

ANNA NEWELL THEATRE ADVENTURES COVID-19 RESPONSE POLICY

This Statement details our strong commitment to putting into place policies and practices necessary to prevent the spread and transmission of COVID-19, in compliance with the guidelines set out in the Government's 'Return to Work Safety Protocol'. This plan is a 'living document' and will be continually reviewed and amended as Governmental and Health Authority guidance and information develops and is updated in this constantly developing health landscape.

The policy aims to set out how we will respond to the specific concerns of safeguarding our company and members of the public we come into contact with, as we move forward with our development and production of future shows. Protecting the well-being of company members is crucial to us.

Anna Newell is a company that produces work to be performed in various host venues and establishments, and we will ensure that in addition to ensuring that our policy is understood and followed by company members, we shall consult with the venues and establishments, adhering to all policies and guidelines that are in effect in each of those places.

Anna Newell is committed to sharing joyful live experiences with audiences in a variety of settings, delivering exciting new works and re-exploring existing pieces to a range of environments, from schools and open spaces, to private gardens and more familiar venues. Anna's team is equally committed to ensuring that audience, our partners in the Arts and venues and establishments opening their doors to the company have confidence that we will take necessary measures to protect the safety and well-being of all audience members.

Throughout our aim is to ensure, so far as reasonably practicable the safety, health and welfare of the company and members of the public with whom we come in contact with, maintain the structures we already have established as standard, while revising consider the impact of COVID-19 and further minimise those specific risks.

As a Company we will be prepared to talk about what can be done to make people feel safe, and continue to have those conversations as the situation develops. It is important that each member's concerns are heard, questions answered as clearly and that necessary action will be taken where required.

GENERAL OUTLINE

This document outlines measures and action to be implemented:

- Before return to work commences
- During development and rehearsal period within the company
- As, and when, productions are presented to members of the Public
- Plans and protocols in the event of exposure/ possible exposure to infection
- Response to be followed in case of cancellation or postponement of performance

DOCUMENTS WE WILL PRODUCE TO SUPPLEMENT THIS POLICY STATEMENT

Our general Health and Safety Statement

Employee Return to Work Form to be completed and returned before by all company members before work commences

Risk assessment - this will be adapted to cover specific aspects rehearsal and performance period of each individual production as required, and expanded to address measures taken to minimise the risk of transmission of COVID-19

COVID-19 incident form- to be used as supplement to standard Accident and Incident Report forms

Example of Contact Record Sheet

Example of information specific to each show to be provided to those receiving production

Prior to Return to Work

Two members of Anna Newell Theatre Adventures have completed training as COVID-19 Leader Worker. The Production Manager shall be assigned this role on behalf of the Company to implement and monitor the implementation and effectiveness of measures taken. The COVID-19 Lead Worker will accompany other company members at performances. They shall coordinate and liaise with the COVID-19 Response representative within venues attended and hosts of the productions to ensure a clear understanding of policies and guidelines those bodies have implemented, and ensure company members comply with those. If in the case of the Production Manager becoming ill, Anna Newell is also trained as COVID-19 Lead Worker to cover this role.

