

# Basement Theatre & the Traffic Light System: Artist Guidelines

Current as of:  
15 July 2022

	Vaccinations	Sickness & Hygiene	Record keeping	Audience Traffic Management	Hygiene	Ventilation	Mask Use	Capacity & spacing	Performance guidelines	Ticketing	Areas & equipment	Bar Service
<b>Green</b>	All visitors to the venue aged over 12 must have a current Vaccine Pass.	All artists to monitor themselves for Covid-19 symptoms, and refrain from coming to any Basement site in the instance of any symptoms. Staff & artists must return a negative test (ideally PCR) before they are able to do so. All staff and artists encouraged to maintain high levels of personal hygiene/etiquette. Venue staff taking weekly RAT tests for surveillance purposes. Artists encouraged to use surveillance RATs during their time in the venue.	QR codes and manual contact tracing register provided for those that wish to use it.	A strict minimum 15 minute house open time to reduce congestion in the foyer, and requirement for artists/hirers to work collaboratively with Front of House staff to ensure any potential congestion issues are avoided.	Set cleaning procedures in place for staff and artists. Hand sanitiser and personal hygiene and cleaning products monitored carefully for stock levels.	Performance spaces to be ventilated between double bills - collaborative effort between artists/volunteer ushers and Basement staff.	Free disposable masks available on site, and Basement merch masks available for sale. Mask use optional.	Audience sizes capped at 90% in Mainstage Theatre (90 people for Risk-Share/Risk-Free), but Studio at full capacity (newly lowered to 60 pax).	Shows should not include audience interaction that involves close contact, or eating/drinking unless with strict measures in place. Studio shows must be 60 minutes or less and start on time. Show reviewed for risks as part of standard risk assessment process, and specific measures used in case of any heightened risk to performers, staff or audience.	Ticketing as paperless as possible (including all comps), and all details taken for all ticket buyers and guests at point of purchase and when comps are booked in (or picked up, if necessary). Audiences encouraged to book tickets on their phones at venue.	Limit equipment sharing where possible. All personnel to stick to designated areas, eg. artists stick to their own dressing rooms.	No cash.
<b>Orange (all of the above plus)</b>							Masks must be worn by FOH staff, operators and ushers (all staff in the space, and at the same time as audiences), and audiences must wear masks in bar and performance spaces. All other mask use encouraged but optional.		Maximum cast/crew based on 1m distancing on stage space. 1m distancing between performers and audience at all times, except where mitigated with further measures.			
<b>Red (all of the above plus)</b>							Masks must be worn by all in all indoor spaces at all times, other than by performers when rehearsing, performing or those with medical exemption. Masks can be removed to eat/drink.	Audience sizes capped at 50 (Main Stage Theatre) and 30 (Studio), seats marked (or removed) to ensure distancing between patrons. Venue capacity capped at 200 (not including staff/artists). 1m distancing encouraged at all times.				Customers must be seated and separated. Table service.