

A R T S C A P E



an agency of the
Department of Arts and Culture

**STANDARD OPERATING PROCEDURE FOR
RECORDINGS FOR BROADCASTING PURPOSES -
DURING LOCKDOWN**

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1 Introduction

In November 2019, the first case of a new disease, later named COVID-19 by the World Health Organization (WHO), were reported by healthcare workers from Wuhan, China. In January 2020 the WHO declared COVID-19, as a public health emergency of international concern. On March 12th 2020 WHO declared the coronavirus disease a pandemic.

On 15th March 2020 the State President of South Africa declared a national state of disaster on COVID-19, in terms of the Disaster Management Act which introduced several restrictions including a ban on gatherings aimed to curb the disease.

2 Background

The COVID-19 pandemic had a sudden and substantial impact on the arts and cultural sectors. The global health crisis and the uncertainty resulting from it profoundly affected organisations' operations as well as individuals – both employed and independent – across the sector.

Cultural institutions had been indefinitely closed and events and performances were either cancelled or postponed. Many individuals across the sector would temporarily or permanently lose contracts or employment.

In response there were efforts by Arts and Culture sector organisations to uphold their (often publicly funded) mission to provide the cultural heritage community with alternative or additional services through digital platforms.

On 4 May, 2020 the Minister of Sports Arts and Culture, Nathi Mthethwa issued directions in terms of Regulation 4(10) of the regulations made under section 27(2) of the Disaster Management Act 2002 (Act no. 57 of 2002): Live Streaming of the Creative Sector Services in support of COVID-19.

This Standard Operating Procedure has been developed to assist in preventing the transmission of COVID-19 in South African Theatres. ***Producers are expected to utilise the SOP as a guide in developing their own SOPs.***

Note that this plan is for short term implementation (during alert level 4) and applicable for the recording of content for broadcasting during lockdown.

3 Date on which the premises will be opened for preparation

Artscape will be preparing the building for recording activities during week 18 – 22 May 2020

4 Scheduling / programming of productions

Scheduling will be done during week 25 May 2020

5 Date on which recording activities will commence

Recordings are scheduled to commence from 2 June 2020.

6 Pre - Requirements

6.1 CIPC Certificate

Companies which are permitted to operate as per current Alert Level Regulations are required to register on BizPortal and obtain a certificate which would permit them to operate under the current Alert Level.

The responsibility lies with the Producer to ensure that they comply with the COVID-19 regulations.

Producers must provide Artscape with a copy of this certificate when booking a venue for recordings as listed under heading 9.1 "Recording venues".

It is important to note that where the CIPC finds that certificates have been issued to companies which do not meet the definitions of an essential service, such certificate will be revoked, and the Producer / company will be referred to the South African Police Services.

6.2 Pre-authorised Name List

Producers must provide Artscape with a list of all those involved with the recording including cast, service providers well in advance of the recording.

6.3 Staging of productions / events

- i. Producers are required to advise Artscape on how they intend to stage the production / event for recording in advance for Artscape's approval.
- ii. Producers must ensure that productions be staged / choreographed in a manner that adheres to social distancing regulations. Productions which do not meet social distancing requirements, will not be approved.
- iii. Producers will responsible to disinfect their own sets, props, costumes etc.
- iv. Cast members must wear their masks at all times during scene breaks.
- v. Touching and holding hands during performances are not permitted.

- vi. Cast is permitted to remove masks during a performance providing that social distancing (a minimum of 1.5m) is maintained.
- vii. Producers must ensure additional safety measures. For example, providing a Perspex screen between pianist and singer.

7 Preparing the facility

7.1 Covid-19 compliance official

Artscape has appointed the Director Operations, Marius Golding as the COVID-19 Compliance Officer. The duties of the compliance officer is to amongst other:

- i. Develop and implement a plan for the phased in return of employees to the workplace, prior to reopening the workplace fro business, which plan must correspond with Annexure E as set out in section 16 (6) of the regulations in terms of section 27 (2) of the disaster management act.
- ii. Develop measures to ensure that the workplace meets the standards of health protocols, adequate space for employees and social distancing measures for the public and service providers as required.
- iii. Ensure that the workplace meets the directives issued in terms of Covid – 19 Occupational Health and Safety measures in workplaces Covid - 19 (C19 OHS), 2020.

