

Venue & Organisation Details

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| Organisation Name / Council | Southern Grampians Shire |
| Venue/s Name | Hamilton Performing Arts Centre |
| Venue Manager/ Coordinator | Melissa Forlano |
| Contact Details | 0456 689 421 or mforlano@sthgrampians.vic.gov.au |
| Site Address | 111 Brown Street, Hamilton |
| COVID Marshal (COVID Safe Compliance Coordinator) | As above |
| Contact Details – COVID Marshal | |
| Local Government Area/ Location | Southern Grampians |
| Council Manager / Board Chairperson | |
| Date & Version Number | 25 October 2021 |

| 1. ENSURE PHYSICAL DISTANCING | | |
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| REQUIREMENTS | ACTIONS TO ACHIEVE | WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED? |
| <p>Government Regulated capacity & distancing compliance.</p> | <p>1.5 meters distance is in place throughout the venue, floor decals are used to direct customers around key areas where queuing is a concern, eg. Box office, bar, bathrooms, and entrances to the auditorium.</p> <p>Current restrictions as of Friday 29 October 2021 at 6:00pm;</p> <ul style="list-style-type: none"> • Entertainment venues will reopen. For indoor seated venues, including cinemas and theatres, there will be a 75 per cent capacity limit or DQ4 up to 1000 people and for non-seated indoor entertainment venues there will be a DQ4 limit with no patron cap. <p>This means that HPAC capacity in the auditorium will be 375</p> <ul style="list-style-type: none"> • Outdoor seated and non-seated entertainment venues, including stadiums, zoos and tourism attractions, will be open with a DQ2 limit up to 5,000 where staff and patrons are fully vaccinated. <p>Mandatory Double Vaccination Status In line with the current restrictions.</p> <ul style="list-style-type: none"> - All HPAC staff are double vaccinated and have documented certified certificates with Southern Grampians Shire HR department. - All customers must be double vaccinated upon entry to any HPAC event in any location both indoors and outdoors from Tuesday 26 October 2021. - All performers and members of touring shows/events must be double vaccinated to enter the venue or perform with HPAC at any event in any location both indoors and outdoors from Tuesday 26 October 2021. | <p>Performing Arts Service Manager Coordinator Venue Operations</p> <p>-Signage is already in place around the venue and for outdoor events will be displayed during the bump in period through to bump out.</p> <p>- QR check in signs are displayed in the venue and at all HPAC events, for events a member of the FOH team will act as a COVID Check In Marshall to ensure that all customers check in and show their double vaccination certificate either via the Service Victoria app, a printed copy, a copy saved to a device, a copy of the small blue tag from the vaccination appointment or a medical certificate of exemption.</p> <p>-Should an exemption be shown staff will not ask any further questions to the customer.</p> <p>- Non double vaccinated patrons will be refused entry and offered a full refund</p> <p>- Any performers or workers for back of house will be required to complete a Attestation Form on behalf of their team which confirms that all their team are double vaccinated.</p> |

