Department of Drama Theatre and Dance
COVID -19 Building and Operation Reference Document

- Staff, students and visitors are required to maintain social distancing while in department buildings.
- A one-way system is in operation in the Katharine Worth Building. Signs are displayed along the route.
- Entrance to the KWB is via the main front door and exits are via the sliding glass door adjacent to the CCT and via the rear door located in the technical corridor.
- Access to the Boilerhouse Theatre is via the Boilerhouse Courtyard using the door labelled ENTRANCE ONLY. Staff and students should refrain from entering the wider Boilerhouse complex where possible.
- Students and staff should not congregate in groups or queue in corridors or foyers within department buildings.
- All spaces and performances venues display room occupancy levels which must be adhered to.
- Students attending lectures or meetings should knock and enter the room or office at the designated start time.
- The majority of teaching spaces have been divided into 2m² sections to assist with orientation while complying with social distancing requirements.
- Cleaning fluid, wipes and bins are available in all teaching spaces.
- A hand sanitizer station is located at the main entrance to the Katharine Worth Building as well as in the glass foyer area of the Boiler House Complex
- The use of lifts is discouraged other than for staff and students who require lifts; occupancy is strictly limited to one person
- Staff and students are expected to exercise social distancing and common sense when using the toilet facilities in The Katharine Worth Building and The Boilerhouse Complex.

COVID -19 Adjusted Room Booking Procedures
Undergraduate room booking for course work and extracurricular rehearsals within the department will take place online via MS Teams on Wednesday afternoons at the following times. All undergraduate students will be sent email invites to enable access to room booking sessions. Priority is given to academic related work. Certain spaces may have restrictions in place as preventative measures. All bookings are for Monday through Sunday of the following week.

Third year: 14:00 – 15:00
First and second year: 16:00 – 17:00

Post graduates can book spaces via email to drama.technical@rhul.ac.uk and typing Room Booking in the subject line.
Post graduate email requests must arrive by 16:00 on the preceding Tuesday.