assessments on a mobile phone for easy reference and should be consulted regularly and prior to any work being undertaken where unforeseen risks may be present.

COVID -19 (Coronavirus 2019) is from a family of diseases that affect animals but have made the leap to humans. In most cases it is comparable to having flu like symptoms. Some people will have no symptoms and some people can fall ill. Consequences range from no symptoms at all, to mild flu like symptoms to potentially fatal symptoms depending on the individual's circumstances. It is an acute respiratory disease that primarily affects breathing but can affect other parts of the body especially if there are underlying health issues.

This is a 'novel' virus and at the time of writing much has yet to be learned about it. It is clearly highly infectious and one of the methods of transmission is that it is spread through droplets of moisture when an infected person coughs or sneezes. It can survive on various hard surfaces which can then transfer to people's hands and subsequently into their bodies via eyes or mouth. Hence frequent washing of hands with soap and water and the importance of not touching your face.

Employers have duties in law to, as far as is reasonably practicable, protect their workforce from risks to their health and safety at work. Employees have duties in law to assist the employer in achieving this.

See ABTT Guidance Notes 101 and 102 for detailed precautions.

Principles and guidance for Production and other back-stage departments:

Carefully plan the work required before, during and after performances including the pre-production process:

Meetings and preparation:

- All meetings should be conducted via a video or telephone platform whenever possible.
- Any necessary meetings of face to face persons should be short (no more than 15 minutes) and with current social distancing guidelines enforced. Consider face coverings and visors.
- Designs for the set, the lighting, the sound etc should consider the current COVID-19 constraints on the working practices of technical teams. This may result in designs for sets etc being finalised well before 'normal' deadlines and compromises being made.
- All venue/site/production specific restrictions, controls and guidelines must be regularly communicated to the production teams.
- Meetings should be held in the open air where possible. If not possible, the room where the meeting is held should be well ventilated.
- Hand sanitising gel should be available in all meeting rooms.

Work equipment preparation:

- Carried out in small groups of the same workers (cohorts).
- Current social distancing guidelines to be complied with throughout.
- Control measures to be enforced where current social distancing guidelines are compromised. Measures should include, for example: dividing screens, face coverings and the like.
- Shared tools to be cleaned before initial use and quarantined once preparation is complete.
- Cleaned equipment quarantined before work commences or cleaned once prepared.
- Hand washing for at least 20 seconds at regular intervals.

Work practices such as fit-ups and get-outs: (See ABTT Guidance Note 102).

- Socially distanced toolbox talks in well ventilated or outdoor locations. All staff to be reminded of current safe working practices.
- Carried out in small groups of the same workers (cohorts).
- Staggered start/finish and break times.
- Segregated, zonal working throughout work times.
- One-way systems wherever possible with segregated access and egress points.
- Carry out and record dynamic risk assessments for unforeseen hazards that arise.
- Shared equipment to be cleaned regularly. Not shared between groups of workers without thorough cleaning.
- Increased venue cleaning regimes throughout.
- Hand washing for at least 20 seconds at regular intervals.

Working in Groups:

- Only if absolutely necessary and the work cannot be delayed.
- Split into groups or cohorts. These cohorts should not mix nor should workers be swapped out with other groups.
- Observe current social distancing guidelines.
- Plans should be in place for interdepartmental conversations and sharing of plans. Schedules should be in place to avoid overcrowding and/or pinch points in the building such as crew rooms or grids.

- Allocate individual departments times to complete tasks in specific areas. Where possible, other groups should not be allowed to enter such areas until the previous group's task has been completed and any shared equipment cleaned.

Preparation of production equipment both on and offsite:

- Small cohorts of workers.
- Cohorts should not mix, nor workers be swapped from one cohort to another.
- The same cohorts should conduct the preparation every day.
- Such preparation should be planned, and information communicated before work commences.
- Where possible consider working side by side using screens to separate workers.
- Preparation areas should, where practicable, be as well ventilated as possible. This may require the introduction of more ventilation equipment.
- If possible, such equipment should be quarantined for 72 hours before being transported to the venue or site. Appropriate signage and physical barriers may be used to segregate quarantined and non-quarantined equipment.
- Flight case touch points should be cleaned when about to be packed and stored.
- Ensure shared tools and equipment are sanitised before and after use.

