

ANNEXURE B: BACK OF HOUSE WORKING PROTOCOL

In light of the Covid-19 pandemic, and in accordance with Regulation 4(10) of the Regulations made out under Section 27(2) of the Disaster Management Act, the National Arts Festival has developed the following Working Protocol that specifically informs the working methods to be employed during the Level One lockdown period, for events and functions which occur under its management and/or on its premises. This protocol will continue to be updated as per the changing nature of the National Lockdown and its various levels.



The following protocol has been developed in line with regulations set out on the 29th of April, the 4th May, and the 28th August 2020 in the Government Gazette, and considers all mandatory rules and regulations, as well as the unique and specific needs and nature of the National Arts Festival. These protocols have been updated to reflect changes issued by the Department of Sports, Arts and Culture, outlined on the 30th December 2021 in Government Gazette 45715, and the adjusted Level One Lockdown as gazetted in Gazette 45253 of 30 September 2021.

For the purposes of assigning roles and responsibilities with regards to the application of these protocols, parties involved shall be divided into three categories of working group:

- National Arts Festival including staff and Contractors.
- External clients, which is to include Presenters, Production Companies, Creative Teams, visiting Cast and Crew, and any other persons making use of National Arts Festival facilities who are not employed by the company.
- Venue staff, which includes all personnel employed by a venue being used by the National Arts Festival.

Unless explicitly stated it will be the responsibility of each party to ensure that the following protocols are enforced within their respective workgroups.

1. VISIBILITY OF PROTOCOL INFORMATION

- a. Information regarding the spreading of COVID-19, the associated risks, and the expected working behaviour throughout all workstreams involved in the production of a performance or live event is to be made visible throughout the common areas of the venues and sites, and is to be copied to all personnel, including crew, companies, and supply partners.
- b. All individuals included in any area of the production are to be briefed on this protocol, as well as the specific procedures required to uphold it.

2. CONTROLLING INFORMAL INTERACTION

- a. Green rooms, dressing rooms, change rooms, holding areas are to have a specified maximum capacity, dependant on the size of the room, to allow social distancing to be adhered to.
 - i. The National Arts Festival will determine the capacity of the above spaces based on the allocation of 1.5m² per person
 - ii. The capacity is to be displayed at the entry to each space.
 - iii. Where necessary, additional temporary dressing rooms should be set up, to allow de-densification of shared spaces.
- b. Wearing of masks is mandatory in these common areas.

3. PREPARING THE VENUES/SITES

- a. The venue is to be deep cleaned and sanitized prior to the commencement of any production activities.
- b. Thereafter, deep cleaning of the venue should occur:
 - i. Before beginning each day.
 - ii. Between the arrival of different casts/companies.
 - iii. At the end of each day.
- c. Dedicated cleaning staff should be responsible for cleaning and sanitizing the bathroom spaces on a regular rotation throughout the day.
- d. The venue is to have adequate ventilation to reduce and minimize the viral load.
- e. Hand washing and sanitizing stations are to be spread out and easily accessible throughout the venue/site, including:
 - i. At the entrances and exits.
 - ii. In the bathrooms.
 - iii. At technical control positions.
 - iv. In common areas, such as dressing rooms and green rooms.
- f. Hosting venues shall be responsible for the provision and supervision of venue and building cleaning staff.
- g. For its own venues, the National Arts Festival shall be responsible for the provision and supervision of the venue cleaning staff.

4. COVID-19 ON SITE MANAGEMENT, SITE ACCESS AND SCREENING

- a. A designated member of each workgroup should be appointed as the manager of COVID-19 related concerns on site. This individual should be responsible for:
 - i. Ensuring social distancing and hygiene practices are maintained.
 - ii. Overseeing the sanitization of the set and venue.
 - iii. Identifying high-risk individuals, areas, or working practices and informing Festival management.
 - iv. Ensuring the correct administration of the Screening procedure.
 - v. Maintaining daily records which include Access Screening forms and a

- register of all employees, contractors and artists onsite throughout the day.
- vi. Ensuring that all persons in the venue have been adequately briefed and have signed the briefing declaration.
- b. The manager of the NAF workgroup shall be ultimately responsible for the adherence to these protocols.
- c. Any person displaying symptoms of COVID-19, or feeling otherwise ill, before arriving onsite, should stay at home and inform the relevant COVID 19 manager immediately.
- d. No unauthorised persons shall be permitted to enter any of the production venues at any time.
- e. To ensure the health and safety of all employees, and in accordance with The Department of Labour, ALL employees, employers, suppliers, cast, crew and company members must be screened for Covid-19 on a daily basis before being allowed to enter the venue.
- f. Any person showing symptoms (either before, during, or after the screening) should inform Festival management immediately.
- g. The leaving and re-entry to production venues should be kept to the minimum that is reasonably necessary in order to minimize interactions with individuals outside of their respective workgroups.
- h. No working group shall have more persons onsite than is strictly necessary to execute the set-up, performance, or filming of the production.
- i. Where possible, as in the case of pre-production, administration and post production editing, all individuals shall work remotely from home.

