



# PORTLAND ARTS CENTRE

**COVID SAFE PLAN – Portland Arts Centre**

**Version: 5.0**

**Date: 6 May 2022**

**This COVID Safe Plan has been developed by Portland Arts Centre Management from the template provided by the Victorian Association of Performing Arts Centres, to comply with the Department of Health & Human Services Guidelines.**

**Document subject to change at any time**

**Uncontrolled once printed**

## What is a COVID Safe Plan?

A COVIDSafe Plan is a unique and comprehensive plan that is venue and activity specific. It is a legal requirement

that your venue has an operational COVIDSafe Plan, and it is an important part of your occupational health and safety obligations which is required under the Victorian Government's Pandemic Orders.

Every Victorian business with on-site operations must have a COVIDSafe Plan for each workplace and provide it to an Authorised Officer (AO) upon request. A copy of the plan must be kept at each workplace.

Your plan describes how you will keep your workers and customers safe. It also helps you prepare for a case of COVID-19 in the workplace.

A site specific COVIDSafe Plan allows venues and event managers to identify how to manage the risk of COVID19 transmission in the way that makes the most sense for their site and operational model.

Each COVIDSafe Plan will need to be detailed, thorough and specific. The plan needs to be sustainable and responsive in the long term as we continue to live with COVID-19.

## Is your workplace COVIDSafe?

Your business must:

- document in your COVIDSafe Plan how you will manage a COVID-19 case in your workplace.
- document how you will use the Victorian Government QR Code (where and when mandated) and ask workers and customers to check-in.
- keep a record of when you sighted the vaccination status of your workers.
- document how you will check the vaccination status of customers where required.
- ensure workers and customers wear face masks when required.

Guidance is available at: <https://www.coronavirus.vic.gov.au/arts-and-live-performances-sector-guidance>

## Do your workers know your COVIDSafe Plan?

Your employees must comply with the COVIDSafe Plan, so it's important they understand it. Ask for their input, including from your Health and Safety representatives, and provide training. Make sure they can easily access a copy of your plan. This will ensure your plan is implemented and updated when circumstances change.

## How to Use this Template

- To assist you in completing the details of your COVIDSafe Plan refer to Industry Resources linked and listed in the Template itself.
- Specific Performing Arts Sector Guidance is available at: <https://www.coronavirus.vic.gov.au/arts-andlive-performances-sector-guidance>
- Text in the 'How will you do this? Actions' column is included as suggested starting points for you to address. This section requires your detailed input, as does 'Who is Responsible? Resources?'

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- The Template includes both Requirements, and Recommendations. These are colour coded to be clearly delineated as to what is mandated, and what is recommended good practice.
- If your internal risk assessment identifies any template 'requirements' as 'Not Applicable' to your venue or event due to size, structure or otherwise, mark the Action as 'N/A'.
- If your risk assessment identifies areas of action that your venue requires that are not covered by this template, add lines, columns or tables as needed.
- If your COVIDSafe Plan refers to other venue or Local Government policy or process documents, identify the documents in your Plan and attach them to the final document.
- Ensure that you have a process for reviewing and updating your COVIDSafe Plan regularly – it must be revised to meet up-to-date requirements and regulations.
- Review and sign off on your Plan. It is a risk management tool that should be internally approved and then made available to all Staff and third-party contractors, hirers and touring personnel.
- NOTE: This COVIDSafe Template does not cover broader operational areas relevant to managing a venue during the COVID-19 pandemic, such as: Communications, Contracts or details on Ticketing terms and conditions. These are areas your venue should also address, and they have been addressed in previous 'VAPAC Safe Opening Guidelines', but they are not essential to a COVIDSafe Plan.

## Considerations

Implementing the COVID-19 control measures outlined in your Plan must not cause other unsafe working conditions for staff, patrons or visitors. Your COVID-19 Plan implementation should not disadvantage any members of your team or public and should not compromise all abilities access to your venue and events.

## Compliance and Enforcement – Authorised Officers

You must be able to demonstrate that you have an adequate COVIDSafe Plan. Venues should regularly check that they are complying with current directions and advice provided by health authorities. Authorised Officers (AOs) from across Victorian Government departments and agencies conduct regular inspections of businesses to ensure they are following required COVIDSafe Settings.

AOs may request to see you have a COVIDSafe Plan at each workplace and that you have implemented all requirements. You must make changes to your COVIDSafe Plan if an AO directs you to. Non-compliance may result in court action and penalties.

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## About

### VERSION 5

**May 6 2022**

This resource has been prepared by the Victorian Association of Performing Arts Centres (VAPAC Inc.).

This document has been developed in the jurisdiction of the State of Victoria. Users of this resource are encouraged to adhere to the advice and recommendations of their Local, State & Territory and Australian Government, public health authority guidelines and their various stakeholders.

Guidelines Produced by Ross Farnell Cultural Consulting for VAPAC Inc. 2022.

[www.rossfarnell.com.au](http://www.rossfarnell.com.au)

## Venue & Organisation Details

<b>Organisation Name / Council</b>	Glenelg Shire Council
<b>Venue Name</b>	Portland Arts Centre
<b>Venue Coordinator</b>	Virginia Winter
<b>Contact Details</b>	<a href="mailto:vwinter@glenelg.vic.gov.au">vwinter@glenelg.vic.gov.au</a> 03 5522 2155 / 0400 768 033
<b>Site Address</b>	4A Glenelg Street, Portland, VIC 3305
<b>COVID Marshal</b> (COVID Safe Compliance Coordinator)	Usually the Venue Coordinator, but a Marshall will be set for each event, and identifiable by an orange badge.
<b>Contact Details – COVID Marshal</b>	03 5522 2263
<b>Local Government Area/ Location</b>	Glenelg Shire
<b>Council CEO</b>	Greg Burgoyne
<b>Arts and Culture Manager</b>	Susie Lyons
<b>Date &amp; Version Number</b>	6 May 2022 V5.0

## 1. DOCUMENT HOW YOU WILL MANAGE A COVID-19 CASE AT YOUR BUSINESS / VENUE.

- Workers must get tested at the first sign of symptoms.
- If a worker who has tested positive for COVID-19 has worked in the work premises during their infectious period, they must inform their workplace as soon as possible.
- When you become aware of a case of COVID-19 at the workplace, you must follow government advice on what to do.

