

**Travel and Deliveries**

ACTIVITY	HAZARDS	PEOPLE	MEASURES
Travel for work-related duties	Covid-19: Exposure to potentially infected strangers	Costume & Wardrobe Staff	<ul style="list-style-type: none"> <li>- Encourage solo travel to the venue either by solo car or taxi</li> <li>- Encourage solo travel to the venue by walking or bicycle</li> <li>- Where possible provide adequate cycle storage</li> <li>- Follow correct procedures for face coverings on public transport</li> <li>- Encourage travelling outside rush hour through scheduling</li> </ul>
Shopping & Sourcing of Costume & Materials	<p>Covid-19: Exposure to potentially infected strangers</p> <p>Covid-19: Touch transference to fabric and other surfaces</p>	<p>Costume Supervisors</p> <p>Buyers</p> <p>Costume Assistants</p> <p>Costume Designers</p> <p>Wardrobe Managers</p>	<ul style="list-style-type: none"> <li>- Eliminate outdoor shopping where possible by purchasing online</li> <li>- Where possible schedule shopping trips to minimise travel</li> <li>- Where possible minimise use of cash, consider using credit cards, budget advance</li> <li>- Avoid frequent trips via public transport, consider taxi and car</li> <li>- Follow correct procedures for face coverings on public transport</li> <li>- Utilise hand sanitiser prior to entering retailers</li> <li>- Follow the protocols of the building when out shopping or sourcing for that building.</li> <li>- Allow 48 hours to quarantine new purchases, consider allocating a specific area for this</li> <li>- Follow the returns policies of the retailers</li> </ul>
Outside services such as drycleaners, cobblers	Covid-19: Exposure to potentially infected strangers	Costume & Wardrobe Staff	<ul style="list-style-type: none"> <li>- Ensure that service providers have a current Covid-19 policy</li> <li>- Remove and dispose of any packaging and sanitise hands before handling costume</li> <li>- Consider airing (or hotboxing) before distribution</li> <li>- Consider one person or a small team working on each project such as unpacking drycleaning or going to the cobbler.</li> <li>- Visor/face covering is recommended</li> </ul>
Visiting contractors, costume makers and others	<p>Covid-19: Exposure to potentially infected visitors</p> <p>Covid-19: Touch transference to fabric and other surfaces</p>	Outside Contractors	<ul style="list-style-type: none"> <li>- Prior to any visit, ensure that outside contractors are made aware of the Covid-safe protocols for the building.</li> <li>- Ask visiting contractors to allow extra time to follow the procedures</li> <li>- Consider parking for contractors who travel by car</li> </ul>
Post and Deliveries	<p>Covid-19: Exposure to potentially infected strangers</p> <p>Covid-19: Touch transference to fabric and other surfaces</p>	ALL	<ul style="list-style-type: none"> <li>- Contactless deliveries</li> <li>- Quarantine post and deliveries in a safe place</li> <li>- Quarantine costume deliveries for 48 hrs</li> <li>- Where possible book times for large deliveries in order to inform stage door/entry point</li> <li>- Frequent retrieval of deliveries to avoid blocking the delivery point</li> <li>- Consider wiping down the outer wrapping of deliveries prior to quarantine</li> </ul>

**Communal Areas in the Building**

ACTIVITY	HAZARDS	PEOPLE	MEASURES
Entry to Venue	Covid-19: Exposure to potentially infected co-workers and strangers	Costume & Wardrobe Staff Performers Outside Contractors Other Departments Stage Door/ Reception Staff	<ul style="list-style-type: none"> <li>- Frequent touch points, such as door handles and entrance code keypads, should be identified and disinfected regularly.</li> <li>- Adequate disposal arrangements should be made available for any additional waste created</li> <li>- Consider adjusting security processes at entry and exit points to reduce prolonged contact</li> <li>- Minimise touch entry points such as sign-in sheets or boards</li> <li>- Use markings to create one-way flow at entry and exit points</li> <li>- Look at staggered entry times/calls to reduce congestion</li> <li>- Provide hand washing facilities, or hand sanitiser where washing is not possible, at entry and exit points.</li> <li>- Reduce congestion, for example look at alternative entrance and exit points</li> <li>- Clear signage of Covid protocols</li> <li>- If temperature controls are being used, workers may wish to provide a base temperature to allow for individual variations.</li> <li>- Regular cleaning of high traffic areas</li> </ul>
Travelling through the building	Covid-19: Exposure to potentially infected co-workers and visitors  Covid-19: Touch transference to fabric and other surfaces	ALL	<ul style="list-style-type: none"> <li>- Travel directly from entrance to the usual place of work in order to deposit coats and bags.</li> <li>- Wash hands prior to starting work.</li> <li>- Follow marked routes where visible</li> <li>- Endeavour to keep outside clothing separate from inside clothing - this may include changing into work blacks and/or aprons or overalls.</li> <li>- Care should be taken when entering and leaving rooms to allow social distancing</li> </ul>
Rest areas and communal space	Covid-19: Exposure to potentially infected co-workers and visitors  Covid-19: Touch transference to fabric and other surfaces	ALL	<ul style="list-style-type: none"> <li>- Hand washing/hand sanitiser use to be encouraged</li> <li>- Areas should be kept clear and clean at all times</li> <li>- Surfaces and equipment should be cleaned before and after use</li> <li>- Personal cutlery and crockery must be clearly labelled and cleaned and put away after use.</li> <li>- Adequate waste disposal should be provided with a non-touch open and close mechanism or cleaning facilities.</li> <li>- Scheduling of rest breaks should be considered to reduce numbers using the space.</li> <li>- Water bottles should be cleaned before using water coolers/supply</li> </ul>

