

# RADA Covid-19 Safety Policy and Frequently Asked Questions

Version 15 – from 14 September 2022

The health and safety of everyone at RADA is our number one priority. We are doing everything we can to ensure that our activities are in line with the latest government guidance and best industry practice; we continue to review our policies as these evolve and work with the team at [RB Health and Safety Solutions](#) to develop a plan for us to return to work safely.

This document contains information pertaining to all activities across the RADA estate, including Gower St, Chenies St, RADA Studios, and Scala St (collectively referred to as 'RADA' throughout this document). If you have any questions or would like clarification on any of the protocols included here, please contact [CovidSafe@rada.ac.uk](mailto:CovidSafe@rada.ac.uk).

## Overview

- **Keep your distance where practical**

Maintain social distance where feasible, 2m+ ideally and 1m+ at minimum.

- **Wear a face covering over your nose and mouth for additional safety**

We encourage the use of face coverings in all our spaces, however they are now **optional** in all environments with the following **exceptions** where they will remain required:

- NYU onsite activity including classes, meetings, rehearsals, and presentations (see below)
  - NYU students & tutors must continue to wear a face covering in all mandatory activities (class, meetings, rehearsals, etc) and may only remove for dress rehearsal & performances.
  - Tutors working with NYU are permitted to remove their face covering if 2m+ from others. This exception does not apply to students.
  - Face coverings are not required in transient interactions or non-required interactions (passing in hallways, deliveries, lounges, etc).
  - If mask exempt, you must wear an identifying lanyard in lieu of a mask.
  - Food may only be served during outdoor events or events where attendance is not required.
- Any setting which has been risk assessed to protect people whose immune system means they are at higher risk. If you are at higher risk, please contact [CovidSafe@rada.ac.uk](mailto:CovidSafe@rada.ac.uk) to discuss your situation.

Requirements may change at short notice if determined to be no longer appropriate. More details found [here](#).

- **Clean your hands**

Wash or sanitise your hands regularly

- **Ventilate your space**

Ensure that windows are open and A/C is running, even in inclement or cold weather. Check with Reception if you are unsure or if there is an issue with ventilation.

- **Take advantage of all vaccination & flu boosters as they are offered**

Schedule your Covid vaccination and booster with the NHS. Vaccination reduces your risk of catching/transmitting Covid-19, reduces the severity of symptoms, and exempts you from certain isolation & travel requirements. Schedule your flu booster to prevent prolonged illness in the spring/autumn.

- **Watch out for symptoms and do not come to RADA if you are feeling unwell.**

If you have any of [these symptoms](#), you should not come into RADA until they have passed.

- **Lateral Flow Testing is not required to access site**

If you have symptoms, RADA may be able to provide a test kit to confirm you are no longer infectious after symptoms have passed.

RADA reserves the right to require NHS text/email proof of a negative Lateral Flow Test (LFT) or PCR Test in order to enter site; this policy may be put into effect at short notice in response to community outbreak or national guidelines.

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## What should I expect when I come into RADA?

We have returned to in-person teaching and performances. While we remain in our current Covid-19 alert level as outlined by the UK government, we are encouraging everyone to either work from home or on site as needed. If you are concerned that you are being called to site for an unnecessary reason, please contact CovidSafe@rada.ac.uk.

If you are coming into the RADA buildings, the following measures will be in place:

### Social distancing

We have permitted a return to pre-Covid occupancy limits. Social distancing and reduced capacity is still recommended in all situations where it is feasible.

We urge everyone to continue to maintain the following:

- **1 metre plus** in settings where it is not possible to maintain a 2 metre distance
- **2 metres distance** where possible for extra safety

Tutors & Contractors (directors, technicians, etc) are responsible for enforcing face coverings (if applicable) in their classes, meetings, rehearsals, and productions.

Physical contact should be kept to a minimum and regular sanitising should be practised.

### Face Coverings

#### Who needs to wear a face covering, and where?

Face coverings are now **optional** in all on-site settings, with the following exceptions where they remain **required**:

- NYU onsite activity including classes, meetings, rehearsals, and presentations (see below)
  - NYU students & tutors must continue to wear a face covering in all mandatory activities (class, meetings, rehearsals, etc) and may only remove for performances.
  - Tutors working with NYU are permitted to remove their face covering if 2m+ from others. This exception does not apply to students.
- Any setting which has been risk assessed to protect people whose immune system means they are at higher risk. If you are at higher risk, please contact CovidSafe@rada.ac.uk to discuss your situation.