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| <p>Ensure workers are 1.5 metres apart as much as possible.</p> | <ul style="list-style-type: none"> • Admin & 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. • Re-arrange furniture. Avoid directly facing each other in both admin and kitchen / common areas. • 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. • All staff to continue working from home wherever possible. Discuss with team and committee regularly, Monitor. | <p>Coordinator Venue Operations Administration & Ticketing Officer</p> <ul style="list-style-type: none"> - Make display signs for door/s - Floor markings. - See Business Vic template signs for downloadable resources: https://www.coronavirus.vic.gov.au/signs-posters-and-templates |
| <p>Apply density quotient to configure shared work areas and publicly accessible venue spaces – 1 per 4m²</p> <p>Allowable Workers on Site: No limit for double vaccinated staff</p> <p>Allowable Patrons on Site: 375</p> | <p>Current restrictions as of Friday 29 October 2021 at 6:00pm;</p> <ul style="list-style-type: none"> • Entertainment venues will reopen. For indoor seated venues, including cinemas and theatres, there will be a 75 per cent capacity limit or DQ4 up to 1000 people and for non-seated indoor entertainment venues there will be a DQ4 limit with no patron cap. This means that HPAC capacity in the auditorium will be 375 • Outdoor seated and non-seated entertainment venues, including stadiums, zoos and tourism attractions, will be open with a DQ2 limit up to 5,000 where staff and patrons are fully vaccinated. <p>When Victoria hits the 90 per cent double dose vaccination target for Victorians 12 years and over – predicted to be Wednesday 24 November:</p> <ul style="list-style-type: none"> • Capacity limits or density quotients will be removed for all settings. | <p>Performing Arts Manager</p> <p><i>The Density Quotient does NOT apply to workplaces/ spaces that do not have public access, although all workplaces are encouraged to apply the rule wherever possible and encourage staff to remain 1.5m apart.</i></p> |
| <p>Auditoria</p> | <ul style="list-style-type: none"> • Capacity from Friday 29 October 2021 - 375 • Space between bookings will be allocated to allow distance within the auditorium | <p>Administration & Ticketing Officer Front of House Team</p> |

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| | <ul style="list-style-type: none"> • For non-ticketed areas – our Function Room will be open as an extension of the foyer and the forecourt area will remain open and gated to allow for further space and air flow. • Egress will be managed by ushers who will allow a slow egress of row by row • Customers will be asked to keep their masks on whilst in the building unless eating or drinking • Technical team will wear masks while working in proximity with performers | |
| <p>Venue Ingress/ Egress</p> | <ul style="list-style-type: none"> • Venue doors will be fully open to allow for distanced entry, the forecourt will be utilised as extra foyer space for all performances • Floor decals are in place to encourage social distancing and the bar will have a fast sales queue • Egress will be managed row by row by the ushers • Multiple QR codes will be located at the entry for check in to avoid queues • Hand sanitiser stations are located in the foyer and spare masks are available from the box office or the bar | <p>Administration & Ticketing Officer FOH Team</p> |
| <p>Foyers & Common Areas, Box Office</p> | <ul style="list-style-type: none"> • The Function Room and Forecourt will be used as extra foyer space for all venue events to allow extra space • Floor decals are in place to encourage social distancing • The bar will have a fast sale and pre purchased pick up queue • Auditorium doors will open 30minutes prior to the performance to allow extra time for patrons to enter and be seated and therefore limiting the crowd in the foyer | <p>FOH Team Coordinator Venue Operations</p> |
| <p>Ticketing & Box Office. Managing capacity and distancing</p> | <ul style="list-style-type: none"> • Seating Allocation: • Manage ticketing to allow for allocation of physically distanced seating and groups where allowed. (Currently groups at 10 and 1.5m apart) • Contactless Ticketing – scanners will be used to minimise touching • Warnings, Advice, Terms and Conditions: | <p>Administration & Ticketing Officer Marketing & Communications Coordinator</p> |

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| | <ul style="list-style-type: none"> • Provide patrons with essential venue information including updated health and hygiene controls and conditions of venue entry at point of ticket purchase. • Exchanges & Refunds: Policy allows unwell patrons do not attend by offering an exchange or full refund of tickets | |
| Back of House – All Areas | <ul style="list-style-type: none"> • Where 1.5m physical distancing cannot be safely maintained mask wearing must remain and regular sanitising of hands and of used equipment. • Signage, floor markers, sign-in • Distancing in admin and BOH areas – reduce face-to-face meetings, stagger times to reduce staff levels | Coordinator Venue Operations |
| Performers inc Musicians | <ul style="list-style-type: none"> • Performers distance to Audience as per regulations of 5 meters, first row to be left vacant • 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. • Other musicians and performers should maintain a physical distance of 1.5 metres where possible • Where physical distancing is not possible, including with staff who work backstage with performers, limit the duration of close contact. | Coordinator Venue Operations Administration & Ticketing Officer Performers distance to Audience is currently 5m |
| Performance timing | Where possible avoid having an interval at all Doors to open a minimum of 30 minutes prior to the performance | Coordinator Venue Operations https://www.coronavirus.vic.gov.au/sites/default/files/2020-11/Industry-Restart-Guidelines-Indoor-Entertainment-Venues.pdf |
| Food & Beverage. Third Party suppliers | Food and drinks will be sold from the bar and customers can only remove masks when eating or drinking Any 3 rd party supplier must have a COVID Safe Plan and must complete the HPAC Attestation Form Pre-sale options will be available and a pre-sale quick pick up queue will be available. | Performing Arts Manager Admin & Ticketing Officer |

