



OUDS Welfare Guide for Drama During Quarantine

Updated July 2020

If you have any concerns or questions about these guidelines, or have any welfare concerns about drama in Oxford, please reach out to the OUDS Welfare Officer by emailing welfare.ouds@gmail.com

Auditions Via Skype/Zoom

- Where possible the panel must call from a quiet, private room to minimise interruptions.
- Auditions should not be recorded unless for a critical reason (e.g a co-director could not attend one of the auditions and it's impossible to reschedule).
- If there is a need to record the audition, for any reason, this reason must be made clear to every auditionee at the start of each audition, along with details of why it is being recorded and how long the video will be in the panel's possession before being deleted.
- The rules regarding general audition behaviour (including but not limited to audition slots, nudity, outcome and feedback) remain the same as with face to face auditions and can be found in the OUDS welfare manifesto.

Handling Production Teams and Casts Via Skype/Zoom

- Any meetings/rehearsals held virtually must be scheduled in a manner that those with special home conditions (e.g the cast/team member is a home-carer, is unwell, lives in a busy home with a lack of private space and so on) is handled appropriately and sensitively.
- In the case of a production meeting with any of the above causing a team member to be absent from the meeting, the meeting should either be rescheduled, and/or detailed minutes should be clearly circulated after said meeting.
- In the case of a rehearsal with any of the above causing a cast-member to be absent, the rehearsal should either be rescheduled or special accommodations should be made to make it possible for said rehearsal to take place (e.g said cast member uses a phone instead of a video call, or watches the rehearsal but doesn't take part, or is given adequate breaks to tend to family members and so on).
- In the case of working with cast/production members scattered across a broad time zone, this should be handled in a way that this does not become a deterrent, preventing people from being able to take part in such productions. In this case rehearsals and meetings should be arranged at mutually suitable times for all parties involved.
- To avoid background noise, when using an online video call service to hold a meeting or rehearsal, anyone who is not speaking at any one time should have their mic on mute to allow the team to better hear the speaker.

Rehearsals/Performances

- We recommend that all rehearsals, where possible, take place online through video-calls and that the above guidelines are implemented to support this.
- If a rehearsal needs to happen in person those attending it must uphold the recommended social distancing guidelines that are given at the time.
- We strongly advise that production teams, where possible, should include subtitles and image descriptions in online communications and presentations of their dramatic work.
- Due to the frequency at which these recommendations are changing we strongly recommend production companies to read up about the current safety procedures at <https://www.gov.uk/coronavirus>.

- Any concerns or questions with regards to these guidelines or any other concerns about rehearsing or staging a show in the current crisis can be sent to welfare.ouds@gmail.com.

Communications within the Quarantine

- Any productions that have been paused or postponed by the quarantine must inform both the cast (if show has already been cast) and the production team as soon as possible after postponement. If the show has been cancelled this must also be communicated to the team as soon as it possible.
- If the show has been postponed the cast/crew must be made aware of when the show is intended to be re-staged and should be allowed to choose whether to continue with said project or not.
- As with regular drama communications, an effort should be made to keep all cast and crew up to date with developments, rehearsals and meetings as much as possible throughout the process.
- We're currently looking into ensuring drama remains accessible to all (particularly in relation to varying time zones, equipment and so on) and will release more information on this in due course.

We hope this provides useful and productive guidance during this difficult and stressful time. If you have any questions or worries, please don't hesitate to get in touch with Emma at welfare.ouds@gmail.com.