Dear All,

**GUIDELINES FOR STUDENTS STARTING AT ROSE BRUFORD COLLEGE, AUTUMN 2020**

I hope you have all had a good summer and are looking forward to joining us at the College in October.

The health and wellbeing of our students and staff-members is paramount and in order to adhere to the Government directives and to ensure a secure campus, a number of overall and programme specific precautions have been put in place. This note has details of a number of new precautions that have been instigated as well as serving to remind you of the information you have been given over the last couple of months.

* **Heat sensor** installed and monitors all personnel entering the Main Reception and indicates temperature;
* **PPE**available at Reception for purchase at cost for students as an emergency should they have forgotten their own PPE i.e. gloves (50p each) and masks (£1 each);
* **Perspex screens** have been erected in the Main Reception, Student Services Reception, Study Support, Finance, Programme Administration and the Library;
* Some offices have been re-arranged to allow sufficient social-distancing;
* **Sanitization stations** have been erected across the campus;
* **One-way system** established around the College;
* **Café and Bru Bar** **closed for service** for at least the first term of 2020/21, a **vending option** will be in place (microwaves also available in café area to heat food and should be wiped down before and after each use);
* **Water stations** will be available on the campus. Everyone is requested to ensure they sanitise the equipment and their hands before and after us;
* **Clear signage** across the campus carrying social distancing and other relevant messages – including floor and ground markings;
* A dedicated room where those displaying possible COVID-19 symptoms can rest and isolate;

and
* Additional **cleaning routines** established  ensuring that the buildings College-wide are subject to enhanced cleaning regimes including allocated cleaning time between studio/classroom use by different groups of students.

Student Services and Study Support Tutors will be offering a blended service which will include both face-to-face and online support to students.

 **Personal Hygiene**

It is imperative these standards remain high, particularly as social restrictions begin to ease.

Washing hands regularly for 20 seconds with soapy water or hand sanitiser with a high alcohol content (at least 70%).

**Personal & Collective Responsibility.**

This is **CRITICAL** to successful start of classes, projects, rehearsals and productions.

Limiting illness and spread of COVID-19 within a company and beyond in the public domain is imperative.

1. Sneezing & coughing into tissues or the crook of one’s elbow.
2. *“Catch it – bin it – kill It”*  principle – bin the tissue then wash your hands.
3. Avoid hand to face contact

**Social Distancing**

**The highest risk to individuals remains the time spent in social circles and travel.**

In order to maximise the effectiveness of the infection control methods implemented within our working environments, it is imperative that all staff and students remain vigilant of the social distance guidance, not only whilst at work but also away from the workplace.

**Guidelines for School of Performance classes and rehearsals**

*(School of Design, Management and Technical Arts (DMTA) students please go to page 8)*

The latest guidelines for Performing Arts from the government are here –

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

Guidelines for working in close proximity <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/close-contact-services#close-contact-4-2>

The ISM (Incorporated Society of Musicians) have produced their own response to this, which deals with some of the nuance and realities surrounding the governments advice:

