

Part 3 Appendix A :
Government Guidelines

The Government has set out guidelines. Firstly, for close contact services and secondly for Performing Arts. As costume workers we fall inside both these sets of guidelines.

Source Documents

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts?fbclid=IwAR06xyor5rjC1N6i0vr8EF7MjVW6vpUqBjlcix4HgacJUWeTXMZxpHzo4AM#arts-5-12>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/close-contact-services>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches#shops-5-5>

<https://www.gov.uk/guidance/national-lockdown-stay-at-home#going-to-work>

The UK has moved to a Tier system with various parts of the country in different Tiers. On 5 January to Uk moved to full lockdown until the end of January 2021.

•The following is a summary of the guidance deemed relevant to costume operations. See links to the full documents above. In certain places words have been changed to make it more relatable to costume work for example changing 'salon' to 'costume studio'

HM Government Guidance Summary for Close Contact Working as relevant to costume for theatre and live events:

Government Road Map:

The Government has developed a **five-stage roadmap** to bring our performing arts back safely. These five stages of the phased return to performing arts are as follows:

- **Stage One** - Rehearsal and training (no audiences)
- **Stage Two** - Performances for broadcast and recording purposes
- **Stage Three** - Performances outdoors with an audience and pilots for indoor performances with a limited socially distanced audience
- **Stage Four** - Performances allowed indoors and outdoors (but with a limited socially distanced audience indoors)
- **Stage Five** - Performances allowed indoors / outdoors (with a fuller audience indoors)

The UK is currently experiencing a public health emergency as a result of the COVID-19 pandemic. It is critical that employers, employees, the self-employed and clients take steps to keep everyone safe. This document is to help you understand how to work safely, ensuring as many people as possible comply with social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable). We hope it gives you freedom within a practical framework to think about what you need to do to continue, or restart operations during the COVID-19 pandemic.

We understand how important it is that you can work safely and support your employees' health and wellbeing during the COVID-19 pandemic and not contribute to the spread of the virus. The government is clear that workers should not be forced into an unsafe workplace and the health and safety of workers and clients, and public health, should not be put at risk.

Each employer will need to translate this into the specific actions it needs to take, depending on the nature of their production, including the size and type, how it is organised, operated, managed and regulated. They will also need to monitor these measures to make sure they are continuing to protect workers.

This guidance does not supersede any legal obligations relating to health and safety, employment or equalities and it is important that employers continue to comply with existing obligations, including those relating to individuals with protected characteristics. When considering how to apply this guidance, take into account self-employed suppliers, freelancers, volunteers or work

experience personnel, those on zero-hour contracts, agency workers, contractors and other people, as well as full or part time employees.

The employer must carry out an appropriate COVID-19 risk assessment which must take place in consultation with unions and workers.

If you have fewer than five workers, or are self-employed, you don't have to report your risk assessment to the HSE however as an outside contractor or supplier you may be asked to provide evidence of it.

Employers have a duty to consult their people on health and safety. Each employer should consult a health and safety representative selected by a recognised trade union or chosen by workers. The employer cannot select the representative.

At its most effective, full involvement of your workers or participants creates a culture where relationships between employers/organisations and workers/participants are based on collaboration, trust and joint problem solving. As is normal practice, workers and participants should be involved in assessing workplace risks and the development and review of health and safety policies in partnership with the employer or organisation.

Employers or organisations and their workers or participants should always come together to resolve issues.

Where the enforcing authority, such as the HSE or your local authority, identifies employers who are not taking action to comply with the relevant public health legislation and guidance to control public health risks, they will consider taking a range of actions to improve control of workplace risks. For example, this would cover employers not taking appropriate action to socially distance, where possible. The actions the HSE can take include the provision of specific advice to employers through to issuing enforcement notices to help secure improvements.

