

DRAMA STUDIOS & PERFORMANCE SPACES

KEY INFORMATION

Practical studio spaces have work areas marked out on the floor showing minimum 2m distancing.

Seminar-style studio layouts use a fixed furniture layout, backed up by marks on the floor in case furniture is moved.

Spaces have been cleared of all unnecessary furniture/equipment.

BEFORE A SESSION

- | | |
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| <input type="checkbox"/> | Once it has been determined that an activity has to be carried out on campus, use the general risk assessment form which you can find at https://www.exeter.ac.uk/staff/wellbeing/safety/formssignsandtemplates/ (Scroll down the page to find 'General risk assessment') to reflect on the teaching space "type", configuration, risks and mitigation alongside the planned activity. If different or additional mitigations are required an equipment catalogue and ordering form are available here . |
| <input type="checkbox"/> | Tasks in the teaching session that incur touch points (e.g. shared use of equipment/props) must be risk assessed and safe ways of carrying out the tasks must be set. |
| <input type="checkbox"/> | Make sure you pack your teaching pack materials as required (face covering and visor especially). |
| <input type="checkbox"/> | Read the details of the room online via the Campus Planner SharePoint to ensure you are familiar with the space. |
| <input type="checkbox"/> | Make careful note of the timings. Timings are strict and staff and students will be encouraged not to arrive on campus too far ahead of teaching start times in order to minimise numbers on site. Where possible, students will be instructed to wait in pre-arranged dwell spaces, observing 2m distancing, until asked to move to the teaching space. Where possible the 'Here to Help' team will assist with this, to help minimise queuing and bunching in any space. If a Here to Help team member is not available, please try to ensure that students observe these behaviours. |
| <input type="checkbox"/> | Ensure students are aware that they must arrive dressed for practical work, as changing facilities will not be available. Students should also be asked to bring their own named, refillable water bottles. |
| <input type="checkbox"/> | Do not call students for long rehearsal sessions if they are only required for a short period. |
| <input type="checkbox"/> | Consider using outdoor spaces, weather permitting. Shoes must be worn outside. |
| <input type="checkbox"/> | Plan to minimise use of props or other items such as balls or sticks that are shared between students. |

STARTING A SESSION

<input type="checkbox"/>	Use hand sanitiser stations before entering the room. At Exeter, you can replenish sanitiser or cleaning wipes by emailing facilitiesmanagement@exeter.ac.uk , or phoning Here to Help on ext. 3333 so they can contact the FM team. At Penryn, contact hygienemanagement@fxplus.ac.uk or phone 01326 255994.
<input type="checkbox"/>	Arrive first and leave last to enable 2m social distancing where the lectern is away from the access points. If the lectern is near to the access point, the lecturer should enter first and ensure that they remain in the 2-metre teaching zone.
<input type="checkbox"/>	Wipe the door and any handles using the wipes available at the cleaning station.
<input type="checkbox"/>	'Chock' open the door if it is not already open, to allow for minimal touch frequency on the door and handle.
<input type="checkbox"/>	Wipe down your lectern and any other touchpoints you will use.
<input type="checkbox"/>	Ensure the windows are open. In rooms with non-mechanical ventilation (signified by instructions on the windows), please keep windows open to at least 15cm. Where this is not possible, please open windows to their maximum capacity.
<input type="checkbox"/>	Distribute any teaching materials onto desks as appropriate, having ensured hands are sanitised.
<input type="checkbox"/>	Plug in laptop as required, sanitising your hands immediately before and after touching all AV/technical equipment.
<input type="checkbox"/>	Show slide 2 of the COVID Behaviours slides on screen, which outline the actions for students to take when entering the room (if slides are being used) and reinforce social distancing and face covering requirements.
<input type="checkbox"/>	Keeping 2 metres distance (by remaining within your 2-metre cordoned off zone if required), instruct students to enter the room (via the correct entrance if more than one option exists).
<input type="checkbox"/>	If there is sufficient space in room, please ask students to spread out as much as possible (more than 2 metres if viable) to maximise social distancing.
<input type="checkbox"/>	Ask students to take a wipe from the tube, then proceed to the seat furthest from the door, if applicable (fill the room from the back to the front). Otherwise advise students to place themselves as far apart as possible.
<input type="checkbox"/>	Ask students with impairments to make themselves known so their seating/standing position can be selected more deliberately if necessary.
<input type="checkbox"/>	Remind students to wear face coverings (unless exempt).
<input type="checkbox"/>	Instruct students to wipe their desks and seating area, including all touchpoints, and to leave their wipe on the desk before disposing of it at the end of the session.

<input type="checkbox"/>	If a student arrives in class and is obviously, or reports to be, feeling unwell, however mild, speak to them away from others, ask them to return home immediately, self-isolate and arrange a test.
<input type="checkbox"/>	Close and wipe the door at touchpoints. Instruct any student who arrives late to do the same.
<input type="checkbox"/>	Instruct students to scan the QR code on their desk with their phone (not using the NHS app), so this information can be used for contact tracing if necessary. If they don't have their phone, and are in Exeter, they can complete the location logging process by visiting www.exeter.ac.uk/protect . Otherwise, ask them to make a note of their location in the room.
<input type="checkbox"/>	Ask students to confirm they are timetabled to be in this session. Any students who are not must be instructed to leave. Student numbers should not exceed the maximum occupancy of the room, which will be clearly stated in or outside of the room. If this is the case, contact a Here2Help team member for assistance either in person, or (in Exeter) on extension 3333.
<input type="checkbox"/>	Take students through slides 3 and 4 of the COVID Behaviours slides , reminding students of the Student Charter. These slides also show the COVID-19 symptoms with instructions for what to do if they feel unwell and how to arrange a test.
<input type="checkbox"/>	Ask students not to eat or drink, except from water bottles.
<input type="checkbox"/>	Take students through any risk assessment that has been completed regarding touching of materials and what safety mechanisms are in place.
<input type="checkbox"/>	Start teaching.

