

## **Covid-19 Guidance for Staff and Students**

*Information and guidance at BOVTS surrounding COVID-19*

**SPRING TERM 2022**

**Bristol Old Vic  
Theatre School**

# 1) General Measures

## Vaccinations

You are expected to be double vaccinated against coronavirus. You do not need to have both doses of the vaccine administered at the same venue. You can book your appointment online or visit a walk-in clinic. There are walk-in clinics across the UK, many opening early and closing late.

Fully vaccinated individuals and under 18s will no longer need to self-isolate if they are identified as a close contact of someone with Covid-19. That means that if you're not fully vaccinated, you'll be required by law to self-isolate if you're identified as a close contact of somebody that tests positive for Covid. There is further guidance in later on in this document for those who have been identified as close- contacts of a positive case.

If you are an International Student and aren't able to be vaccinated where you're currently living, there will be opportunities for you to get vaccinated when you're here.

If you haven't had your vaccines, you won't be excluded from any timetabled classes; however, government guidelines may mean you're excluded from social activities such as nightclubs and large indoor events.

## Booster Dose

A booster dose of the coronavirus (COVID-19) vaccine helps improve the protection you have from your first 2 doses of the vaccine. It helps give you longer-term protection against getting seriously ill from COVID-19. You can get a booster dose if you had a 2nd dose of the COVID-19 vaccine at least 3 months ago and:

- you are aged 18 or over
- you are aged 16 or over with a health condition that puts you at high risk of getting seriously ill from COVID-19
- you are a frontline health or social care worker
- you live or work in a care home
- you are aged 16 or over and are a main carer for someone at high risk from COVID-19
- you are aged 16 or over and live with someone who has a weakened immune system (such as someone who has HIV, has had a transplant or is having certain treatments for cancer, lupus or rheumatoid arthritis)

## Testing

We expect all staff and students to take part in twice weekly testing. The Government has now made it possible for everyone within England to have access to regular LFD tests, which are currently free of charge and available at many local pharmacies and Community Asymptomatic Testing Sites.

You can get regular rapid tests if you do **not** have symptoms of coronavirus (COVID-19).

About 1 in 3 people with coronavirus do not have symptoms but can still infect others. Getting tested regularly is the only way to know if you might have the virus. If people test positive and self-isolate, it helps stop the virus spreading.

Everyone is encouraged to have regular testing twice weekly. There are three main ways to get a test:

- You can go to a Community Asymptomatic Testing Site and have an LFD test there, you will need to book an appointment in order to have a test done. Please see [here](#) to search for local testing sites in your area.
- You can collect a testing kit from a local pharmacy; there are several on Whiteladies Road (a 5-minute walk from the school) that are currently offering this service. You can collect up to a pack of 7 tests from a local pharmacy or test site. Find a local pharmacy near you [here](#) and find a local testing site to collect tests from [here](#).
- You can also order a pack of 7 tests to be sent to your home, see [here](#).

Please see the end of this guidance for a list of locations within Bristol where you can collect home test kits.

## Wearing a Mask

Our mask policy has changed slightly. Although you must continue to wear a mask at all times when inside any BOVTS building, (unless exempt for a medical reason) there are now some instances when you are able to take your mask off. Below we have listed when it may be possible for students to take their masks off, but this is always at the Tutor's/ Director's discretion and is relative to each individual class. We ask that students respect each tutor's decision and the School will support each individual tutor's position.

- **If a student or students are up in a space performing, being observed for educational purposes by their Tutor and other classmates, they can take their mask off.**
- **During rehearsals, where there is 'active work' i.e. blocking, running a scene, working 1-2-1 with a Director or Tutor, students can take their masks off. Students and Staff must continue to wear masks for a read through and any research and development in the early stages of a production. Masks should only be taken off for those who are up working in the space.**

- **If you are working on your own in a room, you do not need to wear a mask.**
- **If you are exempt from wearing a mask for medical reasons, you will have made your course leader (if applicable) and Julia Heeley (Student Support Manager) aware of this and alternative arrangements will**
- **We encourage masks to be worn as much as possible.**

**You must provide your own mask to wear on any school site, make sure you have a spare to hand and follow this guidance on safe mask wearing.**

### **Social Distancing**

In line with the easing of restrictions, social distancing is no longer required but rather a personal choice. Some students and staff may wish to continue to socially distance and their wishes must be respected at all times.

### **Ventilation**

Good ventilation can help reduce the risk of spreading coronavirus. For instance, by keeping doors and windows open (weather allowing).

