



Stage Five Building Opening Guidelines for The Unicorn Theatre

The Unicorn Theatre is committed to the ongoing good health and safety of our employees, artists, contractors and visitors. As such we will be re-opening our building in a staged process, and at any point in this process may step back as events, developments and government advice indicates this to be necessary. All advice contained in this document should be read in conjunction with the general guidance provided by the UK government and WHO as regards the management of Coronavirus (Covid-19) risks in the workplace.

In accordance with government guidance, The Unicorn Theatre has compiled a detailed risk assessment for Stage Five reopening, which provides task specific controls for all departments. The risk assessment should accompany this guidance in any distribution, and any one entering the building is expected to adhere to the controls outlined within. This document and accompanying risk assessment have been cross referenced with guidance published by the UK Government, ABTT and Bectu, to ensure the safety of all.

Employees and freelancers working in the Unicorn building should be provided with a copy of this document and the risk assessment ahead of their arrival at the Unicorn, and by signing into the building are indicating that they have read it and agree with the working guidelines and controls outlined within.

Any essential contractors entering the building must be briefed by the Designated Safety Officer for that day on the guidelines specific to their work, and by signing in at stage door agree to follow those guidelines for the duration of their time in the building.

Within the fifth stage of opening the building which this current document refers to, general visitors and public are permitted into the building for specific timed events, while staff will continue to work from home as possible. Staff required for the safe running of performances and events may attend work at the theatre.

Please note: This guidance and the accompanying risk assessment are for the use of those working or accessing in the backstage areas. A separate guidance specific to the management of audiences and public has been prepared along with a front of house risk assessment. These documents have been designed to work in tandem and the guidance in one will not supersede or contradict the other.

Stage One – lockdown scenario, only one staff member and one essential contractor in the building once a week, to ensure safety critical systems are maintained.

Stage Two – Limited staff access for no more than five staff members at a time, up to two essential

contractors at a time for safety critical repairs and maintenance, one freelancer for site specific work. Access to building limited to certain areas and cleaning/disinfecting re-instated for those areas only.

Stage Three – Increased staffing levels allowed, contractors permitted for non-safety critical work and maintenance. No access for visitors or public. Creative teams can access for digital work and filming. Cleaning expanded to include all areas used for contractor or creative work.

Stage Four – Wider access for maintenance and staff who cannot work from home. Filming and production activity allowed such as digital work, R&D's with social distancing and bubbling in effect.

Stage Five – Staff and visitors allowed access on as-needed basis, public access for scheduled performances only, access for partner companies for workshops and R&D's, full access for contractors to carry out maintenance work.

Stage Six – Full return to business with non-socially distanced performances and full access to the building – guidelines TBC

Please note, this may not be a linear progression to re-opening and we may need to return to previous stages as events and guidance dictates.

Any staff who are in a vulnerable group or live with a vulnerable person should not attend work at the building but instead should inform their line manager so we can support them in remote working. People who are pregnant will be provided with links to the current NHS advice, and supported in using remote working if they choose to not enter the building.

We are also aware of the strain on people's mental health from this global situation, and will be working to mitigate this through sharing clear and actionable guidelines and remaining open to concerns and questions as they arise. Staff will be given the option to opt out of working in the building if they feel unsafe or are vulnerable or live with a vulnerable person.

Staff who wish to raise concerns around returning to work may raise these with the Designated Safety Officer on site, with their line manager if working offsite, or with the Executive Director.

Designated Safety Officer (DSO)

At any time that the building is open a minimum of one staff member shall be the Designated Safety Officer. This person's (people's) name will be displayed on signage at stage door each day. This person is responsible for the following:

Acting as Fire Warden

Has the authority to enforce changes to work being done if guidelines and social distancing are not being followed, or to ensure that appropriate PPE is being used if work must be carried out at less than 2m distance from another person.

Ensure supplies of PPE such as soap, paper towel, sanitizing gel, wipes, gloves, and masks are fully stocked in areas of the building that are in use.

The role of Stage Door Keeper will be reinstated in the building at this stage, and will take back the following responsibilities from the DSO.

Ensuring each person in the building has been assigned a radio, and that all radios are cleaned and disinfected upon their return, following the guidance below for cleaning AV equipment.

Ensuring all those entering the building have either received a copy of this guidance and agree to adhere, or in the case of contractors have been given an induction to the current guidelines and access areas, following the checklist provided.

Ensures the building is locked and secure at the end of the working day.

The DSO must:

Be one of the Unicorn's trained Fire Wardens

Have had ample time to read this guidance, the Risk Assessment and the production or work schedule to ensure they are comfortable with the intended work and their role.

Be given at least 24 hours before their shifts starts to have the opportunity to ask questions, raise concerns, or choose to not take on this role

Be provided with the required stocks of cleaning supplies, PPE and a clear map of the one way systems in place for the work day.

