School of Creative Arts

Debut Technical Production Guidelines
2020-2021
## Contents

Statement on General Regulations ................................................................. 2  
COVID-19 Compliance Manager ................................................................. 3  
Personal responsibility ................................................................................. 4  
Performance Space ......................................................................................... 5  
Production Management ................................................................................. 6  
Production Procedures ..................................................................................... 6  
Dressing Room protocols ............................................................................... 7  
First Aid ........................................................................................................... 7  
Technical production management ................................................................. 8  
Set design .......................................................................................................... 8  
Props ................................................................................................................. 8  
Set Construction ............................................................................................... 8  
Lighting Design ................................................................................................. 9  
Sound Design .................................................................................................... 9  
Stage Management ........................................................................................... 9  
  Masking and stage decks ............................................................................... 10  
  Deliveries ...................................................................................................... 10  
  Recording/Streaming ..................................................................................... 10  
  Get in ............................................................................................................ 11  
  Technical Rehearsals ..................................................................................... 11  
  Get out .......................................................................................................... 11  
Performances ................................................................................................... 12  
Production Recovery ......................................................................................... 13
Statement on General Regulations

These guidelines are subject to change due to public health advice and appropriate Trinity policies and procedures.

This document draws on principles outlined in the School of Creative Arts Resumption of Activities Masterplan, Trinity’s COVID-19 response plan and Implementation Guidelines for Public Health Measures in Higher Education Institutes. It is recognised that while there will be some repetition of directives already stated in these documents, the below Debut production guidelines do not supersede university/government directives. All guidance for safe use of Trinity spaces must be fully implemented by everybody involved in a production – students/staff/production teams/creative teams.

Please note that intentional violations or flouting of guidelines will be treated very seriously and could lead to disciplinary proceedings through the Office of the Junior Dean.

Reference/Source:

Trinity COVID-19 webpages
COVID-19 Compliance Manager

For each production a **COVID-19 Compliance Manager** must be appointed from within the production team (most likely production or stage management) who will:

- Ensure that all members of the production comply with the measures implemented to reduce the spread of COVID-19.
- Report positive cases to the School’s COVID-19 Co-ordinator (School Manager).
- Maintain a system of communication, encouragement and reinforcement of safe working practices in relation to COVID-19.
- Keep up to date on information issued by Government/Trinity and review production activities in line with any changes.
- Implement the induction of all production members to the protocols prior to entering the production space.
- Keep health and hygiene checklists, and daily records of who is in which room when, with whom and for how long, for tracking and tracing purposes.
Personal responsibility

All staff and students are responsible for their own health and must seek medical advice if they feel unwell before attending Trinity.

Health advice specifically related to potential COVID-19 exposure is available at https://www.tcd.ie/about/coronavirus/.

The following health and safety practices are required by all to ensure a smooth running of the production process.

- Facemasks are required at all times unless an activity-specific Risk Assessment deems facemask use unnecessary.
- Use of COVID Tracker app and Trinity’s SafeZone app is encouraged.
- Before every rehearsal participants must wash their hands with soap for at least 20 seconds or use hand sanitiser supplied.
- At the beginning of each production session, participants should store all non-production items in a bag, to be kept in that bag until leaving the rehearsal room.
- Students are advised to take personal responsibility outside of Debut to make sure they conduct social interactions in a responsible manner - reducing the amount of time spent in crowded spaces; observing social distance; frequent handwashing; sanitation of belongings.
- If a member of their household is confirmed to have COVID-19, students must follow HSE guidelines and inform the production’s COVID Compliance Manager.
Performance Space

The following guidelines apply to use of performance spaces:

- All performance spaces will be subject to a Risk Assessment to determine the airflow and physical distance calculations.
- Daily cleaning of the performance space will be arranged to ensure a sanitary environment for all.
- Depending on location of the performance space, a scheduled entrance and exit plan will be in operation to avoid congestion.
- A sanitising station including hand sanitiser and a PPE bin will be in operation close to the entrance.
- There will be specific areas in the performance space designated to store and isolate personal belongings safely.
- Signage will be installed in the performance space to clarify COVID-19 protocols.
- Tables and chairs will be only used in performance space if essential.
- Get in schedules must be designed to allow for social distancing and safe behaviour.
- A cleaning station for props will be set up using a red/green system to denote used/sanitised props.
- Props and costume quantities, creation and management (including PPE needed to handle props and costumes) will be risk assessed in accordance to what is achievable within social distancing restrictions.
- All individual technical equipment within the performance space will be sanitised appropriately before use in the space and set up by one person where possible to avoid contact points.
- All hard surfaces will be sanitised with products that will not cause damage.
- Mark-ups will be completed by the stage management team while observing social distancing, and observing hand hygiene principles at all times.
Production Management