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| <p>Touring Parties, Hirers & Third Party</p> | <p>SEE 1.A – Back of House</p> | |
| <p>Staff training on physical distancing and health directions. See Return to Work</p> | <p>All training is provided through councils HR department Any casual staff new or returning will be trained by their direct supervisor and the COVID Safe Plan and Staff Safety plan will be included in all training</p> | |

| 1.A: BACK OF HOUSE & TECH/ PRODUCTION | | |
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| REQUIREMENTS | HOW WILL YOU DO THIS? ACTIONS | WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED? |
| Ensure Physical Distancing Back of House – as per Item 1 of COVID Safe Plan | <p>1.5 meters social distancing to be maintained where possible</p> <p>When needing to work in proximity all staff and visitors must wear masks and monitor personal hygiene to keep each other safe</p> <p>Regular cleaning of the dressing rooms and back of house areas is needed in the lead up and post performances</p> <p>No sharing of microphones is allowed and all equipment must be cleaned before and after use</p> | <p><i>See VAPAC and DHHS Guidelines for more Info</i></p> <p>Coordinator Venue Operations</p> |
| Third-Party Venue Users: Hirers, Touring | <ul style="list-style-type: none"> • Provide Touring Parties/ Hirers with a copy of Venue’s COVID Safe Plan, prior to their arrival. • Receive documented signoff agreement to your plan. • Review COVID Safe plans for any 3rd Party hirers and tour production companies. • Induction process for other crew/ touring parties coming into your venue. • COVID Safe Toolbox chat check list | <p>Coordinator Venue Operations</p> <p><i>See VAPAC Guidelines more info</i></p> <p><i>Consider LPA Rehearsal and Performance Guidelines.</i></p> |
| Back of House access & spaces | <ul style="list-style-type: none"> • Contact tracing and health check sign ins – Staff and Touring parties including Performers. (SEE 4. ‘Keep Records’ – below) • Room capacity limits – dressing rooms, green room and etc • Distancing measures including decals and signage. • One set of occupants per venue hire | <p>Coordinator Venue Operations</p> |
| On-Stage | <ul style="list-style-type: none"> • Where possible 1.5 meters distance is to be maintained by performers on stage | <p>Coordinator Venue Operations and Admin & Ticketing Officer</p> <p><i>See VAPAC Guidelines more info</i></p> |

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| | <ul style="list-style-type: none"> • HPAC will work with choirs and orchestras to limit the number of performers on stage at any one time • Choirs and orchestras must maintain 1.5 meters distance from each other on stage, where possible screens to divide the air from voices and instruments can be put in place • Choirs and orchestras must be 5 meters from the first row of the audience • Review COVID Safe plan of performers / producers / hirers in your venue re performer controls and distancing. • Practice physical distancing wherever possible for rehearsals and performances. • Increase frequency of cleaning of rehearsal and performance areas | <p><i>Consider LPA Rehearsal and Performance Guidelines</i></p> <p>https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-arts-and-recreation-services</p> |
| <p>Equipment and Props</p> | <ul style="list-style-type: none"> • Identify, list and create a risk management / hygiene strategy for all high touch / high risk and ‘shared’ staging, performance and technical equipment. • Establish practical, safe equipment protocols and training. • Sanitise all high-risk equipment before / after each use with an alcohol-based disinfectant. • Consider a colour coded system on equipment to identify when it has been cleaned and is ready for next use. • Request artists provide their own microphone / headsets for hand-held or close use. • Instruct artists to fit their own body-worn equipment such as radio mics. • If crew must fit equipment to performers provide PPE. | <p>Coordinator Venue Operations and the entire Technical Team</p> <p><i>See VAPAC Guidelines more info</i></p> |