5. ONSITE PRACTICES

- a. It will be the responsibility of the NAF COVID19 Manager to ensure that the following protocols are observed. All individuals are required therefore to follow and comply with instructions in this regard from the aforementioned manager.
- b. The number of production and venue personnel onsite at one time should be limited in so far as is reasonably practicable.
- c. The wearing of face masks by ALL persons onsite is mandatory at all times.
 - i. Face masks may only be removed for eating/drinking, or by the cast members or clients speaking, performing or being filmed at any given time.
 - ii. Cast members, performers, speakers and/or clients should wear their masks between scenes, sessions, rehearsals, or whilst offstage.
 - iii. Individuals are NOT permitted to share masks, or to handle another person's mask.
 - iv. The face mask must be kept on your person whilst not being worn. If this is not possible the mask must be placed in a designated area that is sanitised before and after the mask is stored.
- d. All persons are to maintain stringent personal hygiene standards throughout the day in all venues/sites.
 - i. This includes regular hand washing, hand sanitization, and the use of an elbow or tissue when coughing, sneezing, etc.

- e. All persons are to maintain the mandatory 1,5m social distancing at all times.
 - i. Where this is not practicable, in the case of action onstage, the relevant parties are to sanitize their hands immediately before and after these interactions.
 - ii. No facial intimacy is to be permitted in performance.
 - iii. Touching or holding of hands during performance is permitted, if the necessary sanitization procedures are followed.
 - iv. Where possible, the number of persons onstage at a time should be limited.
 - v. Offstage areas such as wings and backstage should be set up such that they allow cast and crew members to comfortably maintain this social distance whilst in these spaces.
- f. Technical crew members are responsible for the cleaning and sanitizing of their own workspace, tools, and equipment.
 - i. It will be the responsibility of the NAF to supply the necessary personal cleaning and sanitizing equipment and chemicals
 - ii. Technical crew are not permitted to share equipment such as radios, Comms systems, tannoy mics etc.
 - iii. Any other equipment that must be shared, or where assistance from another crew member is required, should be sanitized before being handled.
- g. The Production Company is to designate persons responsible for cleaning and disinfecting their set pieces, props, wardrobe, and any other show-specific items and equipment.
 - i. These should be washed or sprayed with a disinfectant solution that complies with the regulations issued by the Departments of Health and Labour (70% alcohol or similar).
 - ii. Objects that are handled by more than one person are to be sanitized between uses.
- h. Interactions between individuals should be minimised.
 - i. Where possible, the cast are required to dress themselves.
 - ii. Where possible or applicable, the cast are required to mic themselves.
- i. The Production is responsible for ensuring that there is no sharing of the following items;
 - i. wardrobe items
 - ii. makeup or makeup brushes,
 - iii. or other personal items which would compromise the hygiene standards required by the Departments of Health and Labour, and by the National Arts Festival.
 - iv. The Production company is responsible for ensuring that these personal items are regularly sanitized before and after use.

FRONT OF HOUSE WORKING PROTOCOL

In light of the Covid-19 pandemic, and in accordance with Regulation 4(10) of the Regulations made out under Section 27(2) of the Disaster Management Act, the National Arts Festival has developed the following Working Protocol that specifically informs the front of house protocol to be employed during the Level One lockdown period, for events and functions which occur under its management and/or on its premises. This protocol will continue to be updated as per the changing nature of the National Lockdown and its various levels.



The following protocol has been developed in line with regulations set out on the 29th of April, the 4th May, and the 28th August 2020 in the Government Gazette, and considers all mandatory rules and regulations, as well as the unique and specific needs and nature of the National Arts Festival. These protocols have been updated to reflect changes issued by the Department of Sports, Arts and Culture, outlined on the 30th December 2021 in Government Gazette 45715, and the adjusted Level One Lockdown as gazetted in Gazette 45253 of 30 September 2021.