How to raise a concern if you are an employee:

First, speak to your employer

- contact your employee representative, if your workplace has one
- contact your trade union if you have one
- contact HSE at:
- **HSE COVID-19 enquiries : Telephone 0300 790 6787 (Mon - Fri 08:30am - 5pm)**
Online: [working safely enquiry form](#)

Failure to complete a risk assessment which takes account of COVID-19 or completing a risk assessment but failing to put in place sufficient measures to manage the risk of COVID-19, could constitute a breach of health and safety law. The actions the enforcing authority can take include the provision of specific advice to employers to support them to achieve the required standard, through to issuing enforcement notices to help secure improvements. Serious breaches and failure to comply with enforcement notices can constitute a criminal offence, with serious fines and even imprisonment for up to two years. There is also a wider system of enforcement, which includes specific obligations and conditions for licensed premises.

Employers are expected to respond to any advice or notices issued by enforcing authorities rapidly and are required to do so within any timescales imposed by the enforcing authorities. The vast majority of employers are responsible and will join with the UK's fight against COVID-19 by working with the Government and their sector bodies to protect their workers and the public. However, inspectors are carrying out compliance checks nationwide to ensure that employers are taking the necessary steps.

Please remember that when a building or space is repurposed - when there is any change in use or type or use or other circumstance - there needs to be a fire risk assessment.

1 - Managing Risk:

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

1. Anyone due to work at the venue on any given day, who feels unwell must stay at home and not attend the premises.
2. COVID 19 related screening questions will be asked ahead of working:
 - a. Have you had the recent onset of a new continuous cough?
 - b. Do you have a high temperature?
 - c. Have you noticed a loss of, or change in sense of taste or smell?
3. Increase the frequency of handwashing and surface cleaning
 - a. Provide more waste facilities and more frequent rubbish collection
 - b. Increased frequency of cleaning common areas such as door handles, toilets
 - c. Provide hand sanitising stations throughout the operational areas
 - d. Provide more hand washing facilities with soap and paper towels/hand dryers
4. Make every effort to comply with social distancing of 2m or 1m with risk mitigation where 2m is not viable. Mitigation does not include basic measures such as good hand and respiratory hygiene, the compliance with which should be universal and is assumed
5. Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, consider whether that activity needs to continue for the production to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between staff.

Clearly, when providing close contact work, it often may not be possible to maintain social distancing guidelines (2m, or 1m apart with risk mitigation, is acceptable). As a result, personal protective equipment in the form of a visor will be required to mitigate the risk.

Further mitigating actions include:

- Further increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Everyone working in close proximity for an extended period of time must wear a visor.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Using screens or barriers to separate people from each other
- Using a consistent pairing system, defined as fixing which workers work together, if workers have to be in close proximity (defined as being within arm's-length of someone else for a sustained period of time).

Test and trace

- The opening up of the economy following the COVID-19 outbreak is being supported by NHS Test and Trace, which will be undertaking the routine health protection practice of tracing and contacting those who have been in close contact with someone who has Covid-19. You should assist this service by keeping a temporary record of your staff and visitors for 21 days, in a way that is manageable for your business or organisation and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks. Many organisations that take bookings already have systems for recording their customers and visitors, for example through ticket sales. If you do not already do this, you should do so to help fight the virus.
- We have worked with industry and relevant bodies to design a system in line with data protection legislation, details of which can be found [here](#).

2 - Who should go to work:

Objective: That everyone should work or participate from home, unless they cannot do so from home. Nobody should go to work or participate if their activity is restricted or the place you operate is closed under current government regulation

- Consider who is essential to be on the premises or in the venue; workers and participants should work from home if at all possible.
- Plan for the minimum number of people needed on site to operate safely and effectively
- Provide equipment for employees to work from home safely and effectively, for example, remote access to work systems.

Objective: To protect vulnerable individuals.

- Clinically extremely vulnerable individuals have been strongly advised not to work outside the home during the pandemic peak and only return to work when community infection rates are low.
- Clinically extremely vulnerable people will have received a letter telling them they are in this group or will have been told by their GP.
- Clinically vulnerable individuals, who are at higher risk of severe illness have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.
- Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions
- If clinically vulnerable individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable). If they

cannot maintain social distancing, you should carefully assess whether this involves an acceptable level of risk. As for any workplace risk you must take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found. Particular attention should also be paid to people who live with or care for clinically extremely vulnerable individuals.