| 2. Wear a Face Covering | | |
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| REQUIREMENTS | HOW WILL YOU DO THIS? ACTIONS | WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED? |
| <p>All workers, performers, crew and patrons attending the Venue must wear a fitted face covering.</p> <p>Unless Lawful exemption applies.</p> | <p>provide adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own</p> <p>Active monitoring of fitted face mask/ coverings for all staff, patrons and performers as regulated unless a lawful exemption applies.</p> | <p>All staff</p> |
| <p>Mask & PPE for Staff, Artists, Patrons</p> <p>Ensure all person wear a face covering and / or required PPE unless a lawful exemption applies.</p> | <p>All staff, contractors, performers and customers to wear PPE when inside the venue</p> <p>Performing Arts Manager will stay informed of updates regards relevant PPE protocols as Government advice changes, through regular monitoring of DHHS web site.</p> <p>All staff / volunteers will be provided with training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p> <p>See ‘The Appropriate use of personal protective equipment for coronavirus in the work environment’.</p> <p>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.</p> | <p>ALL STAFF</p> <p><i>Correct face covering protocols:</i></p> <p>https://www.dhhs.vic.gov.au/face-coverings-covid-19#how-do-i-wear-a-face-covering-correctly</p> <p>Correct use of PPE and Procurement of PPE Guidelines:</p> <p>https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#personal-protective-equipment-ppe-guidance</p> <p>Signage for, staff and performers at public entrances</p> |

3. PRACTICE GOOD HYGIENE & CLEANING

| REQUIREMENTS | HOW WILL YOU DO THIS? ACTIONS | WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED? |
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| <p>Document & Adopt good Hygiene practices – Staff & Patrons</p> | <p>HPAC 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"> - <i>Coronavirus Cleaning Guidelines for Workplaces. Information for business owners, managers and cleaners.</i> - <i>Factsheet – Cleaning Guidelines. Building owners and managers</i> <p>Venue Signage – for Patrons and all Workers.</p> | <p>Manager Cultural Arts</p> <p>Manager Assets</p> |
| <p>All ‘high-touch areas’ of the venue should be cleaned and sanitised regularly.</p> <p>Both steps are essential.</p> | <p>Cleaning check list has been provided to the Manager of Assets and Manager Cultural Arts to implement within the cleaners contracts</p> <p>Identify which products are required for cleaning.</p> <p>Frequently touched surfaces will be cleaned by staff with both detergent and disinfectant on a daily basis or more often as required and documented. Eg. Door handles, shared work equipment, controls, bathroom.</p> <p>Every venue clean must be documented by those performing the clean, utilising the Cleaning Check List. Dated.</p> <p>Dispose of disposable cleaning products and items safely</p> <p>Document PPE for Cleaning. (Gloves, masks)</p> <p>Monitor supplies of cleaning products and restock as needed.</p> | <p>Manager Assets & Contracted cleaning company</p> <p>Create Venue Clean Check list</p> <p>Cleaning Roster – weekly. Display in communal space.</p> <p><i>See VAPAC and DHHS Guidelines for more Info</i></p> |
| <p>Theatre/ Fabric Seats</p> | <p>Fabric disinfectant surface spray is sprayed on all fabric seats in the venue after each performance</p> | <p>As per DHHS Advice</p> <p>FOH Team</p> |
| <p>Replace high-touch communal items with alternatives</p> | <p>Review how shared items such as staff kitchen items can become non-shared. For example, mugs, plates, condiments, coffee. May include</p> | <p>All staff</p> |