7.2 Covid-19 Manager

Artscape has appointed the Health, Safety and Security Manager, Manual Benans as the COVID-19 Manager. The duties of the Manager is to amongst:

- i. To notify all employees of the direction taken for the control of Covid-19 in the workplace.
- ii. Liaising with employees in the workplace in relation to Covid-19 and to document and report any concerns from the employees to the Health and Safety Committee and the employer.
- iii. To assist with the creation of - or review of the Health and Safety Risk Assessment for the workplace, to control the possible spread of Covid-19.
- iv. To communicate with the assistance of the Health and Safety Representatives, the control measures that have been implemented to control the spread of Covid-19.

- v. To liaise with the health and safety committee with regards to the investigation of possible infection of employees with Covid-19 at work.
- vi. To liaise with the health and safety committee on any changes that have taken effect with regards to the plan that have been implemented toward the control of Covid-19, for communication to the employees.
- vii. To assist with minimizing contact between employees, and with the application of social distancing, sanitizing practices as well as the maintenance and use of PPE.
- viii. To assist with the communication and application of screening practices for the purpose of identifying possible persons that may display symptoms associated with Covid-19 as to provide them with the required support.
- ix. To assist the Department of Health with any tracing measures initiated.
- x. To assist the inspectors from the Department of Employment and Labour with any inspections or enquiries related to Covid-19 in the workplace.

7.3 Decontamination (deep cleaning) of spaces

Artscape will ensure for the disinfection of spaces used after each use. This will include disinfecting prominent touch points that are touched frequently by multiple people such as door handles door frames tables, counters, light switches etc.

The Artscape Cleaning Service Provider (Supercare) will ensure that cleaning staff is provided with proper tools and equipment and that the correct cleaning procedures are followed.

Areas and facilities to be cleaned are as follows:

- Stage door area
- Theatre stage
- Rehearsal room 207
- Ablutions
- Dressing rooms
 - Opera wing: Rooms 204 and 205
 - Theatre wing: Rooms 153 and 154
- All corridors and lifts used as routes to recording venues.

7.4 Decontamination (Microbial Fogging)

Artscape will arrange for the decontamination of spaces (microbial fogging) when there are suspected cases of infection reported. In this instance the building will be closed for three days in order to treat facilities.

7.5 Personal Protection

- i. Artscape will install physical barriers (Perspex screens) on top of the counter at Stage door to protect security personnel.
- ii. In addition, Artscape will ensure that all security personnel manning the stage door counter wear face shields.

7.6 Hand sanitiser

- i. Artscape will provide hand sanitisers with at least 70% alcohol content at the entrance to the building to treat all users entering the building. In addition, Artscape will provide hand sanitising stations in identified ablution facilities, dressing rooms and at entrances to recording venues.
- ii. Artscape will have sufficient quantities of hand sanitiser with at least 70% alcohol available to provide to Artscape staff for their personal use.
- iii. It is the responsibility of producers and outsourced service providers (cleaning and security) to provide their cast / staff with hand sanitisers for their personal use.
- iv. Producers must ensure that cast members and other persons / service providers they engage for the recording, have alcohol based hand sanitisers available for their personal use.

7.7 Temperature screening devices - Thermometer

Artscape will have on site non-contact temperature screening devices to screen the temperature of all users (including Artscape employees, security and cleaning staff, cast members and others involved with recordings) of the building.

The Artscape Security Service Provider, Afri-guard Security, will manage the screening of all users. The temperature of persons will be recorded on the declaration form (Annexure 1).

8 Education / Awareness

Posters on COVID-19 regulations and preventive measures will be posted in all areas identified under the heading 9 - "Facilities".

Markers will be provided on floors to indicate safe distance where people need to stand in queues at the entrance to the building, stage door, entrances to recording venues, dressing rooms, ablution facilities and at lift foyers.