The following guidelines apply to how productions will be managed:

- Elements of performance such as singing, movement and playing live music will be risk assessed with input from the Production Manager.
- Face masks will be worn at all times for indoor activities unless a Risk Assessment deems it unnecessary.
- The performance space will be cleaned and disinfected at the beginning of each day.
- The production schedule should be set to avoid travelling at peak times on public transport and allow the production management team enough time to set up before production work commences.
- The production schedule will be set so that there is no crossover between different crew departments.
- The performance space will never have more people present than the maximum safe capacity of the room.
- Production members must always observe a distance of 2 metres both inside and outside the theatre.
- 1m social distance can only be permitted for activities which cannot be done at 2m distance, using adequate PPE and hygiene measures.
- Where possible, all production communication must be done online.
- Throughout the production process, a minimum of one 10-minute break will be taken every 90 minutes. During these 10-minute breaks, the performance space will be ventilated, by opening a door or window, in addition to normal ventilation, and all production members will leave the room for fresh air and to wash their hands.

Production Procedures

- Induction to COVID-19 protocols will be issued to all production members by the COVID-19 Compliance Manager before users enter performance spaces.
• Production schedules must allow sufficient time for required work to take place in a safe manner.
• Production schedules must be strictly adhered to, ensuring no crossover between different crew departments.
• Due to potential exposure to droplets on floors, close contact with the floor using the face, body and hands should be avoided when possible.
• After any contact with the floor, users must sanitise or wash hands with soap.

Dressing Room protocols

• Dressing rooms must not exceed maximum safe capacities.
• Access to the dressing room will only be permitted to the cast. Sole exception: a single member of the Stage Management team can enter dressing rooms to mark out the area for social distancing during the get in period.
• The number of costumes used in the show, including fabrics used, costume changes and quick changes will be determined in the pre-production discussions and will be taken in to account in the production Risk Assessment.
• Cast will dress themselves at all times.

Cast will be responsible for storing shoes and costumes that they use during the performance in a sealed plastic container that will be sanitised after use accordingly.

First Aid

• Additional PPE will be added to existing first aid kits.
• Gloves and facemasks will be worn during any intervention.
• Hand sanitisation/washing hands with soap will be done before and after any intervention.
Technical production management

Set design

Props

- Access will be granted to the basement prior to the production week to allow for the selecting of props. Basement access will also be permitted on set building day. Access is restricted at all other times.
- When a prop enters the performance space, it will be disinfected at a designated cleaning station.
- After being disinfected by stage management, the prop will be handled only by Stage Management team and the actor who uses it.
- The Stage Management team will set all props and clean them before and after usage.
- A red/green system of prop rotation will be implemented. Actors are responsible for the collection and return of designated props.
  - Red area = used prop return.
  - Green area = sanitised prop collection.
- Where close contact between actors using props is essential, protocols will be put into place to ensure props are safely used.
- The construction of props will be covered by a separate risk assessment by the production manager.

Set Construction

- Construction should be kept to a minimum.
  - Remote purchasing or other sourcing of constructed sets is advised, where possible.
- All materials acquired must be thoroughly cleaned before use.
- Extra time will be allotted in the production schedule to allow for all work to take place in a safe manner.
- Where possible, tools will be assigned to individual crew members for their use only.
• After any use of specific equipment or working areas, hand hygiene will be implemented and the equipment/area must be cleaned before the user moves on to the next working area/piece of equipment.
• It is the responsibility of both the previous and the following user to make sure each area/piece of equipment is sanitised and fit for safe use.
• When it is not possible to work in a distanced manner - e.g. some lifting may require closer proximity - full PPE must be used for the duration followed by immediate use of hand sanitiser/hand washing with soap.