RADA will accommodate anyone who chooses to wear a face covering and will make reasonable accommodations to support this.

If mask exempt in a required setting, please consider wearing a face covering as possible.

Requirements may change at short notice if determined to be no longer appropriate.

RADA continues to encourage the use of face coverings in order to protect the health & safety of our community. The face covering should cover both your nose and mouth closely (i.e. not a face shield) as per the image shown here:



Tutors & Contractors (directors, technicians, etc) are responsible for enforcing face coverings (if applicable) and social distancing (if feasible) in their classes, meetings, rehearsals, and productions.

Please speak to Reception for a free disposable face coverings from our existing on-site stock, which was provided by the DHSC and is considered suitable for use in assisted Covid testing site environments.

Single-use 'exempt from face covering' stickers will be available from reception for legally exempt persons to wear so that they are not regularly prompted to wear a face covering while on site.

You may be asked to temporarily remove a face covering to identify yourself to reception if you are not a recognised visitor and do not have identification e.g. a RADA student/staff pass.

Please use a PPE waste bin when disposing of a face covering in a RADA building; please do not use general waste or recycling. PPE waste bins can generally be found in Reception and in communal areas throughout the building.

### Face coverings and lip reading

We can provide face coverings where the wearer's mouth is visible for any staff or student who must wear a mask and must also support lip-reading. Please let Student and Academic Services (students) or HR (staff) know in advance if you require this kind of face covering.

A risk assessment should be completed for any activity which would require participants to both wear face coverings as well as accommodate lip reading in order to support another participant. Generally, additional safety measures (2m+ distancing, ventilation, etc) should be enforced so as to permit the removal of face coverings for short periods to enable lip reading, but transparent face coverings may be sourced & provided by RADA if this is not practical.

### What other Personal Protective Equipment is available?

Any first aiders who may come into physical contact with someone while dealing with an emergency will be assigned Personal Protective Equipment (PPE) that prevents the wearer from contracting the virus. This PPE will only be used in emergencies where direct contact with another person is necessary. Anyone required to use this PPE will receive training in how to use it effectively. Disposable masks and gloves must be disposed of in the clinical waste bins provided.

PPE for workshops and technical areas remains the same. Dust masks or any face coverings designed to protect from chemicals or particles in the workshops must be worn there as normal. Cotton face coverings, bandanas or visors cannot be used in the place of the appropriate PPE in workshop settings.

### Maintaining proper hygiene

Everyone at RADA should wash or sanitise their hands on entry to the building and regularly throughout the day. There are sanitiser stations throughout all buildings, including at entrances and exits, in corridors, outside

classrooms and studios, and outside all toilet facilities. Signage is in place throughout the buildings to remind you.

Please notify [Facilities@rada.ac.uk](mailto:Facilities@rada.ac.uk) if you discover a sink or station where soap, sanitiser or hand towels have run out so that it can be refilled.

### **Lateral Flow Testing policy**

Lateral Flow Testing is not required to access site, but consider taking regular tests if/when available, regardless of vaccination status

Regular testing helps reduce the risk of transferring Covid by either identifying someone who is carrying the virus but not showing symptoms, or helping to determine if cold/flu-like symptoms are due to Covid.

RADA reserves the right to require NHS text/email proof of a negative Lateral Flow Test (LFT) or PCR Test in order to enter site. This requirement may be put into effect at short notice, in response to community outbreak or national advisement.

Persons who have previously tested positive for Covid-19 may be exempt from PCR testing for a period of 90 days following their positive test unless they develop symptoms. NHS policy updated during December 2021 and persons who have previously tested positive for Covid-19 would not be exempt from Lateral Flow Testing.

### **Sign-in and attendance policy**

Staff & students are required to give their name on arrival and when leaving so Reception may sign them in/out.

Tutors must inform [Attendance@rada.ac.uk](mailto:Attendance@rada.ac.uk) of any absences as soon as possible.

Any invited visitors (e.g. guest tutors, contractors for building work) are required to visit reception where they will be issued with an ID badge and given instructions about our building policies.

If you are running late or will be absent, notify [Attendance@rada.ac.uk](mailto:Attendance@rada.ac.uk) (for students) or your line manager (for staff).