Please leave windows and doors open at the end of your session in your room / studio if safe to do so in order to air it before it is next used. For those using rooms at the end of the day, please make sure that all windows are locked and made safe before you leave.

As temperatures drop during the Winter, in order to maintain a comfortable temperature, short, sharp bursts of fresh air will be key. We advise 10 minutes within every hour.

Please make use of fans within rooms.

### **Temperature Checks**

All staff and students will need to take their temperature each day when they arrive at *any* School site, including the additional spaces the School has hired. You will need to declare you are not experiencing any symptoms of COVID-19 and that you haven't been asked to self-isolate by NHS Track and Trace.

If you have a raised temperature (37.8C or greater), a persistent cough or other symptoms of COVID-19 you will be asked to self-isolate and take a PCR COVID-19 test to confirm your result.

Students must leave enough time before they are required in class to allow for the signing in process.

Once you have signed in please head straight to your classroom/office, do not hang around in corridors or kitchen areas.

### **Cleaning and Hygiene**

Please remember to wash or sanitize your hands regularly. There are extra sanitizing facilities being put in place around the buildings to help you to do this.

There is an expectation that all staff and students will keep each room tidy, clean and organised. Each room will be supplied with surface cleaner, blue roll and wipes to wipe down chairs and any other high contact surfaces that have been touched, for example, tables, door handles and equipment, after each class. Please place all disposable items in the C- 19 specific bin for safe disposal.

Staff and students are asked that they take responsibility for cleaning surfaces, equipment, and high touch areas after use.

#### **Areas include:**

- Handles on doors, windows, rails, and taps
- Control panels for equipment, control pads and switches
- Computer keyboards, printers, touch screens, monitors, and phones
- Work surfaces in studios, along with tools and machinery
- Toilets - please follow guidance in the next section on toilets

Everyone is reminded that it is an expectation that our cleaning guidance is followed whenever accessing any building. This is not just to protect individuals but everyone else who uses the space.

## **2) The practicalities of coming to BOVTS in the Spring Term 2022**

### **Procedures to follow when entering School buildings:**

Staff and Students will take their temperatures when entering School buildings. Staff and students will take their own temperature and wipe down the thermometer after use with the wipes provided. Any persons showing an unusually high temperature may be asked whether they have any other C-19 symptoms and will be asked to return to their homes.

### **Foyer and reception area:**

Please avoid socialising or meeting anyone in any foyer or corridors in any buildings. This is unfair on staff and students who may wish to move through these areas, to access their study/workspaces.

Everyone must sanitise and/or wash their hands before entering work rooms and studios.

Printers are available for use so long as you wash/sanitise your hands first and wipe them down after use, using the wipes provided.

### **Room Capacities:**

As social distancing is no longer required there is no need for capacities on rooms anymore. However, in the interest of maintaining safe practice and the types of activities that take place, certain rooms may have a capacity due to the size. Please refer to the signage outside each classroom and space for further information.

### **Toilets**

Please take responsibility for making sure the facilities are always left clean, and follow the guidance displayed within – this includes using the sanitising spray provided after use.

Please sanitise hands before entering and upon exiting toilets.

### **Classes Outside**

During the Term, staff and students are encouraged to take as many classes and activities outside as is possible and practicable. The rate of transmission is reduced by being outside and staff and tutors are encouraged to plan lessons according to the guidance.

### **Voice and Singing Classes**

Both voice and singing classes will be taking place in person. It will be at the tutor's discretion to decide when it is appropriate for masks to be taken off for educational purposes. Reasonable measures will be put in place in order to promote safer singing, for example taking place in well-ventilated spaces, singing back-to-back, wearing masks whilst singing or expelling long breaths and keeping a good distance between each person.

### **Lunchtimes and Breaks**

Although full use of the common room has been in force since last term, the School is allowing for Studios to be used as spaces to eat lunch in for the first week of term, to allow for maximum space and safety. The School will review this at the end of the first week. We cannot stress enough the importance of respecting these spaces and keeping them clean and tidy after use. We ask that the spaces be cleared in time for the beginning of classes to allow for tutors to set them up. Some studios may also be booked during lunchtimes for meetings or rehearsals. Please check with reception to see if a space is available.

### **Feeling unwell/ Illness**

If you are feeling unwell, do not come to School. Please stay at home and recover. In order to prevent further transmission of illnesses being spread around the school, it is very important that you stay at home. If you appear unwell and are experiencing symptoms, you may be sent home with the advice to stay at home until you feel better.