Have access throughout their shift via instant messaging or phone calls to one of the following: Executive Director, Production and Technical Director, or General Manager.

Fire Evac Procedures

With the return of the Stage Door Keeper to the building, we will revert to the previous fire evacuation procedures, with the following exception

Staff will still use the slider board to sign in and out at stage door. In the event of an alarm, the Stage Door Keeper will immediately take a photo of the board, and use this to take roll call at the Assembly Point. In the event that the Stage Door Keeper cannot take a photo of the board, the entire board may be easily lifted from the wall, and brought to the Assemble Point.

Cleaning and Disinfecting

The building will be cleaned in its entirety after each day of use, with particular emphasis on high touch points.

Radios will be disinfected by stage door after each use.

Props and technical equipment will be sanitized using the UVC Lightbox, which may only be used by staff and contractors who have received an induction by either the Production and Technical Director or the Technical Manager.

The auditorium areas will be fogged once a week with Sterizar, on non-show days to maintain an antiviral coating on all surfaces.

Hand sanitizing stations will be available both front and back of house.

Cleaner must both clean and disinfect all high touch areas such as door handles, lift buttons, handrails, reception desk surfaces, sink faucets, soap dispensers, toilet handles and seats, and light switches within the building.

Additional Safety Protocols in Place

In general our goal is to minimize the number of workers needed on site to complete the work activity, and to maximize technology to enable roles and activities to be done from home and remotely wherever possible, to separate people within the working area to minimise close contact and maintain social distancing as far as is possible while taking into account safety concerns.

Signage will be placed at stage door outlining the symptoms of Covid-19 and asking those with possible symptoms to not enter the building. Signage indicating The Unicorn's compliance with government guidelines will also be posted.

A sign-in board with IN/OUT sliders will be provided at stage door for staff to minimize the sharing of pens and paper. Each person should only touch their own slider. For others entering the building, separate pots for clean and dirty pens will be provided, and these cleaned by the stage door keeper. Each person signing in should use a clean pen.

Everyone in the building must adhere to the government's guidance on social distancing and remain a minimum of 2m distant from others at all times. Masks must be worn when moving through common areas of the building, including corridors, stairwells and the foyer. Masks do not need to be worn while you are sitting at your desk or work station unless others are within 2 metres of you.

At no time should the need for social distancing endanger workers by reducing the safe number of people needed to complete a safety-critical job. Close contact is defined as being within 2 metres of another person and should never occur without PPE or for more than 15 minutes.

Wearing a mask

Wash your hands before putting on a face covering. Put the same side against your face each time to avoid wearing the 'contaminated side' against your nose and mouth. Remove your face covering using the straps to avoid touching the part that protects your face. Wash or dispose mask after use. Do not allow a mask to dangle against your neck or other exposed skin, and then re-use. Take a clean mask instead.

Upon entering the building everyone should sign in and then immediately wash their hands with hot water and soap for a minimum of 20 seconds. Hands should be washed in this way frequently throughout the day, and in particular after sneezing or coughing, using the restroom, touching your face, cleaning, sweeping, mopping, smoking, eating or drinking. Please note that gloves are NOT a suitable replacement for regular hand washing.

Signage will be placed in the toilets advising on correct hand washing procedures and reminders about closing the toilet lid ahead of flushing to avoid droplets contaminating the space.

When using the Green Room kitchen only one person at a time is allowed in the kitchen area. Others must wait in the green room area maintaining social distance at all times. Each person who uses the green room and kitchen should use provided disposable wipes to wipe down the counters, tables and chairs they have used, and then dispose of the wipes in the appropriate bin. Everyone is asked to bring their own dishes, containers and cutlery and wash them at home. Some disposable cutlery and cups will be available for use in the green room, but these will be limited stocks. Green room and foyer seating will be available for use, to allow for social distancing. Avoid sitting directly across from another person.

Laundry which needs to be washed should be placed directly into the machine by the person who has used it, or by the Wardrobe Supervisor who is wearing gloves. Once the machine is ready to wash, the DSO or the supervisor will turn it on. Laundry should be washed in hot water, for a minimum cycle of 30 minutes.

Radios are assigned to all staff, freelancers and contractors in the building. Radios are cleaned when handed back in with disinfecting spray of at least 70% concentration of isopropyl alcohol and a lint free cloth (see notes on disinfecting AV equipment). Where possible people should be using designated personal equipment that is not shared (ie assigned radios). Supplies will be available to clean these on a daily basis.