### **Visitors**

At this time, we are not accepting casual visitors or members of the public into the Academy, other than approved contractors, limited audiences with a booking, Venue Hire clients, or RADA Business clients. The RADA Bar and box office remain closed.

If you are expecting a visitor, please notify Reception at least 24 hours in advance with your visitors' name, company, contact details, and their RADA contact so that they may be added to the expected guest list. Please ensure they have been sent a copy of the current Visitors' Policy at least 48 hours before their arrival.

### **Malet Street Doors**

Please note the Malet Street doors are only opened for performances and cannot be used for regular entrance or exit.

### **Building evacuations, emergencies and first aid**

If you hear a fire alarm, please exit the building from the nearest exit. Maintain social distancing where possible, but do not let that delay your exit from the building in the event of an emergency.

A detailed evacuation plan, including socially distanced assembly points, is available from reception.

If you require first aid, contact Reception who will report the incident to a first aider. All first aiders will be trained in first aid protocols and use of PPE to minimise the risk of Covid-19 infection.

## **Cleaning**

### **Rooms**

Studios are cleaned daily in anticipation of scheduled use and may be cleaned again during the day to prepare for a specific use/event. Tutors are responsible for ensuring classes end on time, as delays to vacating the room may interfere with the cleaning schedule. Occupants are advised to be mindful of this and vacate the room by the end of their booking.

Theatres and office spaces that are in daily use will be cleaned daily. We are enforcing a 'clear desk' policy to allow this to happen efficiently: any personal items (photographs, stationery etc.) should be removed from desks, window ledges and floors, and either taken home or placed in drawers. If you leave something in a shared storage space, consider wiping it down before use if sanitising materials are available.

All offices, including those not in daily use, will be cleaned weekly for general hygiene.

### **Shared equipment and touch points**

High traffic areas (for example toilets and the refectory) and touch points such as frequently used door handles, are professionally cleaned regularly, and sanitising stations have been installed nearby for immediate personal use.

Consider sanitising your hands before and after using shared items such as props, yoga mats, kettles, photocopiers, water coolers, shared office equipment, etc. Sanitiser is available, please speak to Reception for additional supplies.

Students will be provided with an equipment list in advance of the start of in-person teaching, to minimise shared equipment, and financial support will be provided where needed.

## **Food and drink**

The Malet Foyer Bar, Chenies refectory, and Studios Bar are not serving food or drinks.

Seating is available in the Chenies Refectory and the Malet Foyer Café for students and staff to sit and eat their lunch, as is the Chenies Staff Room for staff. Space is available on a first come, first served basis. Please be mindful that others may be waiting to use a table and therefore try to not remain longer than necessary if the seating area is full.

If all seating is in use, please visit the other building in search of open space – do not crowd the Café or Refectory or sit on the floor as this is an evacuation liability. If there is no space in either location, please take your break outdoors or off-site.

Please be respectful of our shared spaces and continue to clear all of your personal rubbish into the bins. Do be mindful of the increased demand for microwaves/fridges and plan your lunch accordingly.

Everyone is encouraged to bring their own water bottle and water dispensers will remain in use across the site.

Consider sanitising your hands before and after using water dispensers, kettles, microwaves and fridge door handles.

### **Class and activity-specific risk assessments**

Different types of activities need specific protocols to ensure safety for all participants, and therefore should complete updated risk assessments. We are aiming to implement safety protocols with minimal disruption to training but we know that some elements of teaching methods may need to change.

Please reference the Method Statement for general working practices. Tutors should liaise with their department head/team manager about the creation and implementation of class-specific risk assessments. These discussions will cover each element of teaching in detail, to ensure Covid-safe protocols remain in place and teaching may be done safely and effectively.

When in doubt about Covid safety protocols for a planned activity, please contact CovidSafe@rada.ac.uk.

### **Audience Policy**

At this time of publishing the current version of this policy, in accordance with UK government guidelines public audiences are permitted provided appropriate safety measures are in place. Audience capacity for each performance will be decided by staging, ventilation measures, and social distancing requirements set forth by the UK Government.

Audiences are encouraged to vaccinate, wear face coverings, and monitor themselves for potential symptoms.

RADA reserves the right to require NHS text/email proof of a negative Lateral Flow Test (LFT) or PCR Test in order to enter site. This requirement may be put into effect at short notice, in response to community outbreak or national advisement.

