



# PROJECT PHOENIX

## THE DREAM FACTORY/PLAYBOX THEATRE COVID-19 SAFETY PLAN

As Playbox Theatre responds to the current pandemic, we need to assure young people, parents, carers, visitors and staff that we have put in place practical and strong measures to ensure confidence in anyone working with us or visiting our theatre, and centres.

This document places health and safety at the core and covers the entire Dream Factory building, visitor contact and workshop practice. As the evolving situation unfolds, this document will be updated in line with other recommendations and models of good practice. Our chief statement is that the health and safety of our young people, staff and guests is of the utmost importance.

Playbox Theatre has adopted the **COVID – Secure guidelines for workplaces and education facilities** recognising that, in our work, we cross many definitions of a workplace.

The steps and measures below are not exhaustive. They are for safety but also the enablement of Playbox Theatre to provide an environment that is safe, enjoyable and creative.

### **WORKSHOPS:**

1. All session material will be developed with the need for greater spatial awareness between participants. 'Contact' exercises will be restored only when appropriate. Examples of methodology will be given to all workshop leaders as a guideline for their preparations. The workshop team will collaborate closely when devising this programme, so a shared approach is employed and we are unified in our content.

2. Social distancing will be our guide but we recognise that it may not be possible to enforce this across all ages, at all times. Workshop leaders will reinforce the need to maintain distance.
3. The Dream Factory is a spacious, modern building highly suited to the creation of traffic flow, with its multiple exits and entrances. This flow control will enable careful movement into, and out of, sessions with some staggered time adjustments. Hand sanitiser will be provided at the beginning and end of each session and will be available upon arrival and departure from the building. In some cases entrance and exit routes will be different. These will be clearly signed.
4. Masks should be worn by all 11+ year olds when arriving at, and leaving sessions. These may be removed during workshops.
5. Group sizes will be appropriately limited. The main space has been reconfigured with retracted seating and curtains either removed or placed against the walls to provide a large, open space in which to work.
6. All studios will be disinfected with spray before and after each block of work.
7. PPE will be available for staff who wish to wear it.
8. Should a workshop director become unwell and is unable to run the workshop, the event will be rescheduled if a replacement workshop director is unavailable.
9. All rooms in use, and indeed the entire Dream Factory, will impose a 'doors open' policy for maximum ventilation.

## **FRONT OF HOUSE**

1. Protective screens will be provided at the café counter.
2. Disposable cups, plates and other items will be used during the relaunch period
3. Tables will be spaced appropriately
4. We are increasing outside occupation of the café, with distanced tables and seating.
5. Hand sanitiser will be available on arrival at and departure from The Dream Factory
6. All surfaces will be regularly disinfected across all areas including tables, chairs, counters etc.

7. Front of House staff will be positioned in the public space to support our practises
8. All staff will follow government secure regulations
9. Face coverings must be worn in public spaces at The Dream Factory by everyone aged 11+.
10. We require all visitors to scan the track & trace QR code upon arrival at The Dream Factory.
11. We require all visitors to the Dream Factory to follow the latest government rules regarding Covid-19.
12. All toilets to be regularly disinfected and surfaces cleaned.

## **OFFICE AND ADMINISTRATION**

1. All staff will be required to observe spatial awareness at work-stations, in meeting areas etc.
2. All surfaces will be regularly disinfected.
3. Masks may be worn, although not a requirement in the office.
4. All toilets, dressing rooms, wardrobe, control room, storage and technical areas to be regularly disinfected and surfaces cleaned. All work-stations to follow COVID secure government regulations.

## **ALL MEMBERS, STAFF AND VISITORS WILL BE CAUTIONED NOT TO ATTEND THE DREAM FACTORY IF DISPLAYING ANY SYMPTOMS OF COVID-19**

In planning these measures above, there is a need to blend our expertise in the arts with the recognition of the centrality of health and care. Playbox Theatre is following the detailed COVID – Secure regulations of how to operate and how to keep people safe in places of gathering and minimise the risk of infection transmission.

It is essential to assure all our members and their families that our health and safety COVID – Secure plan is a core re-alignment of our approach to enable young people to continue to develop their creativity, skills, imagination and social confidence. Perhaps Playbox will be needed more than ever in these times of rebuilding young people's artistic development, confidence and skills.

A further part of our Safety Plan will be issued when audiences and gatherings are permitted.