

Covid Health & Safety Guidelines



Updated October 2021

1. Overview

- **Adhere to local government guidelines on Covid best practice** and keep up to date on the latest health & safety advice (from WHO, local and national health authorities and embassies) and operate in line with local regulations.
- **Wear a mask** when social distancing is not possible, and *at all times* when using public transport to and from your place of work.
- **Wash hands** regularly throughout the day.
- **Hand sanitise** throughout the day as needed, particularly after breaks, external meetings and after handling cash and external documents. Surfaces should be sanitised once a day in the office or, in a workshop setting, upon arrival.
- **Practice good respiratory hygiene** i.e. cover your mouth with a tissue or your elbow when you cough or sneeze and wash hands afterwards.
- **Restrict use of cash**, by privileging other methods of payment where possible.

2. Numbers, spaces & audiences

- 2.1 Number of participants should be restricted according to current government regulations on social distancing and numbers permitted in public spaces (in the country you are operating in).
- 2.2 All workshops must be held in a space large enough for participants to move around with at least 1 metre in between them.
 - If the current room you use is too small, move the workshop or training to a space outside.
 - If outside is not possible, split the participants into 2 smaller groups and work in separate rooms.
- 2.3 Audience capacity should be determined according to the regulations of the theatre or performance space being used, as determined by their local authority. Audiences should be socially distanced where possible and should always wear a mask when social distancing is not possible.

3. Hygiene & Physical contact

- 3.1 Physical touch during workshops and trainings is not permitted unless a particular exercise or activity requires it, as instructed by the facilitator or trainer leading the session e.g. dance routines, ensemble exercises, lifts etc.
- 3.2 Masks should be worn during exercises that require extended physical contact.
- 3.3 Greetings with handshakes, hugs or kisses are not permitted. All participants and trainers are encouraged to say hello with a smile or a wave.
- 3.4 All participants should wash their hands upon arrival to the session and at the end of the session, before returning home.
- 3.5 Hand sanitiser should be available at all times and used after breaks or after exercises involving physical contact.
- 3.6 Refreshments can only be provided if each person has their own cup and cutlery, sharing of cups, plates, cutlery etc. is not permitted.

4. Exposure, Positive Cases & Symptoms

- 4.1 All staff, freelance staff and participants have a responsibility to inform Seenaryo as soon as they have been in contact with someone testing positive for Covid.
- 4.2 All close contact cases should self-isolate immediately and not return to work or sessions until 10 days have passed since the contact and they are not presenting any Covid symptoms *or* 5 days have passed since the contact and they can present a negative Covid test.
- 4.3 Participants should have their temperatures checked at the beginning of each session and any participant with a temperature of 37.5 degrees Celsius (99.5 degrees Fahrenheit) or above should be sent home immediately. They should not return to future sessions until they no longer have a high temperature (or any other Covid symptoms) or can show a negative Covid test.
- 4.4 If a staff member feels that the reading of the temperature is high due to participants having arrived in a rush or because of the sun, you can retest a participant *one time* (after 5-10 mins). If the reading is still above 37.5 after this second reading, the participant should be sent home.
- 4.5 Any participants, staff members or freelance staff who are 1) displaying Covid symptoms or 2) coming from a household where someone has Covid symptoms, *should not* attend sessions from as soon as symptoms are recognised until they no longer have symptoms *or* can show a negative Covid test.
- 4.6 If a participant develops symptoms during a session, they should wear a mask for the remainder of the session and avoid close contact with other participants and staff. They should not return to future sessions until they no longer have symptoms or can show a negative Covid test.

5. Vaccinations & Testing

- 5.1 Seenaryo country teams should keep a record of the vaccination status of all core and freelance staff, updating the Teams and Artists database as soon as a new member of staff or freelancer is engaged.
- 5.2 If a staff member or trainer *is* vaccinated, regular testing is not required.
- 5.3 Any trainers, staff members or facilitators who *are not* vaccinated should provide Seenaryo with a negative Covid test before engaging in a project. The responsibility of providing this test and covering the cost is that of the staff member/freelancer. In some exceptional cases and where budget allows, Seenaryo may choose to cover the cost of this test.
- 5.4 If a participant, facilitator or staff member is exposed to someone with Covid during an activity organised by Seenaryo (e.g. a workshop, rehearsal meeting), this person should take a Covid test. In this case, Seenaryo will cover the cost of a single Covid test if free government options are not available.
- 5.5 If a participant, facilitator or staff member develops Covid symptoms whilst engaged in a project with Seenaryo, they should do a Covid test before returning to sessions (see Section 4 above).
- 5.6 In some cases, as per requests from funders or project partners, and where budget allows, more regular testing of staff, facilitators and/or beneficiaries may be carried out (e.g. residencies and other short term intensive projects). This will be discussed and approved by SMT on a case-by-case basis.
- 5.7 Participants who are not vaccinated are not required to test regularly (unless the partner organisation on a project requests this, see 5.6) but are expected to carefully adhere to all Covid best practice and hygiene (Section 3 and 4).

6. Covid Policy in Practice

Before beginning any workshop, rehearsal or training, participants and partner organisations need to know that we expect them to adhere to Seenaryo's Covid policy and specifically to:

- Have their temperature taken (and be prepared to go home if it's 37.5 or above).
- Declare symptoms & contact with positive cases and understand that they should not attend sessions in this case (see Section 4).
- Socially distance where possible, limit physical contact and practice good Covid hygiene.
- Wear a mask when social distancing is not possible.

You should explain these expectations at the start of a session or training so that everyone is aware of best practice and the actions that may be taken, in accordance with Seenaryo's Covid Health & Safety Policy.