



**Trinity College Dublin**  
Coláiste na Tríonóide, Baile Átha Cliath  
The University of Dublin

# **The Lir Academy**

# **COVID-19 Resumption of Activity**

# **Masterplan**

**28 October**

## **Table of Contents**

### **Introduction/Summary**

### **Executive Summary**

### **Section One: Preparing for Reopening**

#### **Chapter One: Health and Hygiene Measures**

- 1.1. Signage
- 1.2. Sanitising Stations
- 1.3. Heating and Ventilation
- 1.4. Designated Isolation Room
- 1.5. Advanced Induction Session

#### **Chapter Two: General COVID-19 Protocols**

- 2.1. Regular Cleaning and Sanitising of Rooms and Surfaces
- 2.2. Social Distancing
- 2.3. Access and Control
- 2.4. Personal Protection Equipment
- 2.5. Podding
- 2.6. Contact Tracing

#### **Chapter Three: Reducing Building Capacity and Hiring Additional Spaces**

- 3.1. Reducing Building Capacity
- 3.2. Acquiring Additional Spaces

#### **Chapter Four: Building Modifications**

- 4.1. Space Modifications
- 4.2. Safe Practices for Use of Microwaves

### **Section Two: Public Access and External Use of Building**

#### **Chapter Five: Public Access**

#### **Chapter Six: Box Office and Public Spaces**

#### **Chapter Seven: Visitors and Suppliers**

#### **Chapter Eight: Audience and Access to Productions**

### **Section Three: Ensuring the Safety of Staff and Students**

#### **Chapter Nine: Government, Supervision and Reporting Procedures**

#### **Chapter Ten: Staff/ Working Protocols**

#### **Chapter Eleven: Mental Health Support**

#### **Chapter Twelve: Staff and First Aid Training**

#### **Chapter Thirteen: Personal Responsibility**

- 13.1. Students
- 13.2. Staff

### **Section Four: Teaching, Rehearsal and Production Protocols**

#### **Chapter Fourteen: General Teaching Protocols**

#### **Chapter Fifteen: Production and Rehearsal Protocols**

- 15.1. Pre-production Protocols
- 15.2. Rehearsal Room Behaviours
- 15.3. Construction/Workshop Protocols
- 15.4. Performances
- 15.5. Interactions Between Pods
- 15.6. Production Recovery

### **Section Five: Handling and Responding to a Suspected or Confirmed Case of COVID-19**

#### **Chapter Sixteen: Protocols for a Suspected or Confirmed Case of Infection**

#### **Chapter Seventeen: Protecting Vulnerable Staff / Students**

### **Section Six: Checklists and Scenarios**

#### **Chapter Eighteen: Checklists**

#### **Chapter Nineteen: Scenarios**

### **Appendix**

### **Resource List**

## Introduction/Summary

This document contains a detailed presentation of the measures that will be put into place at The Lir Academy to ensure the safe return of staff, students and members of the public. The contents of this Masterplan are the result of work delivered by a committee formed of the following Lir Academy staff members: Director Loughlin Deegan, Director of Administration Anne Fitzpatrick, Head of Stage Management Kate Ferris, Production Manager Des Kenny, Head of Lighting Eve D'Alton, Venue Manager Kat Ennis, Academic Administrator Colm Carney and Marketing Officer Cristina Florescu. In addition, the committee also relied on professional advice from Anne Clarke (Landmark Productions, Lir Academy Board Member), Michael Canney (Technical Manager, Trinity College Dublin Drama Department) and input from student representatives Honi Cooke and Gavin Kennedy.

The meetings took place online once a week and focused on the health and safety, administrative and teaching components of The Lir Academy in order to develop COVID-19 protocols. In developing these protocols, the committee has closely followed advice from the [Irish Government](#), the [World Health Organisation](#), the [HSA](#), the [HSE](#). On educational matters, The Lir Academy followed guidance from [Trinity College Dublin](#) and the government's [reopening plan for higher and further education](#). Protocols around artistic activities were guided by leading Irish arts organisations, such as [Theatre Forum](#) and [Screen Producers Ireland](#).

Where the particularities of The Lir Academy's educational and artistic activities were not covered by the aforementioned guidelines, the committee drew on various international COVID protocols from across the world including [The Repertory Theatre](#) in the US, the [British Film Commission](#), as well as actions from theatres that have reopened in Germany, Denmark, the UK and Korea.

In preparing this Masterplan the committee considered the frequency and length of time people come into contact with each other within The Lir Academy, as well as the possibility that building users may contract the virus externally through community transmission. As a result, control measures have been identified in order to mitigate these scenarios as much as possible, considering the following aspects:

- Physical (building restructuring, sanitary measures, ventilation, heating and sanitising)
- Behavioural (the way the building is used by staff, students and the general public)
- Staffing (the changes implemented in work practices according to COVID-19 guidelines)
- Communication (implementing effective means of communicating the new measures and any subsequent issues/changes)
- Recovery (creating response systems to a suspected or confirmed case of COVID-19 according to HSE guidance)

With these key aspects in mind, a series of measures have been devised, including:

- Upgrading health and safety measures through social distancing, frequent hand washing and sanitising, mask and PPE use
- Implementing changes in the way the building's facilities are used, including reducing the building's capacity, hiring additional spaces, repurposing spaces for single-office use
- Implementing mandatory COVID-19 induction sessions for staff and students
- Creating a working COVID-19 Safety committee with the responsibility of maintaining communications with staff and students and implementing the procedures outlined in this document
- Creating contingency plans and response systems in case of a confirmed or suspected case of COVID-19, as detailed in Section 15.6, Section Five and Section Six.

The Masterplan is structured into six sections:

1. Preparing for Reopening
2. Public Access and External Use of the Building
3. Ensuring the Safety of Staff and Students
4. Teaching, Rehearsal and Production Protocols
5. Handling and Responding to a Suspected or Confirmed Case of COVID-19
6. Checklists and Scenarios

Each section is divided into chapters that address physical, behavioural, communication, staffing and recovery issues, as mentioned above. Additional materials such as reporting templates, spreadsheets and maps are currently being developed and will be attached in the final version of the document.

This is a living document where The Lir Academy will address challenges as they arise and make the necessary changes to ensure the health and safety of everyone working, studying and visiting at The Lir Academy. The changes will be dated and written in a different colour.

## Executive Summary



NATIONAL ACADEMY  
OF DRAMATIC ART



**Trinity College Dublin**  
Coláiste na Tríonóide, Baile Átha Cliath  
The University of Dublin

## The Lir Academy COVID-19

## Resumption of Activity Masterplan

*Executive Summary*

## INTRODUCTION:

This executive summary outlines the main points of [The Lir Academy COVID-19 Resumption of Activity Masterplan](#) under six key sections.

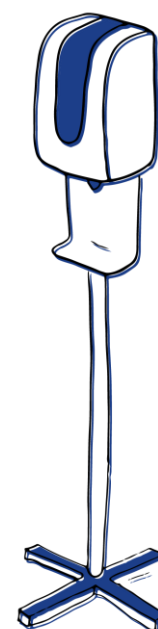
## SECTION 1:

### Preparing for Reopening

#### Health and Hygiene Measures

A number of health and hygiene measures have been put into place in preparation for reopening including:

- ✔ Clear and visible signage throughout the building.
- ✔ Free-standing sanitizing stations.
- ✔ Supervising air flow in line with COVID-19 guidelines.
- ✔ Creating a *designated isolation room* to deal with any suspected cases of COVID-19.
- ✔ Induction training for staff and students in the form of videos, written material and in-person training.
- ✔ Updating cleaning arrangements in accordance with guidelines issued by the HSE and the Department of Health.



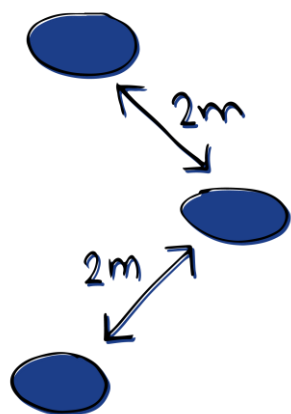
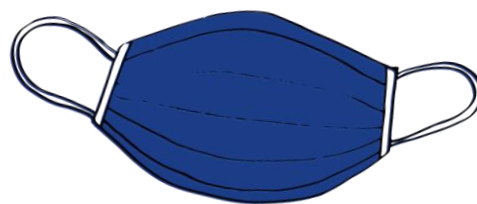
#### General COVID-19 Protocols

Standard COVID-19 protocols have been implemented in The Lir Academy according to advice from health authorities.

- ✔ Wipes and sanitizer will be provided for disinfection of touchpoints and surfaces.
- ✔ Crowd management will be implemented through set entrance and exit points, set traffic flow, assigned arrival times for shows, sign-in systems and building capacity

reduction. More details can be found in the [Preparing for Reopening](#) section of the Masterplan.

- ✔ Masks will be compulsory in communal areas. Individual Risk Assessments will determine the appropriate PPE for each class and activity.
- ✔ A daily sign-in system will be implemented to facilitate contact tracing.
- ✔ The standard 2 metre social distance will be observed where possible and in transition spaces. Where the 2 metre distance cannot be observed due to the nature of the task, masks and possibly additional PPE will be used.



### Podding

The Lir Academy will introduce a comprehensive system of podding across activities. 'Podding' refers to the concept of demarcation and isolation of special-purpose working groups within the Lir Academy production and teaching process. Podding will be implemented across each class/group and production department as detailed [here](#).

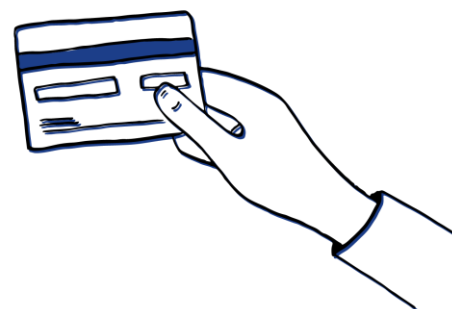
### Reducing Building Capacity and Acquiring Additional Spaces

The building capacity has been reduced and new spaces acquired to facilitate social distancing, as outlined in the [Reducing Building Capacity](#) chapter of the Masterplan.

### Building Modifications

Each Lir Academy space will be used following the health and hygiene guidelines outlined above. As a result, new protocols around the use of each space have been implemented as detailed in [Chapter Four](#) of the Masterplan.

## SECTION 2: *Public Access and External Use of The Building*



### Members of the Public and Access to Productions

A public access plan containing the health and safety measures that need to be followed by members of the public can be found in the [Public Access section of the Masterplan](#). Patrons and short course participants will be sent a checklist at the time of booking a show or short course.

### Box Office and Public Spaces

- ✓ A queueing system will be implemented for the reception/box office area, abiding by the 2m distance regulation.
- ✓ The box office will not accept any cash. A card payment system will be implemented and contactless payment will be encouraged.
- ✓

Clear access and exit routes to venues, studios and toilets will be indicated through clear and visible signage. Queueing and use of the bathrooms will take place according to social distance regulations.

### Visitors and Suppliers

All visitors and suppliers will need to adhere to the social distancing, crowd control and sign-in protocols outlined above. Regular suppliers will be updated on the COVID-19 policies and procedures they need to follow when accessing The Lir Academy and will have to agree to abide by them in order to use the building.

## SECTION 3: *Ensuring the Health and Safety of Staff and Students*

### The COVID-19 Safety Committee

A COVID-19 Safety Committee with clearly defined roles will ensure the full implementation of the Masterplan and deal with any issues concerning the safe use



of the building. A system of protective disclosure will be put into place to deal with any concerns raised by staff and students regarding their safety. A more detailed description of the Safety Committee's structure and procedures can be found [in the Masterplan](#).



### Staff/Working Protocols

Staff will be distributed to individual offices, share only offices where a 2 metre social distance can be observed, or alternate working in the office and working from home to accommodate the single-use of space.



Staff members will complete a back-to-work declaration 3 days in advance of returning and a system is in place for signing-in on a daily basis.



Persons returning to Ireland must refer to advice issued by the HSE.



Should lock-down be re-established, all Lir Academy activities will move online immediately.



### Mental Health Support

A list of mental health supports available via Trinity College Dublin can be found [here](#).

### Staff Training and First Aid Training

Staff will receive training on the new COVID-19 protocols. These protocols will also be included in the first aid training.

### Personal Responsibility

Staff and students will have personal responsibility for adhering to the health and safety procedures implemented in the building. A checklist of personal responsibility for staff and students can be found [in the Masterplan](#).

## SECTION 4: *Teaching, Rehearsal and Production Protocols*

A detailed account of general teaching protocols, production protocols, the complex interactions between pods during productions and a production recovery plan can be found in [the Masterplan](#).

## SECTION 5: *Handling and Responding to a Suspected or Confirmed Case of COVID-19*

### In case of a suspected or confirmed case of COVID-19:

- ✔ Staff and students will be given clear guidelines on what to do in the event of presenting symptoms.
- ✔ If a suspected case is identified in the building the [Isolation Room procedures](#) will be followed.
- ✔ The Lir Academy has outlined clear guidelines on how to deal with cases, as detailed [the Masterplan](#).
- ✔ The Lir Academy will work with the HSE to conduct contact tracing and monitor suspected or confirmed cases as appropriate.



The Lir Academy has agreed on further protocols to protect vulnerable staff and students in higher-risk categories as defined by the [HSE](#).

- ✔ Their time spent in the building will be reduced through online classes and meetings, where possible.
- ✔ If working/studying from home is not possible, the safest option will be considered for their on-site roles (e.g: backstage roles that enable them to easily stay 2m away from others).
- ✔ The vulnerable individual will be consulted in the measures taken for their safety at any time and be part of assessing whether their role presents an acceptable level of risk.

## SECTION 6: *Checklists and Case Studies*

A series of checklists and case studies on how The Lir Academy will deal with the new regulations and respond to emergency scenarios have been included [\*in the Masterplan.\*](#)

## APPENDIX:

An appendix consisting of graphics, maps and templates is included in the [\*Masterplan.\*](#)

## **Section One: Preparing for Reopening**

Chapter One: Health and Hygiene Measures

Chapter Two: General COVID-19 Protocols

Chapter Three: Reducing Building Capacity and Acquiring Additional Spaces

Chapter Four: Building Modifications

This section details the measures that will be put into place to convert The Lir Academy's buildings into a safe space prior to reopening. The section includes details on building preparations, health and hygiene protocols informed by COVID-19 government advice, and new rules for using The Lir Academy's spaces.

### **Chapter One: Health and Hygiene Measures**

The following measures will be implemented before the staggered re-opening of The Lir Academy.

#### **1.1. Signage**

Clear and visible signage will be used to ensure all users adhere to social distancing guidelines. Each production room will have its COVID-19 capacity displayed at the entrance to avoid overcrowding. It is the personal responsibility of each room user to make sure that the maximum capacity is being adhered to.

Institutional signage will be provided by Trinity College Dublin and will be supplemented by additional Lir Academy materials such as posters, infographics and executive summaries that will be displayed across the building and circulated among staff and students.

#### **1.2. Sanitising Stations**

Free-standing sanitising stations with alcohol-based hand sanitiser will be placed in key locations throughout the building for the use of everyone who will access the building. These will be supplemented with the appropriate COVID-19 hand hygiene signage.

#### **1.3. Heating and Ventilation**

Heating and ventilation are key aspects of controlling the spread of infection. Special consideration has been given to heating and ventilation systems at The Lir Academy. The existing systems are in line with COVID-19 guidelines and The Lir Academy will maintain ongoing communications with the Trinity College Dublin Estates and Facilities department to ensure best practice in terms of air handling. A detailed account on ventilation in each room at The Lir Academy can be found in the ROTWG document provided by Trinity College Dublin.

The general heating and ventilation measures implemented in The Lir Academy's building are:

- Ventilation will be maintained continuously, including when the building is not in use.

At night and weekends, the systems will be running at a slower speed.

- Mechanical ventilation in the building will be alternated with natural airflow and airing through windows as often as possible.
- The heating system will have a number of regular checks on its various components to ensure they are in optimal condition, including a check before reopening the building.
- All maintenance of equipment will be provided by college-approved contractors managed by the Estates and Facilities department at Trinity College Dublin
- The replacement of central outdoor air filters will be undertaken as usual, according to the maintenance schedule.
- Further guidance from the Estate and Facilities department at Trinity College will be followed on best heating and ventilation practices and certification will be provided.