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| | <p>some disposable items. Update utensils, equipment, supplies as necessary to achieve reduced sharing.</p> <p>Review need for items such as contactless taps, bins and soap dispensers. If required, purchase and implement.</p> <p>Avoid sharing equipment inc 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.</p> <p>All staff to be provided with their own identified equipment</p> <p>If equipment / workstation must be shared, it will be cleaned after each user, by the person completing their use of it.</p> | |
| <p>Provide and promote hand sanitiser for workers and patrons at all key points of facility and entrance/ exit.</p> | <p>Hand sanitiser station is located in the foyer and back of house</p> <p>Ensure Bathroom well stocked with supplies of hand soap and paper towels</p> | <p>Cleaning contractor, all staff to monitor and report if any issues</p> |
| <p>Contactless Payments Options</p> | <p>Any payments to be made contactless where possible – direct deposit, EFTPOS and etc . Box Office.</p> | <p>Admin & Ticketing Officer</p> |

4. KEEP RECORDS AND ACT QUICKLY IF STAFF BECOME UNWELL.

| REQUIREMENTS | HOW WILL YOU DO THIS? ACTIONS | WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED? |
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| <p>Develop a business contingency plan to manage any outbreaks.</p> | <ul style="list-style-type: none"> • Staff will be split into two teams; staff will only work with others in their designated team. • If there is an outbreak only one team will need to isolate, and the other team can then step in to work once a deep clean and sign off is completed • If any staff are feeling unwell, they are to stay home and get tested for COVID 19 and remain in isolation until a negative test result is presented • The direct supervisor will need to witness the negative test result before the staff member can return to work. | <p>Performing Arts Manager, Coordinator Venue Operations and Admin & Ticketing Officer</p> |
| <p>Prepare for how you will manage a suspected or confirmed case in an employee, patron or performer at your venue.</p> | <p>Any worker or patron showing symptoms or otherwise suspected of COVID-19 will be supported to travel home safely.</p> <p>They will be required to wear a mask and maintain strict physical distancing from all other staff / patrons.</p> <p>All other staff, performers or patrons who have been in close contact with the confirmed or suspected case will be notified and cannot attend the workplace until they have been COVID tested and receive a negative result.</p> <p>We will communicate with all affected workers about the requirement that they self-isolate and must be COVID tested.</p> <p>They are required to self-isolate and not attend the work premises until they have an ‘all clear’ from a COVID test.</p> <p>Any worker waiting on a test result must notify the Venue Manager or other delegate directly when they have the outcome of their test, either positive or negative.</p> | <p>ALL STAFF</p> <p>Updated venue’s OHS/ Risk Incident Register</p> <p><i>DHHS Confirmed Case in the Workplace Guidance:</i></p> <p>https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19</p> <p><i>An employee suspected to have COVID-19 is to be supported to travel home immediately OR to isolate at work if unable to travel home immediately. If isolating at work, the employee must wear a mask and be physically distancing from all other staff persons. An employer must request that</i></p> |