<https://www.ism.org/images/files/ISM-Literature-Review_July-2020_FINAL.pdf>

* Students should wash/sanitize hands regularly, and ensure respiratory hygiene with a face covering.
* **Small groups:** Students will be divided into groups or ‘bubbles’ in order maintain adequate social distancing within studios. In some cases, the selection of these groups could, where possible, be based on shared households and location of residence. This may be adjusted later in-line with the artistic needs of projects
* **Attendance on campus:** Initially this is limited to specified students and staff doing particular classes and rehearsals. Students will have some face-to-face teaching on campus and some sessions online. At the moment we have scheduled for postgraduate work to be face-to-face although aspects of this can be discussed and negotiated in groups
* On campus staggered arrival times will be implemented to maintain social distancing inside the buildings and to avoid unnecessary rush hour travel. Students must leave the premises immediately after their essential work is completed. You may be asked to continue part of your work and training at home.
* **External venues**: We are in contact with each of our external venues to ensure we share our own risk assessments and that we are adhering to each venue risk assessments and strategies around COVID-19. Where the measures applied by these venues are more extensive than the College’s they will be applied.
* **Studio use:** The floor plan of each studio on campus has been reviewed and clearly divided to ensure adequate social distance between students and between students and staff. Whilst the current recommendations for social distancing is 1m+ we are intending to work with social distancing of between 1.5m and 2m to further reduce risk. The floors on campus are marked with tape to indicate 1.5m distances.
* We are planning that some classes can happen online e.g. some professional preparation classes, contextual studies, accents and some initial text preparation and, potentially, aspects of other work like voice or movement or rehearsals.
* **Outdoors:** Some classes/rehearsals will take place outdoors, weather permitting, which greatly reduces the risk of contraction of the virus.
* **Ensuring adequate ventilation:** Adequate ventilation is advocated in all buildings to reduce the risk of COVID-19 spread. Windows and doors will remain open where possible.
* **Personal Protective Equipment:** Students are required to wear an appropriate mouth and nose covering during their time on campus. Guidance for in classes below. Students will be expected to provide their own face coverings. Postgraduate groups should negotiate to what extent/where coverings will be worn within the context of the individual classes itemized below.
* **Changing facilities:** there will be no access to changing rooms or showers on campus. Students are advised to travel to the rehearsals in their practice clothes unless they are travelling via public transport. If travelling by public transport students are advised to change on arrival in the College. Clothes must be changed immediately on returning home and washed.
* **Technical rehearsals and working in theatres**: a risk assessment will be taken for all activities in theatres and studios. Because bubbles may be mixed in theatres please be prepared that you may need to wear a face covering in the theatre spaces at all times. This will be decided depending on venue/group/activity.
* Currently the Government Guidance is to maintain a **1m + distance** between individuals. The restrictions of social contact set out by the government are updated regularly. We have calculated group numbers and rooms allocations on minimum of 1.5m. Each studio floor has been marked with a grey tape to indicate 1.5m
* Increased social distancing of 3m may be required when a larger group is **exercising indoors.** This kind of exercising should happen outside whenever possible.
* Where social distancing absolutely cannot be maintained, the risk of COVID-19 spreading increases with time and face-to-face meetings so these should be limited to under 15 minutes. This time frame may need to reduce further if accompanied by high respiration rate during exercise, particularly indoors.
* Guidelines will be given from DMTA around specifics of technical and dress rehearsals.
* Please limit the things you carry to College so there is not a lot of personal items gathering at the side of studios.
* Students should enter the rehearsal room with face covering and only take them off when they are set up in their space to start participating, and if they are maintaining social distancing.
* Everyone must wear a face covering when putting props away or has any reason to go to props or costume stores on campus.
* If any equipment has to be shared (including props, chairs), it should be regularly sanitized and always sanitized between users. Students are asked to carry sanitising wipes to clean personal props at the start, end and during the day.
* Class/Rehearsals should happen side by side or back to back if distancing is less than 1.5m. Face to face contact under 1.5m should be limited to 15 mins or less.
* Students should wear a face covering when they are observing others rehearsing or resting.
* Increased social distancing should be observed when possible between each member of the rehearsal room including other actors and directors.
* Group sizes will be limited to 12-15 people in a studio including staff members and technical/design students.
* A call system will be operated where possible to limit the numbers of persons in a space at any one time.
* Students are advised to avoid sharing of personal items such as chargers, pens, phones; and owners should take responsibility for regular cleaning.
* Students should avoid sharing of scripts and place labels on equipment to identify the designated user e.g. script or props.
* Pick up /drop off points should be created where possible to avoid passing equipment hand to hand.
* Students should avoid sharing ear pieces, head phones or mics and make sure that they are regularly cleaned if not for single use.
* Students should not use any neutral or character masks unless it is their own personal mask and is not used by anyone else.

