

## **Baboró International Arts Festival for Children October 2020**

### **Covid-19 Protocols and Safety Procedures**

This document describes the protocols and safety procedures that will be in place to protect our young audience, our artists, our technicians, and all festival staff during this unprecedented time. It aims to inform all participants involved in the festival of the regulations, protective measures and overall care that will be in place in all venues. Most importantly it will in-still confidence in our audience, performers and staff that detailed safety procedures are in place, so that all can enjoy what this amazing festival has to offer.

The normal industry standards of safety for our audience, staff and artists will apply, including safe entrance and egress from venues, set up of venue to ensure an enjoyable and inclusive experience for all involved.

However, it is recognised that these are not normal times, therefore we intend to provide conditions and facilities to ensure that all current public health guidelines are met in detail.

#### **Key Event personnel**

Aislinn O’Heocha	Baboró Executive Artistic Director
Jennifer Ahern	Baboró Producer & Covid-19 Compliance Officer
Niall Barrett	Festival Production Manager & Festival Covid-19 Compliance Officer
Fintan Sweeney	Festival Front of House Covid-19 Compliance Officer
Cian O’Brien	Baboró Board Representative

#### **Audience specific protocols and safety provisions**

- Audience members will be seated in groups of two, three or four persons, all from the same household. These groups will be situated at least two metres from each other and at least two metres from the performers on stage. Information from the box office will be given in good to time so that each venue will be set up according to the sizes of groups that purchased tickets.
- The required tracking and tracing information will be gathered at the time of purchase of tickets through the box office. Each parent/guardian purchasing tickets for shows will be asked to provide the details required.

- Adequate time will be allowed between performances to allow for the ventilation of each venue. All doors, including emergency exits will be opened for this purpose. An average of two to three hours between performances will be the norm. All touch surfaces including door handles and push surfaces, seat grips/handles will be sanitized with suitable materials containing at least 60% alcohol. Toilet facilities will be sanitized before and after each performance.
- One way walkways will be in place and will be clearly marked. We have chosen venues that will allow for this to be possible. Venues that have what are normally emergency exit doors only will now be deployed to enable the one-way system to be implemented. This system will allow for the safe entrance and egress to and from the building itself and the auditorium, and will also allow safe access to toilet facilities as well as the isolation room if necessary.
- Appropriate Covid-19 related signage will be in place and fully visible. Hand sanitizer stations will be placed at entrances and exits and other appropriate positions. Hand washing facilities will be available with appropriate disposable hand drying material.
- Face coverings will be worn by all staff, parents/guardians and all persons aged 13 years and over. During performances, artists will not be required to wear face coverings, but they will always be 2 metres or more from the audience.
- A specifically dedicated isolation room will be in place in each venue. Appropriate clean, hygienic materials only will be placed in this room, including table, chairs, regularly cleaned floors and walls and all other touch surfaces. This room, if required is for the care of our audience and front of house staff. If a performer displays symptoms of Covid-19 and/or becomes unwell, their designated dressing room will be their isolation room and will be prepared as such.
- Queueing at the entrance doors will be kept to an absolute minimum. Doors to the auditoria will be opened at a time so that as soon as a group arrive to the theatre, they can be seated without having to queue. Only two persons at a time will be permitted in the toilets. Any queueing that arises in this instance will be socially distanced at two metres and will be a one-way system.
- Baboró will ensure that a member of the Festival Covid-19 Compliance Team will be in attendance at each of its events. The staff member will be fully trained and will have input into the creation of all protocols. The role of the Festival Covid-19 compliance team member is to ensure all aspects of the protocols and procedures are adhered to. A Festival COVID-19 Compliance team member will be there to offer advice to all present and make clear decisions as situations arise, in consultation with Festival COVID-19 Compliance Officer as necessary.