### **Vaccination Policy & Privacy Notice**

As part of our risk-mitigating measures, RADA has requested that all members of our community voluntarily submit proof of their vaccination record to CovidSafe@rada.ac.uk. In order to confirm this, the document must show dates of dosages and type of vaccine received. This information is kept confidential and is only used in order to assess risk associated with on-site practice and policy.

You are not obliged to provide this information, and no action will be taken on those who choose not to provide it.

We will assume that if you provide this data, you consent for us to hold it. We will only use this data to inform our Covid risk assessments and to help provide a safe work and study environment for staff and students.

We will only publish vaccination data in aggregate form; no individuals will be identified. Access to individual data is strictly limited to the staff responsible for gathering the information and setting strategy. It will never be shared elsewhere, and will be deleted if the submitter requests, upon graduation/end of enrolment/employment, or when Covid restrictions end (whichever is the earlier).

If you would like any more information, please email Privacy@rada.ac.uk

## If you have symptoms of Covid-19 or have tested positive:

- Do not come to RADA
- Let us know:
  - Students:** notify [Attendance@rada.ac.uk](mailto:Attendance@rada.ac.uk) and [CovidSafe@rada.ac.uk](mailto:CovidSafe@rada.ac.uk) or +44 (0)20 7636 7076
  - Staff:** notify **your line manager** and [CovidSafe@rada.ac.uk](mailto:CovidSafe@rada.ac.uk) or +44 (0)20 7636 7076

Please note that RADA's records of Covid-positive status are deleted after 90 days in respect of medical privacy.

### NHS Guidance – When to Self-Isolate and What to Do

RADA requires that anyone who is tests positive or is experiencing symptoms of Covid-19 to remain off-site until they are no longer experiencing symptoms and no longer have a high temperature, per NHS guidance.

We strongly recommend you register test results with the NHS in order to keep a record of your status and entitle you to any exemptions, support payments, etc and to assist NHS Test & Trace with national statistics and contact tracing. The CovidSafe Team will offer to help confidentially alert close contacts if you are willing to share who you may have come into contact with within 48 hours prior of testing positive/beginning symptoms.

Those who must remain off-site due to experiencing symptoms can reach out to CovidSafe to be sent a pack of tests (if available) so that they may take a precautionary test **once their symptoms have ended**. This is to promote confidence in returning to site after symptoms have ended.

If you continue to test positive or have a high temperature/feeling unwell, remain off-site and seek medical advice. It is important to follow the latest NHS advice on testing, self-isolation and treatment, found [here](#).

## If you have come into contact with a confirmed positive case:

### NHS Guidance – When to Self-Isolate and What to Do

You may be exempt from self-isolation if you meet the requirements set out by the NHS.

## Conclusion

We know these changes have created a big shift in culture and ways of working, and we very much appreciate the huge amount of care, effort and commitment that has already been shown to make sure we can keep our buildings open to staff and students. We hope everyone will be able to enjoy being back at RADA and working together again, and we ask for your patience and co-operation as we navigate the transition under such changed circumstances.

The guidelines we have outlined here are in place to keep everyone safe, please ensure you follow them and look out for yourselves and each other. If you have any other questions, please contact [CovidSafe@rada.ac.uk](mailto:CovidSafe@rada.ac.uk).



## Frequently Asked Questions

### **Can I book a space at RADA for meetings or to rehearse my own work?**

Yes, students may request to book up to 90 minutes per day for academic work. These bookings may only be requested on the same day and are granted as available. Tutors/staff may book meeting space for academic/administrative purposes. These may be booked by speaking to Reception.

Student/Staff bookings as above may not be used for non-RADA activities. For personal projects, third-party work, or any other non-academic activities, please contact [VenueHire@rada.ac.uk](mailto:VenueHire@rada.ac.uk).

### **Can I receive personal mail, parcels or deliveries at RADA?**

Please make alternative arrangements such as having personal mail sent to your personal address or a local collect site. If you need to send or collect mail or parcels close to RADA, the following services are in the local area:

**Post Office:** 33 Marchmont Street or 54-56 Great Portland Street

### **Can I leave the site throughout the day e.g. to go for a walk or buy a coffee?**

If you leave a building, you must re-enter through reception.

If in 18-22 Chenies or RADA Studios, please smoke in Alfred Place Gardens; if in Gower Street please smoke on Malet Street (please note our Malet Street doors remain closed).

### **Where do I go between classes or to eat lunch?**

The Chenies Refectory and the Malet Foyer Café are regularly available to sit and eat lunch. Staff will also have access to the Chenies Staff Room. Please note on-site space to take breaks is not guaranteed, as an area may be booked for a special event.