The COVID-19 Lead Worker shall

- Develop COVID 19 Response Plan, and Update Health and Safety Risk Assessment, identifying and addressing level of risk associated with the work place and work activities
- Keep up to date with Government and Public Health advice and policies
- shall communicate inform to company members in a clear and timely fashion
- Ensure that members of the Company are provided with the company's policy in advance, and respond to any questions and concerns in relation to it.
- Gather any information member's individual risk factors- such as if they live with anyone who is high risk of infection or are required to shield, and if they they themselves have any underlying health issues .
- Be prepared to deal with issues and concerns as they arise.
- Establish and issue a form for employees to complete at least 3 days in advance of return to work, in which employee will confirm that, to the best of their knowledge they have no symptoms of COVID-19, they are not required to self isolate, nor are they awaiting results of a COVID-19 test.
- Ensure that a system is put in place to assist social distancing.
- Gather any materials and supplies to enable good hand hygiene, respiratory etiquette and refuse disposal- hand sanitiser, tissues, rubbish bags.
- Create a COVID-19 response kit to supplement general first aid kit.
- Establish a system to identify and report any areas of concern and non compliance with measures that have been established to be taken reduce spread of infection
- Collect any signage, instructional material and information that is kept in a designated folder to be shared with company members through out duration of production with regards to.
 - social and physical distancing
 - Proper respiratory etiquette
 - Good hand hygiene and washing techniques
 - Proper use of face coverings
 - Symptoms and signs of COVID-19
 - Steps to be taken if symptoms arise
- Liaise with any venues and hosts of the performance, and make themselves known to the COVID-19 representative. COVID-19 Lead Worker shall ensure she is aware of policies, procedures and guidelines that may be specific to each place- in particular but not limited to
 - Social distancing measures in place
 - Access to hand sanitising products and hand washing facilities available to the company
 - Routes to the performance area to minimise contact in areas company need not be
 - The procedures they have in place in the event of a person developing symptoms of COVID-19, and any contact tracing information they may require, and provision and location of an Isolation area if the circumstances arise

The Company Members

- Will be required to complete and return Employee Return To Work Form, to confirm that, to the best of their knowledge, they have no symptoms of COVID- 19, confirm that they are not presently required to self isolate or are awaiting results of a COVID-19 test, or know that they have been exposed to an infected person. This form will provide contact details for an emergency contact/ family member and held on file.
- Shall be asked to read copy of this policy provided to them, along with any additional instruction materials on
 - social and physical distancing
 - Proper respiratory etiquette
 - Good hand hygiene and washing techniques
 - Proper use of face coverings
 - Symptoms and signs of COVID-19
 - Steps to be taken if symptoms arise

and to feed back with any questions or concerns for the Company to respond to

- Employees shall be asked to consider their shared responsibility to implement measures and controls identified as necessary to minimise risk of spread of infection to themselves and fellow employees
- Monitor their own well being and report to Company/ Production Manager immediately if symptoms of COVID- 19 develop.

ON RETURN TO WORK

Assigned COVID-19 Lead Worker:

- Shall be easily identifiable to company members and to those we come in contact with at locations of performance.
- Shall work with and cooperate with company members to ensure that measures to prevent the spread of COVID-19 are understood and adhered to, and monitor that implementation of such measures within the working environment.
- Shall communicate clearly with company members encouraging compliance and reinforcing safe working practices.
- Shall continue to keep familiar with up-to-date recommendations from Government and relevant Health Authorities as they progress and develop, and adapt recommended practices and measures taken to minimise risks to the particular needs and circumstances of stages of rehearsal and production of shows.
- Shall continue to have regular meaningful conversation within the Company and its employees about measures put in place, and respond to any questions and concerns that arise in a timely and appropriate manner.
- Shall try to ensure they lead by example with regards measure taken to reduce the risk of the spread of COVID-19, and to the best of their ability ensure that company members adhere to guidelines and measures put in place.
- Maintain records to be produced to assist with contact tracing if the need arises.

Employee induction is intended to ensure that every member has the necessary information required so that each can play their role in reducing the spread on infection. Further, it is intended to reassure employees that measures are in place to protect their safety and well being and that their compliance protects others around them, and ensure that their concerns and questions can be communicated within the Company and will be addressed and acted on where necessary. Company members shall be reassured that their mental well being is recognised as important as their physical health, and that open communication, and in confidence, is encouraged and they will be heard and supported in doing so.