- Support needs to be offered for all workers around mental health and wellbeing with every effort taken to offer work in a safe environment.
- Monitoring the wellbeing of people who are working or participating from home and helping them stay connected to the rest of the organisation, especially if the majority of their colleagues are on-site.
- Keeping in touch with off-site workers or participants on their working arrangements including their welfare, mental and physical health and personal security.
- Be aware and considerate of people from a BAME (Black, Asian and Minority Ethnic) background. People in this group are considered to be at higher risk from Covid-19.
- Be aware and considerate of expectant mothers, who may also be at a higher risk.

People who need to self-isolate

Objective: To ensure individuals who are advised to stay at home under [existing government guidance](#) do not come to the workplace. This includes individuals who have symptoms of COVID-

19, those who live in a household or are in a support bubble with someone who has symptoms and those who are advised to self-isolate as part of the government's [test and trace](#) service.

- Enabling workers and participants to work from home while self-isolating if appropriate
- Communicating clearly that individuals self-isolating should not come to, or near to, performing arts activities. If feasible, providing alternative means such as video link for them to participate.
- See current guidance for employees and employers relating to statutory sick pay due to Covid 19 <https://www.gov.uk/employers-sick-pay>
- Communicating ahead of arrival and on arrival the guidance about who should self-isolate, for example to attendees of fittings and rehearsals.

Equality

Objective: To make sure that nobody is discriminated against.

- In applying this guidance, employers should be mindful of the particular needs of different groups of workers or individuals.
- It is breaking the law to discriminate, directly or indirectly, against anyone because of a protected characteristic such as age, sex, disability, race or ethnicity.
- Employers also have particular responsibilities towards disabled workers and those who are new or expectant mothers.
- Show full understanding of particular circumstances of those with protected characteristics

- Involving and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk or might make any steps you are thinking about inappropriate or challenging for them.
- Make reasonable adjustments to avoid disabled workers being put at a disadvantage and assessing the health and safety risks for new or expectant mothers.
- Making sure that the guidelines do not have an unjustifiable negative impact on some groups compared to others, for example those with caring responsibilities or those with religious commitments.

3 - Social Distancing:

Objective: To maintain social distancing wherever possible.

- Maintain social distancing wherever possible, following government guidelines.
- Where the social distancing guidelines cannot be followed in full in relation to a particular activity consider whether that activity needs to continue, and, if so, follow mitigating actions.
- Mitigating actions include:
 - Further increasing the frequency of handwashing and surface cleaning
 - Keeping the activity time as short as possible
 - Using back to back or side to side positioning (rather than face to face) whenever possible.
 - “Cohorting”, grouping individuals into fixed teams that work together throughout a production or project or for specific periods to minimise the risk of transmission.
 - Reducing the number of people each person has contact using cohorts. For example, where social distancing may be impractical due to the degree of proximity required (costume fitting/dressing quick changes/ hair & make-up).
 - Minimising transmission risk between fixed teams when they mix outside their team during a rehearsal or performance and during breaks or moving around a premises or venue by following distancing and use of relevant PPE.
 - Ensuring that there is no swapping between designated fixed teams. This is to reduce the risk of whole team impact in the event of a worker contracting COVID-19
 - Including any support workers for disabled workers or performers as a member of the fixed team
 - Note that it is unlikely that this fixed team approach will be possible where freelance professionals work with more than one group or organisation simultaneously
 - Using screens where feasible to separate individuals or fixed teams from each other where they cannot achieve social distancing.
- Social distancing applies to all parts of a premises or venue, not just the place where people spend most of their time, but also entrances and exits, break rooms, dressing rooms, canteens, foyers and bars, and similar settings. These are often the most challenging areas to maintain social distancing.