**If physical contact is essential**

* Students should further increase the frequency of hand washing/sanitising and surface cleaning.
* The activity time involved should be kept as short as short as possible.
* Students should use back-to-back or side-to-side working (rather than face-to-face) whenever possible.
* Students should seek to avoid skin to skin contact with others and wear gloves where possible.
* Students should use a consistent pairing system if they have to be in close proximity with a colleague.

**Movement**

In addition to the above the following apply:

* Opportunities to rehearse and train outdoors will be explored as this reduces the risk of COVID-19 transmission.
* Vigorous indoor exercise will be avoided, unless absolutely essential, when it will happen socially distanced by 3m.
* The number of people working in a studio/the same area of a studio will be minimised.
* Individuals may choose to continue to wear face coverings whilst moving, but need to stay alert to the extra stress this will put on breathing easily.
* Students should enter the studio with face coverings and only take these off when they are set up in their space to start.
* Increased social distancing should be observed when possible between each member of the rehearsal room including other students and staff.
* Students should not use items that are passed around by hand e.g. balls or sticks.
* Students should not use mats unless it is their own personal mat and is not used by anyone else.

**Getting your body ready after a long period of inactivity:**

* Some students may have had long period of inactivity which is not their normal routine so beginning to exercise now if you haven’t been doing so during lockdown will help.
* Eating properly to strengthen your immune system will also be a benefit.
* Vitamin C can support immune function and there are many varied dietary sources of Vitamin C. Some examples include frozen peas, peppers, tinned tomatoes, strawberries & orange juice. Alternatively, students could consider taking a Vitamin C supplement on a daily basis (maximum 250mg daily). Megadose e.g. 1000mg is not advisable.
* Omega-3 **Nutrition.** There is growing evidence of the value of Vitamin D in the support of the immune system, notably with respiratory disease. Consistent with guidelines we would recommend all students consider taking between 1000-2000iu of Vitamin D daily sourced from dietary oily fish or dietary supplements. Think S.M.A.S.H. - Salmon, mackerel, anchovies, sardines, herring. 2-3 portions per week or 1000mg per day max supplement is advised.
* High intensity training and low calorie/energy input can suppress immune function and increase risk of being compromised by contracting COVID-19. Additional dietary support needs to be considered by students who may have previously suffered with RED-S (Relative Energy Deficiency in Sport).
* Strength training is also likely to reduce injury risk upon resumption of intensive training after a period of relative inactivity.

**Voice**

In addition to the above the following apply:

* Opportunities to rehearse and train outdoors will be explored as this reduces the risk of COVID-19 transmission.
* Students should limit the things they carry to College so there are not a lot of personal items gathering at the side of studios.
* Students should enter the room with face coverings and only take them off when they are set up in their space to start.
* Voice will be taught in a wide square lining the walls rather than in a circle and the tutor will be in the room centre.
* Voice work should happen side by side or back to back.
* Students should wear face coverings when they are observing others working or resting.
* Students should observe increased social distancing when possible between each student and between students and tutors.
* Group size will be limited to 12-15 people in a studio including staff members.

**Singing and Musicians**

In addition to the above the following apply:

* Opportunities to rehearse and train outdoors will be explored as this reduces the risk of COVID-19 transmission.
* Students are asked to ensure increased instrument hygiene and to carry wipes to clean their instruments at the start, end and during the day, including before and after storage.
* Students should wear a face covering when putting their instruments away in the music cupboard.
* Singing and instrumental classes will be taught in a wide square lining the walls rather than in a circle and the tutor will be in the room centre.
* Singing classes will always happen side by side or back to back.
* Wind and brass instruments will always be played back to back or side by side and never face to face.
* Students should wear face coverings when they are observing others singing/playing or resting.
* Students should not share instruments.
* Students should place labels on equipment and instruments to identify the designated user e.g. percussionists maintaining their own sticks and mallets.
* If any equipment has to be shared (including cases, handles, props, chairs mics and music stands), students must regularly disinfect it and always between users.
* The handling of musical scores, parts and scripts should be limited to the individual using them.