[AV equipment to be cleaned on a daily basis in the following way:](#)

[Use a disinfectant cleaner that is non-ammonia based \(ie no ammonium chloride\), contains less than 2% sodium hypochloride, contains upwards of 70% isopropyl alcohol solution](#)

[Unplug the device, and then spray the cleaner onto a lint-free cloth until it is damp. Never spray cleaner directly onto equipment. Gently clean the product surface using the cloth and dry any marks or streaks with another dry, lint-free cloth.](#)

[Alternatively AV equipment may be sanitized in the UVC light box located in the laundry area. Please note only those who have received an induction on the use of the lightbox from either the Production and Technical Director or the Technical Manager, may use the equipment.](#)

All AV equipment should be assigned as much as possible to a single user, who is responsible for cleaning it each day, or ensuring it is part of the load to go in the UVC Lightbox.

Tools should not be shared when working in the theatre. All crew should use the same tools for the duration of their shift, and wipe them with disinfectant when they are returned to the tool box. Additionally crew should retrieve their own kit, such as lighting to be hung, from storage and work independently on separate lighting bars, rigging areas, or sections of the set. Where two people need to work closer than 2m for safety reasons they should wear masks. Technical crew should be assigned areas of work for the day, such as the fly gallery, and not share those spaces.

Passenger lifts should only be used for the essential transport of items and people who are unable to use the stairs, or if you are carrying something that may cause a risk of tripping on the stairs. Only one person at a time may use a lift. The exception to this rule is the goods lift, which two people may use provided social distancing of 2m is maintained at all times.

Equipment Deliveries – delivery truck drivers should not leave their cab during offloading unless they receive the same screening and follow the same health procedures as other workers. Deliveries should be scheduled in shifts to minimize the time workers load or unload in close proximity to each other. Workers unloading deliveries should wash their hands between each delivery.

Guidelines in Case of Illness or Contagion

Signage at stage door will ask those entering to consider whether they have symptoms on the government issued list and if they do to not enter the building.

Workers must notify the DSO or their line manager and stay home from work if they have symptoms of respiratory illness consistent with Covid-19.

All those attending the building must present a negative Covid-19 test results from within the previous 48 hours. For those attending the building on a full time basis, this means having a minimum of two tests per week. These tests can be Lateral Flow Tests, and are available from the free testing centre at London Bridge Station, or as at-home test kits from local pharmacies. The only exception to this rule is maintenance contractors making short visits, who will not be in contact with companies or staff.

All test results should be emailed to stagedoor@unicorntheatre.com prior to arrival at the building. Test results will be logged in a secure system and deleted after 21 days.

If a person attending the building exhibits symptoms upon arrival, or becomes sick during the day, the DSO must isolate them from others until private transport home can be arranged. Any PPE, tissues, or other disposable items used by the ill person should either be placed in a yellow HazMat disposal box, or placed in a plastic bag, labelled with the date, and kept in quarantine for 72 hours, at which point it can be placed in the general trash.

The DSO should document the circumstances of the person's illness and the work they were involved in to help with contact tracing. They should then use the Proximity Flow Chart to determine if others may need to isolate.

Since one can carry Covid-19 with no symptoms at all, anyone who has been in close contact with a person known to have had the virus, or whose family or friends show signs of exposure, should behave as if they are infected, isolate themselves and contact their physician.

Those with symptoms associated with Covid-19 may return to work after a period of home isolation for 10 days since their first symptoms or positive test. If their symptoms continue beyond 10 days they must stay home until symptom free. If someone within your household has either a positive test result or symptoms of Covid-19 all members of that household must self-isolate for a minimum of 10 days.

If someone attending the building is confirmed to be infected with Covid-19 they should immediately notify their line manager and/or the DSO, who should then determine what areas of the venue were visited, or impacted by the infected person, assess who else was in the building on

the relevant days, and notify impacted people that they may have come in contact with an infected person and encourage them to monitor their health and report any concerns to their healthcare provider. The DSO should also use the Proximity Flow Chart to determine if any others must isolate.

NOTE: at no time should the infected persons name, or identifying details be provided to anyone other than the person to which they reported.

NOTE: Cases of Coronavirus are only reportable under RIDDOR if the case can be attributed to an occupational exposure to Coronavirus.

In the event of a positive Lateral Flow test result, a negative PCR test result must be presented before someone can return to the building, or they must isolate for 10 days. The DSO will use the Proximity Flow Chart appended to this document to determine if any other staff or company members will be required to isolate.

People attending the building who have had Covid-19 within the previous 90 days may be exempt from testing regimes due to the high chance of false positives. In this instance the person in question must present evidence of a positive PCR test result no older than 90 days and no more recent than 10 days before attending the building. While those exempt from testing regimes may come and work at the Unicorn they must wear face coverings, remain 2m from others at all times, and not undertake any close contact work.

TO BE READ IN CONJUNCTION WITH THIS GUIDANCE:

Covid-19 Risk Assessment

Contractors One-Page Guidance

Proximity Flow Chart

FOH Guidance

FOH Risk Assessment