If all seating is in use, please visit the other building in search of open space – do not crowd the Café or Refectory or sit on the floor as this is an evacuation liability. If there is no space in either location, please take your break outdoors or off-site.

Once your classes are finished for the day, please leave the building.

### **Are there showers or changing rooms on site?**

Showers are permitted as available. Please bring all your own shower supplies and do not leave anything in the showers, as anything left will be disposed of for health & safety reasons.

### **I am planning to cycle to RADA – where I can leave my bike?**

There are bike racks available on Malet Street. There are several Santander Cycle docking stations in the area, including on Malet St, Alfred Place, Bayley St (off Tottenham Court Road), Charlotte St, Scala St, and Ridgmount St.

No bike storage will be provided inside the buildings.

### **Can I drive in to RADA?**

Yes, but you are responsible for finding and paying for your own parking. If you have accessibility needs or you are scheduling a pick-up or drop-off of equipment, please email [VenueHire@rada.ac.uk](mailto:VenueHire@rada.ac.uk) to co-ordinate temporary booking of one of our Facilities parking spaces. Availability is limited and these spaces are not available for general use by students and staff.

**Is there ventilation in all rooms?**

All of our spaces timetabled for use have appropriate ventilation available and air quality is routinely monitored. Where there is no built-in ventilation, windows should be kept open at all times. Windows have been checked and repaired where necessary, and should be open while using a room. If you are unable to open a window please contact [Facilities@rada.ac.uk](mailto:Facilities@rada.ac.uk) so that this can be repaired. Do not prop open a fire door to ventilate a room unless it is fitted with an appropriate self-release mechanism. Fire extinguishers must never be used as doorstops.

All of our heating, ventilation, air conditioning and extraction systems have been inspected and repaired, and rated for Covid-safe use.

Please do not use a space that has not been timetabled for you. Rooms must be kept clear in case of emergency need to swap rooms.

If you are concerned about a space you have been asked to work in, please contact [CovidSafe@rada.ac.uk](mailto:CovidSafe@rada.ac.uk).

**Are we expected to open the windows in winter or inclement weather?**

We will continue to follow government advice in this area. If a room has windows which can be opened, they should be. This is in addition to any A/C system that a room may have, in order to promote additional ventilation of fresh air. Please prepare to wear layers and use the heaters in each room. Again, if the space you have been asked to work in is not suitable, please email [CovidSafe@rada.ac.uk](mailto:CovidSafe@rada.ac.uk).

**I am a member of teaching staff; what are my responsibilities in a class?**

Before the class, you are responsible for ensuring that appropriate risk assessment for class activities have been documented by your department head. During the class, you are responsible for enforcing RADA's policies, including face coverings and social distancing if applicable, and wristbands for lateral flow testing if they are in use.

You are also responsible for opening all windows in your teaching space and/or ensuring that air conditioning or heating is running. You should be able to feel air coming out of the vents. You are responsible for ensuring you and your class wipe down any shared equipment that is used as part of the class. Please notify Reception or [Enquiries@rada.ac.uk](mailto:Enquiries@rada.ac.uk) if you need additional sanitising wipes.

You must take attendance at the start of each class and notify [Attendance@rada.ac.uk](mailto:Attendance@rada.ac.uk) of any absences.

Please speak to your department/team leader about class-specific risk assessments or if you are unsure about anything regarding our policies on teaching methods or room set-up. Please contact [CovidSafe@rada.ac.uk](mailto:CovidSafe@rada.ac.uk) with any questions about Covid-safe practices.

**What should I do if a student or tutor is exhibiting Covid-19 symptoms in my class?**

The tutor must advise the affected person to leave site if exhibiting symptoms. The person with symptoms should consult NHS 111 and notify [CovidSafe@rada.ac.uk](mailto:CovidSafe@rada.ac.uk) as well as [Attendance@rada.ac.uk](mailto:Attendance@rada.ac.uk) or their line manager that they are remaining off-site.

RADA retains the right to cancel or suspend activities on-site at short notice in the event of a positive case on site while Senior Leadership & CovidSafe risk assess the situation. Risk mitigating factors such as face covering usage, current Lateral Flow Test policy, and vaccination rates may be considered in order to determine if it is safe to return to on-site work.