#### **1.4 Designated Isolation Room**

In addition to a first aid room, a COVID-19 isolation room will be designated for each of The Lir Academy's buildings. The room will be equipped with hand sanitiser, wipes, tissues, face masks, a clinical-waste disposal bin and a window that opens, as per Trinity College Dublin guidelines. If a student, staff or patron displays symptoms consistent with COVID-19, the individual will be taken to the isolation room where they will be asked to contact their GP or the relevant health authorities and follow their guidance on safely getting home. Further details on responding to this situation can be found in Section Five.

After use, the isolation room will be thoroughly cleaned and sanitised. The Lir Academy will follow guidance from health authorities and Trinity College Dublin who will determine if the room presents a health hazard and activities can resume in a safe manner.

#### **1.5. Advanced Induction Session**

Significant attention will be given to informing all staff and students of the policies and procedures contained in this document. All staff members and students will go through induction training in advance of reopening. This will be through various media including video inductions, written material and in person. Pre-return induction will focus on:

- Understanding what COVID-19 is and how it is spread
- Good hand hygiene including correct hand washing techniques
- Physical distancing guidelines and how to adhere to them
- Good respiratory etiquette
- Identifying common symptoms of COVID-19
- Outlining the procedures to be followed in the event that staff, students or someone in their close social circle displays symptoms or is a confirmed case
- Personal responsibility regarding good hygiene practice, monitoring symptoms and looking after personal belongings
- Personal responsibility when socialising outside of The Lir Academy
- Changes that have been implemented in the workplace including operational and physical changes
- Return to work procedures in case of a confirmed case

- Systems of communications around queries and concerns regarding the new practices
- The implemented contact tracing logs and the reason why these logs are kept

Staff and students will be asked to demonstrate the completion of the COVID-19 induction and they will have the opportunity to ask questions and clarifications before reopening.

The Lir Academy will continue to follow guidelines issued by Trinity College Dublin, including the completion of the pre-return to work questionnaire and the return to college induction session.

## **Chapter Two: General COVID-19 Protocols**

This chapter presents the health and safety measures that will become part of the COVID-19 protocols and practice at The Lir Academy.

### **2.1. Cleaning and Sanitising of Rooms and Surfaces**

Cleaning arrangements have been updated in accordance with advice issued by the HSE and The Department of Health.

- Cleaning will be carried out each morning and an additional full building clean of the communal areas will be added daily (Monday to Friday).
- Cleaners will follow The Lir Academy's health and safety regulations as well as guidance from their own company.
- The quality of the products used for cleaning will be reviewed to ensure that they are efficient in eliminating the virus.
- The cleaning company will provide Safety Data Sheets for all cleaning material
- Facilities to safely dispose of the cleaning equipment will be provided throughout the building.

In addition:

- Wipes and sanitising stations will be provided throughout the building for staff and students to clean high contact points during the day and after the use of each room (e.g: cleaning equipment, doorknobs, desks, computers, etc).
- Staff and students will receive training on how to safely use PPE (masks, visors and gloves) to avoid contamination when putting it on and disposing of it.

### **2.2. Social Distancing**

Following government guidelines, a distance of 2 metres will be implemented whenever possible. Masks will be compulsory while circulating in the building and in situations where the nature of the task requires individuals to be less than 2 metres apart. Where social distancing cannot be observed, and individuals need to work at a distance of less than 1 metre, additional PPE, such as visors, will be used.

### **2.3. Access and Control**

Access and control refers to the process of preventing transmission in the context of multiple building users.

Crowd management will be implemented through social distancing, timetable management and production management. The following measures will be put into place to facilitate crowd management:

- Ensuring clear communication in advance of the implementation of these protocols
- Staggered timed arrival will be implemented to avoid overcrowding. The system will be reflected in timetabling, access to shows and short courses, and staff access.
- Entering the building will be limited to the main Pearse Street door and exiting the building will be limited to the car park exit.
- There will be indicated traffic flow, entrance and exit routes throughout the building.
- All alternative shortcuts and access points will be closed off for staff and students.
- The capacity of each office, studio and rehearsal room will be reduced to facilitate social distancing.
- Sign-in systems will be implemented in each building and each area to ensure maximum occupancy monitoring and contact tracing in case of a suspected case.

## **2.4. Personal Protection Equipment**

Personal Protection Equipment (PPE) in this document refers to masks, visors, gloves and any additional protective equipment used to prevent and eliminate the risk of contagion.

### **Communal Areas**

Masks will be compulsory while using Lir Academy buildings. Building users will be encouraged to bring their own masks and if an individual does not have a mask, they will not be admitted into the building.

### **Teaching and Rehearsal Activities**

Individual Risk Assessments will be carried out for each activity to determine the PPE required.

The Risk Assessments will take into consideration:

- The use of tools and equipment
- Movement involved
- Use of voice and voice projection
- The number of students required to deliver each class
- Duration of class, breaks and air changes
- Occupancy limits

## **2.5. Podding**

‘Podding’ refers to the concept of demarcation and isolation of special purpose working groups within the Lir Academy production and teaching process. Research shows that quarantine pods (quaranteams or bubbles) can effectively limit the risk of transmission of COVID-19 while allowing people to carry out necessary group functions and maintain essential social and work interaction.

This policy will be referred to as ‘podding’ and will be implemented as a central element of infection control and minimising exposure.

While classes will remain online where possible, in situations where presence in the building is compulsory, such as productions or practical workshops, podding will be implemented.

The protocols for podding are as follows:

- Each class group and/or production department will constitute a pod.
- The pods will conduct their work in an isolated manner.
- Each production pod (e.g: costume pod, lighting pod, etc) will have designated time in production schedules for accessing the performance studios for tech rehearsals and set-ups.
- The room will be sanitised before and after the use of each pod, on a daily basis. In addition, the members of the pod will be responsible for constant sanitising of touch points and maintaining the workspace clean and safe for use.
- The rehearsal room pod formed of actors, stage managers and the director will have exclusive use of the rehearsal space for the duration of the rehearsal process.
- Interaction between pods will be clearly delineated and communicated as part of a full production Risk Assessment and will be strictly enforced throughout the production period.
- Where contact between pods is unavoidable, only one member of the pod will be designated as a point of contact with another pod, thus reducing contact between pod members.
- All contacts between pods will be kept to a minimum, and completed as quickly as possible, ideally never lasting more than 15 minutes. Additional health and safety measures, such as masks, visors, social distancing and frequent hand hygiene will be strictly implemented.
- Each pod will have colour-coded wristbands to make its members easy to identify. The same colour-coding system will be applied to indicate when a certain pod is using a space within The Lir Academy to prevent accidental cross-contact between pods.

In case contact tracing and testing are necessary, the following procedures will be followed:

- Pod members will be divided into primary and secondary contacts. The primary contacts are the people working in the same pod. The secondary contacts are the individuals that were designated as a point of contact with other pods.
- If a person is suspected to have COVID-19, the primary and secondary contacts within The Lir Academy will continue to work and only self-isolate if the suspected case gets a positive test result.<sup>1</sup>
- If a person is the close contact of a suspected case, they don't need to self-isolate but they are required to monitor their symptoms and update The Lir Academy of any changes.<sup>2</sup>
- Any students sharing accommodation with the suspected case will need to restrict their movements.<sup>3</sup>

---

<sup>1</sup> Change made on 08.09.2020

<sup>2</sup> Change made on 10.09.2020

<sup>3</sup> Change made 09.09.2020



- If a person is confirmed to have COVID-19, all primary and secondary contacts will be asked to self-isolate and get tested.<sup>4</sup>
- Contacts of a confirmed case will need to get tested, wait a three-day period and get tested again. If both tests are negative, they may return to The Lir Academy.
- If a pod member has symptoms similar to COVID-19, they cannot return to The Lir Academy until the symptoms have cleared, even if they tested negatives.

A detailed diagram illustrating the members of each pod will be developed for the Appendix.

## 2.6. Contact Tracing

In addition to the contact reporting measures implemented by Trinity College Dublin, The Lir Academy will implement a daily sign-in system to facilitate contact tracing.

Staff and students will be asked to sign in and sign out when using each room in The Lir Academy. The podding system will also help keep track of the people who came in contact with any confirmed cases. In addition, staff and students will be encouraged to download and use the [COVID Tracker App](#).

## Chapter Three: Reducing Building Capacity and Acquiring Additional Spaces

Prior to reopening, a detailed mapping exercise of The Lir Academy's spaces was undertaken, identifying various room occupancy levels, usable and non-usable spaces, and additional space requirements. The building capacity will be informed and further reviewed according to the Risk Assessments carried out for each class/activity that will take into consideration movement and behaviours in the class/area of activity.

### 3.1. Reducing Building Capacity

The average daily pre-COVID 19 capacity of all the Lir Academy buildings is 150 people: 118 students, 10-15 teachers on a daily basis and approximately 30 members of staff. The following tables present an overview of the reduced capacity of each space on The Lir Academy premises. The new capacity has been determined through mapping and surface calculations for each room, resulting in the maximum number of people who can use a room with a 2-metre social distance.

Gridding and signage will be added to each room in accordance with these findings to mark the spaces that can be used within each room.

---

<sup>4</sup> Change made n 08.09.2020

## Main Building

Room	Capacity
Studio One	35 people
Studio Two	18 people
Construction Workshop	8 people
Rehearsal Room 1	12 people
Scenic Workshop	10 people
Gantry	10 people
Bathrooms	3 people
Seminar Room	4 people
Dance Studio	16 people
Tech Workshop	5 people
Rehearsal Room Two	18 people
Foyer	5 people
Green Room	6 people
Staff Room	4 people
Resource Room	5 people <sup>5</sup>
Costume Room	3 people

Certain small rooms, such as the music room and the prep rooms can only accommodate one person at a time. Those rooms have been repurposed to facilitate other activities in The Lir Academy, such as providing a workspace for staff.

Corridors will be used as areas of transition. Staff and students will be required to wear masks at all times, stay on one side of the corridor and follow directional signs to move from one room to another.

---

<sup>5</sup> Updated 02.06.2021 props

The first floor also consists of a number of offices that will be adapted to accommodate one person per office.

## Unit 2

Room	Capacity
Alexander Technique Studio	1 person
Prep Room 3	1 person
Tutorial Room 1	1 person
Rehearsal Room 5	9 people
Music Room	2 people
Technical Teaching Room	2 people
Rehearsal Room 4	3 people
Prop Stores and Costume Stores	1 person
Rehearsal Room 6	5 people

As in the main building, staff and students will be asked to wear masks on corridors and follow the traffic flow signs when moving between rooms.

## ATRL

Room	Capacity
Computer Laboratory	9 people
Main Theatre	12 people
Tech Space	3 people
Seminar Room	5 people
Sound Laboratory	2 people
Control Room	1 person

A separated entrance and exit system will be implemented for staff and students using the ATRL. Students will access and exit the building via the main Pearse Street entrance and office users will access and exit the building via the car park entrance.

Capacity for the upstairs offices will be reduced to one person per office, [where a 2 metre social distance cannot be implemented](#).<sup>6</sup>The Lir Academy will be in consultation with designated contacts from the other ATRL building users regarding the use of the building. Processes will be agreed on before reopening and communicated to all building users.

### **3.2. Acquiring Additional Spaces**

Should additional spaces need to be acquired to deliver all the teaching activities with social distancing protocols in place, The Lir Academy will work with Trinity College Dublin, in the first instance, to identify suitable spaces that may be available on TTEC or the main campus. In addition, rehearsal spaces throughout the city have been identified and will be rented for additional classes if required. These additional spaces will also facilitate greater separation between student pods.

## **Chapter Four: Building Modifications**

This chapter contains a building breakdown detailing the changes in the use of each space necessitated by COVID-19 guidelines.

### **4.1. Space Modifications**

#### **Main entrance**

- The entrance lobby will be used for sanitising stations and a back-up supply of masks will also be available in this space.
- COVID-19 signage regarding the protocols required to use the building (hand sanitising, compulsory mask use, etc) will be displayed in this space.
- A staggered timed entry system will be implemented and communicated in advance, to avoid congregating in the entrance space.
- Clear signage will indicate the route from the main entrance to the exit via the car park. This route is to be respected at all times with the exception of emergency evacuations, general walk-up enquiries and deliveries.

#### **Foyer**

- Furniture in the foyer will be organised to ensure social distancing.
- Access to the foyer will be restricted and controlled by a Front of House member during productions via a staggered entry and exit system.
- Clear signage will indicate the routes to the two public-facing studios and the toilets in order to facilitate social distancing at all times.

#### **Bar**

The bar will be closed during productions until further notice.

---

<sup>6</sup> Change made on 10.09.2020

## **Bathrooms**

- Toilet ventilation will be operational 24/7.
- The existing HVAC system will undergo an inspection to ensure that it is in good condition.
- Signage will instruct bathroom users to flush with a closed lid.
- A management system will be put in place to enable social distancing, avoid overcrowding and signal when toilets are at capacity.
- Frequent cleaning will be conducted throughout the day

## **Corridors**

- The corridors will be used only as transition spaces.
- Staff and students will not be permitted to stop or linger in the corridors.
- Staff and students will be required to wear a mask on the corridors and keep to one side of the corridors as indicated by the traffic flow signage.
- The student lockers will be out of use to avoid overcrowding on the corridors.

## **Workshops, Studios and Rehearsal Rooms**

Each Teacher or Head of Department will produce department-specific Risk Assessments for each workspace. In addition, the following guidelines will be implemented:

- Students will be required to use their own personal tools where applicable to reduce the risk of contamination through sharing.
- Where close contact work is unavoidable due to the nature of the task, based on the Risk Assessment, appropriate PPE will be used and disposed of or cleaned after the task has been completed.
- During sessions where close contact work is required by an entire department, working pods will be strictly implemented.
- Classes within the workshops will only be undertaken where the practical learning of the exercise is essential to the learning objectives of the students.

## **Staffroom / Kitchen**

The staff room and kitchen are areas with increased interpersonal contact and touchpoints. In order to minimise the risk of transmission, the following limitations on the use of space have been put into place:

- Shared kitchenware (kettles, microwaves, fridge, cutlery, plates and mugs) will not be permitted. All existing equipment, cutlery and crockery will be removed where possible and staff will be advised to bring their own packed lunches and cutlery.
- Staff will be advised of the modifications to the staff room so alternative arrangements for breaks and lunchtime can be made in advance. Lunch breaks will be extended to accommodate these new restrictions.

- The use of the staff room will be maintained to a minimum and staff will abide by a 4 person maximum capacity with comfortable social distancing. When the staff room is at capacity, staff will be encouraged not to linger in the staffroom.
- Face masks will be worn in the staff room, especially in situations where social distancing is not possible.
- The lockers in the staff room will be regulated to facilitate social distancing, which may include removal of lockers in some cases.
- Staff will be asked to clear out excess belongings prior to returning to regular activities in order to avoid staff room overcrowding.
- Teaching staff will be asked to maintain their personal belongings on their person, store them in the designated spaces in the rehearsal rooms and studios and take responsibility for them at all times.

### **Offices**

Office users will be redistributed to allow for single-use offices or adhere to a blended work schedule with alternating office days and working from home days. Where possible, offices will be shared with a 2 metre social distance implemented at all times. Additional risk assessments will determine if additional precautions need to be taken where offices are shared.<sup>7</sup>

Hand sanitiser and wipes will be provided to each office for regular cleaning of touchpoints (doorknobs, desks, computers, etc). The offices will also be part of the new COVID-19 cleaning schedules and protocols.

### **Green Room**

The Green Room is traditionally a space for socialising and breaks for Lir Academy students, making it a high-risk area due to increased social contact and touchpoints. As a result, strict limitations will be imposed in the use of this space, including:

- The preparation of food and the use of shared kitchen equipment (microwaves, fridge, kettles, cutlery, plates, mugs) will not be permitted in this space. All existing equipment, cutlery and crockery will be removed where possible.
- Students will be advised of the modifications to the green room so alternative arrangements for breaks and lunchtime can be made in advance. Staggered timed lunch breaks will be implemented to avoid overcrowding of space.
- Social time in the Green Room will be limited and students will be required to observe social distancing and wear masks when passing through or when social distancing cannot be maintained.
- Equipment and personal belongings cannot be left in the Green Room to avoid contamination. Students will be asked to only bring the necessary equipment for the day and carry it with them at all times.
- Sanitary wipes and disinfectant will be provided, and students will be required to regularly clean touching points, such as tables and doorknobs.
- Vending machines will not be in operation until further notice.