All employees shall be provided with induction on

- Understanding their contribution to the effectiveness of the Company's COVID-19 policy and that flexibility may be required in meeting measures to reduce spread of the virus as information evolves
- Recognising the main ways that COVID-19 can be transmitted and measures that can be taken to minimise the spread
- Reliable up to date information on signs and symptoms of COVID-19, which will be revised and updated as per information issued by Government and Health Authorities
- Awareness that some people may be asymptomatic and maintaining safe guards against transmission should be observed at all times.
- How infection is transmitted and spread, and best possible measures to minimise risk of spread of infection with in the workplace
- Cleaning routines and hygiene controls- including respiratory hygiene and cough etiquette, recommended regular and proper handwashing technique, physical distancing guidelines and safe and proper disposal of waste
- Safeguarding and monitoring their own well being- proper use of thermometers to monitor temperature increase
- Proper fitting of masks and face coverings when circumstances require their usage.
- Instruction on sanitising techniques and frequency of performing this for masks and face coverings integrated into performance costume
- The steps to follow if they themselves, a fellow company member, or someone in their household become ill and they believe they may have been exposed to COVID-19
- Procedure to follow if an company member has had contact with a confirmed case of COVID-19
- Procedure to follow if required to self-isolate

The Covid Lead Worker shall brief the other company members on the specific policies, guidelines and procedures in place at each of the venues and locations the performances will be held in, including but not limited to

- Social distancing measures in place
- Access to hand sanitising products and hand washing facilities available to the company
- Routes to the performance area to minimise contact in areas company need not be
- The procedures they have in place in the event of a person developing symptoms of COVID-19, and any contact tracing information they may require, and provision and location of an Isolation area if the circumstances arise

and update this information as and when required.

MEASURES TO BE IMPLEMENTED

(i) Meetings and rehearsals

- Meetings and rehearsals shall be conducted online/remotely where possible. When this is not possible, as far as practicable recommended distancing should be observed (currently 2m). If required floor markings shall be laid out to indicate 2m distancing to assist this.
- If seating is required, seats will be assigned where possible and avoid usage of more than one person
- The number of people that gather shall be kept to the minimum required
- Employees shall observe avoidance of physical contact.
- Employees shall avoid sharing items, props, materials and equipment as is practicable- sharing of pens and stationary, tablets and phones should be avoided- costume and props should be assigned to individuals, and each individual take responsibility for them.
- Where it is absolutely necessary that more than one person use the same item, regular and through cleaning/ disinfecting should be maintained between uses.
- Everyone in the company will be asked to use only their own drinking and food utensils- mugs, water bottles, utensils etc should not be shared. When used these items should be regularly cleaned and sanitised where appropriate.
- Company members shall be encouraged to discuss instances or situations of concern that may arise, so that these can be addressed and policies reviewed where necessary.

(ii) Performance and work outside of rehearsal space

- A system will be put in place for company members to avoid using public transport -travel will be done in private vehicles of company members with the minimum amount of passengers, ie a passenger in back seat with maximum distance from driver as possible. Where possible it will be encourage that windows of vehicle will be open allowing good ventilation. Those travelling together shall remain consistent over the duration of the production.
- Vehicles used will be regularly maintained and kept clean with minimum clutter.
- Any equipment items used shall be easily handled by one person as far as practicable, and a sole person remain responsible for that item- Where this is not possible that only one person handles the item, and it shall be routinely cleaned before and after handling.
- 'Site visits' shall be conducted virtually by video calls or conferencing platforms where possible, to gather and share information with a view to minimise social contact required between Company employees (performers and Production Manager) and those at site
- The above 'site visits' shall be supplemented with clear information provided in advance by Production Manager to those receiving the show, by email or telephone conversation
- The COVID-19 Lead Worker will communicate in advance with the representative of receiving venues, schools etc where performance is to take place to discuss policies and procedures in place there. They will then make all company members aware of these and ensure that any additional induction required with regards these specific policies and procedures is given by the representative or themselves where appropriate.