- Assessing the capacity of any space to be used and appropriately managing this to maintain social distancing.
- Maximum capacity should consider appropriate social distancing given the nature of activities (i.e. if the activity is static vs. requiring a range of movement) and equipment layout and the configuration of space.
- Particular attention should be given to ventilation and sufficient circulation space especially around equipment and between groups.
- Conduct a specific risk assessment for each workplace and the proposed activities to include:
 - The likely numbers of people that will be in the workplace at any one time.
 - The number of people that can reasonably follow social distancing within the workplace.
 - The activities that can be undertaken and which spaces can be used with specific measures to ensure social distancing and maintain cleaning.
 - Limiting the number of people in the workplace and in any particular congestion areas, for example doorways between outside and inside spaces.
 - Allowing a sufficient break time between sessions (for example costume fittings) to prevent waiting in groups.

4 - Coming to work and leaving work:

Objective: To maintain social distancing wherever possible, on arrival and departure and to enable handwashing upon arrival.

- Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.
- Providing additional parking or facilities such as bike-racks to help people walk, run, or cycle to work, recognising this may not be possible in all workplaces.
- Reducing congestion, for example, by having more entry points to the workplace, where possible.
- Providing handwashing facilities (or hand sanitiser where not possible) at entry and exit points.
- Providing alternatives to touch-based security devices such as keypads.
- Defining process alternatives for entry/exit points where appropriate, for example, deactivating pass readers at turnstiles in favour of showing a pass to security personnel at a distance. Where this is not possible, adjusting processes to reduce risk of transmission. For example, cleaning pass readers regularly and asking staff to hold their passes next to pass readers rather than touching them.

A note about Temperature Checking on entrance to the workplace: Published 03 July 2020

<https://www.gov.uk/government/news/dont-rely-on-temperature-screening-products-for-detection-of-coronavirus-covid-19-says-mhra>

5 - Moving Around at Work

Objective: To maintain social distancing as far as possible while people travel through the workplace, premises or venues.

- Implementing physical changes like barriers or screens between, behind or in front of workstations
- Providing floor markings and signage to remind staff to maintain social distancing wherever possible
- Introducing one-way flow in high traffic areas where possible
- Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted. These items require cleaning between users if multi-use.
- Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible.
- Making sure that people with disabilities are able to access lifts.
- Regulating use of high traffic areas including corridors, lifts, and walkways to maintain social distancing.

Workstations

- Workstations should be assigned to an individual as much as possible. If they need to be shared, they should be shared by the smallest possible number of people, or those working in a cohort.
- Reviewing layouts and processes to maintain social distancing as appropriate (govt advice on this is changing – always refer to the current guidelines).
- Minimise how frequently equipment is shared between workers, frequently cleaning between use and assigning to an individual where possible.
- Maintaining good ventilation in the work environment, for example keeping windows or doors open.
- Using floor tape or paint to mark areas to help people maintain social distance.
- Using screens to create a physical barrier between people.
- Using a consistent pairing system if people have to work in close proximity. For example, maintenance activities that cannot be redesigned.

Meetings

- Using remote working tools to avoid in person meetings.
- Only absolutely necessary participants should physically attend meetings and should maintain social distancing as appropriate (govt advice on this is changing – always refer to the current guidelines).
- Avoiding transmission during meetings, for example avoiding sharing pens and other objects.
- Providing hand sanitiser in meeting rooms.
- Holding meetings outdoors or in well-ventilated rooms whenever possible.

Common Areas

Breakrooms

- Staggering break times to reduce pressure on the staff break rooms or places to eat and ensuring social distancing is maintained in staff break rooms.
- Considering use of social distance marking for other common areas such as toilets, staff rooms, changing rooms and in any other areas where queues typically form
- Using safe outside areas for breaks.
- Creating additional space by using other parts of the premises, venue, workshop or location that have been freed up by remote working.
- Encouraging workers or participants to remain on-site during breaks and, when not possible, maintaining social distancing while off-site.
- Providing packaged meals or similar to avoid fully opening staff canteens.
- Reconfiguring seating and tables to optimise spacing and reduce face-to-face interactions.
- Encouraging workers or participants to bring as few personal items with them as possible.