Toolbox talks and other pre-work briefings:

- Toolbox talks should communicate all relevant venue specific control measures, requirements for sanitation, one-way systems work times (including staggered start/finish times), which departments are working and include time for questions and answers.
- Notice boards with information and plans should be installed and kept up to date in the venue.
- Where possible, all toolbox talks should be conducted outside.
- If staggered start times are introduced, toolbox talks and work briefings will be required for each department at their respective start times.
- Schedules should be worked out to include regular breaks for hand washing/sanitisation and/or disposal and replacing of face coverings (if they are deemed necessary).

Sharing equipment and tools:

- Wherever possible, do not share tools and equipment.
- If this is not possible then all tools should be thoroughly cleaned before use and at regular intervals in accordance with the site-specific risk assessment.
- If shared, enhanced, and regular hand washing with soap and water will be required.
- Tools and equipment must only be shared within cohorts and not between other teams or cohorts unless sanitised/cleansed.

Gloves, hard hats, and other PPE:

- COVID-19 infection control should wherever possible, be through social distancing, increased hygiene routines and **not** by PPE. Precautionary use of PPE should not be encouraged by employers.
- Where current social distancing guidelines cannot be met for essential work, a simple face covering should be used. Examples of such tasks could include lifting a moving light or chain motor out of a flight case. Such activities should be supervised, and staff members

instructed to wash their hands immediately after the task and to swap out face coverings from a readily available supply if they have become wet or compromised in any way.

- Where safety goggles or glasses are used to mitigate against other hazards such as foreign objects flying into eyes during cutting or grinding, the eye protection devices should be sanitised immediately after use by the wearer. This should be with an alcohol-based wipe or substance. The wearer should then wash their hands immediately afterwards.
- Gloves are not a substitute for hand washing. Gloves do not stop the spread of the virus.
- The wearing of gloves is to be avoided wherever possible as regular hand washing is the best form of protection against COVID-19 transmission.
- Where a venue or task specific risk assessment instructs workers to wear gloves, they must be worn for a short period of time, disposed of swiftly after the task is complete and staff should continue to wash hands regularly with soap and water.
- Wearing rigging gloves as infection protection is not encouraged as a rule however rigging gloves as part of PPE may be required in certain scenarios such as lifting potentially awkward or hazardous items or using hauling lines.

Loading and unloading trucks (and generally working in confined and poorly ventilated spaces):

- Use the least number of people required to safely unload or load trucks, bearing in mind the requirements of the manual handling risk assessment.
- This may require flight cases to be single stacked to avoid the need to 'tip' cases thus removing the need for a second person.
- 'Meat racks', where possible, should be be-half size and loaded in such a way as to facilitate ease of movement by one person.
- Current social distancing guidelines should always be observed where possible. If this is not possible then working with face coverings should be considered.
- Time spent in the truck should be limited and kept to the same person where possible. Trucks should be unloaded in a well-ventilated area.
- When unloaded, flight cases and other equipment should, ideally, be quarantined for 72 hours. If this is not possible, precautionary cleaning of equipment should be carried out paying particular attention to handles and locks.
- Wash hands regularly with soap and water.

Loading and unloading large items:

- This should be conducted in a well-ventilated area where possible.
- For items that are too large for one person to handle safely, mechanical lifting equipment should be utilised where possible.
- If mechanical lifting is not practicable and working to current social distancing guidelines is not possible then working with face coverings should be considered. Side by side working is preferable to face to face working.
- The people involved must, where possible, be from the same cohort and wash hands regularly with soap and water.
- Once stored, consider cleaning the flight cases etc, paying particular attention to handles and locks.