### **Resource Room**

---

<sup>7</sup> Change made on 10.09.2020

- Hand sanitiser will be placed at various points in the room<sup>8</sup> and all users of the resource room will be required to use it before entering.
- For general use, the computer equipment will be rearranged, and the room's capacity will be reduced to four computer users at one time, observing social distancing.
- For classroom use, a risk assessment will be carried out by the tutors and masks will be used when necessary.
- Sanitiser and wipes will be provided in the resource rooms and students are expected to clean touchpoints (keyboard, screens, desk) before and after each use.
- Students and staff may continue to use resource room reading material while observing good respiratory and hand hygiene but may not remove items from the resource room.

### **Student Lockers**

Lockers will not be in use to avoid congregating at key intersections and common areas. All student lockers are currently taped. Students will be asked to take responsibility for their personal belongings that will remain with them at all times. The storage of personal equipment will not be possible. Returning students will be assigned a day prior to reopening to clear out their lockers.

### **Parking and bike locking**

Ample room will be given to parking and bike locking facilities to facilitate social distance when using these spaces. In addition, the implementation of staggered arrival times will mean these facilities will not be overcrowded as a limited number of people will arrive at any given time.

### **Emergency routes and assembly points**

- Emergency exit procedures remain unchanged, with the possible exception of the assembly point - The Lir Academy will work with Trinity College Dublin to identify a larger area to allow for social distancing.
- A fire drill will take place in October and at the beginning of the new academic year in November.<sup>9</sup>
- The fire wardens will ensure everyone is aware of the emergency and evacuation protocols and that everyone evacuates in case of emergency.
- The safety of The Lir Academy's patrons in evacuation procedures will be upheld at all times and considered in any modifications to the evacuation and safety procedures and to building restructuring.

## **4.2. Safe Practices for Use of Microwaves<sup>10</sup>**

The use of microwaves will be strictly for Stage Managements and Technical Theatre students, MFA and Third Year BA Acting students when undertaking ten hour days as part of production weeks. These procedures will be undertaken on a trial basis and will be closely monitored by members of the COVID Safety Committee. If it is found that there is any evidence of improper use or the risk of cross contamination becomes too high; access to microwaves will be re-examined and potentially deemed too unsafe for use. The following rules around using the microwaves have been implemented:

---

<sup>8</sup> Change made on 03.09.2020

<sup>9</sup> Change made 03.09.2020

<sup>10</sup> Change made 09.10.2020

- Access to the microwaves will be restricted to the dinner break to reduce potential inappropriate use by other Pods within the building. During any other time of day, microwaves will be closed off and locked from view.
- The key for the microwave locks will be kept by the Tech Staff on duty for the evenings.
- To accommodate the staggered breaks of Heads of Department and crew the microwaves will be open for use from 17:00 – 19:30.
- Strict social distancing will be maintained at all times to reduce overcrowding and reduce during peak access times. The microwaves will be situated in two different locations to allow for Pods that do not intersect to maintain their distance.
- Students must bring individual Tupperware and cutlery.
- Tupperware and cutlery cannot be cleaned on site and must be taken home for cleaning.

The location for the microwaves are as follows:

#### **Location 1: Eblana building**

- Accessed by the **Stage Management and Acting Pods only**.
- The microwave will be situated inside a space attached to the Female Characters' Dressing area with a maximum capacity of one person at a time.
- Disinfectant wipes will be made available for wiping down contact points before and after use.
- Cleaning contact points after use will be mandatory.

#### **Location 2: Scenic Workshop (shelves adjoining MFA design room)**

There will be three microwaves at this location:

**Microwave 1:** Accessed by Costume, ASMs and APM Pods.

**Microwave 2:** Accessed by Set and Scenic Pods.

**Microwave 3:** Accessed by Technical and MFA Pods.

- Each microwave will be clearly labelled to indicate which pod it will be used by.
- Disinfectant wipes will made available for wiping down contact points before and after use.
- Cleaning contact points after use will be mandatory.
- Maintaining a 2 metre distance will be required at all times, including while waiting for the food to heat. Users will be asked not to linger beside the microwaves and stand off to the side in a way that allows for social distancing.
- Once meals have been heated then need to be taken directly to the designated lunch area.
- A one way traffic flow will be maintained at all times.

## **Section Two: Public Access and External Use of the Building**

Chapter Five: Public Access

Chapter Six: Box Office and Public Spaces

Chapter Seven: Visitors and Suppliers

Chapter Eight: Audience and Access to Productions

This section details the procedures to be followed by members of the public, visitors and suppliers regarding the following:

- Controlled access points and sign in for contact tracing



- Entry and exit routes in the building and health and hygiene practices while using the building
- Using the box office and the public spaces
- Audience protocols when attending Lir Academy shows
- Use of the building in spaces like the car park and emergency assembly points

## **Chapter Five: Public Access**

Public access will take place through the main entrance and foyer (facing Pearse Street). The following health and hygiene procedures will be required of members of the public who enter The Lir Academy:

- Using the sanitising stations provided in the main entrance space upon access
- Bringing their own masks or purchasing a mask from The Lir Academy's stock
- Audience members will be asked for their name and phone number when booking their tickets, for contact tracing purposes.
- Audience members will be allocated an arrival time on their ticket and they are encouraged to adhere to their allocated arrival time to help our staff maintain social distance and avoid congestion.

## **Chapter Six: Box Office and Public Spaces**

- A queueing system will be implemented for the reception/box office area, abiding by the 2m distance regulation.
- Shared pens and sign-in systems will be removed from reception and Perspex screens will be installed as a barrier between staff and the public.
- Clear access and exit routes to venues, studios and toilets will be indicated through clear and visible signage.
- The box office will not accept any cash. A card payment system will be implemented, and contactless payment will be encouraged.
- Access routes to the bathrooms will be clearly marked via signage. Queueing and use of the bathrooms will take place according to social distance regulations.

## **Chapter Seven: Visitors and Suppliers**

- All visitors and suppliers will enter the building through the main Pearse Street entrance.
- All visitors and suppliers will use The Lir Academy's sign-in systems for contact tracing and crowd control.
- Walk-up enquiries and suppliers do not need to use the one-way entrance and exit system and can exit the building through the main entrance while maintaining social distancing protocols.
- Materials delivered by suppliers will be sanitised and handled with gloves. Regular suppliers will be updated on the COVID-19 policies and procedures they need to follow when accessing The Lir Academy and will have to agree to abide by them in order to use the building.

## **Chapter Eight: Audiences and Access to Productions**

Access to productions will follow the crowd management and health and hygiene rules outlined in Section One. Patrons will receive a checklist containing the protocols outlined below upon purchasing their tickets and will be asked to make themselves familiar with them prior to entering the building. Signage will also be displayed throughout the building to remind patrons of the following protocols:

- Patrons will be required to wear a mask and sanitise their hands at the sanitising stations provided in the entrance space.
- Patrons will enter the building according to pre-arranged staggered arrival times to allow for these safety procedures to take place.
- The designated arrival time will be indicated on each ticket. The Lir Academy will advise its patrons to be punctual and cooperate in order to maintain a safe experience for all.
- Patrons will be asked to print their ticket at home or bring it in digital form on their phones to avoid contact.
- Paper programmes will be removed and replaced with a QR code system where patrons can access the programmes on their mobile phones.
- Once in the building patrons will be asked to pay attention to the COVID-19 signage and use the building according to the protocols in place when using the reception, bathroom and venues.
- Pre-show announcements will include health and safety measures and admission and readmission procedures
- In the venue, seats will be placed 2m apart to adhere to social distancing rules.
- Patrons are advised to avoid lingering and moving from their seats in ways which might interfere with social distancing.
- If a member of the audience develops a persistent cough, they will be asked to leave the auditorium immediately.
- If a patron needs to leave the venue they will not be readmitted.
- Latecomers will not be admitted to the venue.
- Exiting the production will also be conducted in a staggered manner and audience members are encouraged to follow the instructions of the Front of House staff who will manage the audiences' exit. Intervals will be avoided. In situations where intervals are unavoidable, protocols will be put into place to manage the audience.

## **Section Three: Ensuring the Safety of Staff, Students and Visitors**

[Chapter Nine: Governance, Supervision and Reporting Procedures](#)

[Chapter Ten: Staff/Working Protocols](#)

[Chapter Eleven: Mental Health Support](#)

[Chapter Twelve: Staff Training and First Aid Training](#)

[Chapter Thirteen: Personal Responsibility](#)

This section presents the measures adopted to ensure the safety of everyone who enters the building after reopening. The section contains:

- the structure of the COVID-19 Safety Committee
- an outline of personal responsibilities for staff and students
- mental health support available for staff and students
- details on staff training and upskilling in relation to COVID-19 protocols

## **Chapter Nine: Governance, Supervision and Reporting Procedures**

Governance, supervision and reporting related to COVID-19 will be implemented by a COVID-19 Safety Committee following the existing hierarchies of responsibility of The Lir Academy. This Masterplan will be approved by the Board who hold ultimate responsibility for The Lir Academy and its stakeholders.

The Lir Academy Social Distancing Plan will be implemented by the Safety Committee, which will be structured as follows:

- **Chairman of the Committee**, Loughlin Deegan
- **COVID-19 Health and Safety Integration & Risk Assessment Manager**, Barry Conway
- **COVID-19 Compliance Manager & Resumption Coordinator**, Anne Fitzpatrick
- **COVID-19 Compliance Officers**: Kat Ennis, Des Kenny, Kate Ferris, Eve D'Alton, Jason Coogans, Colm Carney and Joanna Crawley
- **Safety Representatives**: HOD's and Student Representatives

The responsibilities of the Committee Members are as follows:

**Chairman of the Committee** and Director of The Lir Academy, Loughlin Deegan, will report to the Board and oversee the Committee's response regarding the following:

- The implementation and impact of this plan
- Assurance that The Lir Academy's safety standards continue to be met
- Assurance that The Lir Academy continues to meet its legal and regulatory responsibilities
- Provision of ongoing support to the other committee members
- Resolution of any conflicts
- Communication to staff, suppliers, stakeholders and the media.

**COVID-19 Health and Safety Integration & Risk Assessment Manager**, Barry Conway will be in charge of the following:

- The integration of The Lir Academy's COVID-19 safety response measures into its existing Health and Safety Statement.
- Managing all Risk Assessments associated with the Lir Academy Social Distancing Plan
- The safe operation of procedures and control measures outlined in the risk assessments.
- Keeping up to date on information issued by Government and other relevant authorities and adopt plans in line with any changes

**COVID-19 Compliance Manager & Resumption Coordinator**, Anne Fitzpatrick will take responsibility for:

- Ensuring that staff, students and visitors at The Lir Academy comply with the measures implemented to reduce the spread of COVID-19
- Maintaining a system of communication, encouragement and reinforcement of safe working practices in relation to COVID-19
- Updating Human Resources policies and General Data Protection Regulations (GDPR) to reflect changing work practices and procedures
- Keeping up to date on information issued by Government and other relevant authorities and adopt plans in line with any changes
- Overseeing the training and induction of all stakeholders at The Lir Academy.
- Developing a schedule for the resumption of activities and overseeing its implementation
- Keeping health and hygiene checklists and maintaining contact tracing records.

The **COVID-19 Compliance Officers'** duties are:

- Supporting the Compliance Manager on the implementation of the plan in individual areas.
- Carrying out walks and inspections to ensure the protocols are being followed.
- Reporting on compliance on individual areas to the Compliance Manager including any issues arising to ensure a speedy and effective resolution.

**Safety Representatives** will:

- Support the Compliance Officers on implementation of compliance
- Report to Compliance Officers on individual areas and issues arising
- Designated students, members of staff will act as representatives for their area of work and report back to the committee.

Weekly meetings will be held, where the aforementioned representatives can raise any issues about the safe use of the building and changes that need to be taken into consideration. A system of protective disclosure will be put into place to deal with any complaints or concerns raised by staff or students regarding their safety or the adherence of their peers to COVID-19 protocols. The issues raised at the meetings and the changes that occur will be kept on the record.

The COVID-19 Safety Committee will conduct regular reviews to ensure that the protocols are in line with government and health authorities' updates and that they are adapted into The Lir Academy's activities. The committee will also set clear procedures for instances of non-compliance and will make sure that all building users are made aware of them at their induction training.

## **Chapter Ten: Staff/Working Protocols**

This section outlines the return to work plans and new staffing protocols as shaped by the new health and safety regulations. The protocols will be constantly reviewed to ensure that the building is used safely and efficiently. The Lir Academy will be informed by the experience of its

staff and work consistently on improving aspects of the building's management, not forgetting pre-existing Health and Safety procedures and protocols.

- Staff will be distributed to individual rather than shared offices or alternate working in the office and working from home to accommodate the single-use of space. If a 2 metre social distance can be observed, offices can be shared based on a Risk Assessment that will determine if additional precautions need to be taken.<sup>11</sup>
- The Covid-19 Compliance Officer will ensure that all staff members have completed a back-to-work declaration 3 days in advance of returning and a system is in place for signing in on a daily basis.
- During the phased reopening, returning staff and their purpose of return will then be notified to Estates and Facilities in order to be granted access to The Lir Academy buildings and campus.
- Before each stage of the phased resumption, a risk assessment will be carried out by the COVID-19 Health and Safety Integration & Risk Assessment Manager and approved by the Committee ahead of the start date of the next phase.
- Human Resources protocols will be updated with new COVID-19 guidelines regarding mental health and wellbeing, ongoing communications, remote working protocols, absence and sick leave, return to work process, paid leave and social welfare supports.
- Staff will be given a list of additional resources and support systems they can access at a national and local level (within Trinity College Dublin).
- An ongoing communication system and an open-door policy will be implemented to assure that staff feel safe and supported at all times.
- If staff develop any COVID-19 symptoms they need to inform their line manager immediately, self-isolate and follow their doctors' advice. Staff who become ill with COVID-19 can return to work 14 days after the onset of the symptoms and 5 days since their last high temperature.
- If the member of staff has tested negative for COVID-19 they may return to work once they no longer have symptoms and if they are not a closed contact.
- Members of staff are encouraged to consult their GP and seek their advice on their ability to return to work safely.
- Persons returning to Ireland must refer to advice issued by the HSE.
- Should lock-down be re-established, all Lir Academy activities will move online immediately.

## Chapter Eleven: Mental Health Support

Mental health support resources are provided to students and members of staff by Trinity College Dublin. The Lir Academy will keep up to date with the resources available, keep staff and students updated and liaise between Trinity College Dublin and the staff who need to avail of their services. A list of mental health supports available via Trinity College Dublin can be found [here](#).

---

<sup>11</sup> Change made on 10.09.2020

## **Chapter Twelve: Staff Training and First Aid Training**

All members of staff will undergo the advanced induction session set out in Chapter One. A proportion will additionally be trained as COVID Compliance Officers and will take on responsibilities in the COVID Safety Committee, as detailed in Chapter Nine.

It is further envisioned that additional staff will be required during productions and situations where additional human resources are required to ensure compliance with these guidelines. The casual staff will undergo the advanced induction session mentioned in Section 1.5 and will be given additional training and briefings as necessary.

Personal Protection Equipment and best practice around COVID-19 will be incorporated in our first aid training. This includes:

- The mandatory use of gloves and hand sanitiser before and after any intervention.
- Wearing additional PPE when responding to a first aid situation (latex gloves, FFP2/3 masks, visors, disposable plastic aprons, enclosed eye protection).
- Additional PPE will be incorporated in the existing first aid kits.

The Lir Academy will follow further guidance from Trinity College Dublin concerning the upskilling and training dates for first aid.

## **Chapter Thirteen: Personal Responsibility**

Personal responsibility will be central to making The Lir Academy a safe space where teaching and training activities can resume. Staff and students will be required to observe the health and safety practices detailed in this chapter to ensure a smooth running of all Lir Academy facilities.

### **13.1. Students**

- Students will be required to take their own temperature at home, in order to ensure that any unnecessary contact is reduced at the earliest possible stage.
- Students will be required to wear a mask at all times unless an activity-specific Risk Assessment deems it unnecessary.
- All students will be encouraged to download and use the SafeZone app and the COVID Tracker app.
- All students will be required to carry a pocket hand sanitizer at all times. All teaching spaces will be cleaned/sanitised every morning by our professional cleaning staff with all touch points wiped down - students will be responsible for the cleaning of their own individual workspace prior to and after each teaching event using sanitiser gel from their own individual hand sanitisers and paper towels provided by The Lir.
- Students may avail of free hand sanitizer containers which are handed out at the gates of Trinity College.
- Hand sanitizers can be refilled at designated stations throughout The Lir Academy.
- Students will be asked to avoid public transport or carpooling as much as possible. Where that is unavoidable, students will take personal responsibility for following

additional health and safety precautions such regarding PPE, social distancing and frequent hand sanitising.