<p>Visits to Stage to view quick change areas or other communal areas shared by costume and others</p>	<p>Covid-19: Exposure to potentially infected co-workers</p>	<p>Costume &amp; Wardrobe Staff Stage Management Stage Crew Performers WHAM staff Other Departments</p>	<ul style="list-style-type: none"> <li>- Social distancing should always be considered before PPE. Where this is not possible visors/facemasks should be worn</li> <li>- Schedule visits to allow for distancing and to avoid crowding in smaller areas</li> </ul>
<p>Moving costumes through the building</p>	<p>Covid-19: Exposure to potentially infected co-workers  Covid-19: Touch transference to fabric and other surfaces</p>	<p>Costume &amp; Wardrobe Staff</p>	<ul style="list-style-type: none"> <li>- Quarantine costume deliveries for 48 hrs</li> <li>- Protect costumes using dust cloths or rail covers</li> </ul>
<p>Interaction with other departments</p>	<p>Covid-19: Exposure to potentially infected co-workers  Covid-19: Touch transference to fabric and other surfaces</p>	<p>ALL</p>	<ul style="list-style-type: none"> <li>- Keep interactions to a minimum</li> <li>- Encourage hand sanitisation before interaction</li> <li>- Consider other solutions to regular interactions such as contactless pick up and drop offs, remote communication, social distancing.</li> <li>- Schedule any interdepartmental laundry requirements and arrange contactless pick up and drop off points.</li> <li>- If using equipment such as communication devices from another department, ensure that equipment has been thoroughly cleaned before use. Ensure there is no sharing of equipment.</li> <li>- Water bottles should be cleaned before using water coolers/supply</li> </ul>
<p>Attending Meetings</p>	<p>Covid-19: Exposure to potentially infected co-workers</p>	<p>Production Costume Team Wardrobe Staff Costume Designers Production Managers Producers Other Departments</p>	<ul style="list-style-type: none"> <li>- Where possible eliminate the hazard by conducting meetings via online conferencing</li> <li>- Hold physical meetings in large enough rooms to maintain social distancing</li> <li>- Where distancing is not possible, appropriate PPE should be worn</li> </ul>

**Admin**

ACTIVITY	HAZARDS	PEOPLE	MEASURES
Paperwork	Covid-19: Touch transference to fabric and other surfaces	ALL	<ul style="list-style-type: none"> <li>- Minimise paperwork where possible by working online and with editable worksheets</li> <li>- Minimise paper receipts, consider receipt apps and other virtual reporting of budgets</li> </ul>
Shared Office space	<p>Covid-19: Exposure to potentially infected co-workers</p> <p>Covid-19: Touch transference to fabric and other surfaces</p>	<p>Production Costume Team</p> <p>Costume Designers</p> <p>Costume &amp; Wardrobe Staff</p>	<ul style="list-style-type: none"> <li>- Distancing must be considered before PPE</li> <li>- If better distancing can be achieved by moving the workspace around, this should be considered.</li> <li>- Configure the workspace to stop face-to-face working. Side-to-side or back-to-back work positions should be considered though social distancing should be maintained</li> <li>- Floor marking to show safe distances</li> <li>- Install screens between workstations if social distancing cannot be achieved</li> </ul>

**Costume Making and Alterations**

ACTIVITY	HAZARDS	PEOPLE	MEASURES
Wardrobe Workroom setup	<p>Covid-19: Exposure to potentially infected co-workers and visitors</p> <p>Covid-19: Touch transference to fabric and other surfaces</p>	Costume & Wardrobe Staff	<ul style="list-style-type: none"> <li>- Hand washing/hand sanitiser should be used on entry and after separate tasks.</li> <li>- Agree a cleaning protocol for each room which highlights regularly used areas that need attention, eg door handles, table surfaces</li> <li>- Configure the workspace to stop face-to-face working. Side-to-side or back-to-back work positions should be considered though social distancing should be maintained</li> <li>- Install screens between workstations if social distancing cannot be achieved</li> <li>- Provide good ventilation. Consider opening windows and doors. Fresh air is preferable to re-circulated air. Areas lacking natural ventilation should be assessed for extra measures.</li> <li>- If Fire doors are required to be open for ventilation they should be fitted with an automatic closer.</li> <li>- If air-conditioning units are required for ventilation they must be checked by qualified technicians so ensure that they are safe to be used under Covid-19 conditions</li> <li>- Sharing of equipment and workspaces (hot-desking) should be discouraged. Any shared equipment must be cleaned before and after every use by each person.</li> <li>- Encourage each worker to have a personal kit to discourage shared use. This may involve providing extra equipment, haberdashery and sundries such as pins.</li> <li>- Social distancing should always be considered before PPE. Check current guidance. A room with furniture may need more space per person than a clear room.</li> <li>- Where more than one person is using the space then PPE should be considered. A visor or face covering may be sufficient.</li> <li>- To maintain distancing consider scheduling different call times and breaks.</li> <li>- All surfaces must be kept as clear as possible to enable thorough cleaning.</li> </ul>