General work on the stage and in other areas of the venue:

- Ensure that there is strict segregation between all departments.
- Allocate and enforce work times for each area and departments with staggered start, break, and finish times. Breaks should be held outdoors wherever possible.
- Monitor work and address pinch points and areas where overcrowding may be an issue and ensure social distancing is maintained.
- Where shared equipment has been used, it must be appropriately cleaned before being re-used especially by another department.
- All loose tools must be removed and cleaned before starting work in another area.
- Two-way radios and headsets ('Comms packs') should be assigned to individual people for the duration of their use on site. Such equipment should be cleaned by the individual after use.
- All battery charging equipment should be cleaned on a regular basis.

Working at Height:

See ABTT Guidance Note 011 The Selection and use of Temporary Access Equipment:

<https://www.abtt.org.uk/product/cop011-the-selection-and-use-of-temporary-access-equipment-for-working-at-height-in-theatres-2011-edition/>

Work Platforms (MEWPs):

- All MEWPS and other access equipment must be set up, used, and maintained according to the Manufacturer's Instructions. All relevant legislation and guidance along with venue specific risk assessments must be noted and followed carefully.
- Only competent and suitably trained operatives should use equipment for working at height.
- Those persons ascending in the basket should ensure the basket rails and gates have been cleaned and that they can always keep to current social distancing guidelines.

Using a Tallescope®:

See ABTT Guidance Note 012: <https://www.abtt.org.uk/resources/use-of-tallescopes-in-theatres/> and <https://www.hse.gov.uk/entertainment/theatre-tv/tallescopes.htm>

- Tallescopes® must be set up and used in accordance with the Manufacturer's Instructions along with any site-specific or venue risk assessments.
- Regularly clean the parts of the Tallescope® most likely to come into skin contact (such as handles/rungs etc) before use. After cleaning ensure those parts are fully dried before climbing to avoid slips and falls.
- Handles and outriggers should be cleaned at the beginning and end of use and before storage.

Use of Ladders:

- The use of ladders for working at height should only be entertained when all other means of access are not practicable.
- All ladders should comply with BS EN 131 and must be used in accordance with the Manufacturer's Instructions and site-specific or venue risk assessments.
- Wash hands with soap and water before and after using ladders.

- Clean the parts of the ladder most likely to come into skin contact (such as styles/rungs etc) before use. After cleaning ensure those parts are fully dried before climbing to avoid slips and falls.
- When in use, ladders must be 'footed' by at least one person. These roles of 'footer' and 'climber' are not interchangeable during use of the ladder.
- Current social distancing guidelines should always be observed where possible. If this is not possible then working with face coverings should be considered.

Individual Departments:

Stage and Rigging:

Rigging and flying:

- The principles of working in small teams for short periods of time with regular hand washing apply to all tasks in rigging.
- Current social distancing guidelines should always be observed where possible. If this is not possible then working with face coverings should be considered.
- Consider splitting up areas of work and keep local teams in their own individual areas such as a grid team, a bridge team, a floor team etc.
- It is advised that each person is assigned a job role that they stay with throughout the production. As with other (lighting/sound/automation) control desks (see below), allow only one person to operate the chain motor controller(s). This person should also manage the cleaning of the controller(s) and wash their hands thoroughly for 20 seconds at regular intervals.
- Hand sanitiser should be available in remote/controlled access areas such as fly floors, grids, bridges etc.
- In hemp or counterweight-flying houses, divide the hemp rope sets across multiple cohorts of flymen and do not mix the cohorts.
- Show running should be sympathetic to the needs of and take actions to reduce or eliminate the need for cross-flying.
- Where multiple cohorts of flymen are needed and rope sets split up, label and/or colour code the rope sets for each cohort.
- If possible, have only one flyman to operate the counterweight system.