**Guidelines for the School of Design, Management and Technical Arts**

**classes and projects**

The latest guidelines for Performing Arts from the government are here –

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

Guidelines for working in close proximity <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/close-contact-services#close-contact-4-2>

* Students should wash/sanitize hands regularly, and ensure respiratory hygiene with a face covering.
* **Small groups:** Students will be divided into groups or ‘bubbles’ where possible in order maintain adequate social distancing. In some cases, the selection of these groups will, where possible, be based on shared households and location of residence. This may be adjusted later in-line with the operational needs of programmes.
* **Attendance on campus:** Initially this will be limited to specified students & staff doing particular classes and rehearsals. Students will have some face to face teaching on campus and some sessions online.
* **Timetabling:** Staggered arrival times on campus will be implemented to maintain social distancing inside the buildings and to avoid unnecessary rush hour travel. Students must leave the premises immediately after their essential work is completed. Students may be asked to continue part of their work at home.
* **External venues:** We are in contact with each of our external venues to ensure we share our own risk assessments and that we are adhering to each venue risk assessments and strategies around COVID-19. Where the measures applied by these venues are more extensive than the College’s they will be applied.
* **Studio, laboratory and workshop use:** The layout of each working space on campus has been reviewed and in some cases changes have been made to maximise the working distance between people. Whilst the current recommendations for social distancing is 1m+ we are intending to work with social distancing of between 1.5m and 2m to further reduce risk wherever possible. Where that is not possible additional safety measures, including the use of Personal Protective Equipment (PPE), will be in place.
* Some classes will continue to happen online.
* **Outdoors:** Some production rehearsals will take place outdoors (weather permitting) which greatly reduces the risk of contraction the virus.
* **Ensuring adequate ventilation:** Adequate ventilation is advocated to reduce the risk of COVID-19 spread. Windows and doors will remain open where possible.
* **Personal Protective Equipment:** Students are required to wear an appropriate mouth/nose covering during their time on campus. Students will be expected to provide their own face coverings. Additional PPE will be required for some activities. In particular, to maintain hygiene, the College will no longer be providing hard hats to students working in the venues. You will need to purchase your own hard hat, to standard EN397 as a minimum. The College will have a small stock of hard hats for you to buy at cost.
* **Technical rehearsals and working in theatres**: a risk assessment will be taken for all activities in theatres and studios. Because bubbles may be mixed in theatres please be prepared that students may need to wear a face covering in the theatre spaces at all times. This will be decided depending on the venue/group/activity.
* Currently the Government Guidance is to maintain a **1m+ distance** between individuals. The restrictions of social contact set out by the government are updated regularly. We have calculated group numbers and rooms allocations on minimum of 1.5m wherever possible, and taken other precautions where not.

**Practical classes and projects**

The safety measures required for different activities will vary, and will be based on risk assessments. Students will be briefed by tutors and technical instructors, to ensure safe working.

The following guidance will apply in most cases:

* Students must avoid the sharing of personal items such as chargers, pens and phones; and they must take responsibility for the regular sanitization of these items.
* Students must avoid sharing ear-pieces, headphones and other equipment that makes direct contact with the body.
* If any equipment has to be shared it must be cleaned between users wherever possible. If this is not practicable, a strict regime of hand sanitising must be followed before and after the session, and whenever leaving or entering the room.
* Students are asked to ensure increased hygiene and to carry wipes to clean their equipment at the start, end and during the day, including before and after storage.

**If physical contact is essential**

* Students should further increasing the frequency of hand washing and surface cleaning.
* The activity time involved should be kept as short as possible.
* Students should use back-to-back or side-to-side working (rather than face-to-face) whenever possible.
* Students should seek to avoid skin to skin contact with others.
* Students should use PPE in accordance with the risk assessments.

We are looking forward to welcoming you to the campus and your life at Rose Bruford College.

Best wishes.

Clarie