According to the CDC '***People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms. People with these symptoms may have COVID-19:***'

- ***Fever or chills***
- ***Cough***
- ***Shortness of breath or difficulty breathing***
- ***Fatigue***
- ***Muscle or body aches***
- ***Headache***
- ***New loss of taste or smell***
- ***Sore throat***
- ***Congestion or runny nose***
- ***Nausea or vomiting***
- ***Diarrhoea***

The new variant, Omicron, seems to pose itself more as a common cold, so if you start to experience any of these symptoms, please book yourself in for a PCR test and isolate until you have the result.

### **3) What are Lateral Flow Tests (LFD's) and how effective are they?**

Lateral Flow Tests also known as LFD's and will be referred as LFD's throughout this guidance, are designed to detect the virus in people who show no symptoms and are

therefore asymptomatic. If you are displaying symptoms of COVID-19 you are NOT to attend an LFD Testing site, and instead should book online to visit an NHS Testing site and have a PCR test or order one to be delivered through the post.

LFD tests are an effective tool in the fight against COVID as they can detect high levels of the virus in people who might not be displaying any symptoms, and so are carrying on with their lives unaware that they are spreading the virus to other people. They may not however pick up cases where you are in the early stages of COVID infection.

The process is very simple, much like a PCR test used by the NHS, you will need to use the swab to take a sample from the back of your throat on your tonsils, and then use that same swab to take a sample from inside one nostril. You will then need to wait approx. 20-30 mins to receive your result.

### **If you receive a negative result**

A negative result means it's likely you are not infectious. But a negative test is not a guarantee you do not have COVID-19 and there's still a chance you may be infectious. You should follow advice on [how to avoid catching and spreading the virus](#).

If you did a rapid lateral flow test at home, [report your rapid lateral flow test result on GOV.UK](#) as soon as possible.

### **If you receive a positive result**

Upon notification of a positive test result (LFD or PCR), students and staff are legally required to self-isolate for ten days. Once you have received confirmation of a positive result, you must then continue to self-isolate for the next 10 days.

***“From 11 January in England, people who receive positive lateral flow device (LFD) test results for coronavirus (COVID-19) will be required to self-isolate immediately and won't be required to take a confirmatory PCR test.***

***This is a temporary measure while COVID-19 rates remain high across the UK. Whilst levels of COVID-19 are high, the vast majority of people with positive LFD results can be confident that they have COVID-19.***

***Lateral flow tests are taken by people who do not have COVID-19 symptoms. Anyone who develops 1 of the 3 main COVID-19 symptoms should stay at home and self-isolate and take a PCR test. They must self-isolate if they get a positive test result, even if they have had a recent negative lateral flow test – these rules have not changed.***

***Under this new approach, anyone who receives a positive LFD test result should [report their result on GOV.UK](#) and must self-isolate immediately but will not need to take a follow-up PCR test.***

***After reporting a positive LFD test result, they will be contacted by NHS Test and Trace so that their contacts can be traced and must continue to self-isolate.”***

Before students get tested, you should make sure you have arrangements in place to travel home safely in the event you test positive. You should walk, cycle or drive wherever possible.

You should not use public transport or a taxi or private hire vehicle to return home.

Due to the nature of the tests and their ability to detect high and therefore infectious levels of the virus within people, there is still the possibility that you will get a negative test while still having COVID albeit with lower levels of the virus, and so continued vigilance is key. Further guidance on LFD'S can be found [here](#).

If a student has recently (within 90 days) tested positive for COVID-19, they are likely to have developed some immunity. If a student has had a positive coronavirus (COVID-19) test in the last 90 days through NHS Test and Trace and been recorded as a positive case on the national system, they do not need to be tested again within that time period if they are **asymptomatic**.

**From Monday 17 January, people with COVID-19 in England can end their self-isolation after 5 full days, as long as they test negative on day 5 and day 6.**

**The decision has been made after careful consideration of modelling from the UK Health Security Agency and to support essential public services and workforces over the winter.**

**It is crucial that people isolating with COVID-19 wait until they have received 2 negative rapid lateral flow tests on 2 consecutive days to reduce the chance of still being infectious.**

**The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. If an individual is positive on day 5, then a negative test is required on day 6 and day 7 to release from isolation.**

**It is essential that 2 negative rapid lateral flow tests are taken on consecutive days and reported before individuals return to their job or education, if leaving self-isolation earlier than the full 10-day period.**

**For instance, if an individual is positive on day 5, then a negative test is required on both day 6 and day 7 to release from self-isolation, or positive on day 6, then a negative test is required on days 7 and 8, and so on until the end of day 10.**

**You can stop self-isolating after the 10 days if either:**

- **you do not have any symptoms**
- **you just have a cough or changes to your sense of smell or taste – these can last for weeks after the infection has gone**

**When to keep self-isolating after 10 days**

If you have a high temperature after the 10 days, or are feeling unwell, keep self-isolating and seek medical advice.