<p>Costume Making, Alterations, Repair and Construction</p>	<p>Covid-19: Exposure to potentially infected co-workers</p> <p>Covid-19: Touch transference to fabric and other surfaces</p>	<p>Costume &amp; Wardrobe Staff Costume Makers and alteration technicians</p>	<ul style="list-style-type: none"> <li>- Where an area is used by more than one person, an effective cleaning regime must be instigated. The area and all the equipment must be cleaned before and after use by each person.</li> <li>- Social distancing should always be considered before PPE. Where this is not possible visors/facemasks should be worn</li> <li>- Areas to be kept as clear as possible to allow for regular cleaning</li> <li>- Sharing of equipment and workspaces (hot-desking) should be discouraged. Any shared equipment must be cleaned before and after every use by each person.</li> <li>- It is preferable that large equipment such as sewing machines and overlockers be allocated to individuals for their continuous personal use – these can then be wiped down at the end of use.</li> <li>- If this is not possible, schedules should be created to ensure sufficient time between usage for equipment to be wiped down with antiviral wipes or spray.</li> <li>- Steaming/ironing may aerosolise virus. Masks should be worn if working on used clothing. A visor should be sufficient if working with a clean costume.</li> <li>- Consider using a sponge damper pad for thread ends. Discourage using saliva.</li> <li>- Allocate set tasks such as repairs or laundry to individual people or small groups and work in those cohorts only.</li> </ul>
<p>Steaming / Ironing</p>	<p>Covid-19: Exposure to potentially infected co-workers</p> <p>Covid-19: Touch transference to fabric and other surfaces</p> <p>Covid-19: Inhalation of aerosolised virus</p>	<p>Costume &amp; Wardrobe Staff</p>	<ul style="list-style-type: none"> <li>- Steaming/ironing may aerosolise virus. Masks should be worn if working on used clothing. A visor should be sufficient if working with a clean costume.</li> <li>- Allocate set tasks such as repairs or laundry to individual people or small groups and work in those cohorts only.</li> <li>- Clean surfaces and equipment between each task</li> </ul>

**Measurements and Fittings**

ACTIVITY	HAZARDS	PEOPLE	MEASURES
Measuring Actors	Covid-19: Exposure to potentially infected co-workers  Covid-19: Touch transference to fabric and other surfaces	Performers Production Costume Team Wardrobe Staff	<ul style="list-style-type: none"> <li>- Schedule measurement times to maintain distancing</li> <li>- Actors should be encouraged to come for measurements in appropriate clothing</li> <li>- Correct PPE must be worn by all, including performers, where distancing is not possible.</li> <li>- Consider remote measuring using a video platform</li> </ul>
Preparation of the Fitting Room	Covid-19: Exposure to potentially infected co-workers  Covid-19: Touch transference to fabric and other surfaces	Costume Supervisors Costume & Wardrobe Staff	<ul style="list-style-type: none"> <li>- Provide good ventilation. Consider opening windows and doors. Fresh air is preferable to re-circulated air. Areas lacking natural ventilation should be assessed for extra measures.</li> <li>- If Fire doors are required to be open for ventilation they should be fitted with an automatic closer.</li> <li>- If air-conditioning units are required for ventilation they must be checked by qualified technicians so ensure that they are safe to be used under Covid-19 conditions</li> <li>- Assess how many people can be present in the room at one time. Social distancing should be considered before PPE.</li> <li>- Floor marking to show safe distances</li> <li>- Where distancing is not possible, appropriate PPE should be worn</li> <li>- Wash hands prior to handling costumes or fabric. If this is not possible, hand sanitiser must be made available.</li> </ul>