- Students should only bring the equipment (yoga mats, bags, etc) needed for the day's activities.
- In cases where it is essential that personal belongings be stored on-site, students will be required to leave their belongings in sealed bags and containers labelled with their names.
- During costume fittings, students will be asked to take additional precautions such as storing their personal clothes in sealed containers labelled with their names and quarantining / washing costumes as detailed in Section 15.2.
- Students will take personal responsibility for keeping their workspace clean and sanitised at all times, in the rehearsal room and workshops.
- Students must take personal responsibility outside of The Lir Academy and make sure they conduct social interactions in a responsible manner (where possible, avoid crowded spaces, observing social distance, frequent handwashing and sanitation of belongings).
- If a member of their household is confirmed to have COVID-19, students must take the responsibility to stay at home, inform The Lir Academy immediately and follow the procedures outlined in Section 5.
- Students will be required to adhere to the indicated circulation routes and not use any shortcuts through the building.
- Venues or rooms cannot be used outside of timetabled classes without permission and previous consultation with the Venue Manager.
- Students will take personal responsibility for getting acquainted with the new ways of using the building through the intensive inductions and informational material provided by The Lir Academy.
- Students who are travelling internationally are expected to follow guidelines from the Irish government in relation to quarantine periods. The current recommended quarantine time is 14 days. Students who will return from other countries will be asked to plan in advance in order to accommodate the 14 days isolation period.

### **13.2. Staff**

- Staff will be required to take their own temperature at home, in order to ensure that any unnecessary contact is reduced at the earliest possible stage.
- Staff will complete a daily questionnaire on COVID-19 symptoms prior to arrival and a daily contact tracker that is available to their Line Manager.
- All staff will be encouraged to download and use the SafeZone app and the COVID Tracker app.
- All staff will be required to carry a pocket hand sanitizer at all times and routinely sanitize touch points and workspaces after use throughout the day.
- Hand sanitizers can be refilled at designated stations throughout The Lir and blue roll will be provided by The Lir.
- Staff will be required to wear a mask at all times unless the Risk Assessment conducted for each activity deems it unnecessary.
- Venues or rooms cannot be used outside of timetabled classes without permission and previous consultation with the Venue Manager.

- Staff will be asked to avoid public transport or carpooling as much as possible. Where that is not possible, staff will take personal responsibility for following additional health and safety precautions such regarding PPE, social distancing and frequent hand sanitising.
- Personal belongings are to be kept on the person who owns them to avoid unnecessary trips to staff lockers throughout the day as part of the locker use protocols mentioned in Chapter Four.
- In cases where staff lockers need to be removed, staff will be responsible for their personal belongings and are required not to bring more personal items than what is required during the day.
- In cases where personal belongings need to be stored away, staff will be required to leave their belongings in sealed bags and containers labelled with their names.
- Staff will take personal responsibility for keeping their workspace clean and sanitised at all times.
- Staff will be asked to observe health and safety rules in their interactions outside of The Lir Academy, particularly during other work opportunities that require close contact.
- If a member of their household is diagnosed with COVID-19 staff are required to inform The Lir Academy immediately and follow the guidelines detailed in Section 5.
- Staff will take personal responsibility for getting acquainted with the new ways of using the building through the intensive inductions and informational material provided by The Lir Academy.
- Staff will be required to follow the rules regarding social distancing, efficient hand washing and general sanitising.

## Section Four: Teaching, Rehearsal and Production Protocols

### Chapter Fourteen: General Teaching Protocols

### Chapter Fifteen: Production and Rehearsals Protocols

This section outlines the teaching and working protocols at The Lir Academy including:

- General teaching practices
- Pre-production, rehearsal room and tech week protocols
- General work etiquette according to the new COVID-19 guidelines

### **Chapter Fourteen: General Teaching Protocols**

A blended teaching model will be implemented where classes that can be kept online will continue to take place remotely, while classes where in-person teaching is essential will take place adhering to social distancing and the teaching protocols outlined in this document. The specific activities of each individual class will be addressed in the Risk Assessments to be completed by each tutor.

The following teaching protocols will also be observed:

- Classes may be divided into smaller groups to facilitate social distancing and maximum occupancy levels.



- The first day of attendance for each class will include an induction session on general COVID-19 protocols and the health and hygiene practices specific to that class.
- Staff and students will be required to use the sanitising stations provided by The Lir Academy to clean their workspace before and after each use.
- The classrooms will be cleaned and sanitised at the end of each day.
- The concept of podding as detailed in Section 2.5 will be applied to each cohort or production team. In case of infection, the students in each year will be considered primary contacts and the teachers will be considered secondary contacts and will be asked to self-isolate.
- Regular breaks will be incorporated into each class to allow for natural ventilation of the room and handwashing.
- Students and staff are encouraged to wear warm clothes to accommodate regular natural ventilation
- Teaching spaces must never have more people present than the agreed capacity for that space.
- The room layout will be arranged to accommodate social distancing protocols
- Where props are needed, acting staff is required to liaise with Facilities ([facilities@thelir.ie](mailto:facilities@thelir.ie)) and request the props they need. A day will be assigned when the relevant students from the acting class can pick up the props from Unit 2.
- Prop storage will be managed by acting staff and the students from the acting class will be in charge of storing and moving their own props to avoid touching points.
- Repeat access to props is discouraged but will be facilitated where absolutely needed.
- The return of props will be arranged in collaboration with Facilities either through the staff or students of each class. Please arrange via email how the props will be returned and what documentation is needed for the return of each prop.<sup>12</sup>

## Chapter Fifteen: Production and Rehearsal Protocols

This chapter will outline the procedures put into place during pre-production, rehearsals, tech week and post-production, following the structure of a regular rehearsal schedule.

The protocols in this chapter are based on general guidelines from health authorities and the currently available knowledge in the arts sector. They will be revised on an ongoing basis to ensure that they reflect the latest government advice and will be revised on an ongoing basis to ensure that they reflect the latest government advice.

### 15.1. Pre-production Protocols

A COVID-19 meeting will take place between the producer, the director, designers, the production manager and Head of Stage Management in advance to review:

---

<sup>12</sup> Added 28.10.2020

- The implementation of the protocols across the production
- How the COVID-19 limitations will be built into the aesthetic of the show

The Technical Director will ensure that:

- All student HODs are aware of the protocols, governance and implementation.
- A member of the student cohort and a member of staff will be identified as Safety Representatives and will act as COVID-19 Safety Committee liaisons.
- All production pod members will have shared responsibility for implementing the protocols. Any issues will be reported to the Safety Representatives who will report to the COVID-19 Compliance Officers.
- Production pod members living with vulnerable family members will be individually assessed to determine how they will complete their work or studies.
- A clear communication system will be implemented from the pre-production period to ensure that each company member is aware of the work protocols as shaped by COVID-19 guidelines.

### **Rehearsal Room and Workshops**

- Rehearsal rooms and workshops will be subject to a Risk Assessment to determine the airflow and physical distance calculations.
- Rehearsal rooms and workshops will be disinfected by professional cleaners in the pre-production stage to ensure a safe and sanitary environment.
- Depending on where the rehearsal room or workshop is situated, a scheduled entrance and exit plan will be put in place to avoid congestion.
- A sanitising station that contains PPE disposal bins, hand sanitiser and disinfectant wipes will be installed by the rehearsal room and workshop doors.
- There will be specific areas in the rehearsal room and the workshop designated to store and isolate personal belongings safely.
- Signage will be installed in all rehearsal rooms and workshops to communicate COVID-19 protocols clearly and effectively.
- Signage with information on social distancing, hand cleaning and other health and hygiene measures will be displayed in each rehearsal room and workshop.
- Each rehearsal room will have its COVID-19 capacity displayed on the door into each space.
- Tables and chairs will be placed in rehearsal rooms and workshops as necessary to facilitate social distancing.
- The room setup schedule will be designed to allow for social distancing and safe behaviour.
- A cleaning station for props will be set up outside of the rehearsal room.
- Props and costume quantities, creation and management (including PPE needed to handle props and costumes) will be risk assessed to accommodate the new COVID-19 protocols.
- All individual technical equipment within the rehearsal room (e.g: PA sound equipment, stationery, chairs, props) will be disinfected before entry in accordance to each item and department's operation and set up by one person where possible to avoid contact points.

- All hard surfaces will be disinfected with products that will not damage property.
- The markup will be completed by the stage management team while observing social distancing, and while keeping their hands clean at all times.
- Printed scripts will be delivered to the rehearsal room by the stage management team.

## 15.2. Rehearsal Room Behaviours

### Rehearsal Room Management

- Elements of performance such as singing, movement and playing music will be risk assessed with input from The Lir Academy's support teachers.
- All the general protocols implemented in The Lir Academy apply to the rehearsal room.
- Face masks will be worn by the cast until asked otherwise by the director. Masks will only be removed for as long as it is necessary for the rehearsal and must be worn at all times otherwise.
- The rehearsal room will be cleaned and disinfected at the end of each day.
- The rehearsal schedule will run from 11 am to 7 pm each day so that company members can avoid travelling at peak hour on public transport and allow the actors and the stage management team enough time to set up before rehearsals start.
- The rehearsal room will never have more people present than the social distancing rules require and can be comfortably observed.
- The only company members who will have access to the rehearsal room are the rehearsal room pod which includes actors, directors and the stage management team. Set, costume and lighting designers' access to the rehearsal room will be managed by the protocols indicated in Section 15.5.
- Company members should observe a distance of 2 metres where possible and adhere to the rules outlined in Section 2.2.
- Where possible, all other production communication is to be completed via phone or Zoom. Where not possible, refer to protocols Section 15.5.
- The rehearsal rooms will not be used for any short courses or other Lir Academy classes or activities.
- While planning for rehearsal run-throughs, 10-minute break times will be agreed in advance by the director in order to avoid disruption. During these 10-minute breaks, all company members will leave the room for fresh air and to wash their hands.
- The rehearsal room will have constant natural ventilation by keeping the windows open continuously, as much as possible. Individuals are advised to bring warm clothing to accommodate this measure.
- All meetings such as design, white-card, production meetings and rehearsal run-throughs will be facilitated online or via live camera feed to other rooms in the building.
- One-on-one meetings between staff and students will be facilitated on Zoom, with staff leaving their waiting rooms on Zoom open for students to drop into.
- Staggered timed lunch breaks will be taken in the designated spaces within the building that facilitate social distancing or outside of the building. Different pods are required to maintain social distance from each other during their lunch break.
- During the lunch breaks, all company members will leave the room for fresh air and to wash their hands.
- The rehearsal report will include a new section related to the new COVID-19 guidelines.

- A weekly review process of the measures put into place and their challenges will be implemented and reported to the COVID-19 Safety Committee.

## **Rehearsing**

- On the first day of rehearsals, the meet and greet and design presentation will take place on Zoom.
- For the first read-through only the actors, director, DSM and Costume Designer will be present in the rehearsal room. All other production team members will participate in the first read-through remotely, via video link.
- Table work between the actors and director will take place in the rehearsal room, wearing masks. Production members will attend the meeting online, via Zoom.
- The first day of attendance in the rehearsal room will include an induction session for the new COVID-19 protocols.
- When in the rehearsal room, actors will not be fully on voice. If the director wants the rehearsals to be fully voiced / on support, actors will need to wear a mask and a visor.
- As the coronavirus is carried in droplets and these droplets fall to floor surfaces, close contact with the floor using the face, body and hands should be avoided when possible.
- After any contact with the floor, hands will be disinfected with hand sanitizer or washed with soap.

## **Costumes in rehearsals**

- The general principles in Section 2.5. outlined above will apply to all contacts between the costume department and the actors.
- The number of costumes used in the show, including fabrics used, costume changes and quick changes will be determined in the pre-production discussions.
- The only people present at costume fittings will be the performer, the designer and the costume HOD.
- Where close contact between costume and acting staff and students is essential, based on the Risk Assessment, protocols will be put in place which includes PPE and social distancing during the fitting.
- Company personal belongings will be sealed in plastic covers and containers.
- Cast will dress themselves at all times. Face shields, masks and gloves will be worn by the costume team if required to come in contact with actors.
- Cast will be responsible for storing shoes and costumes that they use during rehearsals in a sealed plastic container and sanitise and disinfect the container accordingly.
- Costumes used during fitting will be laundered or quarantined before being used on someone else. Costume steamers will be used to facilitate this process.
- Protocols will be established to clean other costume objects such as hats and wigs.
- Sewing machines and other equipment will be labelled and used individually. If it is not possible to use equipment individually, work stations will be thoroughly cleaned after use.
- Additional storage will be acquired by the costume department where the size of the cast and the amount of costumes exceeds the size of the current costume rooms.

- Purchasing costumes, fabrics and other materials will be done remotely as much as possible.
- Additional prep time will be allocated for costume fittings.
- All sewing equipment and hard surfaces will be disinfected before and after use.

### **Props Outside Rehearsals<sup>13</sup>:**

- When a prop enters the building, it will be disinfected or quarantined at a designated cleaning station.
- The set designer will then have access to the prop when necessary in order to confirm the choice and feed back to the props and stage management team.
- The designer-approved prop will then be available to the rehearsal room.
- After being disinfected by the Assistant Stage Manager, the prop should be handled only by the Stage Management team and the actors who use it.
- A director or designer needing to handle a prop must sanitise their hands immediately before doing so

### **Props in Rehearsals:**

- To minimise risk to props the rehearsal room requires all persons to sanitise their hands every time they are entering or leaving the room and continue sanitising their hands after touching their mask or face.
- Props should be disinfected before coming into the rehearsal room and the rehearsal room pod should sanitise on entering the rehearsal room then and only then can a prop be passed between two people.
- Props within the show will be limited to single actor use where possible.
- If props are shared, extra attention to hand sanitisation must be exercised by the company.
- All persons should sanitise their hands before they start work on the floor.
- Should there be sneezing or coughing in the vicinity of a prop this will need to be sanitised again before any continued use.
- The Assistant Stage Manager will set all props and clean them before and after rehearsals.

### **Props in Tech & Show:**

- all persons to sanitise their hands every time they are entering or leaving the theatre and continue sanitising their hands after touching their mask or face.
- the prop should be handled only by the Stage Management team and the actors who use it.
- Actors should sanitise their hands when called onto stage after a break
- Props should be disinfected before coming into the rehearsal room and the rehearsal room pod should sanitise on entering the rehearsal room then and only then can a prop be passed between two people.
- Everyone should continue to sanitise their hands before leaving the rehearsal room .

---

<sup>13</sup> Updated 02.06.2021

For example:

A coin can be passed between two actors with outstretched arms observing the two metre distancing rules, thrown, or can be left on a surface for another actor to pick up.

A doll could be used by an actor and then another actor later in the same scene without needing extra sanitisation.

An actor cannot however put a necklace on someone as this would mean breaking the two metre distancing requirement - this would require a specific risk assessment.

### **15.3. Construction/Workshop protocols**

#### **Workshop Management**

In addition to all the general protocols that apply throughout The Lir Academy, a system comprising contact control, zone working, and pod working will be implemented as appropriate for each of the workshops.

- Face masks will be worn at all times unless the Risk Assessment deems it unnecessary.
- Workshops will run from 8 am to 10 pm each day so that company members can avoid travelling at peak hour on public transport. Staggered-timed shift work within these hours will be operated.
- The workshops' capacity will be assessed so that physical distance can be comfortably observed.
- Only the workshop pod members will have access to a designated workshop. The workshop pod includes tutors, HODs and the workshop team. All other production communication is to be completed via phone or Zoom.
- The workshops will not be used for any short courses or other Lir Academy classes or activities.
- Company members should always observe social distancing of 2 metres. All workshops will be mapped out on the floor with a 2m distancing grid.
- Throughout the build/rehearsal/preparation process, a minimum of one 10-minute break will be taken every 60-90 minutes.
- During these 10-minute breaks, the room will be ventilated, by opening a door or window, in addition to normal ventilation and all company members will leave the room for fresh air and to wash their hands.
- All meetings such as design, white-card, production meetings will be facilitated online or via live camera feed to other rooms in the building.
- The designated lunch spaces within the building or external facilities will be used for lunch breaks. Students from separate pods are required to socially distance during the lunch break.
- Students are encouraged to bring their own cutlery and packed lunches.
- During the lunch breaks, the room will be ventilated, by opening a door or window, in addition to normal ventilation, and all company members will leave the room for fresh air and to wash their hands.
- A weekly review process of the measures put into place and their challenges will be implemented and reported to the COVID-19 Safety Committee.

