



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

The Lir Academy Covid Masterplan 2021- 2022 Appendices

This document provides more detailed information to support The Lir Academy Masterplan 2021-2022.

Appendix 1 to Section One

5) Public Access and External Use of the Building

5.1) 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:

- Access for productions will follow public health advice which currently requires Covid-19 Vaccination Certification.
- The Lir Academy will follow public health advice with regards to capacity which is currently full capacity with face coverings.
- Using the sanitising stations provided in the main entrance space upon access and advising patrons to also have their own personal bottle where possible for when they are seated in the theatre.
- Bringing their own masks or purchasing a mask from The Lir Academy's stock should you forget yours.
- Audience members will be asked for their name and phone number when booking their tickets, for contact tracing purposes. This will be double checked on arriving at the venue also.
- 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.
- Prior to arriving at the venue, please make sure to note that there is no onsite parking here at The Lir for patrons attending our productions. Please note this when making travel preparations to the venue.

5.2) Box Office and Public Spaces

- A staggered arrival time and queueing system will be implemented for the reception/box office area, abiding by most recent government guidance.
- No physical tickets will be issued; patrons must present their booking confirmation to the box office on arrival before they take their seat in the studio.
- Box office staff will confirm contact details with patrons upon arrival for contact tracing purposes.
- Patrons will be seated in the studio when the house opens by a member of The Lir front of house team to ensure there is no build up at the studio entrances as people make their way to and from their seats. Staggered queueing systems will be in place and managed by venue staff.
- Clear access and exit routes to venues, studios and toilets will be indicated through clear and visible signage.
- A card payment system will be implemented, and contactless payment will be encouraged.

5.3) Visitors and Suppliers

- Visitors can book ahead of time for a tour onsite which is managed by venue staff and suppliers/couriers are handled in a drop-off system between security and reception.

5.4) Audiences and Access to Productions

Access to productions will follow the crowd management and health and hygiene rules outlined above in 5.1 Public Access.

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 as per directional signage to allow for optimal safety procedures to take place.
- The designated arrival time will be indicated on booking confirmations under house open. 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 smart device to avoid contact. Your booking confirmation is to be presented to box office staff in this instance.
- Paper programmes will be removed and replaced by digital ones for the foreseeable.

- 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
- 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 unless certain productions allow for a latecomer point. This is at the discretion of the Front of House Manager in terms of accessibility where possible.
- 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, however in situations where intervals are unavoidable, protocols will be put into place to manage the audience. Patrons should follow the guidance of front of house staff should intervals occur.
- The bar will operate under public health advice
- Patrons should note that general food and drink consumption is not permitted in the theatre and the removal of masks to take a drink of water should be kept to a minimum.
- Patrons may be asked to adhere to public health advice with regards to social distancing in the bar area. This may include refraining from hugging, hand shaking post show in the foyer or any other public spaces throughout the building.

Appendix 2 to Section 2 - Ensuring Staff and Student Safety

Governance

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/Aisling Mooney, 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.

Appendix Three to Section Three - Teaching, Rehearsal and Production Protocols

12) 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.

12.1 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:

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

The Director of Technical Training 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 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.
- 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.

12.2 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 hand cleaning and other health and hygiene measures will be displayed in each rehearsal room and workshop.
- 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 hard surfaces will be disinfected with products that will not damage property.
- The markup will be completed by the stage management team while keeping their hands clean at all times.

- Printed scripts will be delivered to the rehearsal room by the stage management team.

12.3 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.
- While planning for rehearsal run-throughs, 10-minute break times will be agreed in advance by the director in order to avoid disruption during the duration of the run. 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
- 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 in person with the company wearing face coverings or online.
- 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.

Food in Rehearsals

1. To minimise the risk when eating food as part of the rehearsed action of a production 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.

2. Food should be sourced from a reputable source and only assembled on site.
3. Delph and cutlery within the show will be limited to single actor use where possible.
4. If any of these are shared, extra attention to hand sanitisation must be exercised by the company.
5. All persons should sanitise their hands before they start work on the floor.
6. Should there be sneezing or coughing in the vicinity of food this will need to be remade again before any continued use.
7. The Assistant Stage Manager will set all delph and clean them before and after rehearsals.
8. A microwave can be provided to heat the food but this must be cleaned daily and only used for the show food to avoid any cross contamination from personal food to prop food.
9. Mask wearing will continue except for times when food needs to be eaten or drinks are used in rehearsals or on

Costumes in Rehearsals

1. Where close contact between costume and acting staff and students is essential, based on the Risk Assessment, protocols will be put in place which may include PPE and social distancing during the fitting.
2. Costumes used during fitting will be laundered or quarantined before being used on someone else. Costume steamers will be used to facilitate this process.
3. Protocols will be established to clean other costume objects such as hats and wigs.
4. 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.
5. Purchasing costumes, fabrics and other materials will be done remotely as much as possible.
6. Additional prep time will be allocated for costume fittings.

Props Outside Rehearsals

1. When a prop enters the building, it will be disinfected or quarantined at a designated cleaning station.
2. 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.
3. The designer-approved prop will then be available to the rehearsal room.
4. 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.
5. A director or designer needing to handle a prop must sanitise their hands immediately before doing so

Props in Rehearsals

1. 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.
2. 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.
3. Props within the show will be limited to single actor use where possible.
4. If props are shared, extra attention to hand sanitisation must be exercised by the company.
5. All persons should sanitise their hands before they start work on the floor.
6. Should there be sneezing or coughing in the vicinity of a prop this will need to be sanitised again before any continued use.
7. The Assistant Stage Manager will set all props and clean them before and after rehearsals.

Props in Tech & Show:

1. 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.
2. The prop should be handled only by the Stage Management team and the actors who use it.
3. Actors should sanitise their hands when called onto stage after a break
4. 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.
5. Everyone should continue to sanitise their hands before leaving the rehearsal room.

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.

12.4 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, will be implemented as appropriate for each of the workshops.

1. Face masks will be worn at all times unless the Risk Assessment deems it unnecessary.
2. Throughout the build/rehearsal/preparation process, a minimum of one 10-minute break will be taken every 60-90 minutes.
3. 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.
4. All meetings such as design, white-card, production meetings will be facilitated online or via live camera feed to other rooms in the building.
5. Students are encouraged to bring their own cutlery and packed lunches.
6. 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.
7. 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)

1. During all phases of work students and tutors will wear masks
2. Discussions about the initial project and the scope of work will be held in person and on-site. Mask wearing, hand sanitising and will be observed at all times during meetings. The first day of attendance in the workshop will include an induction session about the new COVID-19 and health and safety protocols.
3. 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.
4. 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.
5. Pod members will be assigned their own PPE to use throughout the build/prep/
6. rehearsal period (e.g. gloves, boiler suits, goggles).
7. Where practical, pod members will use their own tools or assigned tools exclusively throughout the construction phase.

Get In

1. The first day of attendance for each department in the studio will include an induction session on COVID-19 and health and safety protocols.
2. Protocols will be developed to cover manual handling challenges within each department, based on the Risk Assessment.
3. Due to the demand to be in situ for most of the get in work, meetings will be held in person. Mask wearing and hand sanitising will be observed at all times during meetings.
4. 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.

5. 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.
6. Where possible team members will use their own tools or assigned tools throughout the construction phase.
7. Masks, 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, 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
- Technical operators

Mask wearing, and frequent hand sanitising will be observed at all times.

1. 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.
2. It is the responsibility of each department to thoroughly clean its own workspace/station in each studio at the end of each day.

12.5. Performances

1. The preparation time for productions will be extended to accommodate working with the new COVID-19 regulations.
2. Frequent cleaning, disinfection and sanitation will be part of the process during and after the work of each department.
3. Where it is essential to the narrative for actors to be in close contact and 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.
4. All such situations will be approved in advance by the COVID-19 Safety Committee.

5. Backstage work will be arranged in compliance and sanitising regulations.
6. Each department will have designated areas backstage.

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:

1. 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, as needed.
2. Frequent hand washing will be implemented to reduce the risk of transmission through handling equipment.
3. The stations will be thoroughly disinfected after between each use.
4. No food or drink will be allowed at the make-up station.
5. Ways of increasing equipment hygiene will be reviewed Equipment will be disinfected between each appointment.
6. Each cast member will be allocated their own make-up kit

12.6. 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:

1. All members of the rehearsal room 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.
2. 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.
3. If there is a suspected case of COVID-19 amongst the rehearsal room 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.
4. If there is a confirmed case of COVID-19 amongst the rehearsal room, all members may be asked to restrict immediately and follow the advice of the HSE if vaccine status is not known at the time. Rehearsals will move online until further notice.
5. Face-to-face rehearsals will not recommence until the HSE determines that all members of the rehearsal room can safely return (possibly having received a negative test result or instruction to return based on vaccine and health status).

6. If an individual intersecting with the rehearsal room 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.
7. 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.
8. If any other individuals or production 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, departments or Lir Academy tutors.
9. If this is not deemed possible, those isolating will be replaced by professional crew members, drawn from the talent pool or elsewhere, until the members of the production can return safely to the production.
10. 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.
11. 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.
12. 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.
13. 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

1. 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.
2. 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.
3. 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.