REQUIREMENTS	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
<p>Prepare for how you will manage a confirmed case in an employee, touring party, or other workers at your venue.</p> <p>Review:  <a href="http://www.coronavirus.vic.gov.au/case-workplace">www.coronavirus.vic.gov.au/case-workplace</a>                      for the latest information, protocols advice and resources to help you manage the situation.</p>	<ul style="list-style-type: none"> <li>- Ensure the infected worker knows to get tested and isolate at the first sign of symptoms.</li> <li>- <b>Workplaces do not have to individually identify and notify each potentially exposed worker as of 22 APRIL 2022</b></li> <li>- Notify Organisational Development Unit: Wait for advice, listen, and adhere to instructions</li> </ul>	<p>Venue Coordinator will be responsible</p> <p>Process</p> <p>If a worker who has tested positive for COVID-19 and worked indoors in the work premises during their infectious period, they must inform their workplace as soon as possible.</p> <p>Once employers are aware of a case of COVID-19 at the workplace, they must:</p> <ol style="list-style-type: none"> <li>1. Direct the worker to return home and self-isolate for 7 days after the date they were tested (if they are on site), even if they don't have symptoms. If the worker is unable to return home immediately, direct the worker to isolate themselves at the workplace and, while doing so, to wear a face mask and remain at least 1.5 metres from any other person.</li> <li>2. Identify workplace contacts. A workplace contact is an employee (or contractor) who has been:                             <ul style="list-style-type: none"> <li>• face-to-face (&lt;1.5m) for more than 15 minutes (total in one day) with a confirmed or probable case OR</li> </ul> </li> </ol>

		<ul style="list-style-type: none"> <li>• in a small indoor space (&lt;100m<sup>2</sup>) for more than 2 hours (total in one day) with a confirmed or probable case</li> </ul> <p>3. Contact the workplace contacts and inform them that they may have been exposed to COVID-19 and inform them that they must use a rapid antigen test (or a PCR test if they can't access a rapid antigen test) if they have symptoms, and recommend they use rapid antigen tests daily for 5 days if they don't have symptoms.</p> <p>4. Inform all workers (including health and safety representatives) to be vigilant about the onset of COVID-19 symptoms and advise all workers to use a rapid antigen test (or a PCR test if they can't access a rapid antigen test) if they have symptoms.</p> <p>5. Put in place appropriate control and/or risk management measures to reduce the risk of spreading COVID-19 at the workplace. For example, increase the use and enforcement of PPE (such as face masks) and physical distancing.</p> <p>coronavirus.vic.gov.au/ case-workplace</p>
<p><b>Prepare to notify the Department of Health – Only if Required.</b></p>	<p>- If there has been 5 or more cases within your workplace within a 7-day period, you are required to notify the department via the COVID-19 outbreak notification form.</p> <p>- <a href="https://www.coronavirus.vic.gov.au/covidoutbreak-notification-form">https://www.coronavirus.vic.gov.au/covidoutbreak-notification-form</a></p> <p>- Establish a daily venue register of all working personnel on site, including visitors, crew, touring parties. Register will include date, time in and time out and contact details.</p>	<p>Arts and Culture Manager / Venue Coordinator</p> <p>Ensure all worker / volunteer / crew contact details are up to date and accessible.</p> <p>NOTES:</p> <p><b>Workplaces are not required to individually identify and notify each potentially exposed worker * as of 22 APRIL 2022.</b> Individuals are required to notify their workplace close contacts, social contacts, and other individuals they may have been in contact with while they have been infectious. In most</p>

	<ul style="list-style-type: none"> <li>- These records will be accessible readily and will be used to provide the Department of Health with information if necessary.</li> <li>- The person to first contact the Department of Health and notify the actions taken Arts &amp; Culture Manager / Venue Coordinator</li> </ul>	<p>cases, businesses can self-manage the exposure by following the guidance provided.</p> <p>Businesses may be contacted by the Department or Local Public Health Unit if an outbreak is identified. In these situations, they will provide you with special advice that you must follow</p>
<p><b>Prepare to undertake any necessary cleaning and disinfection at your venue</b></p>	<p>Follow routine cleaning to prevent the spread of COVID-19 in the workplace.</p>	<p>Council Facilities Maintenance is responsible for daily clean</p> <p>For cleaning guidance visit:  <a href="https://www.health.vic.gov.au/coronavirus-cleaningguidelines-for-workplaces-doc">https://www.health.vic.gov.au/coronavirus-cleaningguidelines-for-workplaces-doc</a></p>
<p><b>Confirm the process that ensures any impacted workers can return to work safely.</b></p>	<p>Check the covid Checklist for Contacts</p> <p><a href="https://www.coronavirus.vic.gov.au/checklist-contacts">https://www.coronavirus.vic.gov.au/checklist-contacts</a></p>	<p>Venue Coordinator is responsible</p> <p>Notes</p> <p>Anyone who has tested positive for COVID-19 must self-isolate for 7 days after the date they got tested. Workers can return to work once they have completed their 7-day self-isolation</p> <p>Workplace contacts who had symptoms can return to work if they return a negative result from a rapid antigen test (or a PCR test if they cannot access a rapid antigen test). They are recommended to stay home until their symptoms have resolved.</p> <p>Workplace contacts without symptoms can continue to work but are recommended to do a rapid antigen test each day for 5 days. If they develop symptoms and unable to access rapid antigen tests, they should get a PCR test.</p> <p>Visit: <a href="https://www.coronavirus.vic.gov.au/case-workplace">https://www.coronavirus.vic.gov.au/case-workplace</a></p>
<p><b>RECOMMENDED</b></p>	<ul style="list-style-type: none"> <li>- Prepare for absenteeism of staff members required to quarantine or isolate</li> </ul>	<p>Venue Coordinator is responsible for:</p> <p>Contacting casual staff to fill in where necessary</p>