Changing Rooms/Showers

- Where showers and changing facilities are essential, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing can be achieved as much as possible.
- Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day in conjunction with existing venue procedures.
- Where showers are shared, consider cleaning more frequently.
- For additional reassurance, providing cleaning materials and hand sanitiser for use at touch points.

6 Restarting Work

- Make sure that any workplace that has been closed or partially operated is clean
- An assessment of all workplaces, that have been closed, before restarting work. This includes servicing of equipment and ventilation systems.
- Cleaning procedures and hand sanitiser are in place before restarting work.

Operational Hygiene & Sanitation

- Frequent cleaning of objects and surfaces that are touched regularly, including door handles or staff handheld devices, and making sure there are adequate disposal arrangements for cleaning products.
- Clearing workspaces and removing waste and belongings from the work area at the end of a shift
- Sanitising any reusable equipment including furniture at the start and end of each shift
- Encouraging staff not to wear their work clothes at home or to and from the workplace, to change work clothes on a daily basis and to wash immediately after use.

- Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.
- Where fitting rooms are essential, they should be cleaned frequently, typically between each use.
- Where showers and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.
- Encouraging increased handwashing and introducing more handwashing facilities for workers and clients or providing hand sanitiser where this is not practical.
- Implementing enhanced handling procedures of laundry to prevent potential contamination of surrounding surfaces, to prevent raising dust or dispersing the virus.
- Putting in place pick-up and drop-off collection points where possible, rather than passing goods hand-to-hand.
- Regularly cleaning equipment that employees may bring from or take home.
- Extra, frequent deep cleaning of shared spaces such as audition spaces, rehearsal and backstage areas.
- Staff keep their personal kits clean, and do not share these items with others.
- If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance.

Personal Protective Equipment (PPE)

PPE protects the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks.

Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.

In workplaces such as costume studios, theatres and event spaces it is likely to be difficult to maintain social distancing, as employees need to work in close proximity to their team and performers, usually for an extended period of time (longer than 15 minutes). Staff should therefore wear further protection in addition to any that they might usually wear. This should take the form of a clear visor that covers the face and provides a barrier between the wearer and the client from respiratory droplets caused by sneezing, coughing or speaking. Visors must fit the user and be worn properly. It should cover the forehead, extend below the chin, and wrap around the side of the face.

A re-usable visor must be cleaned and sanitised regularly using normal cleaning products.

Face coverings are not an alternative to wearing a visor in close contact services.

Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
- Practice social distancing wherever possible.

7 - Managing Workforce:

Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each worker has.

- As far as possible, where workers are split into teams or shift groups, or assigned specific tasks, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.
- Limiting role/task rotation including remaining at a consistent workstation where possible
- Staggering shift start times, minimising worker congregation such as entrances and exits
- Identifying areas where people have to directly pass things to each other and finding ways to remove direct contact such as by using drop off points or transfer zones.
- You should assist the Test and Trace service by keeping a temporary record of your staff shift patterns for 21 days and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks.

Notes for Freelancers: for example Designers, Supervisors, Costumiers

Where an individual is not based in one building but rather visits multiple buildings and is operating across multiple groups or individuals:

- Maintaining distancing requirement with each group
- Avoiding situations where distancing requirement is broken, for example demonstrating partnering work in dancing
- Making efforts to reduce the number of groups interacted with and locations worked in, to reduce the number of contacts made
- Considering a regular private testing programme with an accredited provider, noting that this will not allow any relaxation of other control measures.

Travel to and from work and work-related travel

- Avoiding using public transport, and aiming to walk, cycle, or drive instead. If using public transport is necessary, wearing a face covering is mandatory.
- Cleaning shared vehicles between shifts or on handover.

- Minimising the number of people outside of your household or **support bubble** travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.
- Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.

8 - Backstage Operations

Objective: To reduce transmission and maintain social distancing where possible whilst managing the stage and back-stage.