- Face coverings or masks will be incorporated into performance costume. Instruction will be given on the proper use of these and regular sanitising be done before and after use and/or every 4 hours of usage.
- Any host households receiving our performances shall be provided with a COVID-19 Questionnaire to be completed and returned to Company at least 3 days before performance- (re showing symptoms of COVID-19, or knowingly have been exposed to the virus)- they will be contacted on day of performance to confirm that their circumstances have not changed.
The COVID-19 Lead Worker shall liaise with venues and schools, etc receiving performances before arrival and any information regarding suspected or confirmed cases of COVID-19 should be communicated and information shared with the Company, who will decide what steps are to be taken.
- Social distancing shall be observed during performance and at all times on site
- The number of people on site of performance shall be kept to the minimum required. Setting up and taking down of performance shall be down quickly and efficiently to reduce time spent there
- A COVID-19 kit to supplement first aid kit shall be taken and available when on site to provide sanitiser, tissues, spare masks, gloves, thermometer, disposal bags and necessary documents should they become necessary in the case of an individual displaying symptoms of COVID-19. When in a venue, school etc in this instance the COVID-19 Lead Worker with Anna Newell Theatre Adventures shall contact the COVID-19 Representative there and follow their procedures of reporting and isolation of a suspected case.

CLEANING, SANITISING AND HYGIENE

First and foremost to minimise the risk of transmission of COVID-19 all company members will be encouraged to adopt high standards of cleaning, sanitising and respiratory hygiene as a rule. Company members shall be provided with an induction on recommended hand washing techniques, and to do so regularly.

- At performance and rehearsal locations, the COVID-19 Lead Worker will find out the locations where company members have access to running water, soap and disposable towels or hand dryer as far as possible. When and where access to these facilities are not possible sanitiser will be provided.
- Everyone in the company will be encouraged that hand washing be done on arrival to work and before leaving, in addition to at regular interval during the day. Attention shall be drawn to importance of washing hands before eating, after toilet breaks and touching of door handles
- Any items, surfaces, props or equipment that are required to be touched regularly and /or shared between employees shall be identified, and frequency of cleaning these as appropriate shall be agreed, and routine maintained using cleaning/ sanitising products that shall be made available.
- Surfaces shall be clear clear of unnecessary objects to make them easier to clean and reduce number of items employees come in contact with which could be contaminated
- All company members shall be instructed on best recommended respiratory etiquette, and encouraged to maintain this, disposing of any tissues and waste safely. All company members shall be encouraged to be aware of each individuals responsibility for their own waste and its impact towards safety of those around them.
- On site of performances, particular attention shall be paid to safe removal of any waste and disposed of as soon as possible, double bagged where practicable.

- Performers will be assigned specific items of costume. When not worn there will be safe separation of clean and dirty laundry items. Care should be taken not to shake items of costume when removed and they bagged as soon as possible before being laundered. Where possible items shall be washed using warmest possible water setting and dried completely before next use.
- All masks and face coverings shall be washed, or cleaned with sanitiser where items cannot be laundered, after use and only worn by the individual they are assigned to. Masks and face covering incorporated into costume cannot be machine washed. Specific instructions on thorough sanitising of these will be given to cast as part of induction and maintained daily.
- Where necessary, cleaning or sanitising products used by company members will be treated as hazardous substances and considerations contained in current Regulations and Guidelines on the use of Chemical Agents will be followed. Risks involved with their use will be assessed, gloves provided to protect skin against prolonged exposure to the products, containers will be clearly labeled and stored safely. Safety Data Sheets for products used will be obtained and kept on file. Any adverse effects caused by usage will be reported in Accident Report and any steps necessary in response will be taken.

DEALING WITH A SUSPECTED CASE OF COVID-19

Prior to returning to work, all company members will be required to complete, sign and return an Employee Return to Work form confirming that they are in good health, display no signs or symptoms of COVID-19 and that to the best of their knowledge neither they nor anyone they have had close prolonged contact with has or has been exposed to someone with suspected or confirmed case of COVID-19. This document will provide a contact number for a family member or emergency contact, and kept on file to be readily available. All company members will monitor themselves for developing symptoms, and carry out daily temperature checks before beginning work. Anyone who has developed recognised symptoms or a temperature recorded at over 37 degrees is to report to the COVID-19 Lead Worker or Company Manager as soon as possible. They are advised not to come into work and to contact a doctor or professional health service right away.