<p><b>Develop a business contingency plan to manage any outbreaks</b></p>	<ul style="list-style-type: none"> <li>- Describe key dependencies (e.g. third party providers)</li> <li>- Describe how you will continue to deliver essential services</li> <li>- What contingencies do you have in place?</li> </ul>	
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**2. ENSURE WORKERS ONSITE ARE FULLY VACCINATED AS REQUIRED**

- Workers in the ‘Vaccinated Economy’ sectors must provide evidence they are vaccinated.
- This includes the Entertainment / Theatre Sector.
- You must sight and record the vaccination certificate of all workers.
- Includes contractors, third-party staff, touring personnel, volunteers etc.

REQUIREMENTS	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
<p><b>Develop a process to check the vaccination status of all workers.</b></p>	<p>OD (Organisational Development) document and manage the vaccination status of all records.</p>	<p>The human resources Organisational Development team will ensure all workers are fully vaccinated.  <a href="https://coronavirus.vic.gov.au/workervaccination-requirements">coronavirus.vic.gov.au/workervaccination-requirements</a> for the latest information and advice.</p>

**3. WEAR A FACE MASK / COVERING**

RECOMMENDED	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
<p><b>It is recommended that all workers, performers, and crew attending the Venue wear a fitted face covering if</b></p>	<ul style="list-style-type: none"> <li>• As at February 26, 2022: face masks are no longer required for entertainment venue patrons, performers, or workers, except for events of over 30,000 people.</li> </ul>	<p>Venue Coordinator – Responsible for:</p> <ul style="list-style-type: none"> <li>• Monitoring legal requirements for staff and patrons wearing masks in</li> </ul>

<p><b>physical distancing of 1.5m can't be done.</b></p> <p>Monitor for regulation changes that may require Patrons to wear masks indoors/ outdoors and take appropriate action. Unless Lawful exemption applies.</p>	<ul style="list-style-type: none"> <li>• It is recommended that customer facing staff continue to wear face masks, and in situations where you can't physically distance.</li> <li>• Provide adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own if required</li> <li>• Active monitoring of fitted face mask/ coverings for all staff, patrons and performers as regulated (unless a lawful exemption applies) when required</li> <li>• Venue Coordinator will stay informed of updates regards relevant PPE protocols as Government advice changes, through regular monitoring of DHHS (Department of Health and Human Services) web site.</li> <li>• Update COVIDSafe Plan and Protocols accordingly as regulations changes.</li> <li>• Nominate the person responsible for monitoring and compliance.</li> <li>• Ensure workers know the current face mask requirements via email communication where there are changes.</li> <li>• The venue will carry a supply of face masks on hand for those who wish to wear one.</li> <li>• All staff / volunteers will be provided with training, instruction, and guidance on how to correctly fit, use and dispose of PPE.</li> <li>• All workers to be informed that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.</li> </ul>	<p>the venue. As of this plan, masks are not currently mandated</p> <ul style="list-style-type: none"> <li>• Pre-event communications to patrons about any requirements to wear masks</li> <li>• Signage about mask requirements if required</li> <li>• Provide supplies of appropriate disposable masks to all patrons, employees, hirers and touring members who request them</li> <li>• Instructing staff on proper use of PPE</li> <li>• Supplying adequate PPE in all work areas</li> </ul> <p>Face Masks – when to wear a face mask:</p> <p><a href="https://www.dhhs.vic.gov.au/face-coverings-covid-19#how-do-i-wear-a-face-covering-correctly">https://www.dhhs.vic.gov.au/face-coverings-covid-19#how-do-i-wear-a-face-covering-correctly</a></p> <p>Correct use of PPE and Procurement of PPE Guidelines:</p> <p><a href="https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#personal-protective-equipment-ppe-guidance">https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#personal-protective-equipment-ppe-guidance</a></p> <p>Signage for, staff and performers at public entrances</p>
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4. PRACTICE GOOD HYGIENE & CLEANING		
REQUIREMENTS	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
<p><b>Document &amp; Adopt good Hygiene practices – Staff &amp; Patrons</b></p>	<p>Portland Arts Centre commits to adopting best practice in hygiene and cleaning for both staff and patrons.</p> <p>Our practices are guided by the following DHHS advice:</p> <ul style="list-style-type: none"> <li>- <i>Coronavirus Cleaning Guidelines for Workplaces. Information for business owners, managers, and cleaners.</i></li> <li>- <i>Factsheet – Cleaning Guidelines. Building owners and managers</i></li> </ul> <p>Venue Signage – for Patrons and all Workers.</p>	<p>Venue Coordinator – Responsible for:</p> <ul style="list-style-type: none"> <li>• Ensuring facilities maintenance are conducting scheduled COVID cleans at least daily</li> <li>• Ensuring all high touch surfaces are regularly sanitised</li> </ul>
<p><b>All ‘high-touch areas’ of the venue should be cleaned and sanitised regularly.</b></p> <p><b>Both steps are essential.</b></p>	<ul style="list-style-type: none"> <li>• Create an all of venue specific check list itemising all key surfaces needing regular cleaning.</li> <li>• Identify which products are required for cleaning.</li> <li>• Frequently touched surfaces will be cleaned by staff with both detergent and disinfectant daily or more often as required and documented. E.g., Door handles, shared work equipment, controls, bathroom.</li> <li>• Every venue clean must be documented by those performing the clean, utilising the Cleaning Check List. Dated.</li> <li>• Dispose of disposable cleaning products and items safely</li> <li>• Document PPE for Cleaning. (Gloves, masks)</li> <li>• Monitor supplies of cleaning products and restock as needed.</li> </ul>	<p>Facilities Maintenance – Responsible for:</p> <ul style="list-style-type: none"> <li>• Creating Venue Clean Check list</li> <li>• Cleaning Roster – weekly. Display in communal space.</li> </ul> <p>Venue Coordinator – Responsible for:</p> <ul style="list-style-type: none"> <li>• Ensuring adequate sanitising supplies for staff to conduct high-touch wipe downs</li> <li>• Ensuring adequate staff training in sanitising high touch surfaces throughout the shift</li> </ul> <p><i>See VAPAC and DHHS Guidelines for more Info</i></p>