1. VISIBILITY OF PROTOCOL INFORMATION

- a. Information regarding the spreading of COVID-19, the associated risks, and the expected safe practices and working behaviour is to be made visible throughout the common areas of the venues and sites, and is to be copied to all Front of House personnel, including ushers, box office staff, security and cashiers.
- b. All Front of House staff are to be briefed on this protocol, as well as the specific procedures required to uphold it.

2. CONTROLLING INTERACTION

- a. All venues and holding areas are to have a specified maximum capacity, dependent on the size of the room, to allow social distancing to be adhered to.
 - i. The National Arts Festival will determine the capacity of the above based on the allocation of 1.5m² per person.
 - ii. Under the Adjusted Level One Lockdown regulations, this shall be restricted to no more than 1000 people in an indoor venue, or 2000 people in an outdoor venue, and shall also not exceed 50% of a venue's total capacity.
 - iii. This is inclusive of cast, crew, clients, production and venue management, and audience and visitors.
 - iv. In cases where a distance of 5m or more can be maintained between auditorium and stage, and where the stage and seating are separated by different heights, each area is treated as a separate space, and the capacity of auditorium and stage shall be calculated separately.
 - v. The capacity is to be displayed at the entry to each venue.
- b. Ticketing and Box Office systems will be structured so as to minimize contact

between persons and shared objects.

- i. Where possible, in-person ticket purchases will be discouraged. Patrons will be able to make use of digital tickets and contactless payment processes.
- ii. Box office will have multiple decentralized locations to limit crowds.
- iii. Patrons will be encouraged to purchase electronic tickets so as to minimize contact between individuals.
- iv. Designated queuing areas will be laid out to allow social distancing of 1,5m to be maintained at all times.
- v. Venues will have multiple entrances and exits to allow de-densification of patrons.
- vi. Patrons will be guided in and out of venues by designated ushers so as to ensure social distancing is maintained.

3. PREPARING THE VENUES/SITES

- a. Front of House spaces, including box office, public and common areas, and holding spaces are to be deep cleaned and sanitized prior to the commencement of any production activities.
- b. Dedicated cleaning staff should be responsible for cleaning and sanitizing the bathroom and common spaces on a regular rotation throughout the day.
- c. The venue is to have adequate ventilation to reduce and minimize the viral load.
- d. Hand washing and sanitizing stations are to be spread out and easily accessible throughout the venue/site, including:
 - i. At the entrances and exits.
 - ii. In the bathrooms.
 - iii. At box office.
- e. Audience seating is to be set up so as to maintain a social distance of 1,5m between all persons at all times.

4. COVID-19 ONSITE MANAGEMENT, SITE ACCESS AND SCREENING

- a. A designated member of Front of House staff should be appointed as the manager of COVID-19 related concerns on each site. This individual should be responsible for:
 - i. Ensuring social distancing and hygiene practices are maintained.
 - ii. Identifying high-risk individuals, areas, or working practices and informing Festival management.
 - iii. Ensuring the correct administration of the Screening procedure.
 - iv. Maintaining daily records which include Access Screening forms and a register of all persons onsite throughout the day.
 - v. Ensuring that all employees in the venue have been adequately briefed and have signed the briefing declaration.
- b. Any person displaying symptoms of COVID-19, or feeling otherwise ill, before arriving onsite, should stay at home and inform the relevant COVID 19 manager immediately.
- c. No unauthorised persons shall be permitted to enter any of the production venues at

- any time.
- d. The wearing of face masks by ALL persons onsite is mandatory at all times.
 - e. All persons are to maintain stringent personal hygiene standards throughout the day in all venues/sites.
 - i. This includes regular hand washing, hand sanitization, and the use of an elbow or tissue when coughing, sneezing, etc.
 - f. All persons are to maintain the mandatory 1,5m social distancing at all times.
 - i. Where this is not practicable the relevant parties are to sanitize their hands immediately before and after these interactions.
 - ii. It will be the responsibility of the NAF to supply the necessary personal cleaning and sanitizing equipment and chemicals.
 - g. Front of house staff, including box office staff and cashiers are responsible for cleaning and disinfecting their own work spaces, computers, stationery and other equipment.
 - i. These should be washed or sprayed with a disinfectant solution that complies with the regulations issued by the Departments of Health and Labour (70% alcohol or similar).
 - ii. Objects that are handled by more than one person are to be sanitized between uses.