<p>Costume Fitting</p>	<p>Covid-19: Prolonged and close-contact exposure to potentially infected co-workers</p> <p>Covid-19: Touch transference to fabric and other surfaces</p>	<p>Costume Designers                  Costume Supervisors                  Costume Makers                  Performers                  Costume &amp; Wardrobe Staff</p>	<ul style="list-style-type: none"> <li>- Reduce close contact contamination by limiting the number of people present at the fitting</li> <li>- Where distancing is not possible, appropriate PPE should be worn</li> <li>- No costumes should be shared between performers.</li> <li>- Fit actors one at a time</li> <li>- Wash hands prior to handling costumes or fabric. If this is not possible, hand sanitiser must be made available.</li> <li>- Actors are not permitted to share any part of a costume</li> <li>- Limit the contact that people have with the costumes</li> <li>- Scheduling around fittings should take into consideration cleaning time between each fitting so that there is no contamination between actors.</li> <li>- After each fitting, remove the costumes to a separate area to be quarantined. This might involve placing them into a garment bag</li> <li>- After each fitting, wipe down frequent touch areas such as door handles, tables etc</li> <li>- Consider using conference calls to reduce travel of costume makers to fittings.</li> <li>- Simultaneous fittings can only occur where there is sufficient space to maintain distancing 1+ metres</li> </ul>
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**Rehearsals**

ACTIVITY	HAZARDS	PEOPLE	MEASURES
Scheduling rehearsals	Covid-19: Exposure to potentially infected co-workers and visitors	Wardrobe & Costume Staff Performers Outside Contractors Other Departments	<ul style="list-style-type: none"> <li>- A detailed schedule for rehearsals must be issued to ensure all items and areas are prepared before rehearsals begin</li> <li>- Stagger call times to reduce congestion</li> <li>- Call times must include time for changing and PPE preparation.</li> <li>- Schedule should ensure adequate overnight breaks and meal breaks.</li> <li>- Schedule must consider social distancing and traffic management.</li> </ul>
Setting up the rehearsal	<p>Covid-19: Exposure to potentially infected co-workers</p> <p>Covid-19: Touch transference to fabric and other surfaces</p>	Wardrobe & Costume Staff Performers Outside Contractors Other Departments	<ul style="list-style-type: none"> <li>- Hand washing/sanitisation should be undertaken between tasks</li> <li>- Configure the workspace to stop face-to-face working. Side-to-side or back-to-back work positions should be considered though social distancing should be maintained</li> <li>- Install screens between workstations if social distancing cannot be achieved</li> <li>- Provide good ventilation. Consider opening windows and doors. Fresh air is preferable to re-circulated air. Areas lacking natural ventilation should be assessed for extra measures.</li> <li>- If Fire doors are required to be open for ventilation they should be fitted with an automatic closer.</li> <li>- If air-conditioning units are required for ventilation they must be checked by qualified technicians so ensure that they are safe to be used under Covid-19 conditions</li> <li>- Sharing of equipment and workspaces (hot-desking) should be discouraged. Any shared equipment must be cleaned before and after every use by each person.</li> <li>- Encourage each worker to have a personal kit to discourage shared use. This may involve providing extra equipment, haberdashery and sundries such as pins.</li> <li>- Limit numbers of people in room at any one time. Consider scheduling different call times and breaks.</li> <li>- All surfaces must be kept as clear as possible to enable thorough cleaning.</li> <li>- Adequate waste disposal should be provided with a non-touch open and close mechanism or cleaning facilities.</li> <li>- Stage management should provide information on traffic measures onstage and in the wings.</li> <li>- Allocate performer an area - eg. one chair/position on rails</li> </ul>

<p>During rehearsals</p>	<p>Covid-19: Exposure to potentially infected co-workers</p> <p>Covid-19: Touch transference to fabric and other surfaces</p>	<p>Wardrobe &amp; Costume Staff</p> <p>Performers</p> <p>Other Departments</p>	<ul style="list-style-type: none"> <li>- Hand washing/sanitisation should be undertaken between tasks</li> <li>- Clean surfaces and high touch points frequently.</li> <li>- Distancing must be considered before PPE</li> <li>- Visors/face coverings should be worn by all non-performing workers.</li> <li>- Access to FOH/auditorium should be part of the stage management traffic management.</li> <li>- Time must be allocated to allow for discussion with stage management and creatives of potential challenges to social distancing and safe working.</li> </ul>
<p>After rehearsals</p>	<p>Covid-19: Exposure to potentially infected co-workers</p> <p>Covid-19: Touch transference to fabric and other surfaces</p>	<p>Wardrobe &amp; Costume Staff</p> <p>Performers</p> <p>Other Departments</p>	<ul style="list-style-type: none"> <li>- Hand washing/sanitisation should be undertaken between tasks</li> <li>- All areas should be cleaned frequently</li> <li>- Adequate time should be scheduled for cleaning and re-set</li> <li>- Dirty laundry should be taken to Laundry room as soon as possible</li> </ul>