<p><b>Theatre/ Fabric Seats</b></p>	<ul style="list-style-type: none"> <li>• Focus on frequently touched surfaces such as arm rests.</li> <li>• Note: disinfectant sprays may not be effective. DHHS does not endorse general area disinfectant ‘fogging’ or ‘misting’.</li> <li>• Consider disinfectant wipes available for patrons to use.</li> <li>• Consider disposable seat covers or washable</li> </ul>	<p>As per DHHS Advice</p>
<p><b>RECOMMENDATION</b></p> <p><b>Replace high-touch communal items with alternatives</b></p>	<ul style="list-style-type: none"> <li>• Review how shared items such as staff kitchen items can become non-shared. For example, mugs, plates, condiments, coffee. May include some disposable items. Update utensils, equipment, supplies as necessary to achieve reduced sharing.</li> <li>• Review the need for items such as contactless taps, bins, and soap dispensers. If required, purchase and implement.</li> <li>• Avoid sharing equipment including office equipment and workstations, and all back of house equipment. Review any workstation / equipment sharing and put in place a process to eliminate or reduce and manage risk.</li> <li>• All staff to be provided with their own identified equipment</li> <li>• If equipment / workstation must be shared, it will be cleaned after each user, by the person completing their use of it.</li> </ul>	<p>Our unit is small and able to effectively distance most of the time.</p> <p>Venue coordinator – Responsible for:</p> <ul style="list-style-type: none"> <li>• Making sure access to kitchen is restricted to core staff and approved visitors</li> <li>• Making sure all authorised staff and visitors have been inducted into the COVID safe operation of our kitchen</li> <li>• Providing alcohol wipes in the kitchen</li> </ul> <p>All Staff – Responsible for:</p> <ul style="list-style-type: none"> <li>• Bringing their own crockery and cutlery and keeping them separated</li> <li>• Cleaning, drying, and removing their crockery and cutlery from the kitchen after use – no plates left in sink or dishwasher</li> <li>• Sanitising surfaces in kitchen after your use (hot water urn, sink/taps, bin cupboards, microwave controls)</li> <li>• Sanitising printer controls, shared computers, tech equipment, etc</li> </ul>

		<ul style="list-style-type: none"> <li>• Casks of drinking water to be replaced with individual bottles</li> </ul>
<p><b>Provide and promote hand sanitiser for workers and patrons at all key points of facility and entrance/ exit.</b></p>	<p>Ensure hand sanitiser is stocked, working.</p> <p>Ensure Bathroom well stocked with supplies of hand soap and paper towels</p>	<p>Venue Coordinator – Responsible for:</p> <ul style="list-style-type: none"> <li>• Stocking and displaying hand sanitiser in prominent locations throughout front and back of house</li> </ul> <p>Facilities Maintenance – Responsible for:</p> <ul style="list-style-type: none"> <li>• Ensuring toilets are well stocked with soap and paper towels</li> </ul>
<p><b>Contactless Payments Options</b></p>	<p>Any payments to be made contactless where possible – direct deposit, EFTPOS etc.</p>	<p>Venue Coordinator – Responsible for:</p> <ul style="list-style-type: none"> <li>• Promoting the importance of presales in marketing</li> <li>• Encouraging contactless card payments in the next instance</li> <li>• Providing staff with sanitisers and PPE to take cash sales where last resort is necessitated</li> </ul>