- Restricting workers allowed back-stage and on-stage to those who are essential.
- Not permitting visitors back-stage or at the stage door.
- Considering how wings can be used to allow for the minimum possible interaction between people, for example one-way systems, dedicated wings for stage managers and dressers.
- Reconfiguring back-stage to introduce one-way systems and use of green rooms and crew rooms by fixed teams.
- Limiting handling of key costumes to a dedicated crew member and relevant cast.
- Considering cover responsibilities, such as dressing and laundry, maintaining where possible a separation between those operating front of house and back of house.
- Making available extra radios and headsets or earpieces, dedicating a member of each team to be responsible for them for the duration of the production, and making sure these are appropriately cleaned if not single use.
- Taking precautions when handling heavy equipment, including:
 - Re-evaluating spaces to avoid people working in close proximity (e.g. using more trucks for transport of goods)
 - Increasing the use of mechanical handling equipment (such as forklifts) to reduce large numbers of workers working in close proximity (e.g. lifting heavy cases and scenery)
 - Using a consistent pairing system if people have to work in close proximity, for example, during two-person working, lifting or maintenance activities that cannot be redesigned
 - Reducing job and equipment rotation
 - Cleaning procedures for the parts of shared equipment you touch after each use, thinking about equipment, tools and costumes.

9 - Wardrobe & Costume including Costume Fittings

Objective: To reduce transmission and maintain social distancing where possible whilst carrying out work tasks.

- Where the social distancing guidelines cannot be followed in full in relation to a particular activity, organisations should consider whether that activity needs to continue, and, if so,

take all the mitigating actions possible to reduce the risk of transmission between staff, workers and participants.

- Some productions may require costume fitting where social distancing and avoidance of intimate face-to-face contact is impractical. In these instances, consider:
 - Using screened-off cubicles for cast to receive their costume and dress without assistance where possible. Where assistance is unavoidable (for example for quick changes in the wings), where possible avoid face-to-face positioning during fittings.
 - Where face-to-face positioning during fittings is unavoidable, following the government guidance on working in close contact settings where relevant.
 - Using fixed teams and only where essential and unavoidable. It is unlikely that this fixed team approach will be possible where professional freelancers work with more than one group or organisation simultaneously.
- Reducing cross-contamination risk by where possible:
 - Sanitising and ventilating changing cubicles between use;
 - Separating individual cast members' costumes in plastic bag;
 - Hanging cast members' own clothes inside a clean plastic cover;
 - Laundering costumes between each use and covering individually in plastic covers after cleaning.
- Avoiding sharing equipment, for example maintaining a dedicated sewing machine for one user.
- Completing costume fittings as far as possible during prep or off-site to avoid people congregating back-stage.
- Reducing the number of quick changes or increasing time between changes.
- Musicians arriving at a performance venue or premises in the clothes they will wear for the performance.
- Cleaning hire costumes, tools or other equipment on arrival and before first use. If receiving deliveries in advance of when required, store in a clean location and clean before first use.
- Creating pick-up and drop-off collection points where possible, rather than passing equipment such as laundry and costumes hand-to-hand.

10 - Training & Communication:

Objective: To make sure all workers understand COVID-19 related safety procedures, **and** are kept up to date with how safety measures are being implemented or updated.

- Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.

- Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements.
- Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.
- Ensuring staff understand how to use and clean their PPE.
- Ongoing engagement with workers (including through trade unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments.
- Awareness and focus on the importance of mental health at times of uncertainty.
- The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19). <https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing>
- Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language and those with protected characteristics such as visual impairments.
- Using visual communications, for example whiteboards or signage, to explain changes to production schedules, breakdowns or materials shortages to reduce the need for face-to-face communications.
- Communicating approaches and operational procedures to suppliers, visitors or trade bodies to help their adoption and to share experience.
- Considering the equalities impacts of the changes made and what advice or guidance you will need to provide for users who might be adversely impacted.

In Conclusion:

The Costume for Theatre & Live Events, Covid19 Health and Safety Return to work guidelines are based on the relevant government guidelines summarised above.

Government guidelines are the very least level of health and safety that should be in place in any workplace during the Covid 19 pandemic, and until such time that these measures are deemed unnecessary.

Existing Health & Safety measures in the workplace should be in place throughout this time.