If any other students or staff begin exhibiting symptoms, they should leave site immediately, notify CovidSafe@rada.ac.uk, and consult NHS 111.

RADA reserves the right to request additional safety measures (such as proof of negative LFT/PCR test) in order to grant permission to return to site. This may be requested in the case of group exposure to a positive case but may also apply in other situations.

### **What happens if there is a confirmed case of Covid-19 at RADA?**

It is no longer legally required to report a positive Covid status to the NHS or to employers/places of study. If a positive case is reported to RADA, we will advise those persons with information about remaining off-site and provide support.

RADA retains the right to cancel or suspend activities on-site at short notice in the event of an outbreak on site while Senior Leadership & CovidSafe risk assess the situation. Risk mitigating factors such as face covering usage, current Lateral Flow Test policy, and vaccination rates may be considered in order to determine if it is safe to return to on-site work.

If anyone on-site begins experiencing symptoms, they should leave site immediately, notify CovidSafe@rada.ac.uk, and consult NHS 111.

RADA reserves the right to request additional safety measures (such as proof of negative PCR/LFT test) in order to grant permission to return to site. This may be requested in the case of group exposure to a positive case but may also apply in other situations.

### **What are students expected to bring to classes?**

We are minimising the number of items shared within a class to prevent the spread of infection.

Staff should work with their course leader to compile a list of required materials for each course.

Student and Academic Services will contact students with a list of equipment they will need to bring, and financial support will be provided where needed.

### **Will lost property be kept somewhere?**

It is your responsibility to keep track of your items. Clothing, footwear, towels or other personal items left in studios or other spaces will be disposed of at the end of each day for hygiene reasons. High-value items such as electronics, wallets, and jewellery will be kept if found - please email Enquiries@rada.ac.uk if you have lost something like this.

### **When can I arrive for my class?**

There will not be specific call-times – you are expected to be at your class on time ready to start. If you need time for warm-up, visiting your locker etc., you must factor this in and be responsible for your own time keeping. Please do not arrive unnecessarily early, stay late, or linger in other areas.

If Lateral Flow Test checking is in effect, please ensure you have prepared your NHS text/email proof of negative test within the last 24 hours, otherwise you will be required to test before being signed in and you may miss class/rehearsal time.

### **Can I use my locker?**

Yes. Student lockers will be available. However, because students should maintain social distancing while using them, please keep use to a minimum and be aware that others may be waiting to access the space.

You may keep personal items in the room with you during your class, and your tutor will designate a space for this.

**Where do I put props or other items I am required to bring from home?**

Students will receive a list of equipment they need to bring from home – please keep this to a minimum as much as possible.

Some students will need to take props home with them at the end of the day, but some courses may be able to store them at RADA. These props must fit into the cupboards in the room you are working in to allow cleaning to happen. Your course leader or tutor will let you know what the rules are for your class.

Please consider using disinfectant wipes as available to wipe down props before and after use.

**Is the library open?**

The library is currently open on a limited schedule. Please contact [Library@rada.ac.uk](mailto:Library@rada.ac.uk) for details.

There is now limited computer & printer access for students in the library. Please contact [Library@rada.ac.uk](mailto:Library@rada.ac.uk) to pre-book a session; walk-ups and day-of requests may not be able to be accommodated as availability is based on the library staff's schedule on-site.

**What should I do if I am unwell?**

Do not come into RADA if you are unwell. Staff must notify their line manager, and students must notify [Attendance@rada.ac.uk](mailto:Attendance@rada.ac.uk). Please see [more details above](#).

## Appendix 1: Room Capacities

Though social distancing is returning to 1m+ in all areas, we will continue to publish the 2m capacities in case any activities wish to reference this list (particularly for singing or excessive movement)

If you believe the room have you been allocated is unsuitable for your planned activity or have any further questions, please contact CovidSafe@rada.ac.uk.