### **Construction phase (during rehearsal)**

- During all phases of work students and tutors will adhere to a strict 2 metre social distancing.
- Where possible, extra time will be given to each department during the construction phase to allow for social distancing.
- Discussions about the initial project and the scope of work will be held in person and on-site. Mask wearing, hand sanitising and social distancing will be observed at all times during meetings. Where possible, meetings will be held outdoors.
- The first day of attendance in the workshop will include an induction session about the new COVID-19 and health and safety protocols.
- After any use of specific equipment or working areas, hand hygiene will be implemented and the equipment or area will be cleaned and disinfected before the user moves on to the next area.
- 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.
- Pod members will be assigned their own PPE to use throughout the build/prep/rehearsal period (e.g. gloves, boiler suits, goggles).
- Where practical, pod members will use their own tools or assigned tools exclusively throughout the construction phase.
- When social distancing is not possible - e.g. some lifting may require closer proximity - then full PPE will be observed for the duration.

### **Get In**

- The first day of attendance for each pod in the studio will include an induction session on COVID-19 and health and safety protocols.
- Extra time in the production schedule has been allocated to each pod during the Get In phase to allow for social distancing and extra cleaning.
- It is the responsibility of each pod to clean each work area thoroughly prior to allowing another pod to access it.
- Protocols will be developed to cover manual handling challenges within each pod, based on the Risk Assessment.
- Due to the demand to be in situ for most of the get in work, meetings will be held in person. Mask wearing, hand sanitising and social distancing will be observed at all times during meetings. Where possible, meetings will be held outdoors.
- Working hours in the studio will be from 10:30 am - 9:00 pm so that company members can avoid travelling at peak hour on public transport.
- After any use of specific equipment or working areas, hand hygiene will be required and the equipment or area will be cleaned and disinfected before the user moves on to the next area.
- It is the responsibility of both the previous user and the new user to make sure each area/piece of equipment is sanitised and fit to use.
- Where possible pod members will use their own tools or assigned tools throughout the construction phase.

- It may be necessary for more than one pod to use a studio in one day. On these occasions, full cleaning, disinfection and ventilation protocols will be applied and will be allocated in the production schedule for this purpose.
- Cleaning responsibilities will be allocated across production teams or cleaning professionals as appropriate.
- Masks, production gloves and goggles are mandatory in studios throughout the Get In phase, based on the Risk Assessment.

### **Technical Rehearsals**

During technical rehearsals, the presence of members from the production team will be necessary for training and production preparation purposes. In these exceptional cases, socially distanced seating will be allocated to the following members:

- Producer
- Director
- Company Stage Manager
- Deputy Stage Manager
- Set Designer
- Costume Designer
- Lighting Designer
- Head of Stage Management
- Production Manager / Assistant Production Manager
- Voice Tutor
- Movement Tutor
- Make-Up Artist

Additionally, the gantry will be used for the:

- LX / SFX Operators
- Deputy Stage Manager

Social distance, mask wearing, and frequent hand sanitising will be observed at all times.

- During tech week, students will work observing the 2 metres social distance measures and will be organised into an appropriate pod structure.
- Each pod will be kept as distant from each other as possible. Where that is not feasible due to the nature of the task (e.g: one pod needs to take visual cues from the other), transparent screens will be installed between each pod to facilitate delivering their work while maintaining safety.
- Production desks and transparent screens will be mapped and placed according to social distancing protocols.
- Additional space will be allocated to create additional dressing rooms and facilitate social distancing. Existing dressing rooms will be used as fitting rooms.
- Extra time in the production schedule has been allocated to briefing cast about health & safety and rehearsal protocols under the new COVID-19 prevention measures.
- It is the responsibility of each department to thoroughly clean its own workspace/station in each studio at the end of each day.
- Each department will have designated doors to access the studio to reduce contact areas between pods.



## 15.4. Performances

- No access to studios will be permitted between performances. In exceptional cases, where production-related work is essential, only members of designated pods will be admitted.
- The set and the studio will be cleaned and disinfected after each performance.
- A new seating plan will be arranged for the audience, following the 2 metres social distance.
- The preparation time for productions will be extended to accommodate working with the new COVID-19 regulations.
- The departments will be divided into pods and work in isolation.
- Frequent cleaning, disinfection and sanitation will be part of the process during and after the work of each pod.
- Social distancing will be incorporated into each show.
- Distance between the company and the audience will be implemented to ensure the safety of everyone in the room.
- In very rare circumstances, where it is essential to the narrative for actors to perform within 2 metres of each other, or to be physically intimate on stage, the situation will be risk-assessed so that it can be rehearsed and staged in a way that minimises the risk.
- All such situations will be approved in advance by the COVID-19 Safety Committee.<sup>14</sup>
- Backstage work will be arranged in compliance with social distancing and sanitising regulations.
- Each department will have designated areas backstage and protective screens will be placed around consoles and desks.
- Thorough cleaning will be applied to the venue after each production.

### Hair and Make-up During Performances

The cast will be asked to do their own hair and make-up as much as possible. Where that is not possible, the following hair and make-up protocols will be implemented:

- Face-to-face contact is to be avoided as much as possible. If close contact is necessary, make-up artists will be required to use masks and visors, as needed.
- Frequent hand washing will be implemented to reduce the risk of transmission through handling equipment.
- Social distancing will be implemented between make-up stations. The stations will be thoroughly disinfected after between each use.
- No food or drink will be allowed at the make-up station.
- Ways of increasing equipment hygiene will be reviewed (e.g: using airborne sanitising sprays, keeping make-up in sealable containers, keeping equipment to a minimum per workstation).
- Equipment will be sterilised and disinfected between each appointment.
- Each cast member will be allocated their own make-up kit which will be disinfected daily.

---

<sup>14</sup> Change made on 24.11.2020

## 15.5. Interactions Between Pods

The nature of theatrical production means that interactions with shared objects and/or between pods is unavoidable. For example, the design team will need to interact with the production pods. In these circumstances, additional precautions regarding PPE and sanitation will be taken.

Potential circumstances of such interactions during the production process have been identified as follows:

### Lighting

The lighting designer will need to interact with common objects and with people during the following scenarios:

- The model box during pre-production and within the week of the presentation of the model. Touching the model will be avoided as much as possible and hand sanitising will be observed before and after touching the model. Due to the nature of the work, where darkness might be needed, the task will need to happen indoors. The model box will be sanitised in a UV light sanitising unit before moving between pods/departments.
- The lighting designer will need to interact with the set designer to work on the model box. PPE, hand sanitising and social distancing will be observed during the meeting, and the length of the meeting will be kept to a minimum.
- The lighting designers will have to interact with their tutors. In addition to Zoom meetings, the necessary face-to-face meetings will happen outside if possible, or observing social distancing and wearing PPE.

The LX pod will need to interact with other pods in the following scenarios:

- The LX pod will need to interact with the rehearsal room pod. The time of interaction will be reduced as much as possible (1 act at a time), a production seat will be pre-booked in the rehearsal room and social distancing will be observed.
- The LX pod will need to share gobos which will be sanitised between handling.
- The LX pod will need freedom of movement during focus sessions. The room will be cleaned and sanitised afterwards.

### Set design

Set designers will need to have limited interaction with the following pods:

- Creative Team, Rehearsal Room
- Props
- Construction
- Scenic

The following protocols will be put into place to create a safe practice:

- The set model will be shipped from the designer’s workspace to all the above pods. It will be viewed and photographed by each pod individually and consequent meetings will be held via Zoom once everyone is familiar with the set model.
- The model box will be sanitised using UV light before moving between pods/departments.
- Scenic samples will be viewed outside where possible.
- If possible, outdoor awnings will be set up outside Unit 30 to accommodate outdoor meetings.
- Set designers will attend one show run in the rehearsal room, observing social distance and wearing masks. They will be allocated socially distant seating and keep interaction to a minimum.

### **Costume Design**

Costume designers will interact with the following pods:

- Rehearsal room
- Fittings
- Costume
- Hair and Make-up
- Creative Team.

The following protocols will be put into place to create a safe practice:

- When costume fittings are done in person, the protocols regarding room ventilation, social distancing and masks outlined in this document will be followed. Additional PPE, such as visors, will be worn by the pod members.
- Costume designers will attend one show run to ensure costumes are functioning as planned, observing social distancing and wearing masks.
- Costume drawings will be sent digitally and printed for the rehearsal room.
- Costume presentations will be carried out via Zoom.

### **Model Box**

Due to the fact that various departments will need to work with the model box, making it a frequent touchpoint, the following protocols have been developed for interactions with the model box:

- Anyone interacting with the main model box must wear latex gloves and dispose of them safely, as instructed in their inductions.
- Where possible, a 3D printed model box will be used for work with different departments, allowing a pod to “own” their own model.
- After the first day of rehearsals, the main model box will move between the scenic and the construction workshop. The box will be sterilised overnight with UV lighting following each move between the rehearsal room, construction workshop and scenic workshop.
- A schedule of access for the main model box will be drawn up.
- Photographs of the model box will be circulated to all departments for reference.

During these interactions all pods members will need to adhere to strict health and safety measures such as frequent hand sanitation, 2-metre social distance mask usage and no face to face work.

## 15.6. 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 The Lir Academy needs to cease operations temporarily for COVID-related reasons. These measures include:

- All members of the rehearsal room pod will have additional personal responsibilities that they will sign up to in advance of rehearsals starting, including limiting social contact outside of The Lir Academy and strictly adhering to all COVID-19 protocols.
- The Lir Academy does not have the resources to put a full understudy structure in place. Instead, it will establish a pool of talent (drawing from graduates and others) across acting, directing, design, stage management and tech disciplines who have agreed in advance to being approached to step into a role if a position becomes available at short notice.
- If there is a suspected case of COVID-19 amongst the rehearsal room pod the individual will immediately self-isolate and follow the advice of the HSE, including the possibility of needing to take a test. All other members of the pod will continue working as normal. If the individual with the suspected case is an actor, the director may determine that it would be more productive to move rehearsals online until the actor can re-join the rehearsal room.
- If there is a confirmed case of COVID-19 amongst the rehearsal room pod, all members of the pod will immediately self-isolate and follow the advice of the HSE, including possibly getting tested. Rehearsals will move online until further notice.
- Face-to-face rehearsals will not recommence until the HSE determines that all members of the pod can safely return to rehearsals (possibly having received a negative test result).
- If an individual intersecting with the rehearsal room pod is confirmed to have COVID-19, all members of the pod will immediately self-isolate and follow the advice of the HSE, including possibly getting tested. Rehearsals will move online until further notice.<sup>15</sup>
- If it is determined that that an individual is not well enough to continue with rehearsals a decision will be taken either to replace the individual from the talent pool indicated above or continue with rehearsals in their absence and reintroduce them to the rehearsal process when HSE guidelines allow.
- If any other individuals or production pods need to self-isolate during the production process, a decision will be taken at that point whether their production responsibilities can be assumed by other individuals, pods or Lir Academy tutors.
- If this is not deemed possible, the pod will be replaced by professional crew members, drawn from the talent pool or elsewhere, until the members of the production pod can return safely to the production.

---

<sup>15</sup> Change made on 08.09.2020

- The Lir Academy will retain contingency resources to cover the need to replace any student with professionals from the talent pool or elsewhere, as required.
- If an individual or pod(s) needs to self-isolate so late in the production process (at the point of technical and dress rehearsals or after the first performance) that it is not possible to replace individuals or pods, from the talent pool or elsewhere, a decision will be taken at that stage whether or not to cancel the production.
- If the production is cancelled late in the production process a public-facing online reading of the play will also be arranged, if possible, at a later date.
- If a decision is taken to cancel the production early in the production process (before it is possible to assess the students on their work to date), for any reason including The Lir Academy being instructed to close again as a result of the pandemic, rehearsals will immediately move online and plans will be agreed to present a public-facing online presentation or reading of the play at a minimum.

### **Student assessment and progression**

- If a student for whom the production is a module of their course tests positive and is not able to continue in the production, their circumstances will be judged on an individual basis, in consultation with Trinity College. The student might be assessed on their work to date, go “off-books” for a year due to ill health or have other solutions applied to their individual situation.
- If an online production is deemed necessary, all opportunities will be explored to allow students to complete their module learning outcomes as part of the online presentation. If it is not possible to do so, additional learning opportunities and assessment processes will then be agreed for each student cohort.
- If the production is cancelled late in the production process all students will be assessed on their work on the production to date. Any online reading or presentation may also form part of the assessment if deemed appropriate under the circumstances.

## **Section Five: Handling and Responding to a Suspected or Confirmed case of COVID-19**

Chapter Sixteen: Protocols for a Suspected or Confirmed Case of Infection

Chapter Seventeen: Protecting Vulnerable Staff and Students

This section details the protocols that will be followed to deal with a suspected or confirmed case of COVID-19 to ensure that The Lir Academy can resume all activities in a safe manner as soon as possible.

## Chapter Sixteen: Protocols for a Suspected or Confirmed Case of Infection

This chapter details the steps to be followed if someone is a suspected or confirmed case of COVID-19. These steps are informed by government and health authorities' regulations and are subject to change. The section will be updated to reflect the latest government advice related to isolation, testing and sanitising.

- The Covid-19 Safety Committee will meet weekly to review compliance, revise procedures and hold regular drills should a suspected case occur at The Lir.
- Anyone who has flu or flu-like symptoms, displays COVID-19 symptoms, or is a close contact of a confirmed case should stay at home, contact their GP and follow the guidelines provided by the [HSE](#).
- If an individual displays COVID-19 symptoms on-site, they will be safely escorted to the designated isolation room where they will wear a mask and get in contact with their GP. The room will be ventilated and equipped with sanitary wipes, hand sanitizer and disposal bins. The individual will remain isolated until advised by a medical professional.
- The COVID-19 Manager/response team member will safely assist the suspected case to call the College Health Centre or their GP.
- The COVID-19 Manager/response team member will notify management and arrange transport home or hospital for medical assessment. Public transport will be avoided.
- The isolation area will be closed until appropriately cleaned and sanitized.
- The COVID-19 Safety Committee will meet and carry out an assessment of the incident including the review of the contact tracing associated with the suspected case, which will form part of determining follow-up actions and recovery.
- The close contacts of the suspected case will be notified and continue to attend their daily activities, only isolating if the suspected case receives a positive result.<sup>16</sup>
- If a confirmed case is identified at The Lir Academy, the Covid-19 Safety Committee will work closely with the HSE to implement safety procedures including assistance with contact tracing and advising people who have been in contact with the confirmed case.
- Close contacts of the confirmed case will be required to self-isolate for 14 days from the last time they had contact with the confirmed case and follow the restricted movements guidance on the HSE website. They will only be able to return to The Lir Academy if their test results are negative.<sup>17</sup>
- The sign-in system used by staff and students to track their use of the building will be used for contact tracing.
- Testing will be carried out by the HSE on those who have instructed to self isolate.
- Following advice from the HSE, further contact tracing and testing may be conducted with those members of staff and students who may have come in contact with the confirmed case.

---

<sup>16</sup> Change made on 08.09.2020

<sup>17</sup> Change made on 08.09.2020

- All affected staff and students will be actively followed up by the COVID-19 manager/response team.
- If a student becomes the close contact of a confirmed case from outside The Lir Academy, the student must remain home, or leave The Lir Academy's premises immediately and keep The Lir Academy informed with the progress of their medical condition.<sup>18</sup>
- The above eventualities will be recorded by the COVID-19 manager/response team.
- A risk assessment will be carried out by the HSE and Trinity College Dublin on whether The Lir Academy activities continue as normal for those that have not come in contact with the confirmed case.
- A pre-approved communications plan will be put in place to inform all stakeholders of the confirmed case and to manage any media enquiries.
- The contact log system implemented by Trinity College Dublin will help keep a record of the staff and students they come in contact with outside of The Lir Academy and notify them if a COVID-19 case is confirmed.
- The organisation of pods, as detailed in [Section 2.5](#) will also facilitate contact tracing.
- A return to work form will need to be completed by staff and students prior to their return, following a confirmed case of COVID-19.

## Chapter Seventeen: Protecting Vulnerable Staff/Students

Staff and students who are in at-risk groups (aged over 70, with pre-existing conditions, pregnancy etc) will be advised to take extra precautions observing social distancing and health and safety regulations:

- Where possible, their time spent in the building will be reduced through online classes and meetings.
- If working/studying from home is not possible, the safest option will be considered for their on-site roles (e.g: backstage roles that enable them to easily stay 2m away from others).
- The vulnerable individual will be consulted in the measures taken for their safety at any time and be part of assessing whether their role presents an acceptable level of risk.