Artscape will make available and explain to its employees the COVID-19 Infection Prevention and Control Guidelines for South Africa.

9 Facilities

9.1 Recording Venues

Artscape will make available the following two venues for the utilization of recordings of productions for broadcasting purposes.

9.1.1 Theatre Stage

The number of persons permitted in the space, is determined by the floor space of the venue. The space measures 300 square metres.

In order to ensure social distancing (minimum of 1.5m), a maximum of twenty five (25) persons is permitted inside the space at any time. This includes cast, technicians (including those from service providers) and directors. ***More than twenty five persons will not be permitted!***

9.1.2 Rehearsal Room 207

The number of persons permitted in the space, is determined on the floor space of the venue. The space measures 120 square metres.

In order to ensure social distancing (minimum of 1.5m) a maximum of five persons is permitted inside the room at any time. This includes cast, technicians (including those from service providers) and directors. ***More than five persons will not be permitted!***

9.2 Ablution facilities

- i. Only ablution facilities closest to the recording venue must be used. In order to ensure limited usage of spaces, disabled bathrooms will be made available. *All other ablutions will be locked and out of bound.*
- ii. Users must be sure to wipe toilet seats before and after use. (The relevant disinfectant will be provided).

9.3 Dressing rooms

Artscape will make available two dressing rooms close to each recording facility.

ALL other dressing rooms will be out of bound!

10 Equipment

10.1 Artscape equipment

Artscape will make available the following equipment for recordings:

- i. A lighting rig comprising mainly of intelligent lighting equipment, will be provided in the Theatre. This rig will be static and will not be derigged to suit individual needs.
- ii. Lighting desk
- iii. Sound desk
- iv. Playback equipment

Note: Artscape does not own any specialised equipment required for recordings or streaming.

10.2 Specialised Equipment required for recordings

Producers must provide their own equipment required for recordings and streaming or appoint a specialist company to assist with requirements in this respect. Artscape will assist and refer producers to service providers / suppliers in this regard.

10.3 Sanitisation of equipment / hand props

- i. All equipment and hand props must be sanitised before and after each use.
- ii. Shared equipment i.e. microphones are high risk equipment. Such equipment must be disinfected before and after use and handled by each user.

11 Additional preventative measures

- i. If air-condition is required, Artscape will carry out weekly maintenance on ventilation and air-conditioning system. This will include the cleaning/disinfection/replacement of key components and filters.
- ii. Windows of rehearsal room 207 will be opened for air ventilation.
- iii. All surfaces and equipment must be disinfected before work begins, regularly during the day and at the end of the working day.
- iv. The biometric system will be disabled or made COVID-19 proof

- v. All employees / cast members etc. sanitise their hands during the working day
- vi. All employees interacting with the public must sanitise their hands after each interaction
- vii. Physical handshakes are not allowed.
- viii. All users of the building including employees, cast and service providers will be discouraged from touching surfaces and door handles, door frames etc.

12 Staffing

All Artscape staff as listed below will be on duty from 08h00 till 16h00

12.1 Technical

The following Artscape technical staff will be on duty for recordings of productions for broadcasting:

- Sound Operator (Head of Sound)
- Lighting Operator (Head of Lighting)
- Stage Manager

Additional technical staff may be required as determined by Artscape and dependant on the nature and staging of productions. Other staff was also identified as “under-studies” to stand in for the members as listed above in the event that such falls ill or unable to report for duty due to unforeseen circumstances.

12.2 Maintenance staff

An electrician will be on duty. The electrician will be onsite and confined to the electrical workshop unless required to attend to electrical problems which might occur during recordings.

A Plumber will be on duty. The Plumber will be onsite and confined to the Plumbing workshop unless required to attend to plumbing problems which might occur during recordings.

12.3 Additional Artscape staff

In addition to staff as listed under point 12.1, the following staff will be on duty to ensure the smooth running of activities and to monitor health and safety protocols.

- Director Operations (Covid-19 Compliance Officer)
- Health, Safety and Security Manager (Covid-19 Manager)
- General Manager-Stage Services

- Front of House Manager
- Coordinator Wardrobe
- Duty Electrician

All the Artscape staff on duty will receive training on COVID 19 regulations.