5. PRACTICE PHYSICAL DISTANCING		
REQUIREMENTS	ACTIONS TO ACHIEVE	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
<p><b>Government regulated capacity and distancing requirements.</b></p>	<ul style="list-style-type: none"> <li>• Venue capacity complies with latest Government regulations in public areas. Figures based on settings published at <a href="https://www.coronavirus.vic.gov.au/how-we-live">https://www.coronavirus.vic.gov.au/how-we-live</a></li> <li>• No Current Density Limits required</li> <li>• No Current COVID Check in marshal required</li> <li>• Reasonable Capacity numbers for each area:                             <ul style="list-style-type: none"> <li>• Auditorium: 146 people</li> <li>• Main foyer / Gallery: 34 people</li> <li>• Woolcock Gallery: 10 people</li> <li>• Foyer Toilets (M and F) 2 people per</li> </ul> </li> <li>• We will manage our capacity (<b>Only applicable if restrictions apply</b>) by:                             <ul style="list-style-type: none"> <li>• numbered decals on the floor in box office area to maintain queue order and distancing</li> <li>• Crowd control barriers will be used to assist one-way flow</li> <li>• COVID safe messaging on signs throughout building</li> <li>• Foyer furniture reduced and distanced. Able bodied patrons will be asked to leave seating for patrons with access needs</li> <li>• FOH staff will be trained to manage crowds</li> <li>• Ticketing and Auditorium access both to open earlier to allow staggered entry for patrons to move through to their seats and reduce overcrowding in the foyer</li> </ul> </li> </ul>	<p>Venue Coordinator – Responsible for:</p> <ul style="list-style-type: none"> <li>• Capacity signage if required</li> <li>• Capacity rules</li> <li>• Floor decals</li> <li>• Signage across venues</li> <li>• Assigning the Shift COVID Marshall if required</li> <li>• Training of staff</li> </ul> <p>Shift COVID Marshall – Responsible for:</p> <ul style="list-style-type: none"> <li>• Monitoring compliance with capacity in unseated areas</li> <li>• Monitoring &amp; restoring queues when improperly implemented</li> <li>• Monitoring other FOH staff compliance with COVID safe rules</li> <li>• Monitoring FOH furniture and resetting when needed</li> </ul> <p>Duty Technician – Responsible for:</p> <ul style="list-style-type: none"> <li>• Ensuring house is ready to open 30 mins prior to event commencement time</li> <li>• Monitoring backstage compliance with distancing recommendations</li> </ul>

	<ul style="list-style-type: none"> <li>• Patrons may be asked to queue outside the building if we are at or near capacity</li> <li>• For events with bar service, patrons will be required to return to their seat to consume their refreshments</li> <li>• Refreshments will be available for presale online with collection from the outdoor pre-paid bar to reduce crowding at paid bar</li> </ul>	<ul style="list-style-type: none"> <li>• Ensuring pre-show, interval, and post show announcements are played at every performance</li> </ul>
RECOMMENDED	ACTIONS TO ACHIEVE	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
<p><b>Recommendation: workers are 1.5 metres apart as much as possible.</b></p>	<ul style="list-style-type: none"> <li>• Admin &amp; Back of House areas to be configured so that staff are at least 1.5m apart at their workstations and when performing other tasks within the venue environment.</li> <li>• Re-arrange furniture. Avoid directly facing each other in both admin and kitchen / common areas.</li> <li>• Display signs to clearly show worker capacity limits at the entrance, and place floor decals to delineate the extent of entry by visitors; maintaining 1.5m distance to workers.</li> <li>• Non-operational staff to continue working from home wherever possible. Discuss with team and committee regularly, Monitor.</li> </ul>	<p>Venue Coordinator – Responsible for:</p> <ul style="list-style-type: none"> <li>• Making display signs for door/s</li> <li>• Ensuring office furniture is set up appropriately</li> </ul> <p>Arts and Culture Manager – Responsible for:</p> <ul style="list-style-type: none"> <li>• Monitoring compliance of staff working from home</li> <li>• Developing return to work plans</li> </ul>
<p><b>Venue Ingress/ Egress</b></p>	<ul style="list-style-type: none"> <li>• For events at or near capacity, ushers and signs will direct patrons to queue outside the main building. Digital COVID check in and Ticket Scanning will be available from the queue.</li> <li>• As a small venue we have limited access points. Emergency exit into driveway will be opened by ushers at the end of the event to provide additional exit point if required.</li> <li>• Announcements at show commencement, interval, and conclusion to remind patrons of distancing and encourage staggered exit.</li> <li>• Manage queueing and utilise markers, rope areas, barriers, and signage for distance compliance.</li> </ul>	<p>Venue Coordinator – Responsible for:</p> <ul style="list-style-type: none"> <li>• Crowd control barriers and floor markers</li> </ul>

<p><b>Foyers &amp; Common Areas, Box Office</b></p>	<ul style="list-style-type: none"> <li>• Hand sanitiser at entry points and box office / bar</li> <li>• Reduce number of bar events</li> <li>• Pre-sales strongly encouraged in all marketing to reduce box office queuing</li> <li>• Patrons encouraged to remain in their seats during intervals unless necessary</li> <li>• Stagger number of patrons for bar sales at bar events and use control barriers / floor signage to restrict traffic into a one-way flow</li> <li>• Exterior doors to the foyer and auditorium opened during interval to increase ventilation</li> </ul>	<p>Arts and Culture Manager – Responsible for:</p> <ul style="list-style-type: none"> <li>• Programming with COVID safety in mind</li> </ul> <p>Venue Coordinator – Responsible for:</p> <ul style="list-style-type: none"> <li>• Encouraging presales through marketing messages</li> <li>• Pre-event communications to patrons detailing restrictions on movement / crowding</li> </ul> <p>Shift COVID Marshall – Responsible for:</p> <ul style="list-style-type: none"> <li>• Announcements and ushering patrons</li> </ul>
<p><b>Ticketing &amp; Box Office. Managing capacity and distancing</b></p>	<ul style="list-style-type: none"> <li>• Seating Allocation:</li> <li>• Show capacity will be set at on-sale in accordance with the current regulations from DHHS.</li> <li>• We will hold back a small number of seats more than the regulation maximum to avoid accidental oversell and allow better distribution on patrons in the auditorium.</li> <li>• Contactless Ticketing:</li> <li>• Presales via phone and internet strongly encouraged.</li> <li>• Contactless EFTPOS payment available at Box Office for walk ups.</li> <li>• Tickets and e-tickets will be scanned (QR Code) to record attendance – no ticket stubs taken.</li> <li>• Essential venue information, including updated health and hygiene controls in required and conditions of venue entry if required, are</li> </ul>	<p>Venue Coordinator – Responsible for:</p> <ul style="list-style-type: none"> <li>• Programming and enforcing changes to the ticketing system</li> <li>• Communicating rules and regulations with patrons</li> <li>• Ensuring contactless ticketing is available</li> <li>• Processing any refunds requested</li> </ul>