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| | <p>The COVID Marshal/ Manager will enter a full report of the incident and all actions taken into the Venue’s incident/ risk register, signed and dated.</p> <p>The Manager will notify Council person Susannah Milne and HR .</p> <p>The Manager will review notifying stakeholders via either direct contact, web or social media if and when appropriate in the interests of clear and transparent communication.</p> | <p><i>an employee undergo a COVID-19 test and self-isolate.</i></p> |
| <p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p> <p>DHHS: 1300 651 160</p> <p>covidemployernotifications@dhhs.vic.gov.au</p> | <ul style="list-style-type: none"> • Establish a daily venue register of all personnel on site, including visitors, crew, patrons. Register will include date, time in and time out and contact details. • These records will be accessible readily and will be used to provide DHHS with contact tracing information and to contact other relevant workers or visitors. • The person to first contact DHHS and notify the actions taken is Susannah Milne or Melissa Forlano • In the event that the COVID Marshal is impacted, the next person in line to take over the reporting and COVID Marshal responsibilities is: Mark Pryle • The available COVID Marshal will collect / download all venue daily attendance / contact data from the past 14 days. • Contact DHHS on 1300 651 160 – with the information ready to pass on immediately if / as requested • Completed Close Contact Forms and Risk Assessments will be submitted to: COVIDEmployerNotifications@dhhs.vic.gov.au | <p>Ensure all worker / volunteer / crew contact details are up to date and accessible.</p> <p><i>Record Sheet Visitor and Patron Log:</i></p> <p>https://www.coronavirus.vic.gov.au/signs-posters-and-templates</p> <p><i>DHHS Confirmed Case in the Workplace Information Pack – download from:</i></p> <p>https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19</p> |
| <p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p> | <ul style="list-style-type: none"> • The available COVID Marshal will notify WorkSafe Victoria immediately on 13 23 60 • They will provide any attendance or other information as required, utilising the records as per DHHS above. • The Manager is responsible for providing a written report to WorkSafe within 48 hours of reporting the incident. The template for this report is located on the WorkSafe web site – see Resources. | <p>Susannah Milne or Melissa Forlano</p> <p><i>Information on WorkSafe Reporting including a Risk Management template:</i></p> <p>https://www.worksafe.vic.gov.au/report-confirmed-positive-case-covid-19</p> <p><i>Employers must immediately notify WorkSafe of a confirmed case: Immediately calling the mandatory incident</i></p> |

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| | <ul style="list-style-type: none"> The Manager will notify WorkSafe when the venue is reopening once the affected venues are cleaned and workers cleared by DHHS for returning to work (COVID negative results). | <p><i>notification hotline, and providing formal written notification within 48 hours</i></p> |
| <p>Prepare to undertake cleaning and disinfection at your business premises.</p> <p>Assess whether the workplace or part of the workplace must be closed</p> | <p>In the event of a confirmed or suspected case in the venue, the process for the cleaning and disinfection of the workplace is:</p> <p>A ‘deep clean’ of the employee’s workspace and high touch surfaces, including all areas where that worker may have been or had contact.</p> <p>Or</p> <p>A ‘deep clean’ of those areas where the patron may have been or had contact</p> <p>A full clean and disinfect of the entire Venue and associated amenity spaces.</p> <p>The person/s to undertake this clean are:</p> <p>The company contracted by the Assets Team</p> <p>Manager/ COVID Marshal or next in line will undertake a risk assessment to determine whether the Venue should be closed.</p> <p>All workers to work from home until notified otherwise by the Manager / DHHS.</p> | <p>Brett Holmes</p> <p>Refer to DHHS cleaning guidelines.</p> <p><i>How to Clean and Disinfect after a COVID-19 Case.</i></p> <p>REFER TO DOCUMENT ATTACHED.</p> <p><i>Where a case is confirmed to have been in the workplace, cleaning must be undertaken in accordance with DHHS guidance. Employers must undertake a risk assessment to determine whether the worksite (or part of the worksite) should be closed.</i></p> <p><i>Where a suspected case is present at the workplace in the 48 hours prior to the onset of symptoms or while symptomatic, employers must take all practicable steps to manage the risks posed by the suspected case, including cleaning the affected employee’s workspace, areas where they attended and high-touch surfaces.</i></p> |
| <p>Confirm that your workplace can safely reopen and workers can return to work.</p> | <ul style="list-style-type: none"> Await advise from DHHS All staff who had to undertake a COVID test must send through a negative COVID test result to their direct supervisor before being allowed to return to work Either Melissa Forlano or if necessary, Susannah Milne will notify DHHS and Worksafe that the site is reopening | |