12.4 Cleaning staff

A limited number of Cleaning staff will be onsite to clean to deep clean / disinfect all areas used.

Cleaning staff will be on duty from 08h00 till 16h00 from Monday to Friday.

The Service Provider Supercare must ensure that all cleaning staff follow safety protocols.

13 Operating hours

Recordings will be scheduled from Monday to Friday between 10am and 3pm.

14 Scheduling

Bookings are subject to the availability of the venues and will be co-ordinated by the scheduling committee. This will be managed by Business Service Manager who is responsible for projects.

15 Procedure

15.1 Arriving to site

- All involved with the recording, must arrive at the theatre at a certain time to be determined by the producer.
- Individual access will not be permitted.
- Upon arrival cast crew, directors must assemble outside the stage door area where they will be briefed on the Artscape COVID -19 safety protocols.
- Only two persons will be permitted at a time to enter the building to be screened.
- Security will escort persons to the recording venue.

16 Entrance to be used

- Entry to the building will be via the stage door entrance only.
- The emergency door at stage door will be open to enter and exit.
- The revolving door will be locked and not used.

17 Masks

- i. Artscape will provide its employees as listed under the heading “Staffing – (point 12), with two cloth face masks.
- ii. It is the responsibility of the producer to ensure that all persons engaged by them, are provided with two cloth face masks.
- iii. All other persons involved with the recording must wear cloth face masks.
- iv. Those without face masks will not be permitted access to the premises.

17.1 Training on the use of cloth masks

Producers must ensure that cast and crew receive training on the use of cloth masks.

Training should explain the following:

- hands should be washed before and after donning or removing the cloth mask;
- that cloth masks should cover the nose and mouth completely;
- cloth masks should not be lowered when speaking, coughing or sneezing;
- cloth masks should never be touched except to put on and remove (fidgeting with the mask repeatedly is strongly discouraged);
- masks should be washed with warm soapy water and iron when dry. Ironing assists with decontamination;
- cloth masks should not be changed when wet or visibly soiled.

Note: The cloth mask should not be promoted as the primary prevention strategy and should never be promoted separately from hand-washing and social distancing!

18 Screening

18.1 Responsibility of producers

- v. Producers should have measures in place to ascertain whether any cast member, has any observable symptoms common with COVID-19 (fever, cough, sore throat, shortness of breath body aches, redness of eyes, loss of smell, loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness.
- vi. Producers should require workers to immediately inform them if they experience symptoms associated with COVID-19.
- vii. Groups must assemble outside the stage door area when they will be briefed by the security on the health and safety protocols.

- viii. Producers must make available and explain to its employees / service providers, the COVID-19 Infection Prevention and Control Guidelines for South Africa.

18.2 Responsibility of Artscape

The following measures will be taken to ascertain whether any person arriving for work, has any observable symptoms common to COVID-19 (Fever, cough, sore throat, shortness of breath, red eyes etc.

All users will be screened when entering the building.

This will include the following:

- a. Persons must complete a COVID-19 declaration form (Annexure 1) every day before they enter the building.
- b. Checking the temperature of all persons with a non-contact thermometer.
- c. Persons will be shown the reading on the back of the thermometer

Persons with elevated temperatures, will not be permitted to enter the building.

18.3 Vulnerable Employees / Cast Members

Vulnerable persons will not be permitted.

Those at higher risk for severe illness from COVID-19 include:

- i. 60 years and older
- ii. Persons of any age with underlying medical conditions, particularly if not well controlled including people with one of or a combination of the following:
 - a. Chronic lung disease
 - b. Diabetes
 - c. Serious heart conditions
 - d. Severe obesity (body mass index (BMI) of 40 or higher
 - e. Chronic kidney disease undergoing dialysis
 - f. Liver disease
- iii. Those who are immunocompromised - *According to medical experts, many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.*

18.4 Responding to an employee / cast member with positive results

If an Artscape employee or cast member presents or reports typical COVID-19 related symptoms:

- i. The employee / cast member will not be permitted to enter the building or report for work;
- ii. If the employee / cast member is already at work, he / she will immediately be isolated.
- iii. Artscape will arrange for the employee to be transported in a manner that does not place other employees or members of the public at risk, for a medical examination, for testing or to be self-isolated;
- iv. If the employee / cast member does not need hospital admission and is sent home, Artscape or the Producers must ensure that the employee / cast member is quarantined at home if appropriate for 14 days and will only be permitted to return to work on presentation of a medical certificate.
- v. The risk of transmission will immediately be assessed and if appropriate, may require temporary closure of the building to treat the facility with microbial fog (refer heading 7.4 Decontamination Microbial Fogging);
- vi. Other employees who may also be at risk will be referred for symptom screening;
- vii. The employee will be placed on paid sick leave, or if sick leave is exhausted, application for illness benefits from the UIF in terms of the Directive issued on 25 March 2020 will be made.
- viii. Artscape will ensure that the employee is not discriminated against on grounds of having tested positive for COVID-19.

18.5 Isolation Zone

The Comfort Room will be used to isolate infected persons.

18.6 Additional preventative measures

- i. To enforce social distancing physical handshakes are not allowed.
- ii. Producers must discourage cast from touching surfaces and door handles.

18.7 Identification

- i. All those involved with the recording of productions, must produce their identification documents each day when they report for duty.
- ii. No-one will be permitted entry to the premises without this document.

18.8 Declaration forms

All associated with the recording of the production, must complete a declaration form (Annexure 1) each day when they report for duty.

Approved by:	Marlene Le Roux
Designation:	Chief Executive Officer
Signature:	
Date:	

Annexure 1

COVID-19 DECLARATION FORM

Name:		Surname:	
Identification number:		Contact number:	
Physical Address			
Position:			
Company Name:		Company contact number	

Temperature:	
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Please answer the following questions honestly and in the best interest of all users of the building:

Question	Yes	No	Comments
Have you been confirmed positive for COVID-19?			
Are you currently experiencing, or recently experienced any of the following:			
• Cough			
• fever			
• Loss of smell / loss of taste			
• Body aches			
• shortness of breath			
• Fatigue / weakness			
• Red eyes			
Have you been in close contact with any persons who has been confirmed positive for COVID-19 or under investigation for COVID-19 in the last 14 days			
Have you been in close contact with flu-like symptoms in the last 14 days?			
Have you been in close contact with any persons who have travelled and are also exhibiting acute respiratory illness symptoms in the last 14 days			

Close contact means you were face-to-face (less than 1 meter) with the person or you were in a closed space (car, taxi or house) with the person for at least 15 minutes.			
Have you been admitted with severe pneumonia in the last 14 days?			

I, the undersigned herewith declare that the information provided is true.

Screened individual Signature:	
Date:	

Designated Screener Name:	
Signature:	

ANNEXURE 2

A R T S C A P E



an agency of the
Department of Arts and Culture

COVID-19 WALK-THROUGH RISK ASSESSMENT					
Company:		Date:			
Department:		Risk Assessor:	Name	Surname	Signature
Work Area:		Manager:	Name	Surname	Signature
Occupations in Area:		Health and Safety Representative:	Name	Surname	Signature

	Requirement	Status			Comments
		Yes	No	NA	
1.	Basic Education and awareness campaign				
1.1.	Staff COVID-19 education/communication programme				
1.2.	Cleaning and Security Staff trained in PPE donning and doffing. Hands are sanitised, on entering the building, after removing PPE, and before leaving the workplace)				
1.3.	All involved with recordings are briefed on safety protocols before entering the building				
2.	Hygiene / cleaning measures				
2.1.	Work surfaces including counter top at stage door are decontaminated with appropriate disinfectants at appropriate intervals.				
2.2.	Dance mats in Rehearsal Room 207 and Theatre stage are washed with disinfectant after each use (Sintol Industrio Clean)				
2.3.	High risk equipment i.e. microphones are sanitized before and after use				