### Gower Street

| Room          | Capacity at 2m | Capacity at standard occupancy/1m+ |
|---------------|----------------|------------------------------------|
| B25           | 20             | 35                                 |
| Max Rayne     | 10             | 20                                 |
| Acting Room 2 | 10             | 20                                 |
| Max Reinhardt | N/A            | 20                                 |
| Council Room  | N/A            | 25, N/A not currently in use       |

### 18-22 Chenies Street

| Room                    | Capacity at 2m | Capacity at standard occupancy/1m+ |
|-------------------------|----------------|------------------------------------|
| Henry Irving            | 13             | 25                                 |
| Ellen Terry             | 13             | 25                                 |
| Fanny Kemble            | 10             | 20                                 |
| Edmund Keen             | 8              | 20                                 |
| Sarah Siddons           | 16             | 25                                 |
| David Garrick           | 16             | 25                                 |
| Squire Bancroft         | 22             | 60                                 |
| Gielgud Studio          | 12             | 30                                 |
| GBS Studio              | 15             | 40                                 |
| Jerwood Vanbrugh Studio | 15             | 40                                 |
| Alexander Room 1        | 4              | 4                                  |
| Alexander Room 2        | 4              | 4                                  |
| Training Suite          | 10             | 30                                 |

### RADA Studios (16 Chenies Street)

| Room           | Capacity at 2m           | Capacity at standard occupancy/1m+ |
|----------------|--------------------------|------------------------------------|
| Studio 1       | 15                       | 25                                 |
| Studio 2       | 16                       | 25                                 |
| Studio 3       | 9                        | 20                                 |
| Room 4         | 4                        | 6 seated, 8 standing               |
| Nancy Diuguid  | 4                        | 6 seated, 8 standing               |
| Room 8         | 2                        | 4                                  |
| The Green Room | 12                       | 28                                 |
| Studio 7       | N/A not currently in use | 20, N/A not currently in use       |

## Appendix 2: Method Statement

**We have included a general method statement which covers the majority of working practice on-site. Any changes to these practices must be documented by a formal Risk Assessment.**

These safety measures may only be suspended when within the maximum self-isolation window leading up to first night of performance, typically beginning from tech/dress and during performances. This is to prevent loss of performance dates and/or assessments in the event of a positive case in the community.

|   |  |
|---|--|
| Removing Face Covering<br>(Instructing, sharing, etc) | If face coverings are required:<br>Must be distanced at 2m+<br>Ventilation in place<br><br><u>Please note this does not apply to NYU programme</u>   |
| d/Deaf Accessibility                                  | If face coverings are required:<br>Transparent mask in use, OR<br>2m+ distance in order to remove face covering to assist with lip reading<br>Ventilation in place   |
| Touch   | Permitted but consider limiting in the interests of reducing transmission<br><br>Must sanitise before and after touch.   |
| Group Singing   | If face coverings are required:<br>Permitted at 1m+ with face coverings, OR<br>2m+ without face coverings<br>Ventilation in place<br><br>Please note that 2m+ will not be possible in all spaces for group work and must be documented via risk assessment.<br><br><u>Please note this does not apply to NYU programme</u> |
| Food/Consumables onstage                              | If face coverings are required:<br>May not be shared or transferred to others' faces/mouths.<br><br>Must rehearse at 2m+ if face coverings are removed to consume.<br>Ventilation in place<br><br><u>Please note this does not apply to NYU programme</u>  |

## Appendix 3: Change Log

### September 2022 –

- Face covering rules updated
- Positive Test/Symptoms policy updated

### April 2022 –

- Face covering rules updated
  - Wear a face covering over your nose and mouth
  - Who needs to wear a face covering, and where?
  - If face coverings are required in my activity, when am I permitted to remove it?
  - Appendix 2: Method Statement
- Lateral Flow Testing updated
  - Lateral Flow Testing is not required to access site provided you do not have Covid symptoms.
  - Lateral Flow Testing policy
  - Audience Policy
- Positive Test/Symptoms policy updated
  - Watch out for symptoms and do not come to RADA if you are feeling unwell.
  - If you have symptoms of Covid-19 or have tested positive
  - If you have come into contact with a confirmed positive case
- Hybrid working policy updated
  - Work from home or site as needed

### March 2022 –

- Face covering rules updated
  - Wear a face covering over your nose and mouth
  - Face Coverings
  - Where do I need to wear my face covering?
- Lateral Flow Testing updated
  - Take regular lateral flow tests, regardless of vaccination status
  - Lateral Flow Testing policy
  - Visitors
  - Audience Policy
- Social Distancing policy updated
  - Social distancing
- Sign-in & Attendance policy updated
  - Sign-in and attendance policy
- Positive Test/Symptoms policy updated
  - If you Lateral Flow Test positive, PCR test positive, or have symptoms of Covid-19
  - What should I do if a student or tutor is exhibiting Covid-19 symptoms in my class?
  - What happens if there is a confirmed case of Covid-19 at RADA?