DURING A SESSION

<input type="checkbox"/>	Use (and maintain) sub-groups for tasks each day to reduce chance of transmission between the entire module group.
<input type="checkbox"/>	Avoid high-energy warm-ups/exercises/games.
<input type="checkbox"/>	Avoid any running/movement games as they will prevent social distancing from being maintained.
<input type="checkbox"/>	Musical wind instruments can now be used, but social distancing must be maintained. They must be sanitised before use, and quarantined for 72 hours after each use.
<input type="checkbox"/>	No in-person audiences (except assessing staff) for indoor assessed performances in term 1 (to be reviewed after term 1) to maintain agreed occupancy figures. Invite remote audiences to book to attend live-streamed events at key moments. Session leaders should use a microphone to avoid the need for loud speech.
<input type="checkbox"/>	Loud music not to be used in sessions to prevent the need for loud voices/shouting. Listening to loud music is permitted as long as students or staff are not required to talk over it.
<input type="checkbox"/>	Plastic or wooden theatrical masks worn by students must be sanitised before and after every use.

<input type="checkbox"/>	Do not share costumes.
<input type="checkbox"/>	Sessions over an hour may have a short break halfway – students must not gather in the corridors, but may leave through nearest exit, and then return in the same way that they entered (observing cleaning processes etc).
<input type="checkbox"/>	Maintain a 2m safe distance, which will be marked around the front of the class for seminar layout classes. Practical classes will have more space for you to move around the edge of groups, but don't cross through student areas.
<input type="checkbox"/>	Face coverings do not need to be worn by academic staff if you remain within the 2-metre teaching zone. If you step outside of your teaching zone, you must wear your face covering. Some students may rely on lip reading, facial expressions and clear sound when being spoken to. In this instance, and if outside of your 2-metre teaching zone, you may wish to wear your transparent face visor.
<input type="checkbox"/>	If you wish to support students from a closer distance this must be no less than 1m from any student, and for no more than 5 minutes. A face covering must be worn when doing so.
<input type="checkbox"/>	Ensure no skin-to-skin contact and no sharing of touchpoints.
<input type="checkbox"/>	Actors addressing each other should be at least 2m distanced, and should be 'cheated' by directing the voice past each other so that risks of aerosol transmission between them are reduced.
<input type="checkbox"/>	Where equipment must be shared, alcohol or disinfectant wipes should be used to wipe over the equipment between each person's uses. If possible, increase the number of pieces of equipment available.
<input type="checkbox"/>	Avoid lying on the floor during practical exercises.
<input type="checkbox"/>	Shared gym mats or yoga mats should be wiped down before and after use. Advise students to buy their own yoga mats if they are required frequently.
<input type="checkbox"/>	No shared scripts/documents to be used during class. Use either individual (named) scripts, or a digital solution.
<input type="checkbox"/>	Turn on extraction/ventilation equipment at all times.
<input type="checkbox"/>	Use digital solutions to enable remote learners to take part in seminar and practical sessions.
<input type="checkbox"/>	If a student flags a concern about their personal vulnerability to Covid, remind them to contact the Accessibility Team.
<input type="checkbox"/>	If a student is not observing COVID secure behaviours (such as not wearing a face covering without an exemption card or badge), and after politely asking the student to conform they are not prepared to do so, ask them to leave the class and let a nearby 'Here to Help' team member know – either in person or (at Exeter) by phoning extension 3333. If the student refuses, call Estate Patrol to manage the situation and ensure they leave.

WHAT TO DO IN AN EMERGENCY

<input type="checkbox"/>	<p>If a student reports being unwell during a session, instruct them to collect their belongings and request they return immediately to their accommodation. They should be advised to stay home, self-isolate, and request a test by contacting the Rapid Response Hub. Place a 'Please do not sit here' sign on the desk where the student was sitting.</p> <ul style="list-style-type: none">• At <i>Exeter</i> campuses, please contact the Here to Help team via phone (01392 72 3333) to let them know that a person has reported to be unwell and has left the session, so that they can coordinate the necessary cleaning activities.• At <i>Penryn</i>, please contact the Facilities Management team to organise cleaning. The number is displayed in every campus teaching room.
<input type="checkbox"/>	<p>Emergency arrangements have not changed through our COVID-19 arrangements. First aiders have been provided with additional equipment to reduce the risk if close proximity first aid is required. Fire evacuation to take place as normal.</p>
<input type="checkbox"/>	<p>If you feel your health or safety is at risk, leave the session and instruct students to do the same in the manner described below. At any time, if you feel there is a safety concern you can call the session to a close and let the Here to Help Team know.</p>

FINISHING A SESSION

<input type="checkbox"/>	<p>You must release your class 10 minutes before the next session e.g. if the lecture started at 9:30, it must finish by 10:20 with all students having exited by 10:25. 10 minutes should be held in between lectures to enable incoming and exiting lecturers to prepare for the students arriving or exiting.</p>
<input type="checkbox"/>	<p>Thank students for observing the COVID secure behaviours and ask them to leave the building as quickly and as safely as possible.</p>
<input type="checkbox"/>	<p>Ask students to leave in small numbers, closest to the allocated exit (if different from entrance). Check the door open, then wipe down the door.</p>
<input type="checkbox"/>	<p>If attendees have been working in bare feet indoors, instruct them to wash their feet when they return home.</p>
<input type="checkbox"/>	<p>Report any non-compliance to the Here2Help team or any issues that you have encountered, so that adjustments can be made.</p>
<input type="checkbox"/>	<p>Provide any feedback on your teaching space via the feedback form</p>