2.4.	Hand washing facility is present (located near room exit) – Ablutions closest to recording venue.				
2.5.	Hand sanitiser available at handwashing basin				
2.6.	Hand sanitising stations at door entrances and lift lobbies				
3.	Reduce physical contact (social distancing)				
3.1.	Facility access and visitation is limited				
3.2.	Gatherings are limited. A maximum of 5 persons permitted in RR207				
3.3.	Gatherings are limited. A maximum of 25 persons permitted in Theatre Stage				
3.4.	<i>Productions are choreographed in a manner ensuring social distancing</i>				
3.5.	Closure of communal areas – Artscape Live closed				
3.6.	Lunch breaks are scattered. 1.5-meter distance while dining and not sitting face-to-face. Separate utensils and frequent disinfect.				
4.	Eliminate frequent contact of surfaces				
4.1.	Where possible biometric system is deactivated - doors are left open				
4.2.	Working places rearranged to ensure maximum distance between employees				
4.3.	No clustering in lifts. No more than 2 persons are allowed in lifts.				
5.	Screenings				
5.1.	Employees, contractors and visitors entering the facility are screened for COVID-19 symptoms including temperature check .				
5.2.	Health status - reporting /or questionnaire (declaration form) for employees / casts members				
5.3.	Employees, contractors and visitors entering the facility who screen positive				

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	for COVID-19 symptoms are immediately provided with 'patient' masks.				
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5.4.	PUIs are chaperoned to the next point at the workplace and preferably, a cordoned-off walkway (or at least marked walkway) is present directing the PUI to the next point at the workplace.				
5.5.	An isolation zone is provided for PUIs and the isolation zone allows for 1.5 m spacing, presence of barriers, etc.				
6.	Engineering control measures				
6.1.	Air-conditioning switched off				
6.2.	If A/C must be used, disable re-circulation of internal air. Weekly clean/disinfect/replace key components and filters.				
6.3.	Indoor air quality is of an acceptable standard. Windows in Rehearsal Room 207 open				
6.4.	Physical barriers / screens as a barrier between personnel (Stage door Security) and building users				
6.5.	Markings on floors to ensure social distancing				
6.6.	Routes to recording venues are limited. All other areas are out of bound / restricted.				
7.	Administrative controls				
7.1.	Reliable and sustainable source for procurement of key components, including PPE				
7.2.	Adequate supplies of PPE, sanitary materials and cleaning products are available				
7.3.	Emergency communication plans are current and in place				
7.4.	COVID-19 Infection Prevention and Control Guidelines for South Africa available, and have they been explained to employees.				

8.	Personal Protective Equipment				
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8.1.	PPE is selected based on a documented risk assessment, and should meet the minimum recommendations without using excessive PPE for the setting/task				
8.2.	PPE is available in the appropriate sizes				
8.3.	Cleaning / Security staff provided with appropriate PPE				
8.4.	Respiratory protection (FFP2/N95 or better respirators) for high risk situations (e.g. aerosol-generating procedures), and surgical masks for infectious persons				
8.5.	Employees provided with a minimum of two cloth masks				
8.6.	Performers / musicians are wearing face masks when not performing and during scene breaks				
8.7.	PPE is consistently and properly worn.				
8.8.	PPE is properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.				
9.	Safe work practices				
9.1.	Smoking is prohibited				
9.2.	No storage of food or drink or personal items (coats, bags) in work area / work station				
9.3.	No sharing of stationary i.e. pens				
9.4.	Materials (pens, pencils, etc.) is not placed in the mouth.				
9.5.	Mobile electronic devices kept in areas where they cannot be contaminated, if not decontaminated frequently				
9.6.	Working places rearranged to ensure maximum distance between employees				
9.7.	Lighting and sound desks are wiped with disinfectant before and after each				

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10.	Waste management				
10.1.	Waste management policy and contract with service provider				
10.2.	Waste management contractor complies with occupational health and safety requirements for their employees.				
11.	Emergency response				
11.1.	Response plan in case someone becomes ill with symptoms of COVID-19 in the workplace				
11.2.	Suspected COVID-19 case isolation areas and protocols				
11.3.	System to track and trace potential interactions				
11.4.	Self-quarantine protocols available and current				