### February 2022 -

- Working from home
  - Work from home where possible
- Face covering rules updated
  - Wear a face covering over your nose and mouth

- Where do I need to wear my face covering?
- Lateral Flow Testing updated
  - Lateral Flow Testing policy
- Positive Test/Confirmed Contact reporting policy updated
  - If you Lateral Flow Test positive, PCR test positive, or have symptoms of Covid-19
  - If you have come into contact with a confirmed positive case
- Vaccination policy added
  - Vaccination Policy & Privacy Notice
- Method Statement added
  - Appendix 2: Method Statement

#### **December 2021 –**

- Title of document changed from “RADA Remobilisation Plan” to “RADA Covid-19 Safety Policy and Frequently Asked Questions”
- Face covering rules updated
  - Wear a face covering over your nose and mouth
  - Who needs to wear a face covering?
- Lateral Flow Testing / PCR Testing rules updated
  - Lateral Flow Testing policy
  - Take regular lateral flow tests, regardless of vaccination status
  - I am a member of teaching staff; what are my responsibilities in a class?
  - What should I do if a student or tutor is exhibiting Covid-19 symptoms in my class?
  - What happens if there is a confirmed case of Covid-19 at RADA?
- Sign in / attendance policy updated
  - Sign-in and attendance policy
  - I am a member of teaching staff; what are my responsibilities in a class?
- Hot Desking policy updated
  - Hot Desking

#### **August 2021 -**

- Policy updated to include all RADA sites, including Gower St, Chenies St, Studios, and Scala St.
- Work from home guidance updated
  - Overview
  - What should I expect when I come into RADA?
- Face covering policy updated
  - Overview
  - Face Coverings
- Lateral Flow Testing policy updated
  - Overview
  - Lateral Flow Testing policy
- Social Distancing policy updated
  - Social distancing
- Temperature Screening policy updated
  - Temperature screening
- Sign-in and Attendance policy updated
  - Sign-in and attendance policy
- Visitors Policy updated
  - Visitors
- One-Way System updated



- One-way system
- Cleaning policy updated
  - Cleaning
- Hot Desking policy updated
  - Hot Desking
- Room booking policy updated
  - Can I book a space at RADA for meetings or to rehearse my own work?
- Showers/changing rooms policy updated
  - Are there showers or changing rooms on site?
- Equipment list policy updated
  - What are students expected to bring to classes?
- Studios capacities updated
  - Appendix 1: Room capacities

#### **May 2021 -**

- Details regarding ventilation
  - Overview
  - Is there ventilation in all rooms?
  - Are we expected to open the windows in winter or inclement weather?
- Reduction of distancing from 3m to 2m for all activities, excepting preferred distance between performers & audience
  - Social Distancing
  - Appendix 1: Room capacities
- Ongoing consideration of physical contact needs
  - Social Distancing
- Details regarding face coverings and risk assessment of conditions for removal
  - Where do I need to wear my face covering?
- Details regarding accessibility and frequency of lateral flow testing
  - Lateral Flow Testing policy
- Details regarding registering expected visitors
  - Visitors
- Evacuation plan availability
  - Building evacuations, emergencies and first aid
- Tutor/student responsibility for classes ending on time to ensure cleaning takes place.
  - Cleaning
- Accessibility across all sites for mealtime/break seating
  - Food and drink
  - Where do I go between classes or to eat lunch?
- Public audience policy updated
  - Audience Policy
- Computer/printer access for students now available in library
  - Is the library open?

#### **April 2021 -**

- Included clarity regarding exemption stickers and provisions for forgotten/damaged face coverings
  - Key Policies - Wear a face covering over your nose and mouth
- Section added
  - Key Policies - Take regular lateral flow testing

- Lateral Flow Testing policy
  - Audience Policy
- National alert level updated
  - What should I expect when I come back into RADA?
- Seating / break policy updated
  - Food and drink
  - Where do I go between classes or to eat lunch?
- Isolation period policy updated
  - If you have symptoms of Covid-19 or may have come into direct contact with someone who has tested positive for Covid-19
- Ventilation details updated
  - Is there ventilation in all rooms?
- Risk Assessment responsibilities updated
  - Class and activity-specific risk assessments
  - I am a member of teaching staff; what are my responsibilities in a class?
- Room capacities updated
  - Social distancing
  - Appendix 1: Room capacities
- Change log implemented
  - Appendix 2: Change Log