**Previews, Technical Rehearsals and Performances**

ACTIVITY	HAZARDS	PEOPLE	MEASURES
Technical Rehearsals	<p>Covid-19: Prolonged and close-contact exposure to potentially infected co-workers</p> <p>Covid-19: Touch transference to fabric and other surfaces</p> <p>Covid-19: Weakened immune response due to tiredness and fatigue</p>	ALL	<ul style="list-style-type: none"> <li>- Encourage each worker to have a personal kit to discourage shared use. This may involve providing extra equipment, haberdashery and sundries such as pins.</li> <li>- Where feasible eliminate the need for close working, this may involve reducing the number or frequency of quick changes or showing performers how to effect a solo quick change</li> <li>- Distancing must be considered before PPE</li> <li>- Where distancing is not possible, appropriate PPE should be worn</li> <li>- If possible, technical rehearsal time should be capped at 8 hours per day, adding extra days if necessary.</li> <li>- It is desirable for dressers and costume staff to have sufficient overnight breaks to maintain their health</li> <li>- Limit numbers of people in room at any one time. Consider scheduling different call times and breaks.</li> <li>- All surfaces must be kept as clear as possible to enable thorough cleaning.</li> </ul>
Setup of Dressing Rooms and backstage pre-sets	<p>Covid-19: Exposure to potentially infected co-workers</p> <p>Covid-19: Touch transference to fabric and other surfaces</p>	<p>Costume &amp; Wardrobe Staff</p> <p>Performers</p> <p>Backstage Staff</p>	<ul style="list-style-type: none"> <li>- Schedule the get-in to the dressing rooms to avoid congestion in theatre corridors.</li> <li>- Contactless drop-off of costumes to dressing rooms</li> <li>- Performers should be encouraged not to arrive too early to their dressing rooms</li> <li>- Schedule delivery of costumes to quick change pre-set areas to avoid congestion in backstage areas</li> <li>- Build resilience into the performance by ensuring that there are sufficient staff to take over the dressing plot if someone is sick</li> <li>- Create quick change booths that are wipe clean</li> <li>- Ensure there is a suitable receptacle for sweaty or worn costumes</li> <li>- Shout checks for dressing staff to ensure that the correct costumes are in the correct place</li> </ul>
Show staff: calls and arrival	<p>Covid-19: Exposure to potentially infected co-workers</p> <p>Covid-19: Touch transference to fabric and other surfaces</p>	ALL	<ul style="list-style-type: none"> <li>- Ensure show staff are familiar with all the travel and entry protocols to the venue</li> <li>- Consider staggered calls to keep social distancing</li> <li>- Schedule regular updates (preferably electronically) on all Covid related topics</li> </ul>

<p>Laundry distribution and pre-sets</p>	<p>Covid-19: Exposure to potentially infected co-workers</p> <p>Covid-19: Touch transference to fabric and other surfaces</p>	<p>ALL</p>	<ul style="list-style-type: none"> <li>- Where possible distribute laundry and collect pre-sets from unoccupied dressing rooms. This may entail an earlier call, using warm-up times or day staff.</li> <li>- Visors/face coverings should be used for all areas costumes are stored or set where possible.</li> <li>- There should be separation between different performer's costumes. Consider a barrier/divider</li> <li>- Assess if there could be contactless drop off and pick up points for example outside the dressing room if it is occupied.</li> </ul>
<p>Quick change areas</p>	<p>Covid-19: Exposure to potentially infected co-workers</p> <p>Covid-19: Touch transference to fabric and other surfaces</p>		<ul style="list-style-type: none"> <li>- Hand washing/sanitisation should be undertaken between tasks</li> <li>- Minimise the number of people using the area</li> <li>- Review dressing tracks to determine where the busy times are and liaise with the creatives, stage management and company manager to find solutions.</li> <li>- Allocate set areas for each performer.</li> <li>- Clean surfaces and high touch points frequently.</li> <li>- Adequate waste disposal should be provided with a non-touch open and close mechanism or cleaning facilities.</li> <li>- Water bottles should be cleaned before using water coolers/supply</li> <li>- Adequate cleaning supplies should be readily available</li> <li>- Provide good ventilation. Consider opening windows and doors. Fresh air is preferable to re-circulated air. Areas lacking natural ventilation should be assessed for extra measures.</li> <li>- If Fire doors are required to be open for ventilation they should be fitted with an automatic closer.</li> </ul>
<p>Wings and stage areas</p>	<p>Covid-19: Exposure to potentially infected co-workers</p> <p>Covid-19: Touch transference to fabric and other surfaces</p>		<ul style="list-style-type: none"> <li>- Changes in the wings should be minimised</li> <li>- Consideration of traffic flow and social distancing should be observed where possible.</li> <li>- Stage Management should provide traffic guidance for the stage and wing area.</li> <li>- Social distancing may require alterations to traffic in the wings, changes, entrances and exits. This will require cross-department communication</li> </ul>
<p>Dressing</p>	<p>Covid-19: Prolonged and close-contact exposure to potentially infected co-workers</p> <p>Covid-19: Touch transference to fabric and other surfaces</p>	<p>Costume &amp; Wardrobe Staff</p> <p>Performers</p> <p>Backstage Staff</p>	<ul style="list-style-type: none"> <li>- Where possible eliminate or minimise the number of close contact quick changes backstage</li> <li>- Ensure that quick change booths are cleaned in between changes</li> <li>- Where possible educate the performer to effect a quick change on their own</li> <li>- Where close contact cannot be avoided, dressers must wear correct PPE</li> <li>- Discarded costumes must be kept separate from costumes waiting to be worn, this can be in a bag, or other suitable storage</li> <li>- Where possible avoid "travelling" costumes from one side of the stage to the other</li> </ul>