#### **4) What will happen if there is a fourth, or a local, lockdown?**

Should this be necessary, the COVID Committee will decide on a course of action of how the school proceeds. The 'Outbreak Management Plan' document is added at the end of this Guidance under Appendix 1.

#### **5) Access to Support at the School**

Staff have been working on strategies that are thoughtful and responsive during this unprecedented time. These include building information, communication and practices related to how we can support students and staff who maybe disproportionately affected by the pandemic.

We recognise that students and staff may not have access to the technology and equipment needed for successful online learning including: a laptop, access to high speed internet and private space within the home for learning. Speak with your course leader or line manager to see how the school can help you.

We understand that Covid-19 can create levels of increased anxiety for both staff and students.

**Staff:** please talk to your line manager and/or the Principal.

**Students:** please talk to your Course Leader or the Student Support Manager

Please also see the following for advice on emotional wellbeing:

- [VitaMinds](#) – NHS psychological therapies (self-referral)
- [Every Mind Matters: 10 tips to help if you are worried about coronavirus](#)
- [GOV.UK: guidance on wellbeing and covid-19 s](#)

- [Bristol Mind - Bristol MindLine](#) is a confidential freephone helpline, call 0808 808 0330
- [The Samaritans](#) has a 24-hour telephone and email support, call 116 123
- [AWP \(Avon and Wiltshire Mental Health Partnership NHS Trust\)](#) has set up a 24/7 phone support line for service users requiring support or advice during this time, 0300 303 1320
- [Directories of Bristol services](#) - Independent Mental Health Network, CASS and Well Aware

## **6) Further Guidance and Resources**

Below are various links to information which we advise all should read. The information is constantly being updated so we ask everyone to take responsibility for staying up to date.

### **Information regarding the COVID-19 Virus**

[UK Government Guidance](#)

[Centers for Disease Control and Prevention](#)

[NHS Test Information](#)

[Performing Arts Guidance](#)

[Bristol Outbreak Management Plan](#)

[Coronavirus Support App](#)

## **Appendix 1**

### **BOVTS COVID-19 OUTBREAK MANAGEMENT PLAN**

This document aims to provide the information and plans necessary to support the staff and students during the opening of the Bristol Old Vic Theatre School during the COVID-19 pandemic. The information applies to people at all main sites and any external buildings in use.

The Theatre School has established a Covid-19 Committee. This Committee is led by the Principal, Fiona Francombe. Anyone is welcome to join the Committee at any stage: The Committee will be quickly convened in the case of any concern or if any positive cases should arise.

There will be a constant open dialogue with the whole School community to allow issues to be raised and changes to be made to ensure everyone is kept, and feels, safe and supported.

## **Prevention and COVID Secure Plans**

Currently, masks must be worn at all times.

Hand sanitiser stations have been installed throughout the building, and everyone is required to use it upon entering and exiting any room.

A culture of regular lateral flow testing will be encouraged. Students will be encouraged to have two LFD tests until advised by Government that it is no longer required.

Temperatures are to be checked on arrival.

Anyone who is feeling unwell is asked to stay at home, and anyone experiencing symptoms are asked to get a test as soon as possible and isolate until they have their result. They must make their Course Leader or Line Manager aware of this.

## **Identifying Positive Cases**

Should a member of the School (student or staff) present with symptoms of COVID -19 then they must immediately seek to be tested.

They should also inform their course leader/line manager of the situation.

Should the result come back positive they should isolate for 10 days, either from the point of when their symptoms started or if asymptomatic, from when they tested positive.

NHS Track and Trace will get in contact with those who have tested positive and it will be their responsibility to share the details of those who they class as their close- contacts.

NHS Track and Trace will then get in contact with those people who have been identified as close- contacts.

## **Households and Close- Contacts**

From the 16th of August, self- isolation rules for close contacts changed. Government Guidance outlined that you may not be required to self-isolate if you are notified you have had close contact with someone with COVID-19 and any of the following apply:

- You are fully vaccinated
- You are below the age of 18 years 6 months
- You have taken part in or are currently part of an approved COVID-19 vaccine trial
- You are not able to get vaccinated for medical reasons

Fully vaccinated means that you have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since you received the recommended doses of that vaccine.

