

Leeds Children's Theatre Returning to theatre – September 2021 – Full Guidance

Leeds Children's Theatre are so excited to be getting back to the theatre to restart our regular activities in September 2021 as the country slowly negotiates its way out of the pandemic. With that in mind, we have taken the time to consider the Health & Safety around our activities and the wellbeing of our members, volunteers, and audiences.

Everyone has had a very different experience with COVID-19 since we stopped all our in-person activities in March 2020 and the Leeds Children's Theatre committee are always happy to listen to your concerns and suggestions around how we return to our activities.

We would therefore like to encourage our members to speak to one of the designated COVID officers who will be responsible for managing our safe return into the theatre. These are:

Dan Dainter (Vice Chair) – vice-chair@leeds-childrens-theatre.co.uk
Manda Lister (Publicity Officer) – LCTshownews@outlook.com

Alternatively, you can speak to the Director or Stage Manager for the current production who will pass on your concerns to the COVID officers.

The following guidance has been put together using the following sources:

- The latest Government guidance – GOV.UK
- Local restrictions and advice from Leeds City Council
- Guidance from our rehearsal and performance venue i.e. The Carriageworks
- NODA guidance and advice

As we know, guidance can change at the 11th hour and we will do our best to communicate any changes to members as soon as we are able.

Below is some guidance for each of our activities. We ask that all our members, production teams and volunteers adhere to these points as much as possible:

In Workshops

- **Don't come to a workshop if you have any COVID symptoms.** Book a test as soon as you can and only return to workshops once you know that you aren't positive. The up-to-date list of COVID symptoms can be found on the NHS website – [NHS - Covid Symptoms](#)
- **Don't come to workshop if you have been advised by NHS Track and Trace to isolate.** You will be allowed to return to workshop at the end of your isolation period. This will be different depending on your circumstances.
- We want everyone to feel safe and comfortable when returning to our activities. If you are asked to do something that you aren't comfortable with yet, please speak to one of the workshop leaders and simply say "I don't feel comfortable with that". You won't be made to do anything that you don't want to do.
- In line with government advice, we are suggesting that all those attending workshops take a minimum of two lateral flow tests* a week. However, if that is not possible, we would recommend that you take a lateral flow test before you attend each workshop, this will

help minimise any potential outbreaks in the society, which could also affect rehearsals for our current production. **NB:** *Our venues may start checking people at the door to see if they have proof of a negative Lateral Flow Test within 48 hours or are double vaccinated. This will happen more frequently when the buildings are in use for shows and have audiences in the building.*

- To limit the number of people at workshop, only members attending workshop, and workshop leaders will be permitted in the room for the first half term (September – November 2021), and we ask that everyone signs in and out, like they would during show week. *This restriction will be reviewed at October half term.*
- Please arrive at workshop with the correct money to pay your weekly subs to limit the handling of cash as much as possible. If you have an envelope, please consider putting your money in one, with your name and the amount paid written clearly on the front.
- In the interests of maintaining a safe working environment for everyone, please wash your hands when you arrive at the workshop venue and use the hand sanitising products that will be available.
- Although it is no longer compulsory to wear face coverings in a public indoor space, we would like to ask everyone to consider wearing a face covering** when not performing to minimise the potential spread of infection. This should include when entering and exiting the venue, when doing group work and when moving about the space. We ask everyone to remember that mask wearing is a personal choice and to please respect other people's choices. You will not be expected to wear a mask when performing in your groups.
- Not everyone is a hugger! Some people are still not comfortable being close to others. Please respect social distancing where possible, and always check before getting too close to someone else.