**Laundry**

ACTIVITY	HAZARDS	PEOPLE	MEASURES
Laundry Room setup	<p>Covid-19: Exposure to potentially infected co-workers</p> <p>Covid-19: Touch transference to fabric and other surfaces</p> <p>Covid-19: Inhalation of aerosolised virus</p>	Wardrobe & Costume Staff	<ul style="list-style-type: none"> <li>- Hand washing/hand sanitiser should be used on entry and after separate tasks.</li> <li>- Agree a cleaning protocol for each room which highlights regularly used areas that need attention, eg door handles, table surfaces</li> <li>- Configure the workspace to stop face-to-face working. Side-to-side or back-to-back work positions should be considered though social distancing should be maintained</li> <li>- Install screens between workstations if social distancing cannot be achieved</li> <li>- Provide good ventilation. Consider opening windows and doors. Fresh air is preferable to re-circulated air. Areas lacking natural ventilation should be assessed for extra measures.</li> <li>- If Fire doors are required to be open for ventilation they should be fitted with an automatic closer.</li> <li>- If air-conditioning units are required for ventilation they must be checked by qualified technicians so ensure that they are safe to be used under Covid-19 conditions</li> <li>- Sharing of equipment and workspaces (hot-desking) should be discouraged. Any shared equipment must be cleaned before and after every use by each person.</li> <li>- Encourage each worker to have a personal kit to discourage shared use. This may involve providing extra equipment, haberdashery and sundries such as pins.</li> <li>- Social distancing should always be considered before PPE. Check current guidance. A room with furniture may need more space per person than a clear room.</li> <li>- Where more than one person is using the space then PPE should be considered. A visor or face covering may be sufficient.</li> <li>- To maintain distancing consider scheduling different call times and breaks.</li> <li>- All surfaces must be kept as clear as possible to enable thorough cleaning.</li> </ul>
Used clothing and dirty laundry	<p>Covid-19: Touch transference to fabric and other surfaces</p> <p>Covid-19: Inhalation of aerosolised virus</p>	Wardrobe & Costume Staff Performers	<ul style="list-style-type: none"> <li>- Dirty laundry should be taken to Laundry room as soon as possible</li> <li>- Do not shake dirty laundry</li> <li>- Keep dirty costumes separate from clean costumes</li> <li>- Wear gloves when handling dirty laundry where possible or sanitise hands afterwards.</li> <li>- Any basket/trug used for dirty laundry should be cleaned before further use.</li> <li>- Allocate set tasks such as repairs or laundry to individual people or small groups and work in those cohorts only.</li> </ul>

<p>Laundry</p>	<p>Covid-19: Exposure to potentially infected co-workers</p> <p>Covid-19: Touch transference to fabric and other surfaces</p> <p>Covid-19: Inhalation of aerosolised virus</p>	<p>Costume &amp; Wardrobe Staff Laundry &amp; Maintenance Staff</p>	<ul style="list-style-type: none"> <li>- Contactless collection of laundry, ensure actors place soiled and worn costumes into a suitable receptacle for collection, this could be a bag or a basket with a lid</li> <li>- Costume items that are in close contact with the body or which become very damp with sweat should be washed at 60C or at 40C with a bleach-based laundry product to prevent germs from spreading</li> <li>- Towels, flannels and other items that come into close contact with the body or which become very damp with sweat should be washed at 60C or at 40C with a bleach-based laundry product to prevent germs from spreading.</li> <li>- Outer-garments can be washed at 40C or above and can be dry cleaned or ozone treated</li> <li>- If staff need to wear overalls or a work coat these also require washing</li> <li>- Gloves should be worn when hand washing delicate items.</li> <li>- The usual care must be taken about performers' skin sensitivity or allergic reaction to biological laundry detergent or anti-bacterial sprays.</li> <li>- Schedule return of costumes to the dressing rooms to avoid congestion in corridors.</li> <li>- Schedule delivery of costumes to quick change pre-set areas to avoid congestion in backstage areas</li> <li>- Shout checks for dressing staff to ensure that the correct costumes are in the correct place</li> </ul>
<p>Steaming / Ironing</p>	<p>Covid-19: Exposure to potentially infected co-workers</p> <p>Covid-19: Touch transference to fabric and other surfaces</p> <p>Covid-19: Inhalation of aerosolised virus</p>	<p>Costume &amp; Wardrobe Staff</p>	<ul style="list-style-type: none"> <li>- Steaming/ironing may aerosolise virus. Masks should be worn if working on used clothing. A visor should be sufficient if working with a clean costume.</li> <li>- Allocate set tasks such as repairs or laundry to individual people or small groups and work in those cohorts only.</li> <li>- Clean surfaces and equipment between each task</li> </ul>
<p>Costume/laundry of a person suspected of having Covid-19</p>	<p>Covid-19: Exposure to potentially infected co-workers</p> <p>Covid-19: Touch transference to fabric and other surfaces</p> <p>Covid-19: Inhalation of aerosolised virus</p>	<p>Costume &amp; Wardrobe Staff Outside Contractors</p>	<ul style="list-style-type: none"> <li>- Costume should be cleaned if Covid- 19 suspected</li> <li>- Washables should be washed as normal, Contaminated items can be washed with normal washing (HMG advice) though separate wash may be preferable</li> <li>- Dry Cleaning should be bagged in its own bag and clearly labelled as Covid-19 Suspect before sending.</li> <li>- Ozone may be effective but should be operated by a trained professional. Bag and label Covid-19 suspect if using an outside contractor.</li> </ul>

