Working safely during COVID-19

…in professional workplaces for Music & Music Video Production

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Version 2.0

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Introduction

The UK is currently experiencing a public health emergency as a result of the COVID-19 pandemic. It is critical that employers, employees, the self-employed and customers take steps to keep everyone safe. This document is to help employers, employees, the self-employed and volunteers in the environments discussed here in England understand how to work safely and keep their customers safe during the COVID-19 pandemic, keeping as many people as possible socially distanced in accordance with the latest relevant guidance from Public Health England ('PHE') from those they do not live with. We hope it gives you freedom within a practical framework to think about what you need to do to continue, or restart, operations during the COVID-19 pandemic. We understand how important it is to work safely and support your employees' and customers' health and wellbeing during the COVID-19 pandemic and not contribute to the spread of the virus. This guidance sets out general considerations for operation of a range of environments, but you should always refer to the specific risk assessment for the particular project and/or workplace.

We know many people are also keen to return to or contribute to non-professional and volunteering activity. Organisations have a duty of care to volunteers and non-professionals to ensure as far as reasonably practicable they are not exposed to risks to their health and safety. This guidance around working safely during COVID-19 should ensure that volunteers and non-professionals are afforded the same level of protection to their health and safety as others, such as workers and customers. The government is clear that workers should not be forced into an unsafe workplace and the health and safety of workers and customers, and public health, should not be put at risk.'

This document has been prepared by the Association of Independent Music (AIM), British Phonographic Industry (BPI), Music Producers Guild (MPG), Musicians Union (MU), endorsed by UK Music and with input from Department for Digital, Culture. Media and Sport, (DCMS) and other *industry bodies and trade unions across the UK, and in consultation with Public Health England (PHE) and the Health and Safety Executive (HSE).* Public health is devolved in Northern Ireland, Scotland and Wales; this guidance should be considered alongside local public health and safety requirements and legislation in Northern Ireland, Scotland and Wales. For advice to businesses in other parts of the UK please see guidance set by the Northern Ireland Executive, the Scottish Government, and the Welsh Government.

While this guidance applies to England, you should always consider whether there are local restrictions in place in your area. If so, you should first read the guidance relevant to your area as this may supersede guidance in this document. You can find information on the current lockdown in Leicestershire [here](#).

We expect that this document will be updated over time. This version is up to date as of 9th July, 2020. You can check for updates at https://www.ukmusic.org/covid-19/guidance. If you have any feedback for us, please email Covid.guidance@ukmusic.org

This document is one of a set of documents about how to work safely in different types of workplace. This one is designed to be relevant for people who *run, operate or work for a business involved in the production of music or music videos or related activities, in a music production environment.*

How to use this guidance

This document sets out guidance on how to open workplaces safely while minimising the risk of spreading COVID-19. It gives practical considerations of how this can be applied in the workplace.

Each business will need to translate this into the specific actions it needs to take, depending on the nature of their business, including the size and type of business, how it is organised, operated, managed and regulated.

This guidance does not supersede any legal obligations relating to health and safety, employment or equalities and it is important that as a business or an employer you continue to comply with your existing obligations, including those relating to individuals with protected characteristics. It contains non-statutory guidance to take into account when complying with these existing obligations. When considering how to apply this guidance, take into account agency workers, contractors and other people, as well as your employees. To help you decide which actions to take, you need to carry out an appropriate COVID-19 risk assessment, just as you would for other health and safety related hazards. This risk assessment must be done in consultation with unions or workers.

What do we mean by 'Professional Music Production environments'?

Anywhere where music or music-related audio-visual content is written, arranged, rehearsed, produced or captured, or where commercial activity related to such recordings takes place, including: commercial recording or rehearsal studios, scoring stages, production rooms, mastering studios, home studios, home office spaces, other shared working spaces and music video filming, filming for live streaming, production and post-production locations (in studio or on location).

A professional music production workplace, whether in a home setting or otherwise, would be one which has, or should have, public liability insurance cover.

This guidance applies when spaces are used to produce music-related audio-visual content. It will be relevant to anyone who has some degree of responsibility for the space or the production. Where there is more than one responsible person or organisation – for example, the space owner/operator, a person who has hired the space for a period of time and the users of the space – they will need to co-operate to ensure that they give proper effect to this guidance.

This guidance should be read in conjunction with the following Guidance issued by BEIS, for Offices and contact centres, Working in other people's homes, Factories, plants and warehouses and guidance issued by DCMS for Operating safely during COVID-19 - Performing arts returning to training, rehearsal and performance (when published) and accommodation providers, where appropriate, as well as guidance issued by HSE, including 'consulting employees on health and safety' https://www.hse.gov.uk/pubns/indg232.pdf. Sections 1-8 of this guidance relate to all music production environments, and users should adapt the guidance to their specific circumstances as appropriate. Section 9 contains some further, specific guidance in respect of music rehearsal spaces, working in people's homes and music video production or filming for live streaming.

This guidance only relates to activities permitted by HMG regulation.

1. Thinking about risk

Objective: That all employers carry out a COVID-19 risk assessment.

COVID-19 is a public health emergency. Everyone needs to assess and manage the risks of COVID-19 and in particular businesses should consider the risks to their workers and customers. As an employer, you also have a legal responsibility to protect workers and others from risk to their health and safety. This means you need to think about the risks they face and do everything reasonably practicable to minimise them, recognising you cannot completely eliminate the risk of COVID-19.

You must make sure that the risk assessment for your business addresses the risks of COVID-19, using this guidance to inform your decisions and control measures. You should also consider the security implications of any decisions and control measures you intend to put in place, as any revisions could present new or altered security risks that may require mitigation. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your workplace. If you have fewer than five workers, or are self-employed and work alone or with others who live with you, you don't have to write anything down as part of your risk assessment. Your risk assessment will help you decide whether you have done everything you need to. There are interactive tools available to support you from the Health and Safety Executive (HSE) at https://www.hse.gov.uk/simple-health-safety/risk/index.htm

Employers have a duty to consult their workers (this can include contractors in some cases) on health and safety. You can do this by listening and talking to them about the work and how you will manage risks from COVID-19. The people who do the work are often the best people to understand the risks in the workplace and will have a view on how to work safely. Involving them in making decisions shows that you take their health and safety seriously. You must consult with the health and safety representative selected by a recognised trade union or, if there isn't one, a representative chosen by workers. As an employer, you cannot decide who the representative will be.

At its most effective, full involvement of your workers creates a culture where relationships between employers and workers are based on collaboration, trust and joint problem solving. This is perhaps particularly important where work is carried out in a home environment. As is normal practice, workers should be involved in assessing workplace risks and the development and review of workplace health and safety policies in partnership with the employer. There is information on engaging with your workforce at https://www.hse.gov.uk/coronavirus/assets/docs/talking-with-your-workers.pdf

Employers and workers should always come together to resolve issues. If concerns still cannot be resolved, see below for further steps you can take.

Where the enforcing authority, such as the HSE or your local authority, identifies employers who are not taking action to comply with the relevant public health legislation and guidance to control public health risks, they will consider taking a range of actions to improve control of workplace risks. For example, this would cover employers not taking appropriate action to socially distance, where possible. The actions the HSE can take include the provision of

specific advice to employers through to issuing enforcement notices to help secure improvements.

Current assessment is that both singing and playing wind or brass instruments carries a higher risk of transmission such that participation in these activities requires particular attention to the risk involved. Recommendations for addressing these risks include but are not limited to: enhancing social distancing; careful use of fixed teams where appropriate; and setting a maximum total number of singers or wind and brass players in one space. Until the scientific evidence base is further established, the government is recommending a phased approach to the management of risk when singing and playing wind and brass instruments in both professional and non-professional contexts. The phases are envisaged to be as follows:

- Initial Phase: Recommendation that singing and wind and brass playing are carefully controlled and limited to professional contexts only (i.e. for work purposes only).
- One (or more) further Phases: Incremental revisions of the guidance as appropriate for professional singing and wind and brass playing as the evidence base develops, including as appropriate, re-examination of: working in fixed teams; the recommended maximum number of performers in one space; and recommended enhanced social distancing measures.
- Additional further Phase: Extending the guidance to include recommendations for resuming non-professional group singing, wind and brass playing including singing in the form of congregation, amateur group or audience participation.

The evidence supporting a move from one phase to the next will be considered separately for singing, and for wind and brass. As a result the move from one phase to the next may not be the same for wind and brass as it is for singing. Phases may also include different approaches for different environments where ventilation, screening and other options can be demonstrated to reduce risk.

This document sets out the initial phase of the guidelines to follow to mitigate the risk of COVID-19 transmission. PHE and others are carrying out further research and this guidance will be revisited regularly and updated accordingly, including to explain the permitted activities and guidelines appropriate for the next phase.

How to raise a concern:

- Contact your employee health and safety representative where there is one.

- Contact your trade union if you have one.

- Use the HSE form available at https://www.hse.gov.uk/contact/concerns.htm

- Contact HSE by phone on 0300 003 1647.

1.1 Managing risk

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

Employers have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. Employers must work with any other employers or contractors sharing the workplace so that everybody's health and safety is protected. In the context of COVID-19 this means protecting the health and safety of your workers and others by working through these steps in order:

- Social distancing of 2 metres is to be maintained, wherever possible, or 1 metre with robust risk mitigation (where 2 metres is not viable), are acceptable. You should consider and set out the mitigations you will introduce in your risk assessment. (Mitigation does not include basic measures such as good hand and respiratory hygiene, the compliance with which should be universal and is assumed).
- In every workplace, increasing the frequency of handwashing and surface cleaning.
- Businesses and workplaces should make every reasonable effort to enable working from home as a first option. Where other workers working from home is not possible, workplaces including home workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (maintaining social distancing wherever possible).
- Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between workers.
- Further mitigating actions include:

  o Increasing the frequency of hand washing and surface cleaning.

  o Keeping the activity or in-person time involved as short as possible.

  o Using screens or barriers or other rooms or areas to separate people from each other.

  o Using back-to-back or side-to-side working (rather than face-to-face) whenever possible if working close together.

  o Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)

  o Singing and playing wind and brass instruments, especially in groups, are considered higher risk activities because of the potential for aerosol production and the absence presently of developed scientific analysis to assess this specific risk. The evidence is being developed rapidly, but – in this initial phase - additional risk mitigation should therefore be considered in these contexts. Further specific guidance is set out in section 3.6.

Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment.

In your assessment you should have particular regard to whether the people doing the work are 'Clinically Extremely Vulnerable' to COVID-19 and be mindful to include them where some workers are working in-person and some remotely.

The recommendations in the rest of this document are ones you must consider as you go through this process. You could also consider any advice that has been produced specifically for your sector, for example by trade associations or trades unions.

If you have not already done so, you should carry out an assessment of the risks posed by COVID-19 in your workplace as soon as possible. If you are currently operating, you are likely to have gone through a lot of this thinking already. We recommend that you use this document to identify any further improvements you should make.

1.2 Sharing the results of your risk assessment

You must share the results of your risk assessment with your workforce. If possible, you should consider publishing the results on your website (and we would expect all employers with over 50 workers to do so). We would expect all businesses to demonstrate to their workers and customers that they have properly assessed their risk and taken appropriate measures to mitigate this. You should do this by displaying a notification in a prominent place in your business and on your website, if you have one. Below, you will find a notice you should display in your workplace to show you have followed this guidance.

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here

✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance

✓ We have taken all reasonable steps to **help people work from home**

✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace

✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: _____ Your Health and Safety Representative _____
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

1.3 Test and Trace

- The opening up of the economy following the COVID-19 outbreak is being supported by NHS Test and Trace. You should assist this service by keeping a temporary record of your staff shift patterns, customers and visitors for 21 days, in a way that is manageable for your business, and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks. Many businesses that take bookings already have systems for recording their customers and visitors – including restaurants, hotels, and hair salons. If you do not already do this, you should do so to help fight the virus. Government has worked with industry and relevant bodies to design a system in line with data protection legislation, details of which can be found <u>here</u>.

2. Who should go to work

Objective: That everyone should work from their own home, unless they cannot work from their own home. Nobody should go to work in another place if your business is closed under current government regulations.

Steps that will usually be needed:

- Considering who is essential to be in the workplace; for example, back of house workers should work alone from their home if at all possible.
    - Workers in roles critical for business and operational continuity, safe facility management which cannot be performed remotely.
    - Workers in critical roles which might be performed remotely, but who are unable to work remotely due to home circumstances or the unavailability of specialist equipment or acoustic space required for their work.
- Planning for the minimum number of people needed in the workplace to operate safely and effectively.
- Monitoring the wellbeing of people who are working alone from their own home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are working together in-person.
- Keeping in touch with workers working alone in their own home or other workplaces on their working arrangements including their welfare, mental and physical health and personal security.
- Providing equipment for people to work alone from their own home safely and effectively, for example, remote access to work systems.

2.1 Protecting people who are at higher risk

Objective: To protect clinically vulnerable and clinically extremely vulnerable individuals.

- Clinically extremely vulnerable individuals (see definition in Appendix) have been strongly advised not to work outside their own home or with others.

- Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions, see definition in Appendix), have been asked to take extra care in observing social distancing and should be helped to work alone from their own home, either in their current role or in a suitable alternative role (if mutually agreed).

- If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work alone from their own home, they should be offered the option of the safest available alternative roles, when working with others, enabling them to maintain social distancing. If social distancing cannot be maintained, you should carefully assess whether this involves an acceptable level of risk. As for any workplace risk you must take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.

- Clinically vulnerable individuals who are not employees (e.g. musicians, visiting producers or other contractors) should have adjustments made to mitigate risk wherever possible.

Steps that will usually be needed:

- Providing support for workers around mental health and wellbeing. This could include advice or telephone support

- See current guidance for advice on who is in the clinically extremely vulnerable and clinically vulnerable groups.

2.2 People who need to self-isolate

Objective: To make sure individuals who are advised to stay at home under existing government guidance do so. This includes individuals who have symptoms of COVID-19 as well as those who live in a household or are in a support bubble with someone who has symptoms and those who are advised to self-isolate as part of the Government's test and trace service.

Steps that will usually be needed:

- Enabling workers to work alone from their own home while self-isolating if appropriate.
- Not to work or allow your workers to enter any home where occupants are self-isolating
- See current guidance for employees and employers relating to statutory sick pay due to COVID-19.

- See [current guidance](#) for people who have symptoms and those who live with others who have symptoms.
- If one member of a 'fixed group' (see section 3 on social distancing at work) displays symptoms, follow the <u>test and trace </u>guidance for contacts of people with possible or confirmed coronavirus (COVID-19) infection who do not live with the person.

2.3 Equality in the workplace

Objective: To treat everyone in your workplace equally.

- In applying this guidance, employers should be mindful of the particular needs of different groups of workers or individuals.
- It is breaking the law to discriminate, directly or indirectly, against anyone because of a protected characteristic such as age, sex or disability.
- Employers also have particular responsibilities towards disabled workers and those who are new or expectant mothers.

Steps that will usually be needed:

- Understanding and taking into account the particular circumstances, including of those with different protected characteristics, such as those who are hearing or visually impaired.
- Involving and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk or might make any steps you are thinking about inappropriate or challenging for them.
- Considering whether you need to put in place any particular measures or adjustments to take account of your duties under the equalities legislation.
- Making reasonable adjustments to avoid disabled workers being put at a disadvantage and assessing the health and safety risks for new or expectant mothers.
- Ensuring any changes to entries, exit and queue management take into account reasonable adjustments for those who need them, including disabled customers. For example, maintaining pedestrian and parking access for disabled clients.
- Making sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for example those with caring responsibilities or those with religious commitments.

3. Social distancing for workers or with others in home workplaces

Objective: To maintain social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling between sites.

- You must maintain social distancing in the workplace wherever possible.
- Where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff and other workers. Mitigating actions include:

    o Further increasing the frequency of hand washing and surface cleaning.

    o Keeping the activity time involved as short as possible.

    o Keeping in-person working time with others as short as possible

    o Staggering working hours to minimise interactions while working

    o Using screens or barriers or other areas of the space to separate people from each other.

    o Using back-to-back or side-to-side working (rather than face-to-face), whenever possible, if necessary to work closely.

- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). For example, where social distancing may be impractical due to the degree of proximity required (such as intimate/fighting scenes, dancing, costume fitting, hair and make-up, band or choir group sessions and so on), consider whether that activity needs to continue for the business to operate, and, if so consider using fixed teams which could be operated as follows:

    o Grouping individuals into fixed teams that work together throughout a production or for specific periods to minimise the risk of transmission beyond these fixed groups;

    o In particular there should be no opportunity for social distancing to be breached by individuals between more than one group at a time

    o Minimising transmission risk between fixed groups when they mix outside their group during a rehearsal or performance and during breaks or moving around a workplace.

    o Ensuring that there is no swapping between designated "fixed groups". This is to reduce the risk of whole team impact in the event of a worker contracting COVID-19.

- Using screens where feasible to separate individuals or fixed groups from each other where they cannot achieve social distancing.

- Singers and wind and brass instrument players should refer to the specific guidance in section 3.6.

- Using markings in communal and working areas

- Social distancing applies to all parts of a workplace, not just the place where people spend most of their time, but also entrances and exits, corridors, break rooms, canteens and similar settings. These are often the most challenging areas to maintain social distancing and should be appropriately supervised where possible.

- Where an individual is operating on a peripatetic basis, such as a music teacher, freelance musician or conductor, arranger, producer, engineer etc., and operating across multiple groups or individuals:
  o Maintaining distancing requirement with each group;

  o Avoiding situations where distancing requirement is broken, for example teachers demonstrating using the student's instrument;

  o Making efforts to reduce the number of groups interacted with and locations worked in, to reduce the number of contacts made;

  o Considering a private testing programme or working with a single musician at a time.

3.1 Manage capacity and overcrowding

Objective: To ensure distancing is possible by limiting the number of people able to access the premises or workplace.

- Maximum capacity should be based on the government requirement for social distancing, nature of activities (i.e. if the activity is static vs. requiring a range of movement) and equipment layout and the configuration of space.

- Particular attention should be given to ventilation and sufficient circulation space especially around equipment and between groups and individuals.

Steps that will usually be needed:

- Conducting a specific risk assessment for each premises or workplace and the proposed activities to identify:
  o The likely numbers of people that will be in the workplace at different times of its use.

  o The number of people that can reasonably follow social distancing within the workplace, taking into account total space, equipment as well as likely constraints (for example, toilets) and pinch points.

  o Which activities can be undertaken and which spaces can be used with specific measures to ensure social distancing and maintain cleanliness.

- Limiting the number of people in the workplace, overall and in any particular congestion areas, for example doorways between outside and inside spaces.
- Enabling a booking system or other approaches to manage demand of spaces, so that no more than the desired number of people are in the building at any one time.

- Managing occupancy levels and changeover by reducing the number of people and amending timetabling.
- Allowing a sufficient break time between sessions or productions to prevent waiting in groups.
- Where possible, operating on a book-in-advance basis for any spaces available to hire, preferably online or over the phone.

3.2 Coming to work and leaving workplaces

Objective: To maintain social distancing wherever possible, on arrival and departure and to enable handwashing upon arrival.

Steps that will usually be needed:

- Reducing likely interactions, for example by staggering arrival and departure times (as well as this aiding safe travel to and from work where possible), taking account of the impact on those with protected characteristics.
- Providing parking permits or facilities such as bike-rack space and changing areas to help people walk, run, or cycle to workplaces where possible. Where this is not possible, use public transport or drive
- Reducing congestion, for example, by having more entry points to studios. Using markings and introducing one-way flow where possible, especially at entry and exit points.
- Limiting passengers in vehicles required for work travel, for example minicabs and tour vehicles or vehicles used on video shoots by artists or crew. This could include leaving empty seats.
- Providing handwashing facilities (or hand sanitiser where not possible) in the workplace or providing this to workers.
- Providing alternatives to touch-based security devices such as entry keypads.
- Encouraging use of stairs rather than lifts wherever possible
- Maintaining use of security access devices, such as keypads or passes, and adjusting processes at entry/exit points to reduce risk of transmission. For example, cleaning pass readers regularly and asking staff to hold their passes next to pass readers rather than touching them.

3.3 Moving around buildings

Objective: To maintain social distancing as far as possible while people travel through the workplace.

Steps that will usually be needed:

- Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted. These items require cleaning between users if multi-use.
- Restricting access between different areas of a building or site, if possible.
- Using fixed teams or adjusting booking processes to reduce the number of people in a studio at the same time to avoid overcrowding.

- Introducing more one-way flow through workplaces where possible. Providing floor markings and signage should remind both workers and customers to follow to social distancing wherever possible.
- Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible.
- Making sure that people with relevant disabilities are able to access lifts and are prioritised for use of lifts.
- Regulating use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing.

3.4 Workplaces and workstations

Objective: To maintain social distancing between individuals when they are at their workstations.

- For people who work together in one place, workstations should allow them to maintain social distancing wherever possible.
- Studios may need workers to share workstations and equipment. If they need to be shared, they should be shared by the smallest possible number of people and be cleaned between users.
- If it is not possible to keep workstations far enough apart to maintain social distancing, then businesses should consider whether that activity needs to continue for the business to operate, and if so take all mitigating actions possible to reduce the risk of transmission.
- Encouraging staff not to eat or drink at workstations.

Steps that will usually be needed:

- Review layouts to work further apart where possible, accepting the limitation of some environments.
- Using floor markings to help people maintain social distancing where possible.
- Only where it is not possible to move workstations further apart, using screens to separate people from each other.
- Avoiding people working face-to-face. For example, by working side-by-side or facing away from each other.
- Managing occupancy levels, to maintain social distancing in workplaces with restricted space, for example by reducing the maximum occupancy for studios & control rooms and other indoor production spaces including edit suites.
- Using a consistent pairing system if people have to work in close proximity. For example, maintenance activities that cannot be redesigned.
- Cleaning workstations and shared equipment and instruments, where it is feasible to do so.
- Limiting use of high-touch items and shared equipment, for example, shared instruments, mixing desk, lathe, cables, headphones.

3.5 General guidance during rehearsals, training, pre-production and recording/production

Objective: To maintain social distancing between individuals during training, rehearsals. pre-production and recording / production

Steps that will usually be needed:

- Assessing the capacity of any space to be used and appropriately managing this to maintain social distancing. Consider setting a maximum occupancy.
- Providing space for performers and other attendees to be socially distanced from each other and production team members or other individuals, wherever possible during training, pre-production, recording, rehearsal and performance.
- Ensuring all rehearsal, training and performance areas, with particular regard to indoor and covered areas, have adequate ventilation. Set air-con systems to maximum fresh air possible.
- Organising and designing repertoire, rehearsals, training and performance to avoid situations where performers cannot social distance, wherever feasible.
- Considering limiting session times / working days and having more frequent / longer breaks to prevent fatigue in workers.
- Reducing as far as possible any time that individuals are not able to maintain social distancing.
- Reducing group sizes where it helps maintain social distancing.
- Using technology solutions for rehearsals, training and performance where it helps maintain social distancing.
- Removing non-essential common areas (e.g. waiting rooms, canteen lounges).
- Using floor tape or paint to mark areas to help people maintain social distance, where possible.
- Establishing a protocol with copyists / librarians to ensure social distancing wherever possible. This may include distributing / collecting sheet music when no musicians are present or leaving music in 'drop-zones' for musicians to collect.

3.6 Singing and playing wind and brass instruments

Objective: To minimise the risk of transmission whilst singing and playing wind or brass instruments

This is the initial phase of the recommended guidance. Further guidance will be issued when there is sufficient scientific evidence to support a move to the next phase.
Singing and playing wind and brass instruments, especially in groups, are considered higher risk activities because of the potential for aerosol production and the absence presently of developed scientific analysis to assess this specific risk. The evidence is being developed rapidly. This section sets out the additional risk mitigation appropriate to the initial phase of returning to singing and playing wind and brass instruments.

Steps that will usually be needed:

Singing

- Limiting singing in groups or in front of audiences to professionals only (i.e. for work purposes only) and:
    - Observing extended social distancing (current guidance is that if the activity is face-to-face and without mitigations, 3 metres is appropriate) between singers and any other people such as conductors, other musicians, audiences or accompanists.
    - Limiting singing in groups to group sizes which are as small as possible in one discrete space, and only considering increasing this number if a comprehensive risk assessment has been conducted which includes but is not limited to:

        - the size of the space;
        - the ventilation levels within the space;
        - the positioning of singers within the space;
        - the effectiveness of any booths, barriers or screens in use; and
        - the use of fixed teams to reduce contacts.

- Avoiding exposure of audiences, crew and other performers through using alternative programmes, technology or re-orchestrating for fewer voices as the first priority.

At this time, all venues including recording studios and production rooms should not permit indoor performances, including drama, comedy and music, to take place in front of a live audience. This is important to mitigate the risks of aerosol and droplet transmission - from either the performer(s) or their audience. Indoor performances to a live audience are expected to resume after 1 August, subject to the successful completion of pilots, and provided prevalence remains around or below current levels. DCMS Performing Arts guidance sets out how performing arts activity can be managed safely in other settings.

- Operating outdoors wherever possible.

- If singing indoors, limiting the numbers to account for ventilation of the space and the ability to observe extended social distancing.

- For singers working with other individuals, positioning side-to-side or back-to-back and avoiding singing face-to-face even when following the required distance.

- When essential, if it is not possible to maintain recommended extended social distancing whilst singing, using one or multiple fixed teams to manage risk of transmission and considering:

    - Wherever possible, limiting the number of singers in any fixed team to the smallest number possible;
    - Where a very small fixed team means professional work cannot resume (for example, a typical musical theatre cast), considering a larger fixed team only if a comprehensive risk mitigation plan has been put in place which may include but is not limited to:
        - Reducing the number of singers in the fixed team as much as possible;
        - Conducting rehearsals and training in smaller fixed teams wherever possible and gradually increasing the number of people in the fixed team over time in order to observe and manage risk;

- Communicating clearly the maximum number of people allowed to engage as a fixed team at any one time;
- Screening of anyone in a fixed team prior to entry into venues, which may include, but not be limited to, a COVID-19 symptom questionnaire;
- Determining what level of monitoring for COVID-19 symptoms or testing for COVID-19 is required to achieve as reasonable a level of risk mitigation as possible. This may include regular private testing; noting that this will not allow any relaxation of other control measures;
- Ensuring there is a clear policy in place for managing a COVID-19 positive individual, and abiding by government and PHE guidelines and reporting requirements;
- Appointing an existing member of staff or of the organisation as a COVID-19 officer who will be responsible for oversight of fixed teams, including the risk assessment and ensuring the appropriate mitigations are in place.
  - Within the fixed team, positioning side-to-side or back-to-back and avoiding singing face-to-face wherever possible;
  - Observing extended social distancing (current guidance is that 3 metres is appropriate) between the fixed team and any other people such as conductors, other musicians, audiences or accompanists wherever possible;
  - All members of a fixed team self-isolating if one member displays symptoms of COVID-19; which again reiterates the need to keep fixed teams as small as possible;
  - It is unlikely that this fixed team approach will be possible where professional performers work with more than one group or organisation simultaneously.
- Considering using booths, barriers or screens if possible between individual singers who are not part of a fixed team, between fixed teams of singers and others, and between performers and any audience, noting that:

  - The effectiveness of the booth, barrier or screen varies substantially depending on the type of booth, barrier or screen used;
  - Only some types of booth, barrier or screen will be effective enough to be viable for use in situations where extended social distancing cannot be maintained;
  - Comprehensive risk assessments will be needed whenever using booths, barriers or screens to ensure that transmission risk is appropriately contained and that other health and safety risks such as noise exposure are managed, particularly when using booths, barriers or screens in situations where extended social distancing cannot be maintained.
- Considering regular private testing (noting that this will not allow any relaxation of other control measures) with an accredited provider, particularly for members of a fixed team, and those who sing with more than one group at a time such as deputising musicians and teachers.
- Making sure that no singers are participating if suffering with symptoms of COVID-19 or when advised to self-isolate.
- Results of further research on transmission risks associated with singing will lead to updates in this guidance;

Wind and brass

- Limiting wind and brass playing in groups or in front of audiences to professionals (i.e. for work purposes only) and:

    - Observing extended social distancing (current guidance is that if the activity is face-to-face and without mitigations, 3 metres is appropriate) between all players and any other people such as conductors, other musicians, audiences or accompanists.

    Limiting wind and brass playing in group sizes which are as small as possible in one discrete space wherever possible, and only considering increasing this number if a comprehensive risk assessment has been conducted which includes but is not limited to:

        - the size of the space;
        - the ventilation levels within the space;
        - the positioning of players and their instruments within the space;
        - the effectiveness of any booths, barriers or screens in use; and
        - the use of fixed teams to reduce contacts.

- Avoiding exposure of audiences, crew and other performers through using alternative programmes, technology or re-orchestrating for other instruments as the first priority. At this time, all venues including recording studios and production rooms should not permit indoor performances, including drama, comedy and music, to take place in front of a live audience. This is important to mitigate the risks of aerosol and droplet transmission - from either the performer(s) or their audience. DCMS Performing Arts guidance sets out how performing arts activity can be managed safely in other settings.

- Operating outdoors wherever possible.
- If playing indoors, limiting the numbers to account for ventilation of the space and the ability to observe extended social distancing.
- For wind and brass players working with other individuals, positioning side-to-side or back-to-back and avoiding playing face-to-face wherever possible, but with particular regard to the position of instruments with lateral transmission such as piccolos and flutes.
- When essential, if it is not possible to maintain recommended extended social distancing whilst playing wind or brass instruments, using one or multiple fixed teams to manage risk of transmission and considering:
    - Wherever possible, limiting the number of wind and brass players in any fixed team to the smallest number possible;
    - Where a very small fixed team size means professional work cannot resume (for example, for a large professional brass ensemble), considering a larger fixed team only if a comprehensive risk mitigation plan has been put in place which may include but is not limited to:
        - Reducing the number of wind and brass in the fixed team as much as possible;

- Conducting rehearsals and training in smaller fixed teams wherever possible and gradually increasing the number of people in the fixed team over time in order to observe and manage risk;
- Communicating clearly the maximum number of people allowed to engage as a fixed team at any one time;
- Screening of anyone in a fixed team prior to entry into venues, which may include, but not be limited to, a COVID-19 symptom questionnaire;
- Determining what level of monitoring for COVID-19 symptoms or testing for COVID-19 is required to achieve as reasonable a level of risk mitigation as possible. This may include regular private testing;noting that this will not allow any relaxation of other control measures;
- Ensuring there is a clear policy in place for managing a COVID-19 positive individual, and abiding by government and PHE guidelines and reporting requirements;
- Appointing an existing member of staff or of the organisation as a COVID-19 officer who will be responsible for oversight of fixed teams, including the risk assessment and ensuring the appropriate mitigations are in place.
  - Within the fixed team, positioning side-to-side or back-to-back and avoiding playing face-to-face wherever possible, but with particular regard to the position of instruments with lateral transmission such as piccolos and flutes;
  - Observing extended social distancing (current guidance is that 3 metres is appropriate) between the fixed team and any other people such as conductors, other musicians, audiences or accompanists wherever possible;
  - All members of a fixed team self-isolating if one member displays symptoms of COVID-19; which again reiterates the need to keep fixed teams as small as possible;
  - It is unlikely that this fixed team approach will be possible where professional performers work with more than one group or organisation simultaneously.
- Considering using booths, barriers or screens if possible between individual wind and brass players who are not part of a fixed team, between fixed teams of wind and brass players and others, and between performers and any audience, noting that:
  - The effectiveness of the booth, barrier or screen varies substantially depending on the type of booth, barrier or screen used;
  - Only some types of booth, barrier or screen will be effective enough to be viable for use in situations where extended social distancing cannot be maintained;
  - Comprehensive risk assessments will be needed whenever using booths, barriers or screens to ensure that transmission risk is appropriately contained and that other health and safety risks such as noise exposure are managed, particularly when using booths, barriers or screens in situations where extended social distancing cannot be maintained.
- Considering regular private testing (noting that this will not allow any relaxation of other control measures); with an accredited provider, particularly for members of a fixed team, and those who play with more than one group at a time such as deputising musicians and teachers.
- Making sure that no players are participating if suffering with symptoms of COVID-19 or when advised to self-isolate.

- Results of further research on transmission risks associated with playing wind and brass instruments will lead to updates in this guidance;

3.7 Meetings

Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings

Steps that will usually be needed:

- Using remote working tools to avoid in person meetings
- Only absolutely necessary participants should physically attend meetings and should maintain social distancing (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).
- Avoiding transmission during meetings, for example avoiding sharing pens and other objects, for example by issuing items to workers and marking the items
- Providing hand sanitiser in rooms used for meetings.
- Holding meetings outdoors or in well-ventilated rooms whenever possible (where it is not possible to hold the meeting remotely).
- For areas where regular meetings take place, use markings to help people maintain social distancing where possible.
- Rethinking demonstrations and presentations to minimise direct contact and to maintain social distancing.

3.8 Common Areas

Objective: To maintain social distancing while using common areas.
Steps that will usually be needed:

- Staggering break times to reduce pressure on places to take breaks or eat.
- Encouraging use of safe outside areas for breaks.
- Creating additional space by using other parts of the workspace or building that have been freed up by remote working.
- Installing screens to protect workers in receptions or similar areas.
- Reconfiguring seating and tables to optimise spacing and reduce face-to-face interactions.
- Considering use of social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form.
- Encouraging workers to use best available options for meals, such as outdoors, or remaining in the workplace to consume packaged meals, and also encouraging maintaining social distancing while elsewhere.

3.9 Accidents, security and other incidents

Objective: To prioritise safety during incidents.

- In an emergency, for example, an accident, provision of first aid, fire or break-in, people do not have to maintain social distancing if it would be unsafe.
- People involved in the provision of assistance to others should pay particular attention to sanitation measures before, during and immediately afterwards including sanitisers and washing hands.

Steps that will usually be needed:

- Reviewing your incident and emergency procedures to ensure they reflect the social distancing principles as far as possible.
- Considering the security implications of any changes you intend to make to your operations and practices in response to COVID-19, as any revisions may present new or altered security risks which may need mitigations.
- Considering whether you have enough appropriately trained staff to keep people safe. For example, having dedicated staff to encourage social distancing or to manage security.
- For organisations who conduct physical searches of people, considering how to ensure safety of those conducting searches while maintaining security standards.
- Following government guidance on managing security risks (link)

4. Keeping your clients, musicians, actors and other visiting workers safe

4.1 Manage contacts

Objective: To minimise the contact resulting from visits to the workplace.

Steps that will usually be needed:

- Limiting the number of clients and other visitors in workplaces.
- Encouraging listening in or other engagement via remote connection where this is an option.
- Limiting the number of people in workplaces overall and in any particular congestion areas such as control rooms and live rooms as well as, for example doorways between outside and inside spaces.
- Restricting access to required visitors only.
- Encouraging visitors and contractors to use hand sanitiser or handwashing facilities as they enter the premises to reduce the risk of transmission
- Encouraging visitors to avoid touching surfaces and objects in the workplace if at all possible

- Finding remote alternatives to in-person meetings such as, presentations, listening sessions or screenings
- Looking at how visitors and contractors walk through and otherwise use the space and how you could adjust this to reduce contact between visitors, workers and others otherwise occupying the workplace
- Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.
- Maintaining a record of all visitors, if this is practical.
- Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions.
- Working with the relevant landlord (including for example, co-working space operators) to take into account the impact of your processes, on communal and public spaces such as streets, surrounding workplaces and car parks.
- Avoid sharing vehicles with others outside of your household or support bubble where possible. If it is not possible, keep the number of people in the vehicle to a minimum and use other safety measures such as ensuring good ventilation.
- Managing outside queues to ensure they do not cause a risk to individuals, other businesses or additional security risks, for example by introducing queuing systems, having staff direct visitors and protecting queues from traffic by routing them behind permanent physical structures such as street furniture, bike racks, bollards or putting up barriers.

4.2 Providing and explaining available guidance

Objective: To minimise the contact resulting from visits to music and music video production environments.

Steps that will usually be needed:

- Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage, visual aids and before arrival, for example, by phone, on the website, by email.
- Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.
- Coordinating and working collaboratively with landlords and workplace managers, for example, where production rooms or other workspaces are part of a larger complex.
- Consider encouraging workers to act as social distancing champions to demonstrate social distancing guidelines to visitors if helpful.
- Reviewing external messaging to visitors and customers to make sure it does not provide information that may present a security risk, such as the location of queues or the number of people permitted in a queue.
- Providing written or spoken communication of the latest guidelines to both workers and clients inside and outside the venue. You should display posters or information setting out how customers should behave at your venue to keep everyone safe.

4.3 Casting and auditions

Objective: To reduce transmission and maintain social distancing where possible whilst casting and auditioning

Example steps that could be taken include:

- Self-taping or online auditions to reduce numbers on-site. A live feed may help reduce numbers of creative team attending casting and auditions.
- Removing waiting rooms where it is not possible to facilitate social distancing, asking people not to arrive ahead of their allocated time slot, and providing clear instruction not to congregate in other areas if waiting.
- Using screens to create a physical barrier between people, for example between casting team or accompanist and candidates.
- Considering how to appropriately protect any supporting creative team such as musical accompanists, for example by using screens or ensuring social distancing can be maintained.
- Reducing number of people at audition where possible to reduce the number of contact points, for example by reducing numbers of non-essential crew.

5. Cleaning the workplace

5.1 Before reopening

Objective: To make sure that any site or location that has been closed, partially operated or has not been used as a workplace for those not living there is clean and ready to be used as such, including:

- An assessment for all areas that have been closed, before restarting work.
- Cleaning procedures and providing hand sanitiser, before restarting work.

Steps that will usually be needed:

- Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.
- Most air conditioning systems do not need adjustment, however where systems serve multiple buildings, or you are unsure, advice should be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers. More info on Air conditioning is available from HSE here.
- Check any air supply / extraction working to full capacity, e.g. no blocked filters.
- Restarting and testing specialist equipment which may have unused for a longer than usual period of time to minimise in-session repairs.

5.2 Keeping the workplace clean

Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces.

Steps that will usually be needed:

- Maintaining good ventilation in the work environment. For example, opening windows and doors frequently, where possible.
- Frequent cleaning of work areas and equipment between use, using your usual cleaning products.
- Frequent cleaning of objects and surfaces that are touched regularly, including door handles, desks, coffee machines or staff handheld devices and making sure there are adequate disposal arrangements for cleaning products.
- Clearing and encouraging workers to clear workspaces and removing waste and belongings from the work area at the end of a shift.
- Establish special cleaning protocols for technical equipment, including consoles, microphones etc to ensure they cleaned between users.
- Establish special cleaning protocols for vocal mics and pop shields and consider asking artist to supply their own where possible.
- Establish protocols on operating equipment to minimise cross-contamination, for example, including strict rules on who is allowed to operate the console /patch bay etc.
- If you are cleaning after a known or suspected case of COVID-19 then you refer to the specific guidance.

5.3 Hygiene – handwashing, sanitation facilities and toilets

Objective: To help everyone keep good hygiene through the working day

Steps that will usually be needed:

- Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.
- Providing regular reminders and signage to maintain hygiene standards.
- Providing hand sanitiser in multiple locations in addition to washrooms.
- Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.
- Enhancing cleaning for busy areas.
- Providing more waste facilities and more frequent rubbish collection.
- Providing hand drying facilities – either paper towels or electrical dryers.

5.4 Staff showers

Objective: To minimise the risk of transmission in showers.
Steps that will usually be needed:

- Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.
- Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.
- Considering changes in policies to ensure limited time is taken in changing areas, especially during the changeover of group activity to maintain social distancing.
- Permitting use of lockers provided social distancing can be maintained.

5.5 Handling goods, artist equipment and rental equipment and other materials

Objective: To reduce transmission through contact with objects in the music production environment.

Steps that will usually be needed:

- Cleaning procedures for material and equipment entering the site that is intended for general or multiple person use.
- Cleaning procedures for the parts of shared equipment you touch after each use.
- Encouraging increased handwashing and introducing more handwashing facilities for workers and customers or providing hand sanitiser where this is not practical.
- Avoiding sharing personal items such as phones, chargers, pens, and owners take responsibility for regularly disinfecting their own personal equipment.

- Using designated storage for large personal items required in the workplace, such as instrument cases, whereas musicians with smaller instruments keep cases could store them under their seat.
- Avoiding sharing professional equipment wherever possible and placing name labels on equipment to help identify the designated user, for example microphones, cameras, percussionists maintaining their own sticks and mallets.
- Establishing protocols with copyists / librarians to limit handling of music scores, parts and scripts to the individual using them and copyist / librarian.
- Making available extra microphones, radios and headsets or earpieces, dedicating a member of a team to be responsible for them for the duration of a session or production, and making sure these are appropriately cleaned if not single use.
- If equipment has to be shared, regularly disinfecting it (including any packing cases, handles, props, chairs and music and microphone stands) and always between users, following UK Government guidance.
- Consider limiting number of suppliers when hiring equipment. Responsibility of cleaning hired instruments should be discussed with the suppliers.
- Transporting equipment in accordance with Government guidance for vehicles.

- Cleaning hire equipment, tools or other equipment on arrival and before first use. If receiving deliveries in advance of when required, store in a clean location and clean before first use.
- Cleaning of their own musical instruments by musicians, where possible.
- Putting in place picking-up and dropping-off collection points where possible, rather than passing goods hand-to-hand.
- Restricting non-business deliveries, for example, personal deliveries to workers.

6. Personal Protective Equipment (PPE) and face coverings

PPE protects the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks.

Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.

At the start of this document we described the steps you need to take to manage COVID-19 risk in the workplace. This includes working from home and maintaining social distancing in the workplace if at all possible. When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.

The exception is clinical settings, like a hospital, or a small handful of other roles for which Public Health England advises use of PPE. For example, first responders and immigration enforcement officers. If you are in one of these groups, you should refer to the advice at: https://www.gov.uk/government/publications/coronavirus-covid-19-personal-protective-equipment-ppe-plan/covid-19-personal-protective-equipment-ppe-plan and https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings.
Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.

Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly.

6.1 Face Coverings

Face coverings are currently mandatory on public transport, and will be mandatory in shops and in supermarkets from the 24th July 2020. People are also encouraged to wear face coverings in enclosed public spaces where there are people they do not normally meet. Relevant guidance on face coverings is available on GOV.UK.

When disposing of face coverings and PPE, people should do so in a 'black bag' waste bin or litter bin. Face coverings or PPE should not be put in a recycling bin or dropped as litter. Businesses should provide extra bins for staff and customers to dispose of single-use face coverings and PPE, and should ensure that staff and customers do not use a recycling bin. Full details on how to dispose of your personal or business waste during the coronavirus pandemic can be found on GOV.UK.

There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms. A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. Similarly, face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context. Supplies of PPE, including face masks, must continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings like those exposed to dust hazards.

It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments.

Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off. You should be prepared to remove your face covering if asked to do so by police officers and staff for the purposes of identification. Please be mindful that the wearing of a face covering may inhibit communication with people who rely on lip reading, facial expressions and clear sound.

Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
- Practise social distancing wherever possible.

You can make face-coverings at home and can find guidance on how to do this and use them safely on GOV.UK.

7. Workforce Management

7.1 Shift patterns and working groups

Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each worker has.

Steps that will usually be needed:

- As far as possible, where workers are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.
- Members of fixed teams observing social distancing amongst themselves, and between fixed teams
- Identifying areas where people have to directly pass things to each other and finding ways to remove direct contact such as by using drop-off points or transfer zones.
- Creating zones to separate groups, for example sound operators from other production team members and performers.

7.2 Work-related travel

7.2.1 Cars, accommodation and visits

Objective: To avoid unnecessary work travel and keep people safe when they do need to travel between locations.

Steps that will usually be needed:

- Minimising non-essential travel – consider remote options first.
- Minimising the number of people outside of your household or support bubble travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.
- Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.

7.2.2 Visits to other sites

Objective: To help workers visiting other sites such as studios, music shops, rental companies, or other workplaces to maintain social distancing and hygiene practices.

Steps that will usually be needed:

- Putting in place procedures to minimise person-to-person contact during visits to other sites.
- Maintaining consistent pairing where two-person visits are required.
- Minimising contact during payments and exchange of documentation, for example by using electronic payment methods and electronically signed and exchanged documents.

7.3 Communications and training

7.3.1 Returning to work

Objective: To make sure all workers understand COVID-19 related safety procedures.

Steps that will usually be needed:

- Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.
- Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements.
- Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.

7.3.2 Ongoing communications and signage

Objective: To make sure all workers are kept up to date with how safety measures are being implemented or updated.

Steps that will usually be needed:

- Ongoing engagement with workers (including through trade unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments.
- Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19).
- Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language.
- Using visual communications, for example whiteboards or signage, to explain changes to production schedules, breakdowns or materials shortages to reduce the need for face-to-face communications.
- Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience.

8. Inbound and outbound goods

Objective: To maintain social distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations, for example, distribution centres or despatch areas.

Steps that will usually be needed:

- Revising pick-up and drop-off collection points, procedures, signage and markings.

- Minimising unnecessary contact at gatehouse security, yard and warehouse. For example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking.
- Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.
- Where possible and safe, having single workers load or unload vehicles.
- Where possible, using the same pairs of people for loads where more than one is needed.
- Enabling drivers to access welfare facilities when required, consistent with other guidance.
- Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.

9. Additional Specific Guidance for Specialist Environments:

9.1   Group working from home environments (including home offices and home studios)

In considering the guidance set outlined in sections 1-8, there are some considerations which relate more specifically to group working in the home environment.

- It is recognised that many of the provisions here will not be relevant or practical in home environments and this guidance should be adapted accordingly. It is not expected that employers operating in home working environments be required to follow guidance which is not appropriate. However, where guidance cannot be followed in general, the first thought should be to whether group working in the home is necessary and whether remote working could be arranged as a first option.
- In parts of the home that are clearly designated work areas such as home studios or separate outbuildings containing studios Health and Safety legislation and this workplace guidance will still apply.
- Particular attention should be given where others live in the home being worked in, in relation to minimising contact and maintaining social distancing between workers and those living in the home workplace. Additionally, attention should be paid to anyone sharing communal spaces in mixed residential and commercial buildings and areas to minimise contact and maintain social distancing for all involved.
- Further guidance can be found in the Offices and contact centres and Working in other people's homes guidance available from BEIS.

9.2   Music rehearsal studios:

In addition to the considerations and guidance above, the following provide additional measures which could be taken to meet the objectives set out in this guidance:

- Set limits for the number of people on site at the facility as a whole as well as by individual rehearsal room.
- Post and brief each client on safe working practices at your facility in advance of them attending.
- Have attendees supply line-up and equipment rider information in advance of sessions to assess, for example, available space, floor markings, information to provide, screens and other mitigating equipment and actions required for the session.
- Consider how to set equipment and use floor markings to assist clients in maintaining social distancing while rehearsing.
- Consider the least amount of equipment required to be in a rehearsal room in order to provide only those e.g. the minimum number of microphones needed.
- Consider providing equipment such as microphones and drumsticks in closed and cleaned boxes, make equipment available for purchase or long term hire by a single person or fixed team.
- Ensure the rehearsal room and any shared equipment is cleaned between sessions.

Reduce the number of sessions in a day to allow for adequate cleaning of rehearsal and communal spaces and equipment.

9.3   Music Video Shoots:

In addition to the guidance outlined in sections 1-8 there are some further considerations which relate more specifically to music video production or the audio-visual capture of music for live streaming, relating in particular to the development of creative treatments/scripting/choreography, filming and production.

Generally, ensure film crews do not mix with performers in the performance area if to do so would breach social distancing, unless they are part of a fixed group with the performers.These reflect guidance produced for the [Film and High-end TV Drama Production](#) film and [TV production](#) sectors, which you might also find helpful to review.

9.3.1 Creative treatment – planning and on set:

- Action should be scripted to enable social distancing between performers wherever possible.
- Review and modify set design to reduce the requirement for close working – between performers and crew for rigging/derigging.
- Where social distancing is not possible, activity should be conducted side to side or facing away from each other where possible; use of face coverings and screens should be considered.
- Consider using natural barriers on set/location such as doors and windows.
- Consider staggered start times for performers and crew, particularly on prep and rigging days.

- Filming should take place outside where possible (and where takes place indoors should adhere to guidance on ventilation above).
- Consider the use of technology to minimise contact and/or travel to location – in particular consider use of CGI/green screen.

9.3.2 Location and Equipment

The guidance above should be followed in respect of minimising sharing of equipment, and protocols for cleaning of equipment that needs to be shared, including during filming and in edit suites. In particular:

- Wherever possible people should use dedicated equipment – such as cameras, microphones, headsets, radios. All equipment should be cleaned and disinfected before issue, at the end of each day, and between use by different people.
- Scripts should be provided in digital form, as should any other documentation/training provision.
- Cameras should be single operator in any filming session as far as possible.
- Use fixed/boom mics where possible.
- Where radio/clip mics are used, these should be fitted by the user (and instruction for use provided).
- Use of props and passing of props between people must be kept to a minimum; all props should be cleaned prior to use and at the end of each day (or between uses by different people).
- Movement of kit / scenery should be kept to a minimum – planning for use of studio space should be planned accordingly.

9.3.4 Wardrobe, hair, make up

For detailed guidance on tailoring, dress fitting, hair and make-up refer to BEIS guidance for 'Close Contact services' when published.
- Performers must maintain the social distance in any wardrobe/make up areas.
- Enable people to do their own make up and provide instructions if necessary: consider providing make up to be kept by the user; provide remote instruction where relevant; make up should not be shared between users; limit need for make-up touch-ups on set.
- Design costumes to minimise need for assistance with dressing; minimise touching of garments, for example, do not pass outfits from wardrobe to performers.

9.3.5 Edit / post-production

Should follow the principles outlined in respect of studios in this guidance.
Also, refer to guidance for Post-Production and VFX, where helpful.

9.4 Residential Studios

Should follow the principles outlined in respect of studios in this guidance.
Workers staying away from home in a residential studio in order to work on a music production are permitted to do so.
Additional guidance for the accommodation and catering aspects of these facilities should follow the government guidance for hospitality (link).

Where to obtain further guidance

COVID-19: What you need to do https://www.gov.uk/coronavirus
Support for businesses and employers during coronavirus (COVID-19)
https://www.gov.uk/coronavirus/business-support
General guidance for employees during coronavirus (COVID-19)
https://www.gov.uk/guidance/guidance-and-support-for-employees-during-coronavirus-covid-19
Guidance on staying alert and safe (social distancing):
https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing
COVID-19: Guidance for Close Contact Services: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/close-contact-services
COVID-19: Guidance for TV Production:
https://www.pact.co.uk/uploads/assets/uploaded/bafea386-4e38-4bfe-b77a98e804384e9b.pdf?userDownload=true
http://britishfilmcommission.org.uk/wp-content/uploads/2020/06/British-Film-Commission-Working-Safely-During-COVID-19-in-Film-and-High-end-TV-Drama-Production-05-06-20-V.1.1.pdf
COVID-19: Guidance for Restaurants and Bars: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery
COVID-19: Guidance for Shops and Branches: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches
COVID-19: guidance for Performance Arts: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts

Appendix Definitions

Common Areas	The term 'common area' refers to areas and amenities which are provided for the common use of more than one person including canteens, reception areas, meeting rooms, areas of worship, toilets, gardens, fire escapes, kitchens, fitness facilities, store rooms, laundry facilities.
Clinically extremely vulnerable	Clinically extremely vulnerable people will have received a letter telling them they are in this group, or they will have been told by their GP. Guidance on who is in this group can be found here: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding- and-protecting-extremely-vulnerable-persons-from-covid-19
Clinically vulnerable people	Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions, all members of this group are listed in the 'clinically vulnerable' section here: https://www.gov.uk/government/publications/full-guidance-on-staying-at-home- and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others
'Support Bubble'	The term 'support bubble' refers to single adult households, where adults live alone or with dependent children only, expanding their support network so that it includes one other household of any size. Further guidance on this can be found here: https://www.gov.uk/guidance/meeting-people-from-outside-your-household'

This publication is also available on our website at: https://www.ukmusic.org/covid-19/guidance

Contact us if you have any enquiries about this publication, including requests for alternative formats, at: Covid.guidance@ukmusic.org