In Rehearsals

- **Don't come to rehearsal if you have any COVID symptoms.** Book a test as soon as you can and let the Director and Stage Manager know. The up-to-date list of COVID symptoms can be found on the NHS website – [NHS - Covid Symptoms](#)
- **Don't come to rehearsal if you have been advised by NHS Track and Trace to isolate.** You will be allowed to return to workshop at the end of your isolation period. This will be different depending on your circumstances.
- We want everyone to feel safe and comfortable at rehearsals. If you are asked to do something that you aren't comfortable with yet, please speak to your director or stage manager and simply say "I don't feel comfortable with that". You won't be made to do anything that you don't want to do.
- In line with government advice, we are suggesting that all those attending rehearsals to take a minimum of two lateral flow tests* a week. However, we would recommend that you take a lateral flow test before you attend every rehearsal, this will help minimise any potential outbreaks in the cast. **NB:** *Our venues may start checking people at the door to see if they have proof of a negative Lateral Flow Test within 48 hours or are double vaccinated. This will happen more frequently when the buildings are in use for shows and have audiences in the building.*

- To limit the number of people at rehearsals please do not attend unless you have been called or invited by the Director. Only cast and production team will be permitted in the rehearsal room, and we ask that everyone signs in and out, like they would during show week.
- In the interests of maintaining a safe working environment for everyone, please wash your hands when you arrive at the rehearsal venue and use the hand sanitising products that will be available.
- Although it is no longer compulsory to wear face coverings in a public indoor space, we would like to ask everyone to consider wearing a face covering** when not actively rehearsing to minimise the potential spread of infection. This should include when entering and exiting the rehearsal room, when seated waiting to go 'on stage' and when moving about the space. We ask everyone to remember that mask wearing is a personal choice and to please respect other people's choices. You will not be expected to wear a mask when actively rehearsing 'on stage'.
- Not everyone is a hugger! Some people are still not comfortable being close to others. Please respect social distancing where possible, and always check before getting too close to someone else.

Show week - Guidance for when in the Theatre

- During show week we will be asking that everyone involved in the production take a lateral flow test every day. If you test positive, please inform the stage manager as soon as possible, and book a PCR test as soon as you can. **You will be required to show proof of negative Lateral Flow Test on arrival at the theatre.**
- As with all shows, the Stage Manager will be responsible for Health and Safety and it is expected that all Cast, Crew, Production Team and LCT members follow their requests. The stage manager will be working closely with our COVID officers to ensure that everyone is safe during the shows.
- All our shows have a Risk Assessment covering various aspects of the production. It is expected that there will be a dedicated Risk Assessment for COVID-19 for forthcoming productions. This will be posted on the noticeboard backstage, and it will be a member's responsibility to adhere to the risk assessment. Failure to do so will result in you being asked to leave the theatre.

Committee and Production Meetings

- We will endeavour to set out our meeting rooms to adhere to social distancing the best we can – although this may not be possible in some of our smaller rooms. We would ask our members to adhere to distancing as much as possible unless you are sure the other person is comfortable with you being close to them.
- If for any reason members are not comfortable with meeting face to face, we will continue to offer zoom as an alternative for those who would rather join the meeting from home. We would like to encourage as many members of the committee to meet in person where possible as we can get a lot more discussed in the room. Please try not to use Zoom as an alternative to being in the meeting.
- Although it is no longer compulsory to wear face coverings in a public indoor space, we would like to ask everyone to consider wearing a face covering** when not sat down at

meetings to minimise the potential spread of infection. This should include when entering and exiting the venue and when moving around the room. We ask everyone to remember that mask wearing is a personal choice and to please respect other people's choices.

- In the interests of maintaining a safe working environment for everyone, please wash your hands when you arrive at the venue and use the hand sanitising products that will be available. Please also try to avoid the sharing of stationery and equipment as much as possible.

General guidance for Members

Leeds Children's Theatre encourage all members who are able and eligible to consider being double vaccinated. We understand that this is a personal choice for everyone, and your vaccination choices will not affect your eligibility to take part in any form of LCT activity.

**These are available for free in some shops and pharmacists, find a local one [here](#), or you can [order them to be delivered to your house](#).*

***Unless you are exempt from wearing a mask. Please understand that not everyone can wear a mask and shouldn't have to prove this, please be tolerant of one another.*

We would like to thank you for your patience and understanding as we return to face to face activities whilst trying to keep everyone safe. If you have any questions about this document, please do not hesitate to contact one of our COVID Officers using the details above.

We look forward to seeing everyone at one of our activities as soon as you feel safe to do so.