**Get-out and Pack-up**

ACTIVITY	HAZARDS	PEOPLE	MEASURES
Get-out and pack-up	<p>Covid-19: Exposure to potentially infected co-workers</p> <p>Covid-19: Touch transference to fabric and other surfaces</p>	ALL	<ul style="list-style-type: none"> <li>- Schedule Costume get-out in plenty of time to avoid congestion of backstage working areas</li> <li>- Contactless collection of costumes from dressing rooms, actors will already have placed worn costumes into the appropriate receptacle</li> <li>- Contactless collection of costumes from stage and backstage areas</li> <li>- PPE may be worn to collect costumes</li> <li>- Separate costumes that are being sent for professional cleaning into suitable bags</li> </ul>
Costume returns to hire houses	<p>Covid-19: Exposure to potentially infected strangers</p> <p>Covid-19: Touch transference to fabric and other surfaces</p>	<p>Hire House Staff</p> <p>Costume &amp; Wardrobe Staff</p> <p>Outside Contractors</p>	<ul style="list-style-type: none"> <li>- Follow the guidelines set out by the costume hire houses for methodology of return.</li> </ul>

**Child Performers**

ACTIVITY	HAZARDS	PEOPLE	MEASURES
Child performers	<p>Covid-19: Exposure to potentially infected co-workers</p> <p>Covid-19: Touch transference to fabric and other surfaces</p>	ALL	<ul style="list-style-type: none"> <li>- No costumes should be shared between performers.</li> <li>- Allocate a dresser/group of dressers to look after children only. Liaise with chaperones as they may help out.</li> </ul>

**Cast Changes**

ACTIVITY	HAZARDS	PEOPLE	MEASURES
Cast change schedule	Covid-19: Exposure to potentially infected co-workers  Covid-19: Touch transference to fabric and other surfaces	ALL	<ul style="list-style-type: none"> <li>- The schedule must allow sufficient time between one cast finishing and another starting for cleaning of costumes before any alterations can occur.</li> <li>- No rehearsals may use costumes for new cast that are worn by the current cast without cleaning or quarantine for 48 hours.</li> <li>- Time should be factored in for a thorough cleaning of dressing rooms and shared spaces.</li> </ul>
Cast change facilities	Covid-19: Exposure to potentially infected co-workers  Covid-19: Touch transference to fabric and other surfaces	Costume & Wardrobe Staff Outside Contractors	<ul style="list-style-type: none"> <li>- A work space should be allocated that allows for social distancing</li> <li>- Any equipment that is used for cast change should be Covid safe. All equipment should be quarantined after delivery or cleaned thoroughly.</li> <li>- Outside contractors should be consulted on any equipment they wish to bring in and what Covid measures they will undertake to ensure good standards.</li> <li>- Areas that will be having a deep clean over cast change should not be considered as a work space eg. dressing rooms</li> </ul>
Cast change: measuring performers	Covid-19: Exposure to potentially infected co-workers  Covid-19: Touch transference to fabric and other surfaces	Performers Production Costume Team Wardrobe Staff	<ul style="list-style-type: none"> <li>- Schedule measurement times to maintain distancing</li> <li>- Actors should be encouraged to come for measurements in appropriate clothing</li> <li>- Correct PPE must be worn by all, including performers, where distancing is not possible.</li> <li>- Consider remote measuring using a video platform</li> </ul>



<p>Cast change: fitting performers</p>	<p>Covid-19: Prolonged and close-contact exposure to potentially infected co-workers</p> <p>Covid-19: Touch transference to fabric and other surfaces</p>	<p>Costume Designers                  Costume Supervisors                  Costume Makers                  Performers                  Costume &amp; Wardrobe Staff</p>	<ul style="list-style-type: none"> <li>- Reduce close contact contamination by limiting the number of people present at the fitting</li> <li>- Where distancing is not possible, appropriate PPE should be worn</li> <li>- Costumes worn by current cast cannot be fitted on new cast without thorough cleaning or quarantine for 48 hours..</li> <li>- Costumes fitted on new cast cannot be returned to current cast without thorough cleaning or quarantine for 48hours</li> <li>- No costumes should be shared between performers.</li> <li>- Fit actors one at a time</li> <li>- Wash hands prior to handling costumes or fabric. If this is not possible, hand sanitiser must be made available.</li> <li>- Actors are not permitted to share any part of a costume</li> <li>- Limit the contact that people have with the costumes</li> <li>- Scheduling around fittings should take into consideration cleaning time between each fitting so that there is no contamination between actors.</li> <li>- After each fitting, remove the costumes to a separate area to be quarantined. This might involve placing them into a garment bag</li> <li>- After each fitting, wipe down frequent touch areas such as door handles, tables etc</li> <li>- Consider using conference calls to reduce travel of costume makers to fittings.</li> <li>- Simultaneous fittings can only occur where there is sufficient space to maintain distancing 1+ metres</li> </ul>
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**Touring**