### **How the School will treat close contacts:**

Anyone identified as a close contact of a positive case will need to do an LFT test immediately. Anyone who lives in the same household as a positive case will need to do an LFT test and isolate away from the school until they have had their result. The school will give them further guidance in the event of a negative result.

From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:

- fully vaccinated adults – people who have had 2 doses of an approved vaccine
- all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status
- people who are not able to get vaccinated for medical reasons
- people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine

In the event of 2 or more positive cases appearing in a group, the School may initiate a 'circuit breaker'. This will mean the whole group are asked to isolate away from the school for a set amount of time in order to contain further spread.

### **What is considered as close contact?**

#### **Examples of close contact include:**

- close face to face contact (under 1 metre) for any length of time – including talking to them or coughing on them, with or without a mask.
- being within 1 to 2 metres of each other for more than 15 minutes, with or without a mask – including travelling in a small vehicle.
- spending lots of time in your home, such as cleaning it, with or without a mask

If you have had close contact with someone who has tested positive, you must self-isolate if you are told to by the NHS Test and Trace service or the NHS App and you should take extra care to follow social distancing advice.

If you get any coronavirus symptoms, you must self-isolate and get a test as soon as possible.

It is a legal requirement to self-isolate for 10 days if you test positive for COVID-19 or if you are identified as a close- contact and are not exempt from isolating.

Further Government Guidance about close- contacts can be found [here](#)

## **Identifying Emerging Outbreaks**

As higher education settings have a greater risk of outbreak due to the movement of young people from across the country, we will be extra vigilant in our enforcement of rules around the Theatre School buildings.

If there are 2 or more confirmed cases that are linked, then this will be classed as an outbreak. The School will immediately notify:

- South West Public Health England (PHE) Health Protection Team – 03003038162 or [swhpt@phe.gov.uk](mailto:swhpt@phe.gov.uk)
- Bristol Public Health England Duty Team – [ph.healthprotection@bristol.gov.uk](mailto:ph.healthprotection@bristol.gov.uk)

In this event BOVTS will work with Public Health England to consider who the affected persons are and act accordingly, which may mean having to close the School in order to ensure the situation is managed and contained. Teaching will resume online for those who cannot attend.

On the advice of Bristol Public Health, the School may need to reintroduce some measures in order to contain transmission as best as possible.

## **Managing an Outbreak**

If the School has 2 or more confirmed cases that are linked, or an overall rise in sickness absence where Covid-19 is suspected, then we may have an outbreak and we will continue to work with PHE. In some cases, PHE may recommend that a larger number of other students self-isolate at home as a precautionary measure—perhaps a whole student group or year group. If the School is implementing controls and reducing transmission risks, whole School closure based on cases within the School may not be necessary and will only be considered following advice from PHE.

It is understood that, working with Bristol’s Director of Health, where an outbreak at the School is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive.

Testing will be undertaken according to Bristol’s routine public health outbreak control practice. The whole School community will be regularly and clearly updated on the outbreak control and support and guidance for all staff and students will be available.

Information on further control measures that will enable the School to re-open will be sent to the whole School community and any concerns listened to and addressed.

## **Community Asymptomatic Testing Sites within Bristol that you can collect home testing kits from:**

Information regarding Bristol’s rapid testing facilities can be found [here](#)

**You can also pick up test kits from the main reception at:**

- Easton Leisure Centre, Thrissel Street, Easton BS5 0SW
- Henbury Leisure Centre, Avonmouth Way, Henbury, Bristol BS10 7NG
- Horfield Leisure Centre, Dorian Road, Horfield BS7 0XW
- Kingsdown Sports Centre, Portland Street, Bristol, BS2 8HL
- St Pauls Community Sports Academy, Newfoundland Rd, St Paul's, Bristol BS2 9NH
- Hengrove Leisure Centre, Hengrove Promenade, Hengrove BS14 0DE
- Jubilee Swimming Pool, Jubilee Road, Knowle BS4 2LP
- Portway Rugby Development Centre, Portway BS9 2EJ
- Bristol Brunel Academy Fitness Centre, Speedwell Road, Speedwell BS15 1NU
- City of Bristol Gymnastics Centre, Teyfant Road, Hartcliffe, BS13 0RF

You can collect up to 14 tests (2 packs of 7) at a time. You will need a collect code for each box of tests, which you can get [here](#)

[Please see this link here to view the Bristol Gov website, where there is more information regarding COVID-19 within Bristol.](#)