



Covid-19 Procedures for Rehearsals, Auditions and Meetings

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Draft Guidance for the use of the Tower Theatre building during an audition or rehearsal.

The Tower Theatre will :-

- **Thoroughly clean all areas of the building intended for use with particular attention paid to the sanitising of door handles, handrails, light switches and toilet areas.**
- **Provide hand sanitisers at the entrance to the bar and the Smith Studio.**
- **Ensure that the director/stage manager in charge is familiar with the safety procedures for the event and supplied with any necessary wipes/sprays etc.**

Members must :-

- **Not attend if feeling unwell.**
- **Bring their own drinks in disposable containers. No food consumption will be allowed in the building.**
- **Bring a mask.**

Numbers

The attendees at an audition or a rehearsal should be limited to those who are necessary attendees. Timings of entry and entrance will be staggered where possible to restrict the numbers in attendance at any one time.

Areas of use

The only areas for use by the group will be :-

1. The Smith Studio
2. The bar area (but not behind the bar which is strictly off limits)
3. The toilets and the corridor leading to the rear emergency exit.

The remainder of the building is not to be used except for those areas where work is being carried out (e.g. the office or wardrobe).

On arrival

Only the front entrance door should be used.

The visitor's book should be filled in with names and addresses. This is to assist in tracking or tracing should it be necessary.

Attendees should wear their mask unless and until they are invited to participate in an audition or rehearsal.

Attendees should use the hand sanitiser positioned inside the door to the bar area. A second hand sanitiser station will be positioned inside the Smith Studio.

Attendees should use only printed material brought and taken away by themselves.

Attendees should maintain a good social distance where possible and avoid all personal contact with others.

Chairs should be allocated by the director/stage manager and dedicated to each individual for the duration of the audition or rehearsal and wiped down after use.

Props should only be used at the discretion of the director or stage manager and be thoroughly cleaned with disinfectant sprays after use.

On departure

Attendees should leave the building by the front exit as soon as they are no longer required taking all personal belongings (including rubbish) with them.

The director/stage manager will be responsible for sanitising any furniture or props that have been used and ensuring that light switches and door handles are cleaned on the way out.