	<p>displayed at point of ticket purchase, and a reminder emailed to attendees before the event.</p> <p>Exchanges &amp; Refunds:</p> <ul style="list-style-type: none"> <li>• We will offer full refund to any patron who is unwell and unable to attend.</li> </ul>	
<p><b>Back of House – All Areas</b></p>	<ul style="list-style-type: none"> <li>• Where 1.5m physical distancing cannot be safely maintained implement control measures and Safe Work practices will be in place.</li> <li>• Signage, floor markers, sign-in</li> <li>• Distancing in admin and BOH areas – reduce face-to-face meetings, stagger times to reduce staff levels</li> <li>• Create contactless deliveries</li> </ul>	<p>Venue Coordinator – Responsible for:</p> <ul style="list-style-type: none"> <li>• Signage and markers</li> <li>• Reducing numbers of staff and visitors to the workplace</li> <li>• Training staff</li> <li>• Ensuring adequate supplies of PPE including masks, gloves, sanitizer, etc</li> </ul>
<p><b>Performers including Musicians</b></p>	<ul style="list-style-type: none"> <li>• Ensure compliance with changeable regulations regarding distance between performers, and specific regulations regarding Singers, Wind Instrument players, and non-reeded wind instruments such as flutes.</li> <li>• Other musicians and performers should maintain a physical distance of 1.5 metres where possible</li> <li>• Where physical distancing is not possible, including with staff who work backstage with performers, limit the duration of close contact.</li> </ul>	<p>Venue Coordinator – Responsible for:</p> <ul style="list-style-type: none"> <li>• Limiting contact of staff, audiences, and performers to the greatest extent possible.</li> <li>• Stay up to date with distancing requirements for performers</li> </ul> <p>Duty Technician – Responsible for:</p> <ul style="list-style-type: none"> <li>• Inducting visiting performers and crew into our COVID safe quotients for work areas, in addition to regular safety induction</li> <li>• Supervise all backstage staff and enforce COVID safe compliance, or, where not feasible due to other duties, appoint a Backstage Shift COVID Marshall.</li> </ul>

<p><b>Food &amp; Beverage. Third Party suppliers</b></p>	<ul style="list-style-type: none"><li>• Review and comply with Hospitality Industry Guidelines</li><li>• Review COVID Safe plans for any 3<sup>rd</sup> Party contractor/ suppliers/ operators</li><li>• Consider queuing, PPE, contactless, pre-packaged etc.</li></ul>	<p>Venue Coordinator – Responsible for:</p> <ul style="list-style-type: none"><li>• Food offered in general is pre-packaged</li><li>• Hospitality FoH staff have adequate training and PPE available</li><li>• Third-party catering has adequate COVID safe measures in place</li><li>• Where external caterers are bought in for an event – they will provide their own COVID safe plan as well as receive a copy of the plan specific to the venue being catered in.</li><li>• Venue staff place dishes/utensils in a marked ‘used’ tub. Staff will then use PPE – rubber gloves to load dishwasher. Alternatively, single use or disposable cutlery and serving dishes will be used and disposed of immediately after use. Staff will use PPE (rubber gloves) to clear venue/ remove empty containers.</li><li>• Beverages will be provided in single use vessels and disposal points will be located throughout the venue.</li><li>• Social distance markers will be placed in service areas.</li></ul>
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6. BACK OF HOUSE & TECH/PRODUCTION		
RECOMMENDED	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
<b>Where possible try and practice Physical Distancing Back of House</b>	Document what is required/ regulated for your venue.	<i>See VAPAC and DHHS Guidelines for more Info</i>
<b>Third-Party Venue Users: Hirers, Touring</b>	<ul style="list-style-type: none"> <li>• Provide Touring Parties/ Hirers with a copy of Venue’s COVID Safe Plan, prior to their arrival.</li> <li>• Receive documented signoff agreement to your plan.</li> <li>• Review COVID Safe plans for any 3rd Party hirers and tour production companies.</li>   <li>• Induction process for other crew/ touring parties coming into your venue.</li> <li>• COVID Safe Toolbox chat check list</li> </ul>	<p>Venue Coordinator – Responsible for:</p> <ul style="list-style-type: none"> <li>• Sending this plan to touring parties/hirers in advance of their event</li> <li>• Saving a copy of the touring group/hirer’s plan in their events Admin folder on our internal network drive</li> <li>• Check incoming plans for any conflicts or issues</li> </ul> <p>Duty Technician – Responsible for:</p> <ul style="list-style-type: none"> <li>• Regular venue health and safety induction for touring parties</li> <li>• Additionally discussing                             <ul style="list-style-type: none"> <li>○ hand hygiene</li> <li>○ respiratory hygiene</li> <li>○ wiping high touch surfaces</li> <li>○ social distancing</li> <li>○ PPE regarding COVID safety</li> </ul> </li> <li>• Referring backstage visitors back to this plan</li> </ul>
<b>Back of House access &amp; spaces</b>	<ul style="list-style-type: none"> <li>• Contact tracing and health check sign ins – Staff and Touring parties including Performers.</li> <li>• Room capacity limits – dressing rooms, green room and etc</li> </ul>	Venue Coordinator – responsible for:

	<ul style="list-style-type: none"> <li>• Distancing measures including decals and signage.</li> <li>• One set of occupants per venue hire</li> </ul>	<ul style="list-style-type: none"> <li>• Printing and laminating QR code check in, available at all entries, including stage doors.</li> <li>• Providing a paper-based system for visitors without mobile technology</li> <li>• Setting and communicating density limits and distancing requirements in green room with signage and decals</li> </ul>
<p><b>On-Stage</b></p>	<ul style="list-style-type: none"> <li>• Develop, communicate, and manage clear limits to the number of personnel allowed on stage at any one time, including performers and production staff. In line with Restrictions. See updates.</li> <li>• Consider performer limits for large ensembles such as Choirs and Orchestras.</li> <li>• Are Government Regulations in place for Choirs, Singers, or Wind instrument players? Ensure compliance.</li> <li>• Review COVID Safe plan of performers / producers / hirers in your venue re performer controls and distancing.</li> <li>• Ensure compliance with distance from performers to audience.</li> <li>• Practice physical distancing wherever possible for rehearsals and performances.</li> <li>• Increase frequency of cleaning of rehearsal and performance areas</li> </ul>	<p>Venue Coordinator – Responsible for:</p> <ul style="list-style-type: none"> <li>• Stay up to date with arts specific limitations and communicate these with stage users</li> <li>• Organise additional cleaning services as required</li> <li>• Ensure all distancing requirements are enforced</li> </ul> <p><a href="https://www.coronavirus.vic.gov.au/arts-and-live-performances-sector-guidance">https://www.coronavirus.vic.gov.au/arts-and-live-performances-sector-guidance</a></p>
<p><b>Equipment and Props</b></p>	<ul style="list-style-type: none"> <li>• Identify, list, and create a risk management / hygiene strategy for all high touch / high risk and ‘shared’ staging, performance, and technical equipment.</li> <li>• Establish practical, safe equipment protocols and training.</li> <li>• Sanitise all high-risk equipment before / after each use with an alcohol-based disinfectant.</li> </ul>	<p>Tour manager / Hirer – Responsible for:</p> <ul style="list-style-type: none"> <li>• Managing the safe handling of any props and equipment brought into the theatre, with plans to manage sharing amongst performers and cleaning</li> </ul> <p>Duty technician – Responsible for:</p>

	<ul style="list-style-type: none"> <li>• Consider a colour coded system on equipment to identify when it has been cleaned and is ready for next use.</li> <li>• Request artists provide their own microphone / headsets for hand-held or close use.</li> <li>• Instruct artists to fit their own body-worn equipment such as radio mics.</li> <li>• If crew must fit equipment to performers provide PPE.</li> </ul>	<ul style="list-style-type: none"> <li>• Instructing performers on fitting their own mics and other equipment</li> <li>• Wear appropriate PPE (gloves and mask) if it is essential to assist the performer with this equipment</li> </ul> <p>Venue coordinator – Responsible for:</p> <ul style="list-style-type: none"> <li>• Communicating with touring artists in advance that we want them to bring and fit their own mics if possible</li> <li>• Ensure good supply of PPE and alcohol wipes in all backstage areas</li> </ul>
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## 7. AVOID INTERACTIONS IN ENCLOSED SPACES - IMPROVE AIR QUALITY

RECOMMENDED	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
<b>Avoid enclosed and confined spaces where possible – put in place Controls for unavoidable enclosed spaces.</b>	<ul style="list-style-type: none"> <li>• Reduce Bio-Box access and numbers including touring party access</li> <li>• Routinely disinfect and clean – manage hygiene</li> <li>• Increase fresh air flow where possible by opening external door</li> <li>• Where possible take meal and coffee breaks outside, rather than in the venue areas.</li> </ul>	<p>Duty Technician – Responsible for:</p> <ul style="list-style-type: none"> <li>• Enforcing limits of two people in the bio box</li> <li>• Requiring workers to wear PPE when social distance cannot be reliably maintained.</li> </ul>
<b>Where possible enhance air flow by opening windows and adjusting air conditioning.</b>	<p>Review fresh air and air conditioning circulation for the Venue and maximise fresh air circulation where possible</p>	<p>Venue Coordinator – Responsible for:</p> <ul style="list-style-type: none"> <li>• Implementing guidelines and requirements</li> <li>• Monitoring compliance</li> </ul>

8. RISK MANAGEMENT		
RECOMMENDED	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
Updated Risk Management Plan / Work, Health, and Safety Plans re COVID-19 mitigation.	Review and update the Venue Risk Management and OHS (Occupational Health and Safety) Plans as required, in addition to your COVIDSafe Plan	<ul style="list-style-type: none"> <li>• Venue Coordinator</li> </ul>
COVID Response Plan – Communications. Staff & Patrons.	<p>Establish a documented Communication Plan which conveys to your patrons what your venue is doing to ensure that it is a ‘COVIDSafe Venue’ with best practice protocols in place. What your venue is doing to ensure the safety of all patrons attending the venue and its events Include pre-agreed statements should a COVID outbreak be associated with or connected to the Venue or its performances, workers, or patrons. Identify and list all stakeholders who need to be told and by who.</p> <p>- This may include performers, production teams, and contractors.</p>	<ul style="list-style-type: none"> <li>• Venue Coordinator</li> </ul>
COVID Response Plan – Communications. Staff & Patrons.	<p>The Venue will establish a documented Communication Plan including pre-agreed statements to stakeholders should a COVID outbreak be associated with or connected to the Venue or its performances, workers, or patrons in any way.</p> <p>Identify and list all stakeholders who need to be told and by who.</p> <p>This may include performers, musicians, production teams, touring parties, and contractors.</p> <p>Cleaning contractors if relevant.</p> <p>Manager and Marketing to develop a set of pre-agreed statements for possible scenarios which may include:</p> <p>Confirming that a worker, artist, or patron who has been at your venue is suspected to have / has COVID-19;</p>	<p>Venue Coordinator – Responsible for:</p> <ul style="list-style-type: none"> <li>Implementing guidelines and requirements</li> <li>Monitoring compliance</li> <li>Liaising with OHS &amp; Risk</li> </ul> <ul style="list-style-type: none"> <li>• <i>See VAPAC Guidelines and ‘Preparing Your Response for detailed guidance on these areas to populate your plan.</i></li> </ul>