## Section Six: Checklists and Scenarios

This section presents a series of checklists and case studies put into place to ensure that everyone is aware of the best health and safety practices as shaped by the regulations outlined in this Masterplan and that different worst-case scenarios have been considered and can be consulted if a COVID-19 case is confirmed in different areas of activity at The Lir Academy. The

---

<sup>18</sup> Change made on 08.09.2020

Lir Academy will also seek to incorporate Scenario Planning Workshops with all staff and students as part of the first week induction schedules.

## Chapter Eighteen: Checklists

Checklists for each stakeholder, department and activity at The Lir Academy are currently being developed. The checklists will include best practice on health and hygiene, social distancing, building traffic, production and class behaviour and work practice.

### **COSTUME CHECKLIST FOUNDATION, BA 1<sup>st</sup> AND 2<sup>nd</sup> YEAR ACTORS<sup>19</sup>**

1	A full list of costumes required emailed to Catherine Fay. Must include indication of sizes.
2	Costume crew/HOD assigned to each BA group.
4	Assigned costume personnel pull costumes required. No access for actors to costume stock.
3	A fitting session with BA actors and costume assistant / HOD in rehearsal room. Suitable masking provided for changes if necessary. <ul style="list-style-type: none"> <li>• Actors dress themselves.</li> <li>• Costumes discarded to identified rejected box.</li> <li>• Costumes held hung by actor and bagged in personal bag provided.</li> <li>• Rejected costumes removed by costume and steam cleaned or laundered before being returned to stock.</li> <li>• Full list of costumes being provided documented by costume assistant / HOD.</li> </ul>
5	Costumes housed in labelled bags on assigned rail in rehearsal room or specific area.
6	BA Actor assigned as liaison to costume regarding costume malfunctions or further requests.
7	Any actors personal costumes used also housed in assigned bag.
8	Where possible actors should provide their own costume from personal belongings.
9	Final return of costumes to be collected from room by assigned Cos asst/ HOD and brought to costume room where it will be cleaned and laundered before returning to stock.

### **CORSET AND UNDERSKIRT CHECKLIST – ACTORS**

<sup>19</sup> Added 12.11.2020



1	Fitting session to be requested through HOC for corset and underskirt. Full COVID guidelines around fittings observed. Fittings take place in main building costume room.
2	Corset and underskirt assigned to student.
3	Corset and underskirt steamed after fitting.
4	Corset and underskirt bagged and labeled for sole use of acting student. Sanitising around labelling and bagging observed.
5	Corset and underskirt housed in costume room main building.
6	Corset and underskirt taken at scheduled times by acting student and returned at end of class.
7	Acting student sanitises before and after any interaction with bag.
8	Timetable of requests for corsets and underskirts provided to HOC each week.
9	Corsets and underskirts dry cleaned and laundered at end of each term.

## Chapter Nineteen: Scenarios

A scenario where a Stage Management and Technical Theatre student becomes ill is presented below. Different scenarios where a staff member, tutor, student and member of the public is suspected or confirmed with COVID-19 are currently being developed and will be completed for the final version of the document

### Scenario Case Study

Scenario 1:

An SMTT student (2<sup>nd</sup> year construction) develops symptoms while at The Lir during the third week of rehearsals. The Lir is not currently open to the public for shows.

<b>General details</b>	<ul style="list-style-type: none"> <li>All staff, students and visitors are made aware of the symptoms of COVID-19 via in-house training induction and signage.</li> <li>Training will be provided to all students to respond to a suspected case of COVID-19.</li> <li>An isolation room has been identified and is stocked with appropriate PPE.</li> </ul>
------------------------	---

<b>COVID-19 symptoms:</b>	<ul style="list-style-type: none"> <li>• Cough</li> <li>• Fever (high temperature – 38 degrees Celsius or above)</li> <li>• Anosmia – loss or change in your normal sense of smell (it can also affect your sense of taste)</li> </ul>
<b>Notify student (patient):</b>	<ul style="list-style-type: none"> <li>• To maintain physical distance from all staff, students and visitors</li> </ul>
<b>Alerting key staff:</b>	<ul style="list-style-type: none"> <li>• The student (patient) will contact the Head of Department / Tutor via phone</li> <li>• The Head of Department / Tutor will contact a COVID-19 Compliance Officer to inform them that a student is feeling unwell and displaying recognised symptoms giving your location.</li> </ul>
<b>Immediate response at the initial location:</b>	<ul style="list-style-type: none"> <li>• The COVID-19 Compliance Officer to be equipped with a medical face mask and face shield and attend to the student (patient) who will also be given a medical face mask and face shield at the scene.</li> <li>• The COVID-19 Compliance Officer escorts the individual patient to the isolation area/room.</li> <li>• The student (patient) will be advised not to touch any surfaces, objects or people.</li> <li>• All staff, students and visitors will remain at least 2m away from the student (patient).</li> </ul>
<b>Key actions by COVID-19 Compliance Officer in isolation area:</b>	<ul style="list-style-type: none"> <li>• With assistance from the COVID-19 Compliance Officer, the student (patient) will contact the college Health Centre or their GP by phone (preferably using their own phone) to discuss the next steps.</li> <li>• Any patient displaying symptoms, staff, students or the public should not use public transport and an alternative method of transport will be organised.</li> </ul>
<b>Suspected COVID-19 protocols:</b>	<ul style="list-style-type: none"> <li>• A clear diagnosis will need to be confirmed</li> <li>• A meeting will be called by the COVID-19 Safety Committee to discuss suspected case and actions needed (sending staff &amp; students home etc)</li> <li>• While waiting for test results, the student's (patient) primary and secondary contacts will be identified</li> <li>• Following assessment by the COVID-19 Safety Committee, The Lir Academy may notify all students, staff and visitors in contact with the student (patient) to self-isolate as a preventative measure until the final diagnosis is actually confirmed as positive</li> <li>• This will include the other members of the student's (patient's) own pod, and any individuals who intersected with this pod.</li> <li>• All other staff and students will be asked to remain vigilant to any sign of possible symptoms</li> </ul>

<p><b>Key points and questions to consider in this scenario:</b></p>	<ul style="list-style-type: none"> <li>• A decision will be taken at this point whether the student’s production responsibilities can be assumed by other individuals, pods or Lir Academy tutors.</li> <li>• If responsibilities can be assumed by other individuals, an online briefing of the project with all involved prior to the get-in day so that immediate knowledge of core department aspects is known by any potential deputized member of the department.</li> <li>• If this is not deemed possible, the pod will be replaced by professional crew members, drawn from the talent pool or elsewhere, until the members of the production pod can return safely to the production.</li> <li>• Following a risk assessment carried out by the HSE, anyone who has not been in close contact with a confirmed case may be allowed to continue to work/train as usual.</li> <li>• If a student for whom the production is a module of their course tests positive and is not able to continue in the production, their circumstances will be judged on an individual basis, in consultation with Trinity College. The student might be assessed on their work to date, go “off-books” for a year due to ill health or have other solutions applied to their individual situation.</li> <li>• A pre-approved communications plan will be put in place to inform all stakeholders of the confirmed case and to manage any media enquiries.</li> <li>• The Lir Academy will have contingency plans to ensure that Lir activities can remain functional.</li> <li>• Isolation room will be closed until fully sanitized.</li> <li>• Incident reported to insurance.</li> <li>• Planning and arrangement with a medical provider service for prompt COVID-19 testing.</li> <li>• A return to college form will need to be completed by the student (patient) prior to their return, regardless of the COVID-19 test outcome.</li> </ul>
<p><b>Follow up actions:</b></p>	<ul style="list-style-type: none"> <li>• Suspect COVID-19 cases to be reported to the COVID-19 Safety Committee.</li> <li>• Incident report to be completed.</li> <li>• Be available to assist with any contact tracing request should a case of COVID-19 be confirmed.</li> <li>• Inform individuals if they have been in close contact with a suspect/confirmed case of COVID-19, in consultation with the HSE. No personal details of the suspect/confirmed case should be shared (GDPR).</li> <li>• Contact details of all those visiting the venue are being recorded to aid contact tracing if necessary.</li> <li>• Review and amend The Lir policies accordingly.</li> </ul>

## Scenario 2<sup>20</sup>

An Acting Teacher, who teaches both the 1<sup>st</sup> & 2<sup>nd</sup> year actor classes for three hours per week, tests positive for Covid 19. The teacher also observed rehearsals for one of the Gradfest productions for 90 minutes (wearing a mask) in the past three days. The teacher is currently at home.

<b>General details:</b>	<ul style="list-style-type: none"> <li>• All staff, students and visitors are made aware of the symptoms of COVID-19 via in-house training induction and signage.</li> <li>• Training will be provided to all students to respond to a suspected case of COVID-19.</li> <li>• An isolation room has been identified and is stocked with appropriate PPE.</li> </ul>
<b>COVID-19 symptoms:</b>	<ul style="list-style-type: none"> <li>• Cough</li> <li>• Fever (high temperature – 38 degrees Celsius or above)</li> <li>• Anosmia – loss or change in your normal sense of smell (it can also affect your sense of taste)</li> </ul>
<b>Notify teacher (patient):</b>	<ul style="list-style-type: none"> <li>• To remain at home and not to return to The Lir under any circumstances until it is declared safe to do so by the HSE</li> <li>• Encourage the teacher to cooperate with the HSE including regarding contact tracing</li> </ul>
<b>Alerting key staff:</b>	<ul style="list-style-type: none"> <li>• The teacher (patient) will remain at home and contact the Course Coordinator / Director via phone</li> <li>• the Course Coordinator / Director will contact a COVID-19 Compliance Officer to inform them that a teacher has tested positive for Covid 19.</li> </ul>
<b>Immediate response at the initial location:</b>	N/A

<sup>20</sup> Scenario 2 was added on 08.09.2020

<p><b>Key actions by COVID-19 Compliance Officer in isolation area:</b></p>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<p><b>Confirmed COVID-19 protocols:</b></p>	<ul style="list-style-type: none"> <li>• A meeting will be called of the COVID-19 Safety Committee to discuss confirmed case and actions needed (sending staff &amp; students home etc)</li> <li>• The Lir will work with the HEA to identify the teacher's (patient) primary and secondary contacts using Lir timetables and contact sheets</li> <li>• Primary contacts (which will be confirmed by the HEA) will likely include the 1<sup>st</sup> and 2<sup>nd</sup> year acting students, and all members the Gradfest production pod.</li> <li>• Secondary contacts will likely include all other acting teachers</li> <li>• As a precautionary measure, all likely primary contacts will be informed of the confirmed case (without disclosing the name of the patient) and asked to return home immediately and begin self-isolating for 14 days.</li> <li>• As a precautionary measure, all secondary contacts will be informed of the confirmed case asked to remain extra vigilant for Covid 19 symptoms</li> <li>• All other staff and students will be asked to remain vigilant to any sign of possible symptoms</li> <li>• Acting classes for 1<sup>st</sup> year and 2<sup>nd</sup> year actors will move online for the self0isolation period</li> <li>• If confirmed as necessary by the HEA, rehearsals for the Gradfest will move online and agreed Production Recovery Protocols will be implemented.</li> </ul>
<p><b>Key points and questions to consider in this scenario:</b></p>	<ul style="list-style-type: none"> <li>• A decision will be taken at this point whether the teacher's classes can be assumed by teachers and continue online.</li> <li>• Following a risk assessment carried out by the HSE, anyone who has not been in close contact with a confirmed case may be allowed to continue to work/train/rehearse as usual.</li> <li>• A pre-approved communications plan will be put in place to inform all stakeholders of the confirmed case and to manage any media enquiries.</li> </ul>

	<ul style="list-style-type: none"> <li>• A return to college form will need to be completed by the teacher (patient) and all primary contacts prior to their return.</li> </ul>
<p><b>Follow up actions:</b></p>	<ul style="list-style-type: none"> <li>• Board to be informed</li> <li>• Incident report to be completed.</li> <li>• Appropriate contacts/departments in Trinity to be informed</li> <li>• Incident reported to insurance.</li> <li>• A pre-approved communications plan will be put in place to inform all stakeholders of the confirmed case and to manage any media enquiries.</li> <li>• Contact details of all those visiting the venue continue to be recorded to aid contact tracing if necessary.</li> <li>• Review and amend The Lir policies accordingly.</li> </ul>

## Resource List

### Health Resources:

[CIF – Coronavirus \(COVID-19\) Management Information](#)

[Cloth face coverings, medical masks and disposable gloves](#)

[COVID-19 Videos](#)

[How to clean your hands](#)

[HSE Face Covering Poster](#)

[Returning to work safely](#)

[Symptoms of coronavirus](#)

[Self-isolation](#)

[World Health Organisation: Coronavirus](#)

## **Arts and Culture Resources:**

[British Film Commission Coronavirus Guidance](#)

[Denmark Releases Live Event Reopening Guidelines](#)

[Production Guidelines for Irish Film and Television \(Live Action\)](#)

[Reopening of Arts Centres-Guidelines v 1.1](#)

[Richard Jordan: We can learn from South Korea, where theatre has stayed open for business](#)

[Roadmap for Recovery and Resilience for Theater | ART](#)

[What Socially Distanced Live Performance Might Look Like](#)

[Will Socially Distanced Rehearsals Leave Space for Good Theatre](#)

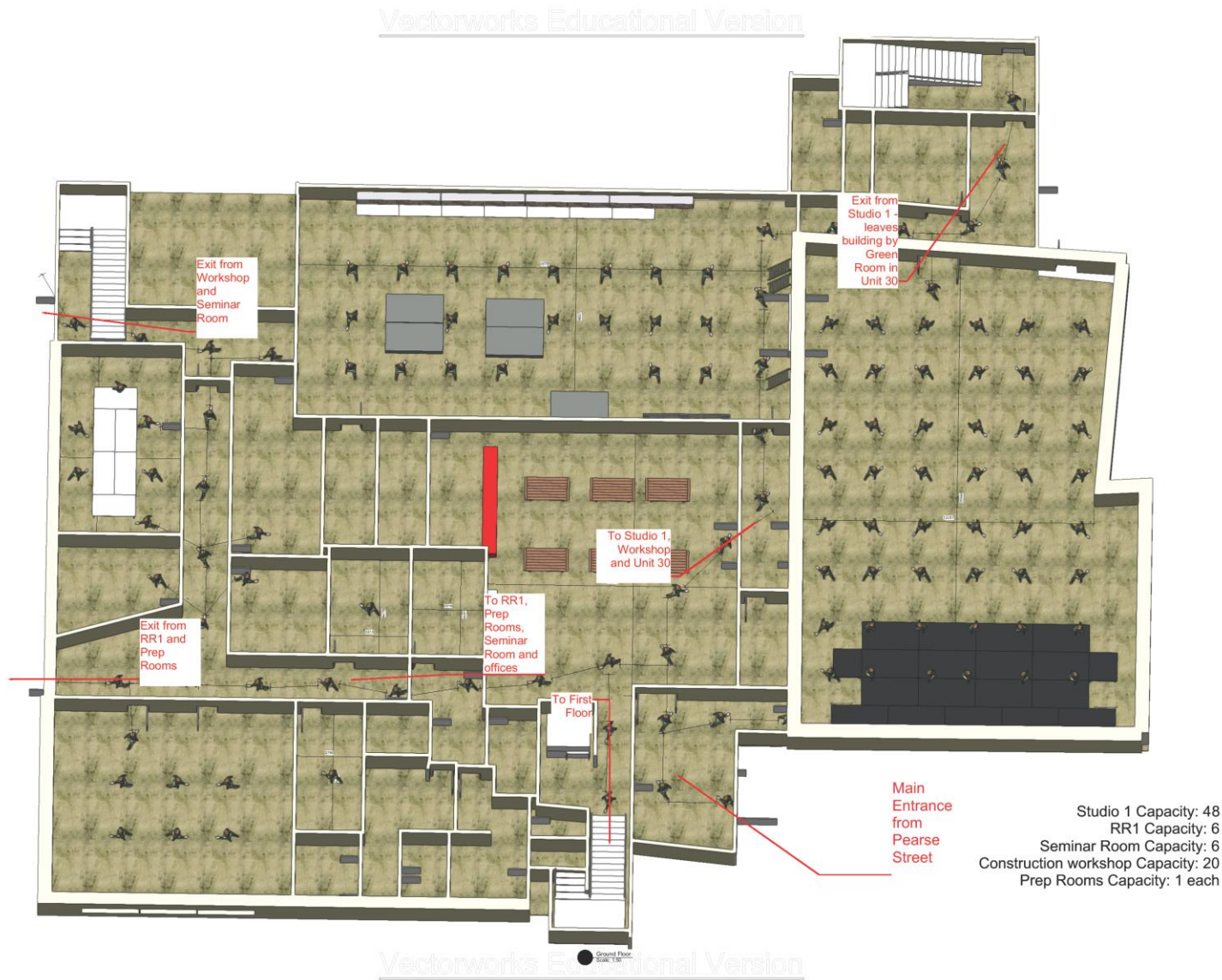
## **Education Resources**

[Trinity College Dublin: COVID-19 \(Coronavirus\)](#)