### **Artists/technicians specific protocols and safety provisions**

- All artists and technicians will be required to sign the HSE recommended declaration form, declaring that they have not had contracted Covid-19, that they have not displayed any symptoms relating to Covid-19 in the previous fourteen days. See declaration form below...
- Fit up times, lighting and sound rigging times, stage building times and rehearsal times will be scheduled in detail to ensure that the minimum amount of people work in an area at any given time. Designated time will be given to each separate department to complete their work. Everyone will be required to work within the two metre rule. Full PPE will be required for safe work practises as well as face coverings, hand hygiene, coughing and sneezing protocols to be fully observed. A Festival Covid-19 Compliance Officer will be present during these times.
- Artists are not required to wear face coverings during performances and will always be a minimum of two metres from the audience. Artists assisting with get ins and fit ups will be required to wear face coverings on stage, backstage and in dressing room areas and maintain the 2 metre distancing rule and all other COVID-19 protocols.
- Use of and setting up of equipment will be done in such a way that only one person will touch any specific piece of equipment from start of set up to completion of set up. The same will apply with de-rigging.
- Artists and technicians will have separate toilet facilities from the general public. These facilities will be sanitized at regular intervals by theatre staff. Hand sanitization stations will be present at the toilets and at other areas such as the stage and front of house desk area.

### **Festival staff specific protocols and safety provisions**

- All festival staff including stewards, front of house personnel and venue managers will be required to sign the HSE recommended declaration form, declaring that they have not had contracted Covid-19, that they have not displayed any symptoms relating to Covid-19 in the previous fourteen days. See declaration form below...
- All festival staff including stewards, front of house personnel and venue managers, will have training to make sure they are fully aware of the risks associated with Covid-19 and the protocols that are in place to protect everyone involved including themselves.
- They will be trained in helping our patrons maintain social distancing, floor markings and signage will be in place to assist with this. They will be aware of the positioning

of hand sanitizer stations and will encourage patrons to use them. They will also be aware of the position of isolation rooms.

- Festival staff will be aware of the presence of a Festival Covid-19 Compliance officer and will be introduced to that officer. They will be fully aware of the symptoms of Covid-19. They will know that they can approach the venue manager and/or the Festival COVID-19 Compliance Officer with any questions they may have or any questions a patron may have that they cannot already answer with confidence.
- Festival staff will wear face coverings at all times. They will be fully aware of cough and sneeze etiquette and will engage in the hand hygiene protocols at regular intervals.
- Festival staff will not be asked to be in any position or situation where they feel unsure or unsafe. Open communication between all festival staff and their supervisors is encouraged and is deemed a hugely important element in the success of the festival and the achievement of safe outcomes.
- All festival staff will adhere to and maintain social distancing at all times.
- Each venue will have a preferred method of seating our patrons to ensure social distancing and minimise any crossing over. Our staff will be up to speed with these methods and will implement them. Festival staff will greet each group of patrons as they arrive to the venues and escort them to their designated seating.

### **Temperature Taking and Isolation Room**

- All Audience members and staff will have their temperature taken remotely in line with HSE guidelines, person taking temperature will be trained the appropriate protocol.
- Should anybody feel unwell and/or have a high temperature each venue will have an isolation room where if necessary, an individual can call their doctor and or arrangements can be made to get them home safely in line with HSE guidelines

### COVID-19 Team Check List

To help prevent the spread of COVID-19 in the workplace, every worker must complete and sign this form before returning to work. On review of the form, management may contact you and ask you not to return to work immediately and will discuss a suitable future date for your return. N.B. Every question **must** be answered.

Employee Name:	Manager Name:
Workplace Address:	
Question	Yes / No
1. Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?	
2. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?	
3. Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2 metres for more than 15 minutes accumulative in 1 day)?	
4. Have you been advised by a doctor to self-isolate at this time?	
5. Have you been advised by a doctor to cocoon at this time?	
6. Please provide details below of any other circumstances relating to COVID-19, not included in the above, which may need to be considered to allow your safe return to work. Further information on people at higher risk from Coronavirus can be accessed <a href="#">here</a> .	

\*if you are unsure whether or not you are in an at-risk category, please check the information at the link in Question 6.

\*\* If your situation changes after you complete and submit this form, please tell management.

Print

Name:.....Signature.....Date:.....

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