

## COVID-19 RULES AND REGULATIONS

### Vulnerable Persons

Staff and young persons who are in the vulnerable and high-risk categories are instructed to inform the Court Theatre Training Company office immediately and further controls will be implemented, such as but not limited to additional PPE use and other controls.

### Control Measures

#### Face Coverings

Face coverings must be worn in all communal areas, unless you are medically exempt, including the corridor, toilets, stairs and foyer/bar and where possible in classes. Please follow [government exemption guidance](#).

#### One Way System

Please follow the one-way systems and use floor markings for queuing for facilities such as toilets. There are two entrances to the building on Bowling Green Walk. Please use the main entrance for access to the White Room and the side green door for access to the Main House Theatre. Use of the Foyer/Bar as a communal area is limited to 10 people and the one-way system must be observed with social distancing of 2 meters where possible.

#### Visitors

No friends, partners or parents to attend the building without a prior appointment with the Court Theatre Training Company office.

Further control measures are detailed below:

<b>Communal Facilities, Entrance, Toilets, Stairs</b>
1. Cleaning services have been increased. Toilets and communal areas, along with rehearsal rooms, are cleaned more frequently than before and the cleaning routine is to a higher specification.
2. Supplies of soap and sanitising agents provided and regularly topped-up at all hand washing stations. NHS, and Public Health hand washing advice posters displayed.
3. Staff and students instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds and to regularly use hand sanitisers.
4. Staff made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc) and objects which are visibly contaminated with bodily fluids must not be touched but reported to a duty manager.
5. Staff are required to ensure that students coats, scarfs and other outdoor items are stored separately avoiding contact with other people's personal items.

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| 6. Certain toilet cubicles and wash sinks will be out of use to allow for social distancing.   |
| 7. Tutors and students instructed to ensure that good hygiene standards must be maintained when food or drinks are being prepared.               |
| 8. Ensure that when spills of food or liquids occur, individuals must ensure that the work surfaces are left in a clean and sanitised condition. |
| 9. Employees and students to use their own drinking mugs, cups and glasses to prevent cross contamination.                                       |
| 10. Do not to touch food and keep hands out of waste bins or receptacles as they may contain contaminated products, food or tissues.             |
| 11. Students, Staff and Tutors to make their own hot or cold drinks during the working day.  |
| 12. Students must stay in rehearsal rooms to eat and drink and take breaks   |

#### **Close Contact**

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| 1. Staff and students are instructed where able to avoid contact and follow social distancing rules.  |
| 2. Physical contact, such as handshakes, hugs, pat on the back, etc. is to be avoided.  |
| 3. Staff are required to be environmentally aware and sit out of the immediate air flow from fan heaters, cooling fans and or ventilation systems |

#### **Waste**

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| 1. Staff and students are required to have consideration for cleaning staff with regards to discarded tissues, food, etc. to prevent cleaning staff being accidentally contaminated.    |
| 2. All waste bins and receptacles are carefully and safely emptied daily by cleaning staff.   |
| 3. Staff and students instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home. |
| 4. Staff and students instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues.       |
| 5. Waste bins are provided within rehearsal rooms, common areas.  |

#### **Contractor Control and Third Parties**

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| 1. We will discuss with cleaning contractors or staff including duty manager the additional cleaning requirements. |
| 2. Entry to the premises by pre-appointment only   |
| 3. Anyone with COVID 19 symptoms are not permitted entry to the premises.  |



### **Use of Shared Resources**

1. We have limited the amount of shared resources that are used and limited the exchange of take-home resources between students and staff.
2. We prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces will be cleaned and disinfected more frequently.
3. We have an online library, thus eliminating the risk of transfer of the virus through cross contamination.
4. Scripts will not be shared; individual scripts will be issued.

### **Groups and Timings**

1. Group start times are staggered to limit occupancy.
2. Dedicated entrances in to separate rooms.
3. Student bubbles have been formed (you must not socialise even in college with another training bubble).

### **Cleaning and Hygiene**

1. Both employees and students are instructed to wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
2. Employees are instructed to promote good respiratory hygiene by educating the 'catch it, bin it, kill it' approach.
3. Cleaning regimes have significantly increased and the frequency of cleaning of hard surfaces (floors, handrails, door handles, disabled lift, building equipment buttons, switches, etc). Cleaning staff have been increased in line with the increased cleaning regimes.
4. Cleaning regimes have been implemented on a more frequent basis and will take place throughout the day.
5. Sufficient hot water, liquid soap and hand sanitiser dispensers are provided throughout the building.
6. Staff and students are required to report anything contaminated or spilt that requires cleaning.

### **Communication and Training**

1. Individuals who are unwell and ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the premises.
2. Students & Employees are instructed to promote good respiratory hygiene by adopting the 'catch it, bin it, kill it' approach.
3. All tutors undertaken COVID-19 training.

4. Information notices are displayed throughout the Court Theatre, regarding enforcing social distancing where possible, hand washing and hygiene measures.

5. Meetings will be held between management and key members of staff to discuss effective procedures and procedural changes when required.

*These Rules are subject to change on a weekly basis as announcements are made by various government agencies and students and all staff are expected to follow the above rules. For clarification on any of the above please call the office on 020 7739 6868 or email [info@courttheatre.org.uk](mailto:info@courttheatre.org.uk)*



**COURT**  
Theatre Training Co.

*“Train for a life in the theatre by working in the theatre”*

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v1	11/09/2020	Created document	TG	TG	11/09/2020
v2	20/04/2021	Updated document format and rules on face coverings and social distancing	KMD	TG	22/04/2020