# Appendix

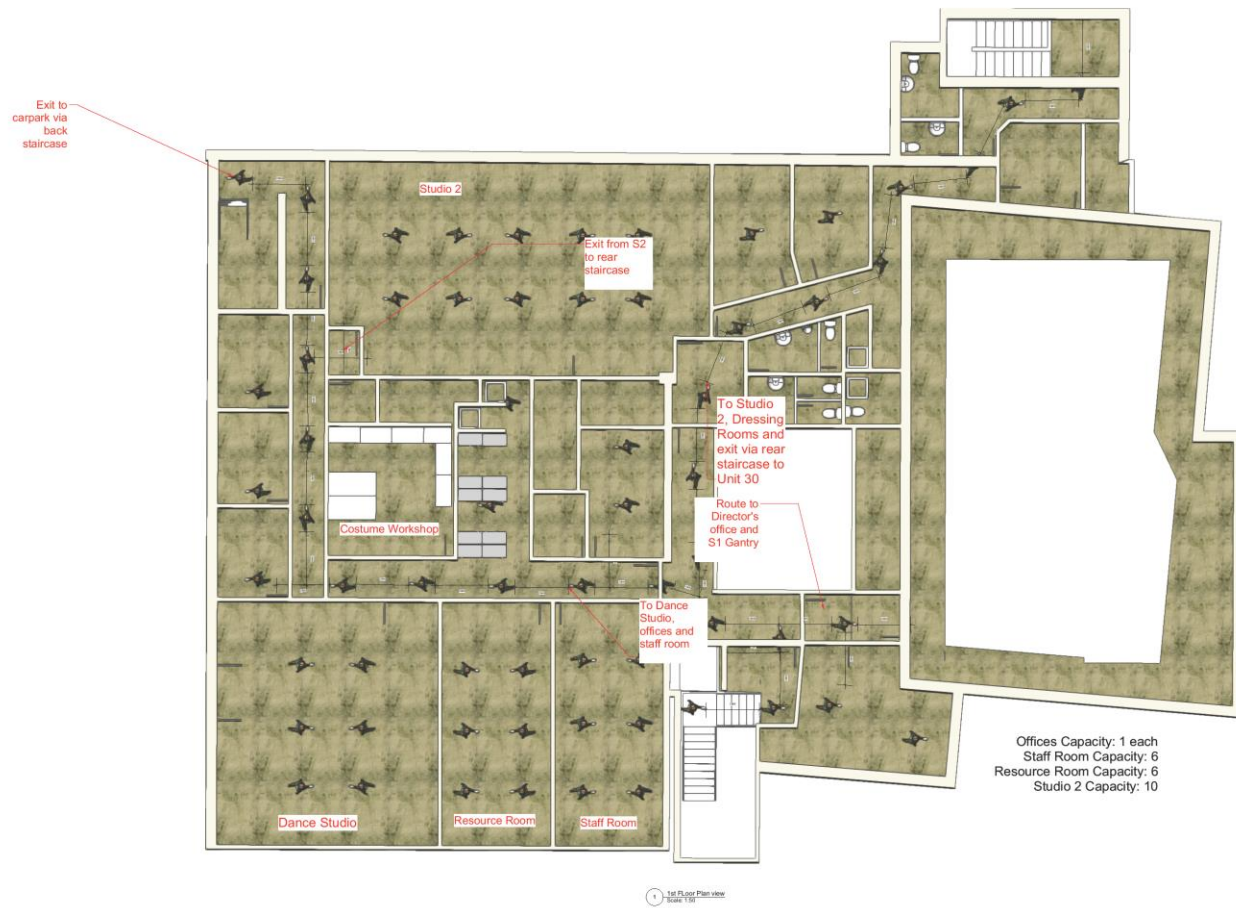
## Maps

### Main Building, Ground Floor



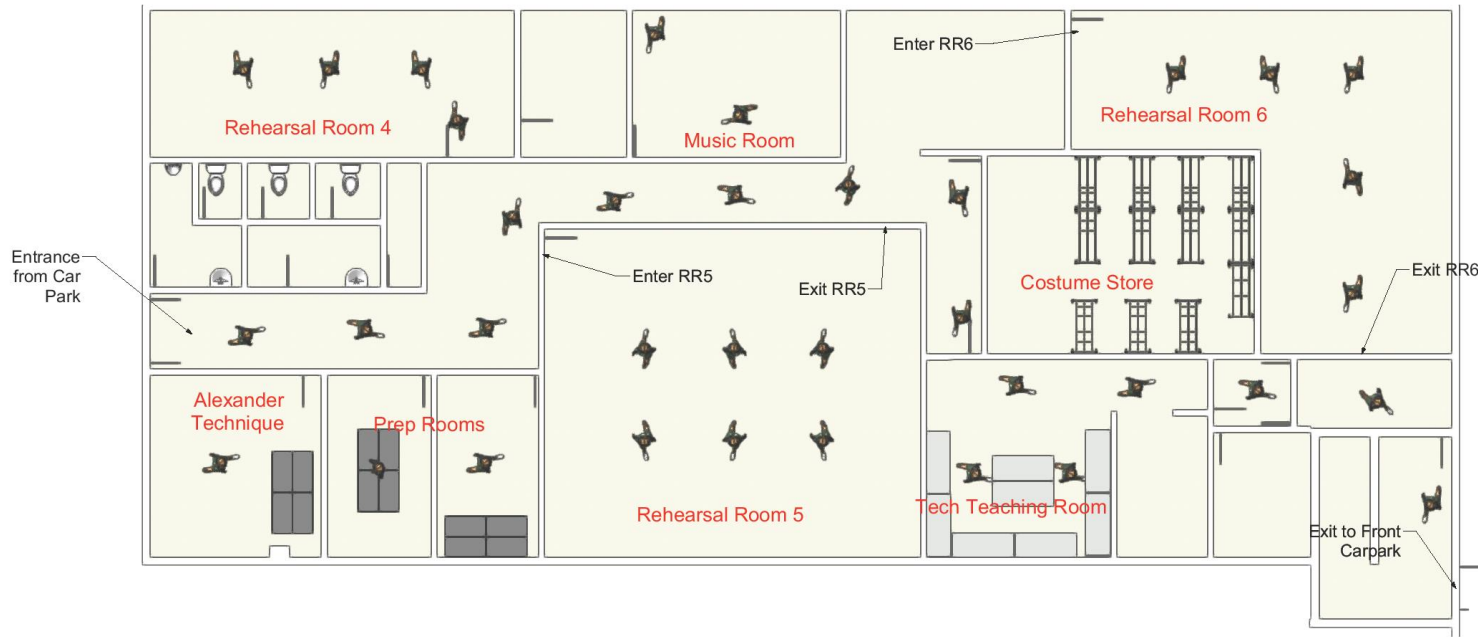


## Main Building, First Floor



Unit 2

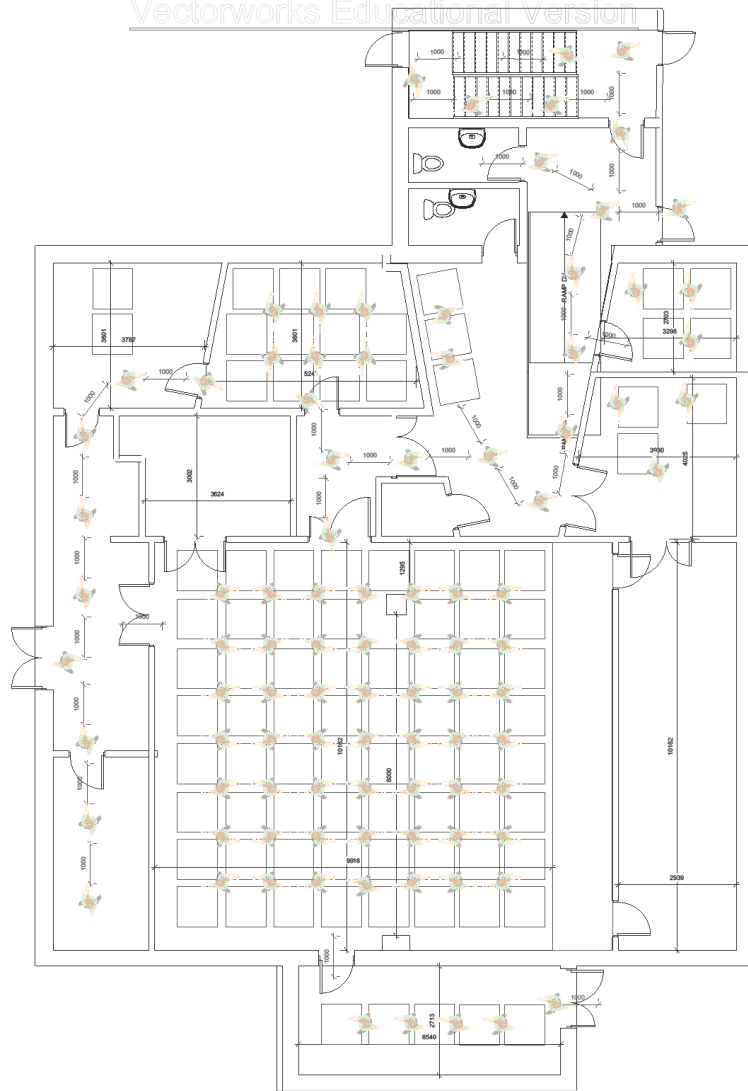
Vectorworks Educational Version



1 routes Top Plan  
Scale: 1:50

- Alexander Technique Capacity: 1
- Prep Room Capacity: 1 each
- Rehearsal Room 4 Capacity: 3
- Rehearsal Room 5 Capacity: 6
- Rehearsal Room 6 Capacity: 5
- Music Room Capacity: 2
- Tech Teaching Room Capacity: 2

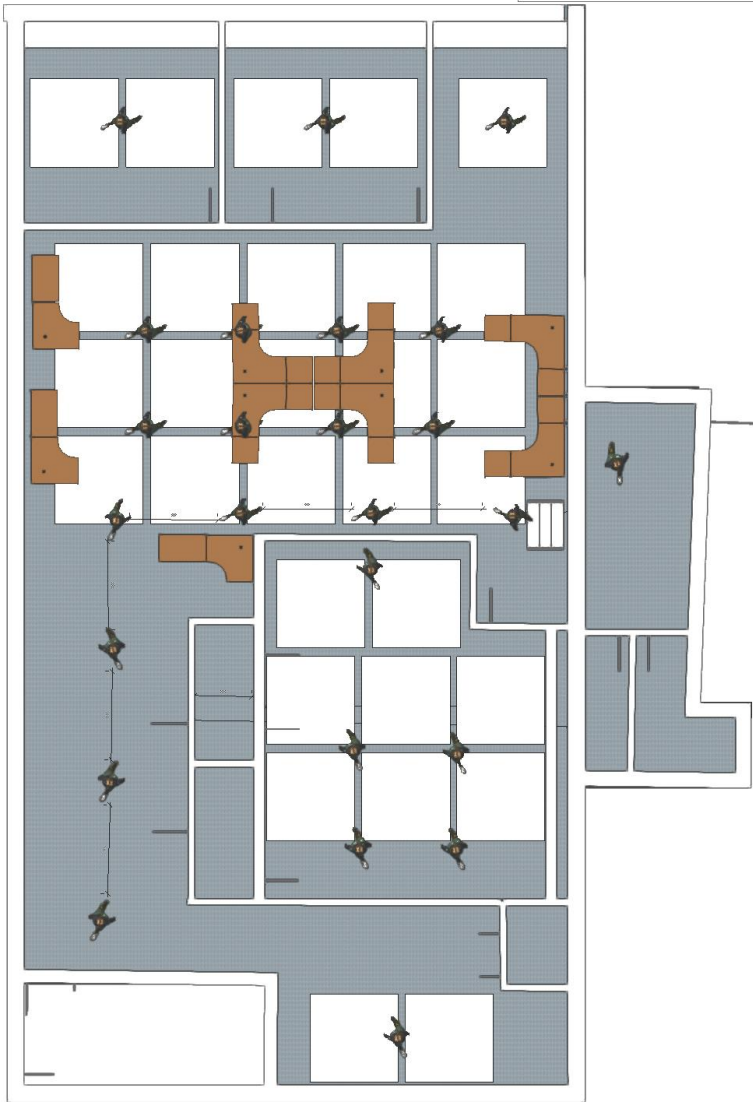
Vectorworks Educational Version



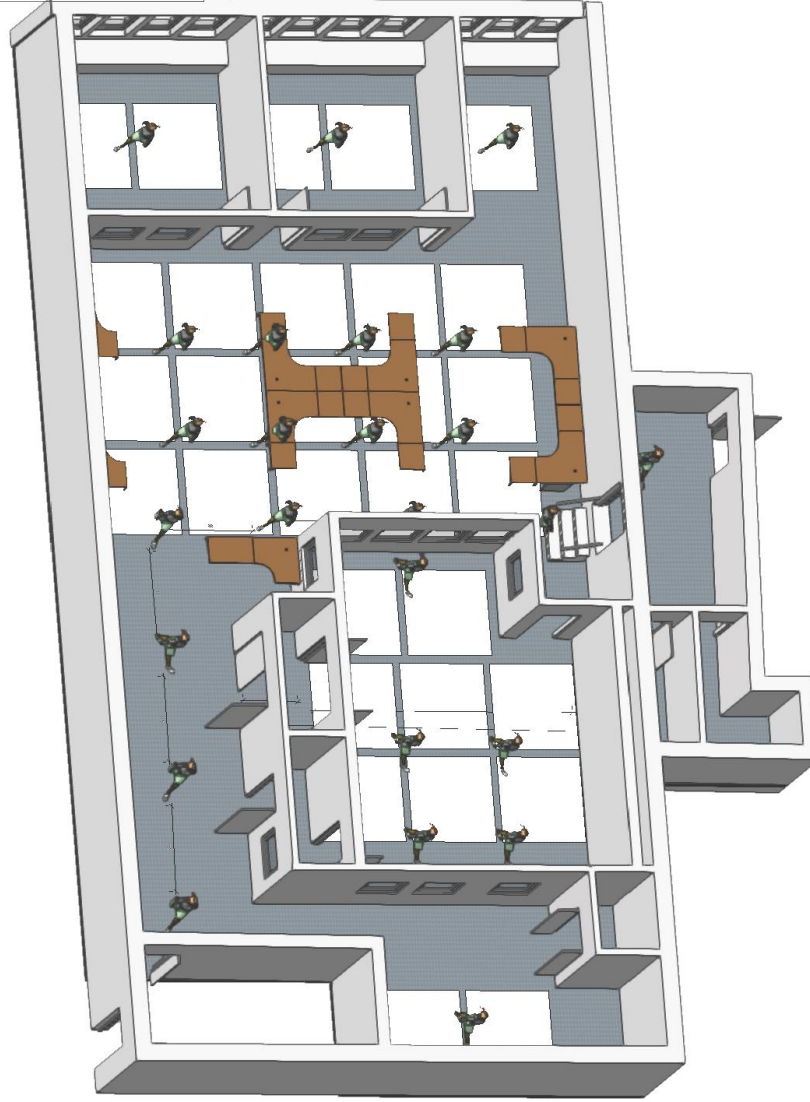
**ATRL**

Eblana

Vectorworks Educational Version



1 Top/Plan  
Scale: 1:50

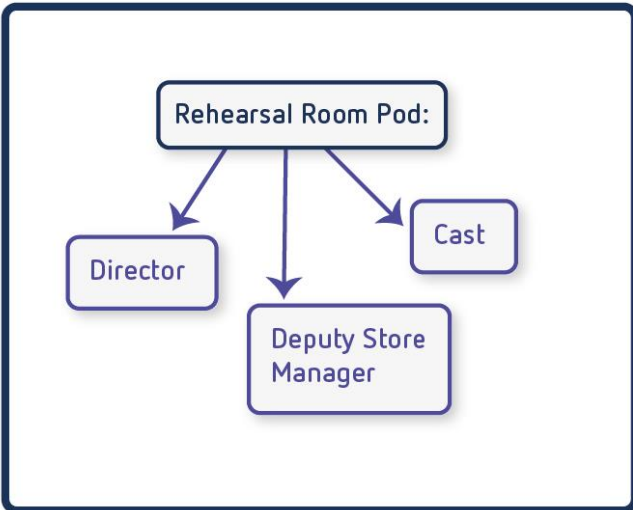
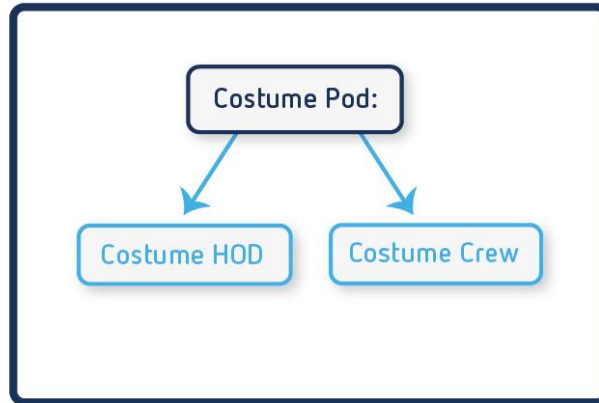
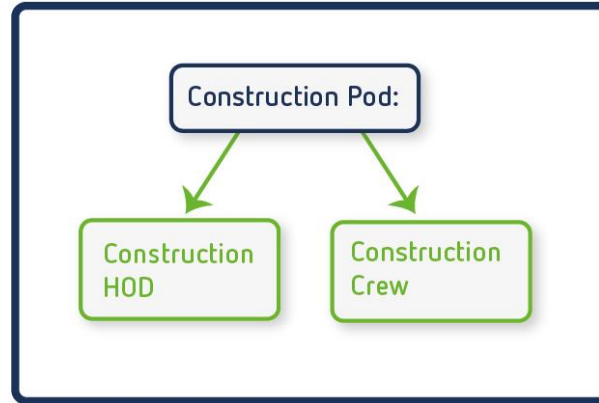
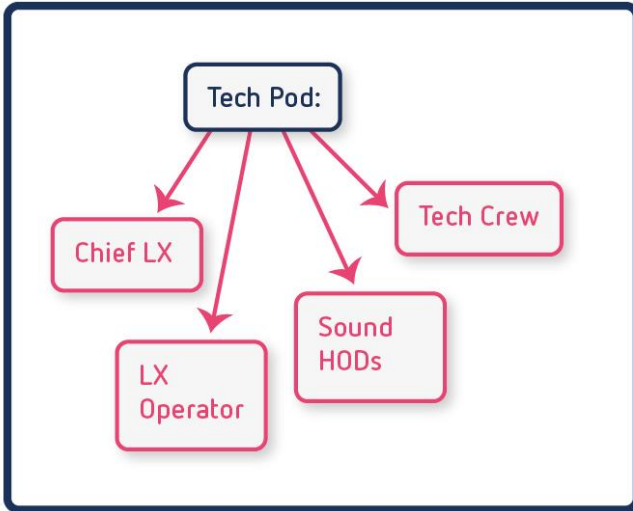


2 Perspective  
Scale: 1:50

Vectorworks Educational Version

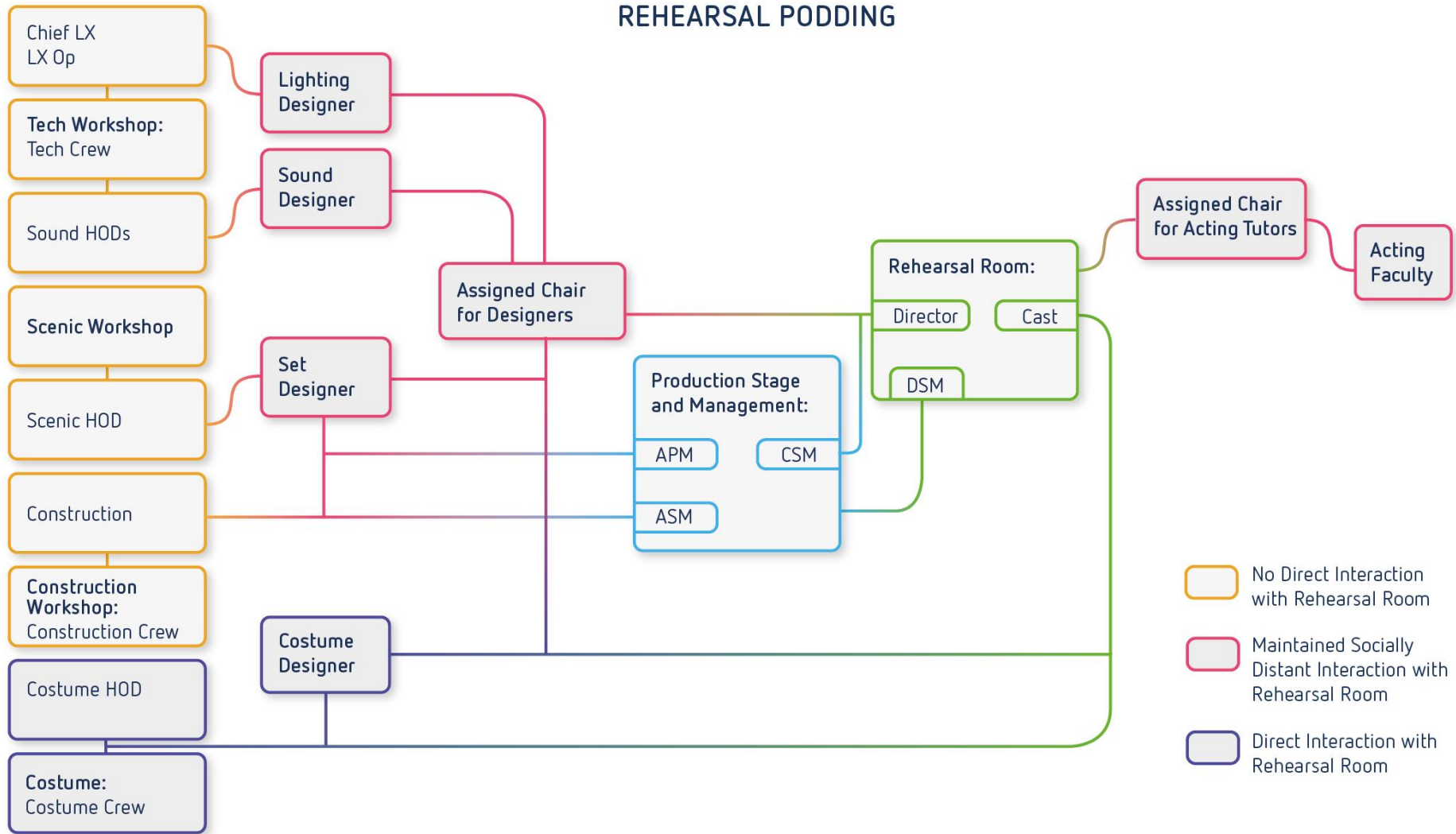
## Podding Graphics

### Pod Structure



# Rehearsal Room Podding Graphics

## REHEARSAL PODDING





## Risk Assessment Template

### The Lir Academy Social Distancing Risk Assessment

**Risk Assessment:**  
**Date of Assessment:**  
**Date of Review:**  
**Assessed By:**

Risk Rating (RR) = L x S , L = Likelihood (1-5) , S = Severity (1-5)		
Likelihood	Severity	Risk Rating
1 = Very Unlikely	1 = Very Minor Injury	Risk Factor 1-5: Negligible to Slight, Improve if possible
2 = Unlikely	2 = Minor Injury	Risk Factor 6-10: Slight to Moderate, Further action may be required
3 = May Occur	3 = Lost Time to Injury	Risk Factor 11-15: Moderate to Severe, Further Action Required
4 = Likely	4 = Major Injury	Risk Factor 16-25: Severe to Very Severe, Immediate Action Required
5 = Very Likely	5 = Fatality	

BS = Building Staff | TS = Technical Staff | BC = Building Contractors | F = Freelance Production Staff | P = Performers | A = Audience

Please note: If the Current Control Measures lead to a Risk Rating of less than 5, it is not necessary to log Additional Control Measures here.

Activity	Hazard	Who's at risk? How many?	Control measures to be put in place	Level of Risk			Further control measures to be taken to reduce rating to low	Level of Risk			Who is responsible?
				L	S	RR		L	S	RR	

Hazard Groups: Access/Egress Manual Handling Slips, Trips and Falls

Lone Working Repetitive Strain Violence/Burglary

Temperature Hot Works Cuts/Burns

Fire Risk

I confirm that I have assessed all risks associated with this performance/project, and will ensure all controls are adhered to.

Name.....

Date.....

## Return to Work Form

# COVID-19 Return to Work Form



To help prevent the spread of COVID-19 in the workplace, every worker must complete and sign this form before returning to work. On review of the form, management may contact you and ask you not to return to work immediately and will discuss a suitable future date for your return. N.B. Every question must be answered.

<b>Employee Name:</b>		<b>Manager Name:</b>	
<b>Workplace Address:</b>			
<b>Question</b>		<b>✓ Yes</b>	<b>✓ No</b>
1.	Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3.	Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2 metres for more than 15 minutes altogether in 1 day)?		
4.	Have you been advised by a doctor to self-isolate at this time?		
5.	Have you been advised by a doctor to cocoon at this time?		
6.	Please provide details* below of any other circumstances relating to COVID-19, not included in the above, which may need to be considered to allow your safe return to work. Further information on people at higher risk from Coronavirus can be accessed <a href="#">here</a> .		
<b>Additional Information</b>			

\* If you are unsure whether or not you are in an at-risk category, please check the information at the link in Question 6. If your situation changes after you complete and submit this form, please tell management.

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*The information contained in this guidance is for educational purposes only and is non-exhaustive. It is not intended to provide legal advice to you, and you should not rely upon the information to provide any such advice. We do not provide any warranty, express or implied, of its accuracy or completeness. The Health and Safety Authority shall not be liable in any manner or to any extent for any direct, indirect, special, incidental or consequential damages, losses or expenses arising out of the use of this template.*

## Return to Work Checklist

# COVID-19 Return to Work Safely Protocol



## Checklist No.6 - Workers

This checklist has been developed to help inform workers about what they need to do to help prevent the spread of COVID-19 in their workplace. Employers and workers must work together to protect everyone at the workplace.

Further information can be found at [www.Gov.ie](http://www.Gov.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie) and [www.hsa.ie](http://www.hsa.ie)

No.	Controls	✓Yes	✓No	Action Required
1.	Do you feel well and fit enough to return to work?			
2.	Are you keeping up to date with the latest COVID-19 advice from Government?			
3.	Are you aware of the <a href="#">signs and symptoms of COVID-19</a> ?			
4.	Do you know <a href="#">how the virus is spread</a> ?			
5.	Have you completed a COVID-19 return-to-work form and given it to your employer? (See template Return-to-Work form)			
6.	Have you told your employer if you fall into any of the <a href="#">at higher risk categories</a> ?			
7.	Have you been given an induction before returning to work and made aware of the control measures your employer has put in place to minimise the risk of you and others being exposed to COVID-19? (See Checklist No. 2 Control Measures)			
8.	Did your employer consult <sup>1</sup> with you when putting these control measures in place?			
9.	Have you co-operated with your employer to make sure these control measures are maintained?			
10.	Do you know who your Worker Representative is and how to contact them?			
11.	Do you know how to contact your Worker Representative if you have any concerns about exposure to COVID-19, control measures not been maintained or have any suggestions that could help prevent the spread of the virus?			

<sup>1</sup> and Trades Unions where applicable



## Overview of Reopening Phases in the Faculty of Arts, Humanities and Social Sciences

1 (commencing 18 <sup>th</sup> May)	2 (commencing 8 <sup>th</sup> June)	3 (commencing 29 <sup>th</sup> June)	4 (commencing 20 <sup>th</sup> July)	5 (commencing 10 <sup>th</sup> August)	6 (commencing 1 <sup>st</sup> to 14 <sup>th</sup> September)	7 (commencing 15 <sup>th</sup> to 28 <sup>th</sup> September)
<p><b>The Lir Academy</b></p> <p>All necessary technology supports put in place for staff to work remotely.</p> <p>Remote working continues for all that can do so.</p> <p>Continuance of remote daily meetings and strategic planning in order to deliver a split term 3 2019-20. First six weeks being online from the 2<sup>nd</sup> of June to July 10<sup>th</sup> 2020. And following all government safety guidelines, the remaining six weeks resuming in person in The Lir Academy from Sept 7<sup>th</sup> to October 16<sup>th</sup> 2020.</p> <p>Building remains closed</p> <p><b>0 = 0% (no of staff)</b></p>	<p>Remote working continues for all that can do so.</p> <p>Continuance of remote regular meetings to monitor the delivery of on-line classes which will run until July 10<sup>th</sup> 2020.</p> <p>Continuance of remote meetings and strategic planning in order to deliver remaining six weeks of term 3 2019-20 in person in The Lir Academy from 7<sup>th</sup> Sept – 16<sup>th</sup> Oct 2020 and beginning of new academic year phased in from the 28<sup>th</sup> of September to the 2<sup>nd</sup> of November 2020.</p> <p>Social Distancing Working Group established to formulate a safe return policy for resumption of activities from the 7<sup>th</sup> of September 2020</p> <p>Building remains closed</p> <p><b>0 = 0% (no of staff)</b></p>	<p>Remote working continues for all that can do so.</p> <p>Continuance of remote regular meetings to monitor the delivery of on-line classes which will run until July 10<sup>th</sup> 2020.</p> <p>Continuance of remote meetings and strategic planning for resumption of activities on 7<sup>th</sup> Sept 2020.</p> <p>Technical staff members x 3 granted access in order to support online productions within the Lir buildings. Venue Manager granted access in order to prepare the building for resumption of activities from Sept 7<sup>th</sup>. Strict social distancing &amp; hygiene protocols will be implemented with the four staff members.</p> <p>Building remains closed for all other staff</p> <p>Work continues on safe return policy with completion date being 13<sup>th</sup> July 2020 at which point it will be circulated to stakeholders</p> <p><b>4 = 10% (of staff)</b></p>	<p>Remote working continues for all that can do so.</p> <p>Continuance of remote meetings and strategic planning for resumption of activities on 7<sup>th</sup> Sept 2020.</p> <p>Covid Safety Committee established to implement Safe Return Policy.</p> <p>Covid Safety Committee x 5 staff members return to Lir buildings in order to prepare the buildings with the support of E&amp;F, including additional acquired space necessary for social distancing.</p> <p>Building remains closed for all other staff.</p> <p>Remote Risk Assessments begin with all staff and tutors.</p> <p>Live Safe Return Policy document updated in line with government guidelines and risk assessments.</p> <p><b>5 = 12.5% (of staff)</b></p>	<p>Phased return to low-interaction work under strict social distancing protocols if necessary and for a site induction for different depts. by Covid Officer and Venue Manager.</p> <p>Remote working continues for all that can do so.</p> <p>Plan in place for phased return of staff under strict social distancing protocols which will be outlined in our Safe Return Policy.</p> <p>Risk Assessment continue and final building preparations for the resumption of activities on the 7<sup>th</sup> of Sept.</p> <p>Building remains closed for students and general public but deliveries resume observing social distancing protocols in order to prepare the building.</p> <p><b>15 = 37.5% (of staff)</b></p>	<p>All office based staff have returned and phased return of tutors from the 1<sup>st</sup> of Sept in order for site induction for different dept by Covid Officer and Venue Manager.</p> <p>All staff &amp; students return on the 7<sup>th</sup> of Sept 2020 to resume term 3 2019-2020 in Lir buildings and additional acquired space adhering to our Safe Return Policy guidelines.</p> <p>Building opens to visitors and operates under our Safe Return Policy.</p> <p><b>40 = 100% (of staff) (Divided over several buildings in order to maintain social distancing)</b></p>	<p>All staff and students returned as in phase 6. Term 3-2 2019-20 continues until Oct 16<sup>th</sup> 2020 across several building in keeping with social distancing protocols.</p> <p>Key staff prepare for the phased welcoming of the new intake of students 2020-21. Foundation in Acting and Theatre students (17) arrive Monday 28<sup>th</sup> September. Remaining students arrive November 2<sup>nd</sup>.</p> <p><b>40 = 100% (of staff) (Divided over several buildings in order to maintain social distancing)</b></p>