If a company member develops symptoms or a temperature during work, they should inform the COVID-19 Lead Worker immediately. If the company is at that time in a venue, school or similar for a performance, the Lead Worker shall contact the COVID representative of that place and allow that representative to follow the protocols regarding isolation of a suspected case that are in place there. The company COVID-19 Lead Worker shall stay informed of the situation and report back to the Company Manager. They shall also assist in contacting the company member's family/ emergency contact to inform them and help arrange transport home or to medical professional to best of their ability.

If a company member develops symptoms or a temperature at a socially distanced performance at a private home or in a public space the Lead Worker shall assist the company member to leave the area in close proximity of others right away, remaining 2 m apart. The company member shall be provided with a mask and gloves from the additional first aid kit carried by the Lead Worker, tissues and sanitiser if required. The company member's family/ emergency contact shall be contacted, and if the company member is unable to drive themselves home or to a medical health provider/ doctor, the family/ emergency contact will be asked if they can provide transport. Public transport should be avoided. The Company Manager shall be informed.

All other company members shall continue to monitor their health, symptoms and temperature. The Company shall give further direction from there.

Company contact logs maintained by the COVID-19 Lead Worker shall be produced should contact tracing be required in a confirmed case of infection.

Date 28/06/20

Ashley Smyth, Production Manager, COVID-19 Lead Worker



EMPLOYEE RETURN TO WORK FORM

Please complete this form and return at least 3 days before your return to work. If any of the answers to the following questions change, please to contact us and up date us as soon as possible. Let us know also if there are any other circumstances relating to COVID-19 not included in this form which we may need to be informed of.

NAME	
JOB TITLE	
CONTACT PHONE NUMBER	
EMAIL	
NAME AND CONTACT DETAILS OF EMERGENCY CONTACT	

Please answer the following questions to the best of your knowledge

Do you have symptoms of cough(any kind of cough not just a dry cough) , fever or high temperature (38 degrees Celsius or above) or chills: shortness of breath or breathing difficulties: a loss or change to your sense of smell or taste?	YES / NO
Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days	YES / NO
Are you a close contact of someone who is a confirmed or suspected case of COVID-19 in past 14 days? (close contact defined as within less than 2m for more than 15 mins in a day)	YES / NO
Have you been advised to self isolate at this time?	YES / NO
Have you been advised to shield at this time?	YES / NO
Are you currently awaiting results of a COVID-19 test?	YES / NO
Are you within the category defined as at higher risk with regards to COVID-19?	YES / NO
Is a member/ members of your house hold with the category defined as at higher risk with regards to COVID-19?	YES / NO

SIGNED:

DATE:

COVID-19 INFORMATION FORM FOR THOSE REGISTERED INTEREST IN RECEIVING PERFORMANCE

Please complete this form and return at least 3 days before your return to work. If any of the answers to the following questions change, please to contact us and up date us as soon as possible. Let us know also if there are any other circumstances relating to COVID-19 not included in this form which we may need to be informed of.

NAME	
JOB TITLE	
CONTACT PHONE NUMBER	
EMAIL	

Please answer the following questions to the best of your knowledge

Do you or anyone in your household have symptoms of cough(any kind of cough not just a dry cough) , fever or high temperature (38 degrees Celsius or above) or chills: shortness of breath or breathing difficulties: a loss or change to your sense of smell or taste?	YES / NO
Have you or anyone in your household been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days	YES / NO
Are you or anyone in your household a close contact of someone who is a confirmed or suspected case of COVID-19 in past 14 days? (close contact defined as within less than 2m for more than 15 mins in a day)	YES / NO
Have you or anyone in your household been advised to self isolate at this time?	YES / NO
Have you or anyone in your household been advised to shield at this time?	YES / NO
Are you or anyone in your household currently awaiting results of a COVID-19 test?	YES / NO
Are you or anyone in your household within the category defined as at higher risk with regards to COVID-19?	YES / NO

SIGNED:

DATE: