

## **PROTOCOL FOR PERFORMING ARTS PRODUCERS - Version 14 October 2020 -**

*Guideline for the protection and safety of employees and associates of performing arts producers affiliated with the NAPK, with regard to the COVID-19 measures taken by the Dutch government.*

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## **PRELIMINARY CONSIDERATIONS**

This protocol for performing arts producers (hereinafter: "Protocol") serves as a guideline for the professional performing arts sector. It has been drawn up on the basis of the measures and advice from the Dutch government, and where necessary in consultation with the Ministry of Education, Cultural Affairs and Science and the Kunstenbond. The Protocol forms the basis for carrying out performing arts activities in the period following the outbreak of the coronavirus/COVID-19 in the Netherlands, in March 2020.

### **I.1 Definitions**

Distance between people	The general guideline is to keep a distance of 1.5 metres between adults. This distance is determined by two arm lengths.
Protective equipment	Face masks, (disposable) gloves, eye protection, protective clothing, face shields and partition screens
Hygiene items	Hand sanitiser, soap dispensers, paper towels, surface disinfectant sprays, cleansing wipes with alcohol, and rubbing alcohol with 70% isopropanol or isopropyl alcohol (IPA). For cleaning locations and implements, follow the general guidelines of the National Centre for Hygiene and Safety, see: <a href="https://www.rivm.nl/hygienerichtlijnen/algemeen">https://www.rivm.nl/hygienerichtlijnen/algemeen</a> .
Symptoms	The following Covid-19-related symptoms: a head cold, runny nose, sneezing, sore throat, mild cough, temperature (between 37.5 and 38°C), fever (over 38°C) and/or breathing difficulties.
Risk categories	The following three categories in relation to the nature of the work: <i>Low risk</i> : minimum distance of 1.5 metres <i>Medium risk</i> : distance of <1.5 metres and limited physical contact <i>High risk</i> : distance of <1.5 metres and intimate physical contact See I.3 for more details.
Risk groups	People aged 70 and up, people aged 18 and up with serious respiratory conditions and people with underlying health conditions. See <a href="https://www.rivm.nl/en/novel-coronavirus-covid-19/risk-groups">https://www.rivm.nl/en/novel-coronavirus-covid-19/risk-groups</a>
Testing	Testing (by GGD) for Covid-19 infection, through the GGD or family doctor. National telephone number: 0800-1202. The test is free of charge and the results are available within 24 to 48 hours. GGD tests are intended for people with (mild) corona-related symptoms. It is unclear as yet whether they can be used for preventive testing (see below). Also see: <a href="https://www.rijksoverheid.nl/onderwerpen/coronavirus-covid-19/testen">https://www.rijksoverheid.nl/onderwerpen/coronavirus-covid-19/testen</a>
Testing, preventive (diagnostic)	Preventive testing means that someone is tested without them displaying symptoms of corona. Preventive testing takes place through a PCR (polymerase chain reaction) test. The results are usually available within 48 hours. You can find a list of the laboratories that carry out this test on <a href="https://lci.rivm.nl/covid-19/bijlage/aanvullend">https://lci.rivm.nl/covid-19/bijlage/aanvullend</a> .
Triage / health check	Check for Covid-19-related symptoms (see Symptoms above), through asking questions and possibly measuring body temperature (in a non-invasive way). See Appendix III.
Ventilation	Ventilation is the continual refreshment of air. The outdoor air keeps replacing the 'contaminated' indoor air, or part of it. See Appendix IV.

## 1.2 Responsibilities of employer and workers

At all times, the employer is responsible for ensuring safe and healthy working conditions, not only for employees and self-employed persons, but also for everyone who enters the workplace. In addition, employees and other parties concerned may be required to take personal responsibility for implementing and complying with this Protocol and any additional regulations set by the organisation. In presentations, producers and venues each take their own share of responsibility for implementing the applicable measures. In most cases, audience safety will be mainly the responsibility of the venue. But the fact remains that cooperation and good coordination between producer and venue are crucial.

## 1.3 Risk categories

The various activities involved in putting on performing arts productions are specified in three risk categories: low, medium and high risk. This sub-division is derived from the Covid-19 protocol for the audiovisual sector, version 3.0-1 July 2020. In this Protocol for performing arts producers, the three risk categories are defined as follows:

- **Low risk**  
Low risk qualifies situations where the guidelines from the government and the RIVM, particularly regarding the distance of 1.5 metres (or more if applicable) between people, are always observed.
- **Medium risk**  
Medium risk qualifies situations where the distance of 1.5 metres (or more if applicable) between people cannot be observed, or cannot always be observed. Limited physical contact between performing artists – excluding singers and wind instrumentalists<sup>1</sup> – comes under medium risk. Limited physical contact is understood to mean: contact between limbs, hands and feet, whereby touching faces is avoided.  
Stricter hygiene rules and, where possible, the use of protective equipment are advised for medium-risk situations. The latter does not apply to artists who are partners in a relationship or belong to the same household/family.
- **High risk**  
High risk qualifies situations where the distance of 1.5 metres (or more if applicable) between performing artists cannot be observed and the protective equipment stated under 'medium risk' cannot be used, and whereby there is intimate physical contact between the artists. Intimate physical contact is understood to mean contact or near contact between faces, in kissing or fighting scenes or in certain partnering work in physical theatre/dance/mime/acrobatics. In the music/music theatre sector, singers and wind instrumentalists can be considered as high risk if the applicable minimum distance between them (see E2 and E3) cannot be observed and suitable protective equipment cannot be used.  
Performing artists in the high-risk category undertake to observe strict regulations and conditions during the rehearsal and performance period.  
This does not apply to artists who are partners in a relationship or belong to the same household/family.  
In the music/music theatre sectors, singers and wind instrumentalists may come under high risk if the applicable minimum distances cannot be observed (see E2 and E3) and suitable protective equipment cannot be used. This is not yet outlined in more detail in this Protocol.

People who belong to Covid-19 risk groups will carry out only low-risk activities, in principle. In general, the advice is to discuss with the performing artists concerned whether the approach chosen gives a sufficient sense of security.

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<sup>1</sup> Different distances apply to singers and wind instrumentalists. See E3 and E4. In situations where these distances cannot be observed and there is no suitable protective equipment, both singing and wind instrument playing come under high risk.

#### 1.4 Nature and status of the Protocol

This document has been drawn up as a phased protocol, based on the most up-to-date advice from the Dutch government, yet with a view to the future; the latter depending on the future recommendations from the government.

In certain cases, individual organisations will need more customisation than is provided for in these guidelines. They are free to apply additional measures, whether or not drawn up in their own protocol, providing the Dutch government's safety regulations as set out in this Protocol are observed. The general rules in section A. of this Protocol will still apply as the basis.

With regard to the status and the correct interpretation of the Protocol, the following points should be noted:

- This Protocol is not a legally binding document from which rights can be derived. Legal provisions, such as (local) emergency decrees and the Working Conditions Act, remain in force.
- This Protocol aims to provide a clear guideline as the basis for taking suitable measures for performing arts productions – to be further developed for each organisation, as necessary.
- For additional specific information, individual organisations are advised to consult their local authorities and security regions, who will regulate on the basis of legislation, rather than this Protocol or any other protocol or sector protocol.
- Since the government's measures will be periodically relaxed or tightened up, and may be subject to change, this Protocol is also a guideline in a state of flux. In the case of changes or additions, new versions of this Protocol will be circulated, which will replace the earlier versions.
- In the text that follows, the terms employer and employee/co-worker also refer to the terms commissioning party and implementing party and/or other parties concerned.

#### A. General

These measures apply in each phase of this phased protocol, unless stated otherwise.

##### **A.1.a General and hygiene rules – low risk -**

- Do not shake hands.
- Wash your hands regularly in accordance with instructions and/or use hand sanitiser.
- Touch your face as little as possible, sneeze and cough into your elbow, provide your own tissues, throw them away after one use and wash your hands straight away.
- Keep 1.5m distance (two arm lengths), with the exception of:
  - o Children up to the age of 12;
  - o Young people up to the age of 18 when they are together, although they must keep a distance of 1.5 metres from adults;
  - o Actors and dancers in rehearsals and presentations;
  - o People who are partners in a relationship or belong to the same household/family.
- Wear a face mask in shared work spaces and in public indoor spaces, including museums, theatres and concert halls, with the exception of people in fixed seating.
- As far as possible, use your own transport for commuting.
- Ensure regular and thorough cleaning of the workplace.
- Do not share work materials and telephones with others.
- Wherever possible, work in fixed groups that are as small as possible.

##### **A.1.b General and hygiene rules – medium risk -**

If a distance of less than 1.5 metres is unavoidable:

- Ensure that this happens for as brief a time as possible.
- Be extra alert to the hygiene rules.
- Use protective equipment.

##### **A.2.a For the employer / organisation – low risk -**

- Allow employees to work at home digitally/online wherever possible.
- Organise meetings and training sessions digitally/online wherever possible.

- Make a timetable for the attendance of employees and performing artists, in order to create a safe working environment. In doing so, take account of the use of rehearsal studios.
- Ensure safe circulation of people in the building. If possible, use signage in the building and at the workplace, with separate entrances and exits where possible. If there is a lift in the building, state the maximum number of people per lift on the signs (see [Appendix I](#)).
- Make face masks obligatory for people moving through the building or hanging around in shared spaces like kitchenettes and toilet facilities.
- Ensure there are safe places to eat. If necessary, organise meals in turns, in groups where there is staggered or zigzag seating.
- Put people in fixed groups that are as small as possible, to minimise contact between different people. This applies to all parties concerned in the employer's organisation.
- Ensure that workplaces are safe:
  - o Set up office places taking account of 1.5m distancing and/or using screens. (see [Appendix I](#)).
  - o Ensure that the appropriate distance can be kept during training, rehearsals and presentations (see section C.) If the appropriate distance cannot be kept, and no other exception is applicable, the work may not take place.
  - o Ensure that the general hygiene instructions from the RIVM (see A.1.) are observed and make sure that staff and visitors have access to the following hygiene items:
    - hand sanitiser;
    - soap dispensers;
    - paper towels;
    - surface cleaning sprays;
    - cleansing wipes (with alcohol).
  - o Ventilate rooms as much as possible (see [Appendix IV](#)) and plan work outdoors as far as possible.
  - o Keep a distance of 1.5m in dressing rooms as well.
  - o Shower facilities can be used again from 1 July, always observing a distance of 1.5 metres to one another.
  - o Stagger the arrival and departure times of employees.
  - o Encourage flexible working hours.
  - o Employees in risk groups should stay at home.
- Ensure maximum hygiene in all spaces, paying particular attention to contact surfaces like counters, desktops, photocopiers, banisters, light switches, door handles, toilets, kitchens, dressing rooms, stages and rehearsal spaces.
- Appoint a corona team or assistant, who:
  - i. supervises compliance with this Protocol and the instructions for employees;
  - ii. functions as the contact point for corona-related issues;
  - iii. gives feedback to the employer regarding compliance and questions; and
  - iv. meets regularly with the management about the current situation.

In view of the collaboration with venues, it would seem obvious to appoint the production manager or the business manager to the corona team.

#### **A.2.b. For the employer / organisation - medium risk -**

- o For fixed workplaces where it is not possible to keep a distance of 1.5 metres, ensure that extra safety measures are in place, such as (mobile) partition screens made of plexiglass or plastic (see [Appendix I](#)).
- o Ensure that production, technical and artistic staff also keep a distance of 1.5 metres, as far as possible. If this is impossible, provide protective equipment that is appropriate to the situation.

#### **A.3. Communication by the employer / organisation:**

- Give employees detailed verbal and written information and instructions regarding: use of the building, transport, hygiene rules and, if applicable, protective measures such as face masks, etc., and specific regulations for training, rehearsals and presentations.
- Check whether everyone has understood the instructions and whether further information or explanation is necessary. Communicate who can be contacted if people have questions;
- Communicate the instructions clearly and hang them up at strategic places on notice boards and posters, and communicate them through websites, newsletters and/or apps, and through reminders in the toilets and kitchens, etc.

- Point out to employees that they are also personally responsible for working safely and that they are therefore expected to remind one another to comply with the rules if necessary and to report any points for improvement or shortcomings, such as lack of soap or hand sanitiser, to their managers or the corona contact person.
- As an organisation, ensure sufficient supervision of compliance with and evaluation of the Protocol.
- Keep the Supervisory Board and the staff (through the staff representatives or works council) informed of developments regarding this Protocol and any additional regulations in your organisation.
- For a detailed checklist for the employer per space, see [Appendix 1](#).

#### **A.4. For all employees:**

- Stay at home if you or one of your family have Covid-19 symptoms.
- Stay at home if you have one or more of the following symptoms: a head cold, runny nose, sneezing,<sup>2</sup> sore throat, mild cough or temperature (between 37.5 and 38°C).
- Stay at home if anyone in your household has a fever (over 38°C) and/or breathing difficulties, until everyone has been symptom-free for 24 hours.
- Do not go to work if you or a family member has a fever. Return to work only when you or your family member have been symptom-free for 24 hours.
- If you belong to a risk group, stay at home.
- Insofar as your job permits, working from home should be organised.
- Comply with the General Conditions and Hygiene Rules, see A1.
- Take care of yourself and others within the organisation, including the ancillary staff and cleaners.
- For the specific measures per situation, job and sector, see B, C, D and E.

#### **A.5. Visitors by appointment<sup>3</sup> and suppliers**

- must follow the instructions of the organisation concerned;
- must keep 1.5 m distance;
- must not shake hands;
- are only welcome by appointment and must not stay longer than strictly necessary;
- should come with a maximum of two people, if possible;
- must stay at home if they or one of their family have Covid-19 symptoms;
- must stay at home if they have one or more Covid-19-related symptoms;
- must stay home if anyone in their household has a fever (over 38°C) and/or breathing difficulties, until everyone has been symptom-free for 24 hours;
- must wash their hands with soap and water for 20 seconds, before coming to the appointment;
- must use the toilet at home (or elsewhere), before coming to the appointment.

## **B. Protocol in Phases**

With the help of protocols and research, and in consultation with the Ministry of Education, Cultural Affairs and Science, the members and other sector organisations, the measures for performing arts producers are undergoing phased and step-by-step adjustment. The most recent measures and future measures are given below for each time phase:

### As of 29 September 2020

- o Coming to the Netherlands: after arriving or returning from a code orange or code red zone, go into quarantine for 10 days: there is an exemption from this urgent advice for highly qualified and indispensable professionals coming to the Netherlands for a cultural activity by an organisation that receives long-term subsidy from the Dutch government/state cultural funds. For companies/artists coming to the Netherlands, see D5.
- o 1.5 metres distance (two arm lengths); with the exception of: actors and dancers in rehearsals and presentations, children up to the age of 12, young people up to the

<sup>2</sup> In the case of specific hay fever conditions, this must be reported immediately, and a doctor's certificate provided if possible. This person must remain alert to the nature of the symptoms.

<sup>3</sup> Not including audience members for presentations.

age of 17 who are together, and people in a relationship or belonging to one household/family;

- Audience indoors (fixed seating): a maximum of 30 people per auditorium, providing a distance of 1.5 metres is observed. The security region may give permission for a larger number of people on the basis of the institutional protocol.
- Audience outdoors (fixed seating): a maximum of 40 people per location, providing a distance of 1.5 metres is observed, including children up to the age of 12 and excluding staff.
- Audience indoors (walking around): maximum number depends on area necessary for observing a distance of 1.5 metres; visits on the basis of reservation for a particular time slot. In consultation with the location, the security region determines how many visitors can be admitted at the same time.
- Audience outdoors (continuous walking around): a norm applies to the number of visitors per square metre. In consultation with the location, the security region determines how many visitors can be admitted at the same time.
- Events, in addition to the aforementioned: loud singing or shouting in groups/public is not permitted. The regulations are determined by the local authorities.

#### As of 30 September 2020

The government urgently advises immediately switching to the wearing of non-medical face masks in all indoor public spaces, such as:

- Shops, museums, town halls, stations, airports, parking garages and petrol stations, etc.
- Restaurants, cafés, theatres and concert halls, with the exception of people who are seated.
- When carrying out contact professions, for both the service provider and the customer.
- This advice does not yet apply to primary or secondary education.

#### As of 14 October 2020

In addition to the measures as of 29 September and tightening up on the recommendations given on 30 September:

- **Everyone aged 13 and up is obliged to wear a face mask in indoor public spaces and on public transport. NB: this has still to be formally regulated.**
- **The maximum of 30 people in an indoor space also applies to training and rehearsals in the performing arts.**

**The aim of the measures as of 14 October is to limit the number of social contacts and movements as far as possible. This Protocol therefore recommends limiting rehearsals for alternate casts and/or activities that involve a lot of social movement as far as possible.**

**In order to prevent infection, work as far as possible in closed contact bubbles and within a safe, marked-out environment.**

## **C. Additional instructions per job**

This section gives the additional measures that must be adhered to for specific jobs – alongside the generally applicable rules under A, classified in low, medium and high risk. Trainees must observe the rules of the relevant department or professional group, or else those applicable at the relevant organisation.

Regardless of what job they do, employees who are partners in a relationship or belong to the same household/family do not have to keep a distance of 1.5 metres from one another.

### **C.1. Low risk**

#### **C.1.1 Business managers, office staff and other non-performance-related staff**

- They do not work in rehearsal, presentation or dressing rooms etc. unless necessary. The office protocol, see Appendix I, applies to them.

#### **C.1.2 Artistic – artistic directors, choreographers and stage directors**

- In rehearsals etc., a distance of at least 1.5 metres must continually be kept to other staff and performing artists.

## **C.2 Medium risk**

### **C.2.1 Artistic - performing artists**

- In narrow corridors where it is impossible to keep a distance of 1.5 metres and for which it is not possible to make a plan for use at a safe distance, it is obligatory to use protective equipment like face masks or face protection. Coordinate who walks through a corridor when.  
For rehearsals and presentations, there are different rules for performing artists, as given per sector, under E. In certain situations, performing artists are classified as high risk. See C.3.1.

### **C.2.2 Production staff**

- Where it is not possible to keep a distance of 1.5 metres and a task is nevertheless strictly necessary, the work must be done using protective equipment, such as face masks and (disposable) gloves.
- When loading/unloading materials, the greatest possible distance must also be kept, unless this clashes with other occupational health and safety rules. Where it is not possible to keep a distance of 1.5 metres, the work must be done using protective equipment, such as face masks and (disposable) gloves.

### **C.2.3 Technical staff**

*See under D.3 Safety measures for the technical staff*

### **C.2.4 Artistic staff**

- The artistic staff jobs include those of make-up artist, hair artist, dresser, photographer, video maker and designer.
- For these jobs, hygiene regarding materials, make-up, costumes and spaces is an important point for attention. Regular disinfecting is required.
- Where it is not possible to keep 1.5 m distance in carrying out these jobs, the work must be done using protective equipment, such as face masks and (disposable) gloves.

## **C. 3 High risk**

### **C.3.1 Artistic - performing artists**

- For certain activities, performing artists – for the moment only actors, dancers and performers – can be classified as high risk. See the definition of high risk under *Preliminary Considerations*.
- The performers must adhere to strict rules. See E.1.2.

## **D. Additional instructions per situation and location**

In the situations and locations described below, activities take place that may be classified in different risk categories. These are not described in detail here. Please refer to the instructions per job (C) and the sector-specific instructions (E).

Whatever the situation, the 1.5-metre distance rule does *not* apply to employees who are partners in a relationship or belong to the same household/family.

### **D.1 Training**

- Individual training sessions and rehearsals are possible, provided that the hygiene rules for people and spaces are observed.
- In training sessions with more than one person, a distance of at least 1.5 metres should be kept, as far as possible. The number of people training together in the same room will be adjusted to meet this.
- If different groups train after one another in the same room, the contact points/surfaces in the room must be cleaned in between training sessions. Look into the possibility of holding training sessions outdoors.



## D.2 Rehearsals

- If possible, set up points where people can sanitise their hands and put on protective equipment, if required for their job.
- See also the sector-specific instructions under E

## D.3 Presentations

This section is based partly on the VSCD and VPT protocols, see:

<https://www.mijnconcoraprotocol.nl/protocol/theaters-en-concertzalen/> and [www.vpt.nl](http://www.vpt.nl).

### **General**

- As of 29 September, the rules for the number of visitors/audience members have been tightened; see under B.
- Advise staff with symptoms to get tested. Ensure that people who have been in contact with a colleague who has tested positive go into quarantine, if necessary.
- Erecting screens between the stage and the audience may form an alternative to the distancing rule.

### **Safety measures for the organisation/producer**

- Staff should travel to and from the performance venue with their own transport, as far as possible. If this is not possible, then provide face masks and hand sanitiser, which staff can use on public transport or in the transport organised by the employer.
- Ensure that the production can be performed without an interval for the audience.
- Ensure that the number of staff involved in the production is limited to the number that can keep a distance of 1.5 metres, whether on stage or backstage, and in the corridors, dressing rooms and toilets of the theatre concerned. Adjust the timing to take account of this.
- Appoint a corona representative, who functions in the theatre as the contact for staff and ensures that things are coordinated with the corona representative of the theatre concerned.
- On arriving at the theatre, all staff must declare that they have no corona symptoms (triage), and disinfect their hands and any materials they have brought along.

### **Safety measures for the technical staff**

*Taken from the protocol 'Samen veilig doorwerken' Version 3, 17 April 2020 for the construction/technical sector and from the VPT Covid-19 Protocol, see [www.vpt.nl](http://www.vpt.nl)*

- Make every effort to ensure that a distance of 1.5 metres is respected during work like loading and unloading, building and striking the set and the technicians' assistance during the performance. If necessary, assistance at less than 1.5m distance is permitted for a maximum of 5 minutes. If the assistance takes longer than 5 minutes, both technicians must wear a face mask.
- Moving materials should take place in a protected transport area, e.g. a corridor or loading/unloading platform which has no access for external parties.
- At the start of building or striking, the workplace is cleaned and marked off. For technicians who stay in one place (fly system, FOH), an area of 4m<sup>2</sup> should be available. For technicians who move around, an area of 10m<sup>2</sup> should be available.
- Provide personal protective equipment, such as (disposable) gloves and face masks, if a distance of 1.5 metres cannot be guaranteed. If gloves are worn, they should be disinfected or replaced several times a day.
- If it is necessary to cross in a narrow corridor or on a bridge, people should face away from one another wherever possible.
- Microphones are cleaned before being attached or handed out, and are allocated to particular users when touring.
- If technicians have to be at a distance of less than 1.5 metres from an artist, they must wear a face mask.
- Technicians who sit in the auditorium during the performance must sit at a distance of at least 1.5 metres from the closest audience member.
- Minimise instances of working together at a distance of less than 1.5 metres and be strict about enforcing the hygiene requirements set out in the RIVM guidelines.
- Split up groups during intervals.

- Materials/tools that are also used by others should be cleaned directly after use. Control panels for rigging installations, lighting and sound equipment, mixers and keyboards, etc. must be kept clean.
- Restrict contact with external parties.
- Work wherever possible in the same teams, so that staff are not constantly coming into contact with others.

#### **On stage and backstage**

- Producers and venues should coordinate their protocols well in advance of the presentation date and make additional agreements if necessary for specific issues. It must also be agreed who has final responsibility in relation to the production concerned.
- For the use of dressing rooms, there must be at least 4 m<sup>2</sup> of space available per person.
- Concerning the production on stage, the theatre must make adjustments that are in line with the 1.5-metre society as far as possible.
- Where a distance of less than 1.5 metres is absolutely unavoidable, there must be extra alertness. Producers and venues then make prior agreements about guaranteeing safety. This takes place in accordance with RIVM's guidelines for hygiene and using personal protective equipment, if required.
- A distance of 1.5 metres must also be guaranteed between the performing artists and technicians on stage, and between them and the audience. A greater distance applies to wind instrumentalists and choirs; see E2 Music and E3 Singing.

#### **Sets, costumes, wigs and make-up**

- Sets that are touched are cleaned as soon as possible after touching, if possible.
- Props are only used if absolutely essential. Props used by more than one person are cleaned and disinfected in between use, and before and after the performance, especially the contact points.
- Costumes are managed and cleaned by the wearers themselves as far as possible. If this is not possible, arrangements must be made about suitable cleaning and disinfecting, transport and storage. If possible, wash at 60 degrees Celsius<sup>4</sup>. Where this is impossible, use ozone cabinets or look for another suitable alternative.
- From phase 2, clothing/styling and working with wigs and make-up are permitted again. Arrange as much assistance as possible and give instructions at a distance. Make-up artists, hair artists and dressers should follow the protocol for the contact professions and where necessary use protective equipment like disposable gloves and/or face masks.

#### **Audience**

- Venues are responsible for the audience and the audience spaces in the theatre. See the VSCD's protocol '*Heropening van theaters en concertzalen*' (Reopening of theatres and concert halls). Check what additional agreements, if any, need to be made between performers and venue producers, with regard to the audience.
- The venue carries out a triage on the audience members at the time of reservation and at the entrance, by asking whether they have symptoms.

#### **D.4 Location theatre**

- The 1.5 m distance rule must be observed as far as possible, both in relation to the audience and between staff and performing artists. Where this is not possible, protective equipment must be used.
- In the case of location performances, the responsibility for the audience lies with the person responsible for the location, the performing arts producer or the festival.
- Prior to a performance, the person responsible informs the audience about hygiene and health regulations.
- Take account of whether a licence or a duty to report applies to an outdoor event.

#### **D.5 International presentations/exchanges**

- For the possibilities and restrictions regarding individuals and/or groups travelling in and out of the country, we refer people to the travel advice from the Ministry of

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<sup>4</sup> The RIVM advises washing for 25 minutes at 70 degrees Celsius.

Foreign Affairs, see <https://www.nederlandwereldwijd.nl/reizen/reisadviezen>, and Dutch Culture, <https://dutchculture.nl/nl/over-dutchculture>.

- The guidelines for companies/artists travelling in and out of the country are as follows:

#### **General**

- For each journey, observe the rules from the Protocol and the rules of the country concerned.
- All staff and artists have their own corona prevention pack, containing at least hand sanitiser and a face mask for travel.
- Appoint a 'Corona travel organiser' for each company. This person is the contact point, and is responsible for coordinating the applicable protocols and for keeping an attendance register.

#### **Air travel**

For air travel to and from the Netherlands, there are additional obligations, as follows:

- Face masks must be worn during boarding and on the plane;
- A health statement must be signed for all passengers (over the age of 13). The health statement can be found through this link: <https://www.rijksoverheid.nl/onderwerpen/coronavirus-covid-19/documenten/publicaties/2020/07/20/gezondheidsverklaring-reizigers-nederlands>
- For some countries, it is necessary to produce a negative COVID-19 test that is no older than 48 hours. More information about the applicable rules can be found on the websites of the airports and airlines.

#### **Travel advice based on country classification**

- Travel advice is classified in colour codes on the basis of the severity of the measures and risks in the country concerned.
- The travel advice and quarantine advice from the Dutch government is not binding. It remains the responsibility of the organisation, the company and the artists whether a tour takes place or not.
- People are strongly advised to contact their travel and/or health insurer in good time about the cover and reimbursement of costs, whether or not corona-related.

#### **Travelling to countries with the colour codes given below**

- **Green:** the safety risks of the country are comparable to those in the Netherlands. Your journey does not have to be 'necessary'. You are not advised to go into quarantine.
- **Yellow:** the safety risks differ to those in the Netherlands; measures have a limited influence on daily life. Your journey does not have to be 'necessary'. You are not advised to go into quarantine. For the different measures in the country concerned, see: <https://www.nederlandwereldwijd.nl/reizen/reisadviezen>.
- **Orange:** there are serious safety risks. The country has tight measures in place. For these measures, see: <https://www.nederlandwereldwijd.nl/reizen/reisadviezen>. If the Netherlands gives a country the colour code orange, it means that Dutch companies/artists are advised to travel to this country only if 'necessary'.
- It is up to the companies/artists to decide what is considered 'necessary'.
- Organisations and businesses may be closed.
- On returning to the Netherlands from a country coded orange or red, you are strongly advised to go into quarantine for 10 days. See the paragraph below.
- On arrival in a country coded orange, the quarantine rules in force there must be respected. For the measures and quarantine rules per country, see: <https://www.nederlandwereldwijd.nl/reizen/reisadviezen>.
- **Red:** there are very serious safety risks; a life-threatening situation can occur. Travel remains a possibility, but the Dutch government urgently advises you not to travel. Organisations and businesses may also be closed.
- On returning to the Netherlands from a country coded red, you are strongly advised to go into quarantine for 10 days.

- On arrival in a country coded red, the quarantine rules in force there must be respected. For the measures and quarantine rules per country, see: <https://www.nederlandwereldwijd.nl/reizen/reisadviezen>.

**Companies/artists coming to the Netherlands from abroad**

- If the Netherlands has given the colour code orange to the country of the visiting company, the company is strongly advised to spend the first 10 days in the Netherlands in quarantine, unless the following exemption is applicable.
- Exemption from the quarantine advice: The quarantine period may be interrupted by highly qualified and indispensable professionals in the cultural sector (from the Netherlands or abroad). These professionals are involved in activities that receive long-term subsidy from the Dutch government/state cultural funds for the periods 2017-2020 or 2021-2024. See: <https://www.rijksoverheid.nl/onderwerpen/coronavirus-covid-19/reizen-en-op-vakantie-gaan/in-thuisquarantaine-bij-aankomst-in-nederland/wanneer-niet-in-thuisquarantaine>

### **Entry ban**

- For some countries outside the EU (as well as countries outside the Schengen zone and the United Kingdom), the Netherlands has announced an entry ban. See: <https://www.rijksoverheid.nl/actueel/nieuws/2020/08/03/het-inreisverbod-voor-nederland-per-5-augustus-2020>  
On 12 October 2020, the conditions will be announced for relaxing the entry ban for 'highly qualified and indispensable professionals' from the cultural sector. Declarations for individuals to whom the relaxed rules will apply will be given by the Performing Arts Fund NL. For information, see: <https://www.government.nl/topics/coronavirus-covid-19/tackling-new-coronavirus-in-the-netherlands/travel-and-holidays/visiting-the-netherlands-exemptions-to-the-entry-ban>
- For the countries where Dutch travellers are banned from entry or may only enter under extremely strict conditions, see: <https://www.nederlandwereldwijd.nl/reizen/reisadviezen>

## **E. Further instructions per sector**

For all the instructions per sector given below, it is important that the performers and cast members feel safe in their work situation. The advice is therefore to discuss the applicable measures and agreements with those concerned, before each production/project, and to adjust them if necessary. The measures given below apply as the minimum.

### **E.1.1 Theatre and Dance (actors, dancers and performers) - medium risk**

- During theatre and/or dance rehearsals and presentations, no distance restriction applies between the performing artists. They are permitted to have limited physical contact, whereby touching the face is avoided, unless protective equipment is used.
- Small, fixed casts are used, comprising in principle people who do not belong to one of the Covid-19 risk groups.
- A health check takes place prior to each rehearsal or presentation. Everyone in the cast must be completely symptom-free. See [Appendix III](#).
- If a member of the cast has a corona-related symptom, no matter how mild, this person must stop working and be tested as soon as possible. If the results are negative, then they can resume work after a period of at least 48 hours with no temperature and 24 hours with no symptoms.
- If a member of the cast tests positive for corona, the activities are stopped and the other cast members go into quarantine and undergo preventive testing as soon as possible. If they are found to be healthy, they may resume work.
- The hygiene rules are strictly observed: hands, materials and rooms are cleaned regularly.
- Ensure good ventilation in the rehearsal or presentation room. This means letting fresh air in and expelling stale air. See [Appendix IV](#).
- Medical care in the case of injury, and assistance with wigs, make-up and costumes, take place in accordance with the rules for contact professions.

### **E.1.2 Theatre and Dance (actors, dancers and performers) - high risk –**

The measures below are in addition to those under E.1.1. See also the Covid-19 protocol of the audiovisual sector version 3.0, dated 1 July 2020.

- High-risk activities are those involving intimate physical contact – e.g. contact or near contact between faces, in kissing or fighting scenes or in certain partnering work.
- The performers of high-risk activities must work in fixed teams that are as small as possible.
- Rehearsal and presentation periods should be planned on consecutive dates as far as possible.
- For high-risk activities, extra alertness is necessary with regard to performers being completely symptom-free and observing the hygiene rules. See the rules under E.1.1.
- Per production and in agreement with the performers concerned, there is the option for the performers to undergo preventive diagnostic tests directly prior to a rehearsal or presentation period and/or to repeat this (periodically) in the case of

rehearsal or presentation periods being interrupted by x number of days. The government has not set this as an obligation.

- Performers may be requested to go into quarantine during work periods, by staying at home as much as possible and only going out when strictly necessary.
- Agreements about preventive testing and quarantine do not apply to performers of high-risk activities who are partners in a relationship or belong to the same household/family.

### **E.2. Music (instrumentalists) – medium risk -**

- Different rules apply to the distance to be kept between instrumentalists (non-wind) and wind instrumentalists.  
Find out which rules you must observe from the security region that covers your ensemble. N.B. These rules may differ per security region.
- In the rehearsals for instrumentalists (non-wind), a distance of 1.5 metres must be kept.
- In rehearsals and presentations, there must be a distance of 2 metres between wind instrumentalists.
- Sharing material and sheet music must be avoided as far as possible. If it cannot be avoided, then the material must be cleaned every time it is used, before and after use.
- The recommended distance can be reduced through the use of protective equipment, such as face shields, face masks, or (mobile) partition screens.
- Ensure good ventilation in the rehearsal or presentation room. This means letting fresh air in and expelling stale air. See [Appendix IV](#).
- See also the protocol for orchestras on <http://www.vvno.nl/>.

### **E.3. Singing – medium risk -**

For singing together or in a choir, preventive measures must be taken that restrict the concentration of aerosols (small floating particles that might possibly spread the virus) in the room as far as possible. The guidelines for individual choirs to use in drawing up their own protocols to suit their own specific work situation are as follows:

- A health check takes place prior to each rehearsal or performance, and everyone must be completely symptom-free. Use an attendance list to make it easier for any source and contact tracing by the GGD. See [Appendix III](#).
- There must be a minimum distance of 1.5 metres around each singer, whereby singers preferably do not stand behind one another, but in a zigzag formation, so that the singing direction remains free.
- Good ventilation is essential for restricting the concentration of aerosols. This means letting fresh air in and expelling stale air. Rooms where people sing together should be ventilated 24 hours a day. Also ensure that the rooms are aired for about 10 minutes after use and in the breaks. See [Appendix IV](#).
- The recommended distance can be reduced through the use of protective equipment, such as face shields, face masks, or (mobile) partition screens.

### **E.4. Performing arts for children – medium risk -**

You are referred to the protocol of the LKCA, see: <https://www.lkca.nl/artikel/wat-mag-wel-en-niet-voor-cultuureducatie-en-cultuurparticipatie/>

**APPENDIX I Checklist for employers 'Measures per office space'**

(quoted from the 'Safety in the Office Protocol' by MKB Nederland, VNO NCW and the unions)

<b>Entrance</b>	
<b>Lift</b>	<ul style="list-style-type: none"> <li>• Encourage the use of stairs: direct people to the stairs by markings/arrows on the floor.</li> <li>• Lift: ensure that people stand at least 1.5 m apart. Indicate where people should stand by circles on the floor.</li> <li>• Determine the maximum number of people on the basis of the surface area/capacity of the lift.</li> <li>• Clean lift buttons several times a day in the regular way. The frequency should depend on the intensity of use and dirt (and in consultation with the cleaning firm).</li> </ul>
<b>Working space</b>	<ul style="list-style-type: none"> <li>• Erect screens between adjacent workplaces.</li> <li>• Ensure 7.5 m<sup>2</sup> free space around each workplace (radius of 1.5 m).</li> <li>• Avoid flexible workplaces wherever possible. Allocate fixed workplaces.</li> <li>• Clean all workplaces daily in the regular way. Discuss (with the cleaning firm) whether it is necessary to increase the frequency of cleaning, in view of the intensity of use and degree of dirt.</li> <li>• Where possible, create separately allocated access to workplaces, in order to avoid bottlenecks.</li> <li>• Mark off 1.5 m distancing areas around fixed objects, like printers.</li> <li>• Staff should disinfect their keyboard at the end of their working day.</li> </ul>
<b>Meeting room</b>	<ul style="list-style-type: none"> <li>• Make it obligatory to reserve a meeting room and to account for why a meeting has to take place in person.</li> <li>• Hold meetings in person only in large/open spaces.</li> <li>• Keep a distance of 1.5 m between seats.</li> <li>• Clean meeting rooms in the regular way between user groups.</li> <li>• Place a maximum number of seats in meeting rooms (1 person per 10 m<sup>2</sup>).</li> </ul>
<b>Corridors and shared spaces / public spaces</b>	<ul style="list-style-type: none"> <li>• Close off corridors where it is not possible to keep enough distance.</li> <li>• Provide floor markings for fixed routes between locations.</li> <li>• In wide corridors, mark off paths that are 1.5 m wide.</li> <li>• Clean corridors and shared spaces/public spaces in the regular way.</li> </ul>

<b>Reception area</b>	<ul style="list-style-type: none"> <li>• Turn away visitors who do not have an appointment.</li> <li>• Monitor the number of people in the building. If it exceeds the maximum (e.g. 1 per 10 m<sup>2</sup>), the reception staff should ask people not to enter.</li> <li>• Ensure a distance of 1.5 metres between seats at the reception desk and waiting area.</li> <li>• Clean contact surfaces (reception desk) and touch points in the regular way several times a day. The frequency should depend on the intensity of use and dirt (and in consultation with the cleaning firm).</li> </ul>
<b>Canteen</b>	<p><i>For canteens, the Business Catering Protocol is applicable, the main measures of which are:</i></p> <ul style="list-style-type: none"> <li>• Ensure a distance of at least 1.5 metres between seats.</li> <li>• Ensure that staff come in shifts per team/department, in accordance with a schedule.</li> <li>• Or fix a maximum number of people, based on the 1.5 m distance between the seats.</li> <li>• Mark off queuing lines on the floor along the self-service counter, by the place to hand in washing up and by the till.</li> <li>• Ensure the selection includes more pre-packed/pre-prepared meals.</li> <li>• Clean tables in the restaurant/eating areas immediately after each user.</li> <li>• Wash up crockery and cutlery at high temperatures.</li> <li>• Clean contact surfaces and touch points in the regular way several times a day.</li> </ul>
<b>Kitchen / kitchenette</b>	<ul style="list-style-type: none"> <li>• Workplaces must be set up with a distance of 1.5 metres between them, unless a good, physical partition can be created between workplaces, e.g. through a temporary wall or PVC screen.</li> <li>• Avoid permanent crossing paths in the kitchen, so that colleagues do not come within 1.5 metres of each other.</li> <li>• Staff should wash their hands at least every 30 minutes, in accordance with the RIVM guidelines.</li> <li>• Work surfaces must be cleaned every hour.</li> <li>• Clean the kitchen/kitchenette in the regular way.</li> </ul>
<b>Toilets</b>	<ul style="list-style-type: none"> <li>• Provide an increased number of washing facilities.</li> <li>• Provide sufficient hand sanitiser.</li> <li>• Intensify the cleaning schedule. Clean the toilet facilities in the regular way. Also clean contact points and hand-washing facilities well.</li> <li>• Provide sufficient (liquid) soap and refills, and materials for drying hands. The use of paper towels is preferable.</li> <li>• Set the maximum number of people that can use the toilets at the same time (1 per 10 m<sup>2</sup>).</li> </ul>
<b>Flexible workplaces</b>	<ul style="list-style-type: none"> <li>• Avoid the use of flexible workplaces wherever possible. If, however, there are flexible workplaces, check the instructions for cleaning flexible workplaces on the OSB website.</li> </ul>
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>• Check water and ventilation systems regularly (on opening and closing the building).</li> <li>• Ventilate all rooms at least once per day for at least 30 mins.</li> <li>• Make cleaning lists extra visible in all rooms.</li> </ul>

**APPENDIX II****Sample checklists for production managers**



As a production manager, you are, in principle, the corona representative on behalf of the company on location. The location itself also has a corona representative. It is important to make good arrangements with the venue or location, as every production is unique. Draw up corona agreements for this (CRIE).

For presentations, producers and venues each take their own share of the responsibility for implementing the applicable measures. Audience safety will usually be the responsibility of the venue, for the most part. On location, this may be different. If in doubt, always consult the employer and possibly the relevant local council official. Inform all members of the team in writing of the corona measures, and stress everyone's personal responsibility.

Keep informed of the current situation through the official channels and learn from one another. Make-up artists and dressers should follow the protocols of the contact professions. Technicians also follow their own protocol. Non-performance-related staff (office staff and business managers) must not enter the rehearsal, presentation or dressing rooms.

### Checklist preparation

	Provide face masks and hand sanitiser for use on public transport and in public spaces.
	Make agreements about arrival and departure (not too many people at once).
	Take along rubbing alcohol (70% IPA).
	Ascertain the surface area of each location (stage, floor, canteen, etc.) and calculate the maximum number of people you can get in there. Dressing room 4 m <sup>2</sup> pp / Other 10 m <sup>2</sup> pp.
	Disinfect material (sets, props, lighting and sound equipment, keyboards, etc.).
	Plan and write down scene changes. Minimise the number of scene shifts.
	Costumes washable at a minimum of 60 degrees.
	Make agreements about attendance and illness. Keep a digital record of attendance, which can be consulted by all concerned.
	Everyone has their own cutlery and water bottle.

### Checklist agreements with location

	Who provides hygiene equipment? (hand sanitiser, soap dispenser, paper towels, disinfectant sprays, cleansing wipes with alcohol, paper tissues)
	Clarify who can/cannot use which toilet.
	Eating plan: Are there safe places to eat? Eat in shifts, in staggered or zigzag seating. Possibly divide into groups.
	Map out walking routes on site.
	Appoint someone to be responsible for regular cleaning.
	Appoint someone to be responsible for audience and audience flows. If performing on location: then take the initiative for this and make a proposal that suits your production.
	Is it possible to have a separate entrance and exit?
	Agree on a meeting place.
	Draw up a CRIE and agree on it with the location.

**Checklist on site**

	Localise a corona desk on site.
	Go through the CRIE with the corona desk.
	Communicate walking routes to staff on site.
	On entering the theatre, all staff must declare that they have no corona symptoms and have disinfected their hands and any materials they have brought with them.
	If in doubt, have someone's temperature taken by a trained member of staff.
	Work as far as possible in fixed groups that are as small as possible.
	Keep a digital record of attendance and illness, which can be consulted by the employer.
	Always keep a distance of 1.5 m, also when rehearsing and performing.
	Where necessary, erect screens if it is not possible to keep a distance of 1.5 m.
	Load and unload at a distance of 1.5 m. Assistance is permitted for a maximum of 5 minutes, otherwise a face mask must be worn.
	Tell the staff about the eating plan.
	Ensure regular and thorough cleaning of the workspace and material.
	Ventilate rooms as much as possible.
	Shower facilities are not used, in principle.
	Allocate microphones to particular artists and label them.
	Do not share materials (mobile phones, laptops, tools).

**Checklist shutting up**

	Disinfect material with rubbing alcohol (70% IPA) (sets, props, lighting and sound equipment, keyboards, etc.).
	Costumes are cleaned by the wearers themselves as far as possible. Wash at a minimum of 60 degrees Celsius.
	Evaluate with the team and the corona representative of the location.

**APPENDIX III****Sample checklist for health (triage)**

A number of questions are given below that you can ask visitors or staff as part of a triage. Which questions are relevant and what consequences the answers will have will depend on the situation concerned.

The advice for carrying out a triage is to create a situation that takes the best possible account of the privacy of those being questioned.

1. On entry, we may ask you to show your ID, so we can check that you are the registered visitor.	
2. Have you or one of your family members or members of your household had a fever in the past two weeks? If the answer is 'yes', have you (or the household member concerned) been free of the fever for at least 48 hours?	
3. We request your cooperation in taking your body temperature with a forehead/wrist/camera thermometer. If your temperature is above 38 degrees Celsius, you may not enter.	
4. Are you currently experiencing any symptoms like a cold, runny nose, sore throat, mild cough, temperature or fever (above 38 degrees Celsius) and/or breathing difficulties? If you have any corona-related symptoms, you will be denied access. Our corona representative is responsible for taking this decision.	
5. Have you recently visited a region or country that has been badly affected by the coronavirus?	
6. Have you been in contact over the past two weeks with someone who has tested positive for the Covid-19 virus, whether in a private or a work situation?	
7. Are you aware of the RIVM's guidelines for basic hygiene and do you follow them?	
8. On entering, did you disinfect your hands and any materials you brought with you?	
9. If you experience any corona-related symptoms after your visit, please report this as soon as possible to XXX.	
10. Do you agree to us registering your visit and keeping your triage results in a secure place for two weeks? This will make it easier for any source and contact tracing by the GGD.	

## **APPENDIX IV                      What is good ventilation?**

Ventilation is the continual refreshment of air. The outdoor air keeps replacing the 'contaminated' indoor air, or part of it. Ventilation is possible through natural ventilation – e.g. through grilles or open windows – or through a mechanical ventilation system.

Ventilation is essential for restricting the concentration of aerosols – small floating particles that might possibly spread the virus – in a room. The amount of ventilation needed depends on the size of the room, the number of people present and the nature of their activities in the room.

The most efficient type of ventilation is displacement ventilation, where fresh air is blown in through the ceiling and extracted near to the floor, or vice versa. The fresh air thus displaces the contaminated air upwards or downwards.

Mixing ventilation, where the fresh air is mixed with the contaminated air in the room, is less efficient.

The air can also be refreshed by regularly opening windows, shutters or doors opposite one another for about 10 minutes, so that a considerable air flow is created. Ensure that nobody is in the room while it is aired, or if that is not possible, then make sure that people do not sit behind one another in the air flow while the room is aired.

The advice is to take regular breaks and to plan them in accordance with the estimated time needed to refresh all the air in the room.

If it is not possible to ventilate a room well, it is important not to occupy that room for too long. If there is any doubt about the ventilation and air flows in a room, it is recommended to seek professional advice.

For more information, see:

<https://www.rijksoverheid.nl/onderwerpen/coronavirus-covid-19/openbaar-en-dagelijks-leven/cultuur>

<https://www.rivm.nl/coronavirus-covid-19/werk/generiek-kader-coronamaatregelen>

<https://lci.rivm.nl/aerogene-verspreiding-sars-cov-2-en-ventilatiesyste>