Hauling of cables and other large items:

- All hauling of cables and large items to areas such as fly floors should be carried out in accordance with manual handling guidance and site-specific risk assessments.
- Where this task must be carried out, reduce the weight placed on the hauling line where possible so that it can be easily raised and handled by **one person**. The use of double or triple purchase hauling systems may help to achieve this.
- If this is not practicable then a second or third person assisting may be permissible in accordance with the manual handling risk assessment. People assigned to should be from the same cohort and face coverings worn whilst carrying out the task.
- Once the hauling task has been completed the workers involved in the activity should if possible, wash their hands thoroughly for 20 seconds before starting other tasks.

Working with electrical cables, chains, steel cables and steel wire rope etc:

- Plan the work so that the above items are handled as little as possible. Where cables or chains have been prepared (cleaned) for a tour, a transfer or for a forthcoming fit up, quarantine them for 72 hours if possible.
- Wearing gloves while handling electrical cables is not to be encouraged. If a risk assessment indicates the wearing of gloves is appropriate disposal/cleaning procedures must be followed.
- Use the smallest number of necessary cables for taping together to form 'looms'.
- Heavy cables such as large mains cables should not be loomed to enable one person to lift them.
- Current social distancing guidelines should always be observed where possible. If this is not possible then working with face coverings should be considered.

Extracting items from flight cases or boxes:

- Where possible the touch points i.e. handles and lifting points of items in flight cases should be cleaned prior to lifting the items out.
- When lifting, plan the lift and the travel route in accordance with manual handling guidance and site-specific risk assessments. Plan the route and the lift in order to reduce the time taken handling all items.
- Other methods of assistance should be considered when lifting items such as roundslings to aid the lift and reduce direct hand contact with the equipment. Consider using a 2m length of pipe fitted through the clamps of a moving light to lift it.
- Current social distancing guidelines should always be observed where possible. If this is not possible then working with face coverings should be considered. Such tasks as these must be carried out by the same cohort and with the same pairs for example when lifting moving lights.
- All members of the cohorts involved in the lifting procedures should take regular breaks to carry out thorough hand washing.
- Where practicable, use single unit wheeled metal transit frames to reduce the touching and lifting of the equipment.

Front of House:

Moving large items to front of house positions:

- Moving heavy and bulky items such as follow-spots or sound desks to a Front of House position is likely to involve working in close proximity to others. Current social distancing guidelines should always be observed where possible. If this is not possible then working with face coverings should be considered.
- These tasks must be carried out by the same cohorts and using the shortest possible route.
- All members of the cohorts involved in the moving procedures should take regular breaks to carry out thorough handwashing. Once the task has been completed, the workers involved in the activity must wash their hands thoroughly before starting other tasks.

Rigging on Circle Fronts or Balconies:

- Clean the equipment touch points, handles and lifting points before it is touched and lifted.
- Touching of equipment should be kept to a minimum where possible and hands should be washed before commencing and after the task has been completed.
- Consider having any areas that may have come into contact with members of the public such as door pads/plates, handrails, seat arm rests etc cleaned by the venue management.
- When rigging in such situations adhere to all PPE requirements of the venue such as harnesses, steel toe cap boots etc.
- Any shared PPE (such as safety helmets (hard hats), must be cleaned after use. This should be undertaken in accordance with the manufacturer's instructions (usually warm water with hand soap).
- If rigging on a front of house circle front, a line and pulley should be used where practicable. The pulley should be above the circle front bar with enough room to be able to lift the clamps of the equipment slightly higher and then guided back down onto the bar.
- Consider using use 2 pulley hauling points, one each side of the piece of equipment for ease of rigging and to not overload one point on the bar. This further reduces the time spent touching the items being rigged.
- All members of the cohorts involved in the rigging procedures should take regular breaks to carry out thorough hand washing. When the tasks have been completed, the workers involved in the activities must wash their hands thoroughly before starting other tasks.

Production Desks:

- Consider production desks as personal workstations for the designated person allocated to that space. That person should be responsible for cleaning and maintenance of their workstation.
- Acrylic screens should be placed between production desks where social distancing cannot otherwise be achieved.
- Any person at the production desk must adhere to current social distancing guidelines. Physical barriers, signage, or a visual guide (such as tape on the floor or desk) may help to encourage and enforce these guidelines.
- Where possible, additional seats should be removed to allow people to adhere to current social distancing guidelines.
- It is important that individual comms packs (headsets) should be assigned to one user only, stored in their specific chargers and labelled accordingly. The person assigned a pack should ensure that the pack is cleaned regularly and that they wash their hands at regular intervals.
- For previews or in scenarios where the production desk is brought out regularly, the same equipment should be used for the same people and cleaned before and after use. Bringing production desks out regularly should be minimised as much as is possible to avoid skin contact with equipment.

Lighting:

Lighting desk operation:

- Each show should have a designated lighting operator/lighting programmer. Only this person is permitted to touch and operate the lighting desk which should be cleaned before and after use. To achieve use by only the designated person, consider engaging the lighting operator/lighting programmer earlier in the production process than in non-COVID- 19 times.
- The lighting operator should not eat food at the console position.
- Where multiple lighting desks are utilised, each operator/programmer should preferably have their own desks. They should be responsible for cleaning their desks on a regular basis.
- Acrylic screens should be placed between lighting desks where social distancing cannot otherwise be achieved.
- After a production, all lighting desks should be thoroughly cleaned or quarantined for 72 hours where possible.

Follow-spot operation:

- Socially distanced side by side operating of follow-spots is recommended.
- Clean the follow-spot before and after use. Hand washing routine should be followed. Hand sanitiser at the follow-spot operation position should be considered.
- Reduce the number of follow-spots next to one another. Current social distancing guidelines should always be observed where possible. If this is not possible then working with face coverings may apply.
- Increase the ventilation in follow-spot operating rooms where possible. Schedule regular breaks for hand washing.

Sound:

FOH Desk Areas/Sound Desk Operation:

- The sound console should be positioned so as to allow the operator to observe current social distancing from the audience. Baffles sympathetic to the role should be constructed to the sides and rear of the area allowing the operator to be protected. Observe the current social distancing rules for seats immediately in front of the sound console.
- In a multi-disciplinary/multiple desk control scenario, provision should be made to allow partitioning/screens between different staff members.
- Each show should have a designated primary sound operator. Only this person should be permitted to touch and operate the sound desk which should be cleaned before and after use. To achieve use by only the designated person, consider engaging the sound staff earlier in the production process than in non-COVID 19 times.
- The sound operator should not eat food at the console position.
- An adequate supply of hand sanitiser should be available.
- The sound console should be covered with a wipe clean desk cover when not actively in use.
- The sound console should be cleaned daily by the designated operator and/or prior to any change in staffing.
- The sound operator should only remove the desk cover immediately prior to operation and replace the cover during intervals/periods of non-usage.

- Where multiple sound consoles are utilised, each operator/programmer should preferably have their own consoles. They should be responsible for cleaning their desks on a regular basis.
- Where the sound designer needs to access the console during technical rehearsals, the operator should, in the first instance, step away to allow access. Where this is not practicable, face coverings should be considered.
- Hand sanitizer should be used by the all persons requiring access to the console prior to and immediately after using the console surface.
- After a production, all sound desks should be thoroughly cleaned or quarantined for 72 hours where possible.

Radio microphone fitting and removal:

- All work should be planned, scheduled and information communicated before work commences.
- Where possible people should work in small discreet cohorts.
- The cohorts should preferably not mix with other cohorts, nor workers be swapped from one cohort to another.
- The same cohorts should conduct the same preparation every day.
- Current social distancing guidelines should always be observed where possible. If this is not possible then working with face coverings and visors may apply.
- Cast and crew should wash their hands with soap and water for at least 20 seconds prior to fittings. Hand sanitising gel should be available at each place where radio mics are fitted/removed.
- Each performance should have a designated radio mic team. The team members should work on only one show and should not move between different performance companies.
- Whilst undertaking fittings physical contact should be kept to a minimum. Avoid face to face contact and utilise mirrors.
- Mic fitting should be at timed intervals and should be completed quickly. Performers should take personal responsibility to ensure they are ready for mic fitting, including securing their own mic belts.
- Caddy transportation of company transmitters and mics (TX) should only be used when the TX are clean. At the end of the performance, caddies should not be used. They should not be used for storage of TX at any time.
- Personal performance equipment such as transmitters, mics, in-ear-monitors (IEMs) and headphones/earbuds should be cleaned at the end of every performance and at the rig check. To increase performer confidence, sealed bags or containers could be used when delivering equipment.
- Provision for emergency spares transmitters/receivers should be in the form of a sealed hygienic pack.
- Additional mic belts may be required to allow for additional cleaning/washing time between each performance.

Communications Equipment:

- All communications equipment such as radios, chargers and beltpacks should be allocated to an individual and labelled as such. Prior to charging, all equipment should be cleaned thoroughly and placed within a designated and labelled charger. Multiple device chargers should only be used within designated cohorts and regularly cleaned.
- Headsets and earpieces should be designated to individuals and treated as personal items with the individual taking personal responsibility for cleaning.

- Stage door paging microphones and any other equipment used by multiple people, should be cleaned prior to and after using by the individuals using it at the time.
- Volume pots and other touch points should be cleaned regularly and at least daily.

Hearing support (assisted listening) equipment:

- The usage of personal assisted listening equipment is to be encouraged. Induction loops for use with hearing aids in the “T” Position or dedicated BYOD (Bring Your Own Device) systems that for example connect to a mobile device are preferable.
- Where personal assisted listening devices are to be distributed, they will need to be cleaned both before and after use.
- Staff distributing this equipment must wash their hands regularly. Current social distancing guidelines should always be observed where possible. If this is not possible then working with face coverings and visors may apply.
- A pre-booking system where practicable to allow for the management of these systems is to be encouraged.

Wardrobe, Hair and Makeup etc.

Wardrobe and laundry rooms:

- All work should be planned, scheduled and information communicated before work commences.
- Current social distancing guidelines should always be observed where possible. If this is not possible then working with face coverings and visors should be considered.
- Hot desk working should be avoided. More individual equipment may need to be provided. Where space for workstations is limited and therefore shared, these must be cleaned between each user.
- Schedule regular breaks for hand washing.
- Be aware of the environmental impact of disposable cleaning materials such as wipes that contain plastics. Consider washable alternatives such as cotton or bamboo cloths.
- Where possible people should work in small discreet cohorts.
- The cohorts should preferably not mix with other cohorts, nor workers be swapped from one cohort to another.
- The same cohorts should conduct the same preparation every day.
- Where possible consider working side by side using screens to separate workers.
- Preparation areas should, where practicable, be as well ventilated as possible. This may require the introduction of more ventilation equipment. See: <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>
- Where possible, costumes should **not be shared** between performers such as understudies.
- Costumes should be washed in accordance with the manufacturer’s instructions including types of detergent and temperature of washing. There is no additional washing requirement above what would normally be carried out. Consider smaller loads to allow better ratio of fabric/water/detergent.
- Assume there is the possibility that steaming/ironing may distribute any remaining virus by aerosol means. Face coverings and visors should be worn whilst ironing and steaming costumes.
- Where space permits and traffic flows are high enough, one-way systems and demarcated routes for access and egress to allow social distancing should be enforced.

- Wardrobe and laundry rooms should be equipped with foot- operated waste disposal bins. Waste collection should be frequent, and bins should be cleaned daily by cleaning staff.
- All appropriate Covid-19 specific signage should be clearly displayed throughout the premises/venue.

Costume Distribution & Laundering:

- Face coverings and visors should be worn if working on clothing and costumes that have been worn by performers.
- A visor should be sufficient if working with clean costumes.
- Where possible, distribute clean laundry and collect pre-sets from unoccupied dressing rooms. This may entail an earlier call, using warm-up times or day staff.
- Where possible, create contactless drop-off and pick-up points; for example, outside a dressing room if it is occupied. Ensure actors place soiled and worn costumes into a suitable receptacle for collection. Consider a bag or basket with a lid.
- Separation between different performer's costumes should be introduced and maintained. Consider barriers and /dividers for all costume rails etc.
- Dirty laundry should be taken to the Laundry room as soon as possible and placed in a designated 'Dirty Laundry' area. Keep dirty costumes separate from clean costumes.
- Face coverings and visors should be worn when handling dirty laundry and schedule regular breaks for hand washing.
- Due to the possibility of the spread of COVID-19 infection by fomites **do not** shake dirty laundry.
- Any basket/trug used for the collection of dirty laundry should be cleaned thoroughly before further use.
- When wearing household gloves for laundering by hand, be aware that such gloves are harder to clean to remove the COVID-19 viruses and will need longer than the 20 seconds recommended for normal hand washing.
- The usual care should be taken about costume staff and performers' skin sensitivity or allergic reaction to biological laundry detergent or anti-viral/anti-bacterial sprays.
- Costumes for dry cleaning possibly contaminated with COVID-19 should be bagged in their own sealable containers and clearly labeled as 'COVID-19 Suspect' before sending.
- Ozone cleaning to remove COVID-19 particles is likely to be effective but such machinery should be operated by a trained and competent person.

Quick-change rooms and dressing rooms:

- Dressing rooms and quick-change areas should be large enough to allow social distancing.
- Current social distancing guidelines are to be observed. As these are close-contact areas, see <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/close-contact-services>
- Hair and makeup artists and sound technicians should wear face coverings and visors by default. Consideration should also be given to the wearing of disposable aprons if thought necessary. Additional mitigating measures such as increased ventilation, reduction in person to person close quarter working exposure time should also be considered.
- Allocation of dressers to work with individual performers should be considered. This may involve recruitment of standby dressers to mitigate against absence.
- Schedule regular breaks for hand washing with soap and water.
- Hand sanitiser should be readily accessible and used as often as required but certainly before and between conducting changes for each performer.

- Changing rooms and dressing rooms should be equipped with foot- operated waste disposal bins. Waste collection should be frequent, and bins should be cleaned after being emptied.
- Any spillages of sweat should be cleaned up as soon as practicable.
- Where possible **costumes should not be shared** between performers such as understudies for example.
- Where possible, time should be allowed for performers to return to their dressing rooms to change rather than at the sides of the stage.
- Performers should apply their own make up.

Hair and makeup stations:

- All persons, (cast and crew) should wash their hands with soap and water for at least 20 seconds prior to arriving at the hair and makeup station.
- Where possible, hair and makeup artists/technicians should wash their hands in between each cast member and after sanitising the hair and makeup station.
- Hair and makeup artists/technicians should wear face coverings and visors by default in accordance with government guidelines for hairdressers and similar occupations. See <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/close-contact-services>
- All hair and makeup stations should be spaced at current social distancing guidelines. (Acrylic) screens should be erected between each makeup station where that distancing cannot be achieved.
- All hair and makeup stations are to be cleansed/sanitised at the start of each day and preferably between each cast member.
- Each hair and makeup station should be equipped with BPR COVID-19 approved sterilising and sanitising facilities such as 'Barbicide®'. Other products are available. See: <https://www.hse.gov.uk/coronavirus/hand-sanitiser/choosing-hand-sanitiser-surface-disinfectant.htm>
- All hair and makeup stations are to be equipped with foot-operated waste disposal bins. Bin collection should be frequent, and bins must be cleaned after being emptied.
- Where possible, tools and equipment used such as towels, gowns, lip brushes etc should be used only on one person. They should then be cleaned or disposed of accordingly.
- Use the least number of tools as is possible at each station.
- Suitable and sufficient provision for hand washing and drying with paper towels along with hand sanitising gel should be provided at each station. Hand washing guidance must be adhered to by everyone in the hair and makeup area.
- Each cast member should be allocated their own makeup/hair products prior to production. These should be sanitised after use and stored in a sealed bag.
- It is recommended that, where practicable, each performer do their own hair as well as applying and removing their own makeup.

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