RADA Covid-19 Safety Measures – for external visitors and contractors

The health and safety of everyone at RADA is our number one priority. We are doing everything we can to ensure that the return to in-person work is in line with government guidance and best industry practice.

This document outlines our key protocols. Risk assessments are in place for specific activities. If you have any questions not answered here, or would like clarification on anything outlined here, please speak to your contact at RADA or email **CovidSafe@rada.ac.uk**.

On arrival, external visitors or contractors must check in at reception and provide:

- Contact details (name, email address, personal telephone number) for tracing purposes
- Confirmation that you or anyone in your household does not currently have Covid-19 symptoms, and has not had symptoms in the last 7 days
- Confirmation that you have not been advised to self-isolate

Our key protocols are:

Keep your distance
Maintain social distancing of 2 metres in all our spaces (or 1m+ where not possible, e.g. in narrow corridors) and follow the one-way systems. Voice, movement and acting work require 3 metre distancing due to increased risk of transmission. Adhere to the maximum person capacity displayed in each space (including lifts) and do not move your activity to a different room without permission. In the case of an emergency evacuation, please use the nearest exit regardless of the one-way system.

Wear a face covering over your nose and mouth
Face coverings that closely cover your nose and mouth (i.e. not a face shield) are mandatory for everyone, except those who are exempt, as soon as you enter the RADA buildings. Key staff have face coverings where the wearer's mouth is visible, to assist people who rely on lip reading. Covid-safe face coverings are required in addition to any PPE you may usually require for your work (e.g. safety equipment for construction workers).

Clean your hands and workspaces, and ventilate your room
Wash or sanitise your hands regularly, including on entry to the building. Wipe down workstations and equipment before and after use, avoid sharing equipment, and limit the number of items you bring in to RADA. All of our spaces have appropriate ventilation, and windows should be opened when using a room.

Staff should work from home where possible, and we remain closed to the public
Only come to RADA if requested, and leave once your work is complete. We are not open to visitors without prior appointment. Any visitors who have arranged to come to RADA must sign in at reception, and notify reception when they leave again. The RADA Bar and box office remain closed.

Watch out for symptoms: a high temperature, a new continuous cough, a loss or change to sense of smell and/or taste
Automatic temperature checks are in place every time you enter the building – follow the floor signs when entering the building and waiting for your temperature check. You will be asked to leave if your temperature reading is too high. If you feel unwell, do not come to RADA and get a Covid-19 test. If you test positive, let us know if you have been on-site and who you have come into contact with.

If you suspect you may have Covid-19 or may have come into direct contact with someone who has tested positive for Covid-19:

1. Do not come to RADA and let us know if you have been on-site.

2. Use the NHS 111 online Covid-19 service and follow the guidance provided to you. Do not go to a GP, hospital, or pharmacy.

3. If you have symptoms, get a test as soon as possible. Stay at home and do not have visitors until you get your test results. You should only leave home to have a test.

4. If you test positive for Covid-19, follow NHS instructions about self-isolating, and contact us again to notify us and tell us who at RADA you have come into contact with.

5. If you do not feel better after the recommended self-isolation period, continue to isolate. It is important to follow the latest NHS advice on testing, self-isolation and treatment, found here.

6. If you know, or have been told, that you have come into contact with someone who has symptoms or confirmed Covid-19, you must self-isolate for 14 days. Even if you feel well, it is important you self-isolate for the full 14 days so you do not infect others. If you develop symptoms during this time, follow the instructions above, contact NHS 111 and get a test as soon as possible. If you do not develop symptoms during this time, you do not need a test and you may return to RADA after 14 days.