ACTIVITY	HAZARDS	PEOPLE	MEASURES
Travel: City transfers	Covid-19: Exposure to potentially infected strangers  Covid-19: Touch transference to fabric and other surfaces	Touring Wardrobe Staff	<ul style="list-style-type: none"> <li>- Follow correct procedures for face coverings on public transport</li> <li>- Self Drive: if cohort working avoid sharing cars with anyone outside your cohort group</li> <li>- Wash hands more regularly</li> <li>- Use hand sanitiser when hand washing facilities not available</li> <li>- Enquire with production if private transfers are available as a touring group</li> </ul>
Travel: In City	Covid-19: Exposure to potentially infected strangers  Covid-19: Touch transference to fabric and other surfaces	Costume Supervisors Local Wardrobe Staff	<ul style="list-style-type: none"> <li>- Allow the transportation of personal bikes to accommodate cycling in each city</li> <li>- Encourage solo travel by walking or bicycle-provide adequate cycle storage</li> <li>- Stagger call times to accommodate off peak travel</li> <li>- Discourage use of public transport. If used, wear appropriate face covering</li> </ul>
Accommodation	Covid-19: Exposure to potentially infected co-workers and strangers  Covid-19: Touch transference to fabric and other surfaces	Touring Wardrobe Staff	<ul style="list-style-type: none"> <li>- Stay only in self contained accommodation with covid-safe protocols</li> <li>- If cohort working stay only with members of that group</li> <li>- Follow universal Covid Cleaning guidelines when arriving at and leaving the accommodation</li> </ul>
Load In / Load Out	Covid-19: Exposure to potentially infected co-workers  Covid-19: Touch transference to fabric and other surfaces	ALL	<ul style="list-style-type: none"> <li>- Workrooms, Laundry Rooms, Dressing Rooms and other storage spaces should be thoroughly cleaned between each company</li> <li>- Load in/out times to be staggered to accommodate social distancing</li> <li>- Plan and communicate where road cases and equipment will be placed during the load in / load out and city run to limit crew movement. Wardrobe to have access to radio comms throughout.</li> <li>- Crew assigned to wardrobe to assist wardrobe only until load in/out complete: cohort crew working</li> <li>- Outside Covid HOT ZONE to allow for cleaning/ quarantining equipment/costumes on arrival to the next venue</li> <li>- Call times for local wardrobe set to accommodate social distancing. This may be later or earlier hours than currently used to</li> </ul>

**Storage**

ACTIVITY	HAZARDS	PEOPLE	MEASURES
Costume and Fabric Storage	<p>Covid-19: Exposure to potentially infected co-workers</p> <p>Covid-19: Touch transference to fabric and other surfaces</p>	Costume & Wardrobe Staff	<ul style="list-style-type: none"> <li>- Store costumes and fabric in plastic or on rails / shelves under water resistant covers</li> <li>- Limit numbers of people in room at any one time. Consider scheduling different call times and breaks.</li> <li>- All surfaces must be kept as clear as possible to enable thorough cleaning.</li> <li>- Wash hands prior to handling costumes or fabric. If this is not possible, hand sanitiser must be made available.</li> <li>- Limit the people who have access to the store, operate an appointments schedule for track and trace</li> </ul>

**Cleaning**

ACTIVITY	HAZARDS	PEOPLE	MEASURES
General cleaning: surfaces and areas	Covid-19: Touch transference to fabric and other surfaces	ALL	<ul style="list-style-type: none"> <li>- Wear gloves. Constant cleaning and use of cleaning products may irritate skin</li> <li>- Soap is an effective cleaner both for hands and surfaces.</li> <li>- Disinfectant should be effective as a cleaning agent but should be applied and left to dry.</li> <li>- Bleach (chloride) is an effective cleaner but should be used with caution. Wear gloves, do not inhale fumes and do not mix with other cleaning agents.</li> <li>- Check cleaning solutions are effective against envelope type viruses.</li> <li>- Paper towels may be used to dry surfaces after cleaning.</li> <li>- Hands should be washed before and after wearing gloves</li> </ul>
Cleaning when a person has suspected Covid-19	Covid-19: Touch transference to fabric and other surfaces	ALL	- The venue is responsible for deep-cleaning. If a member of staff or visitor is suspected of being infected, cleaning should be carried out by a trained professional.