	<p>Cancellation of an event or series of events;                  Closure of the venue;                  What your venue is doing to ensure the safety of all who have may have had contact;                  What your venue is doing to ensure the venue can be re-opened safely and the program continue .                  Keep all your stakeholders regularly updated as the situation unfolds.</p>	
<p>Emergency Evacuation Procedures updated</p>	<ul style="list-style-type: none"> <li>• Consider new entrance / exit process for example</li> </ul>	<p>Venue Coordinator – Responsible for:                  Implementing guidelines and requirements                  Monitoring compliance                  Liaising with OHS &amp; Risk</p>

<p><b>9. CREATE WORKFORCE BUBBLES WHERE PRACTICAL</b></p>		
<p><b>RECOMMENDED</b></p>	<p><b>HOW WILL YOU DO THIS? ACTIONS</b></p>	<p><b>WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?</b></p>
<p><b>Create Work Force Bubbles</b></p>	<ul style="list-style-type: none"> <li>• Due to the small team operating the venue, full workplace bubbles are not required.</li> <li>• Staff have an option to work from home where practical for their role (most staff operational, so this isn't always possible)</li> <li>• Staff rostering will be managed to try and maintain separate workforce bubbles for casual &amp; event staff during public events where practicable.</li> </ul>	<p>Venue Coordinator – Responsible for:</p> <ul style="list-style-type: none"> <li>• Implementing guidelines and requirements</li> <li>• Monitoring compliance</li> <li>• Liaising with OHS &amp; Risk</li> </ul>

## Documents Related to COVID Safe Plan

The following Venue policies, procedures and documentation form a part of the Venue's COVID Safe Plan and are attached.

Document Name	About
<i>Latest Restrictions and Guidelines Vic Govt</i>	<a href="https://www.coronavirus.vic.gov.au/arts-and-live-performances-sector-guidance">https://www.coronavirus.vic.gov.au/arts-and-live-performances-sector-guidance</a>
<i>How to Clean and Disinfect after a COVID-19 Case.</i> <i>Checklist for COVID Contacts</i>	DHHS Guidelines. Also available as download from: <a href="https://www.coronavirus.vic.gov.au/case-workplace">https://www.coronavirus.vic.gov.au/case-workplace</a>  <a href="https://www.coronavirus.vic.gov.au/checklist-contacts">https://www.coronavirus.vic.gov.au/checklist-contacts</a>
<i>COVID Marshal– DUTIES</i>	Document incorporating Victorian Govt requirements for COVID Marshal role.
COVID Workplace Attendance Register	<a href="https://www.coronavirus.vic.gov.au/signs-posters-and-templates">https://www.coronavirus.vic.gov.au/signs-posters-and-templates</a>
Staff Coronavirus Health and well being	<a href="https://www.coronavirus.vic.gov.au/health-and-wellbeing">https://www.coronavirus.vic.gov.au/health-and-wellbeing</a>
<i>Coronavirus Cleaning Guidelines for Workplaces and the general public.</i>	<a href="https://www.health.vic.gov.au/coronavirus-cleaning-guidelines-for-workplaces-doc">https://www.health.vic.gov.au/coronavirus-cleaning-guidelines-for-workplaces-doc</a>
VAPAC COVID-19 Resources	<a href="https://vapak.org.au/resource_category/covid-19/">https://vapak.org.au/resource_category/covid-19/</a> <ul style="list-style-type: none"> <li>• COVID SAFE PLAN Template</li> <li>• Members Meeting Updates</li> </ul>
<i>Face Masks – When to wear a face mask</i>	<a href="https://www.coronavirus.vic.gov.au/face-masks-when-wear-face-mask#how-do-i-wear-a-face-covering-correctly">https://www.coronavirus.vic.gov.au/face-masks-when-wear-face-mask#how-do-i-wear-a-face-covering-correctly</a>

## Plan Review

This plan will be reviewed for compliance with any updated health or other regulatory requirements on the first working day of each month, or when any new regulations are announced by the Premier / DHHS

Person responsible for regular review: Venue Coordinator

It may be reviewed and updated at any other time by the Manager pending a change in regulation, health advice for the region or State of Victoria, a change in operations or personnel within the Venue, or other events that would impact the COVID Safe Plan.

## Approval of COVID Safe Plan

<b>Approved by</b>	Virginia Winter – Venue Coordinator
<b>Signature</b>	
<b>Date</b>	9 February 2021

## Updates to COVID Safe Plan

<b>Reviewed by</b>	Virginia Winter – Venue Coordinator
<b>Approved by</b>	Virginia Winter – Venue Coordinator
<b>Signature</b>	
<b>Date</b>	6 May 2022

## Acceptance of COVID Safe plan by Hirers / Touring Parties

<b>Reviewed by (Name)</b>	
<b>On behalf or (organisation)</b>	
<b>Signature</b>	
<b>Date</b>	

END