Lighting Design

• Designs will be based on a pre-set fixed rig that only requires focusing of lamps by one individual member of the production team during production week.
• Tallescope use requires a designated 3-person crew with one up, 2 down and no swapping of positions.
• The rig and tallescope will be cleaned as part of the get out by the designated crew.
• Lighting desk can only be used by a single operator for the duration of the run.
• Lighting desk will be cleaned at the end of the run using appropriate Isopropyl alcohol wipes only.
• All programming will take place from the ops position.

Sound Design

• PA will be in a pre-set fixed position.
• There will be some allowances for monitors behind masking to allow for positional sound effects.
• Any use of microphones will require to be included in the risk assessment.
• There should be no sharing of microphones
• All used sound equipment will be cleaned and disinfected using appropriate materials at the end of the run.

Stage Management
• Stage Manager will mark out the stage at the beginning of the get in prior to any work taking place.
• Stage Manager will mark out the dressing rooms to allow for adequate social distancing prior to the cast arriving.
• Coms beltpacks and headsets must be assigned to individual crew member and clearly labelled.
• Each set must be thoroughly cleaned at the end of the run.

Masking and stage decks

Masking is permitted and the use of rostra is also allowed. Requirements must be communicated as early as possible. Productions must schedule and call adequate crew on the designated day to carry out this work which will be checked by technical staff.

Deliveries

• Deliveries must be scheduled for the first day of the get in only.
• There will be no facility for any deliveries to be received and stored prior to the production week.
• All delivered items should be thoroughly cleaned as soon as they arrive.

Recording/Streaming

• Facilities are available in the Samuel Beckett Theatre for a two camera (one fixed, one mobile) setup for HD 1080p streaming/recording using Trinity-approved online platforms.
• This will require at least one crew member for a single camera or two crew members for a two camera set up.
• All camera and streaming equipment should be thoroughly cleaned and disinfected using only appropriate isopropyl alcohol spray/wipes.
Get in

- Production schedules must allow adequate time during the get in for all work to take place in a safe manner.
- Production schedules must be strictly adhered to ensuring no crossover between different crew departments.
- It is the responsibility of the production COVID-19 Compliance Manager to ensure that all required protocols are adhered to at all times and that adequate records are kept for contact tracing purposes.
- Cleaning duties will be allocated across the production crew.

Technical Rehearsals

Seating will be arranged to allow adequate social distancing for:

Producer; Director; Stage Manager; Deputy Stage Manager; Set Designer; Costume Designer; Lighting Designer; Sound Designer; Required Stage Crew; Lighting & Sound operators

Time must be allowed in production schedules to brief cast on all relevant COVID-19 protocols before technical rehearsal begins.

Get out

- Production schedules must allow adequate time during the get out for all work to take place in a safe manner.
- Performance spaces must be left clean and tidy with all used materials and areas thoroughly cleaned and sanitised.
Performances

- Seating will be arranged to allow adequate social distancing for required production members and marking instructors in the audience.
- There will be no access to the performance space between performances except for essential production fixes.
- The set and the entire performance space will be cleaned and disinfected after each performance.
- No aspect of the show can contravene any COVID-19 safety protocols or public health advice.
- Social distancing should be incorporated in to the aesthetic of the show.
- A minimum of 2m distance will be maintained between performers and the audience at all times.
- Backstage work will be shaped by compliance with social distancing and sanitising regulations.
Production Recovery

This section details the measures that will be taken to recover the production in the event of a suspected or confirmed case of COVID-19, or if Trinity College needs to suspend operations temporarily as part of the public health response.

These measures include:

- All members of the production and creative team will have additional personal responsibilities that they will sign up to in advance of rehearsals starting, including limiting social contacts outside of the production and strictly adhering to all safety protocols and public health advice.
- If there is a suspected case of COVID-19 amongst the production team, that member of the team must isolate and follow the relevant HSE guidelines.
- If there is a positive COVID-19 test result amongst the production team, that member of the team must isolate and follow the relevant HSE guidelines and any production team member who is a close contact of the positive case must do the same.
- If any production team member needs to self-isolate a decision must be taken on whether their responsibilities can be taken on by another individual.
- If several members of the production team are required to self-isolate, then a decision must be taken on the feasibility of staging the performance.
- If the production is cancelled due to required self-isolation or campus closure, then the production contingency plan for an alternative format should be instigated.