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| <p>Record Keeping – Contact Tracing</p> | <ul style="list-style-type: none"> • The designated COVID Check in Marshall will ensure all patrons check in via the Service Victoria ap and therefore DHHS will have a record of all attendees • No hard copy records will be kept as customers without the ap will be checked in via the ap manually by the COVID Check in Marshall • Provide information on protocols for collecting and storing information | <p>All Staff</p> <p>Establish Worker, staff & patron daily venue attendance register.</p> <p>Consider tech options for patron tracking regards ticketing, apps and other options.</p> <p>REFER TO DOCUMENT ATTACHED.</p> |
| <p>Support workers to stay home and get tested, even if mild symptoms</p> | <p>Make all workers aware of the financial support available to them if they cannot work while awaiting a test result or if confirmed as a positive case.</p> | <p>Performing Arts Manager</p> |

| <p>5. AVOID INTERACTIONS IN ENCLOSED SPACES</p> | | |
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| <p>REQUIREMENTS</p> | <p>HOW WILL YOU DO THIS? ACTIONS</p> | <p>WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?</p> |
| <p>Avoid enclosed and confined spaces where possible – put in place Controls for unavoidable enclosed spaces.</p> | <p>For enclosed spaces such as the box office and bio box, only approved staff are allowed and in the bio box where working with touring tech, masks must be worn.</p> <p>Routinely disinfect and clean used areas</p> <p>Consider PPE where required including sneeze guards / mute shields</p> <p>Increase fresh air flow where possible</p> <p>Where possible take meal and coffee breaks outside, rather than in the venue areas.</p> | <p>Coordinator Venue Operations</p> <p>Admin & Ticketing Officer</p> <p>Tech team</p> <p>Box Office casuals</p> |
| <p>Where possible enhance air flow by opening windows and adjusting air conditioning.</p> | <p>Regular servicing of the air conditioning unit to be undertaken</p> <p>When possible, Function room windows to be opened before and after an event</p> | <p>Coordinator Venue Operations</p> |

| 6. CREATE WORKFORCE BUBBLES | | |
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| REQUIREMENTS | HOW WILL YOU DO THIS? ACTIONS | WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED? |
| Create Work Force Bubbles | Staff will be split into 2 workforce bubbles within the casual pool for both tech and FOH | Coordinator Venue Operations |

| 7. RISK MANAGEMENT | | |
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| REQUIREMENTS | HOW WILL YOU DO THIS? ACTIONS | WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED? |
| <p>Risk Management Assessment re COVID-19 transmission and mitigation.</p> <p>Updated Risk Management Plan / Work, Health and Safety Plans.</p> | In line with the Council Plan | <i>Risk Management team at council.</i> |
| <p>COVID Marshal</p> <p><i>COVID Safe Compliance Coordinator</i></p> | <p>The COVID Marshal for HPAC venue is Melissa Forlano</p> <p>They report directly to the DHHS with regards to regulatory compliance, plans, protocols and process, and any issues arising.</p> <p>The COVID Marshal is responsible for the implementation and regular updating of all processes and requirements within the COVID Safe Plan, including physical distancing and venue density compliance, patron caps, hygiene and reporting.</p> <p>The COVID Marshal will undertake the basic infection control awareness training provided by DHHS and Skills Victoria at the commencement of this Plan's implementation.</p> <p><u>Training Resources:</u></p> <p>https://www.skills.vic.gov.au/victorianskillsgateway/Explore/Pages/infection-control-training.aspx</p> <p>https://www.health.gov.au/resources/apps-%20and-tools/covid-19-infection-controltraining</p> | <p>Melissa Forlano</p> <p>REFER TO DOCUMENT:</p> <p><u><i>COVID Marshal - DUTIES</i></u></p> |
| <p>COVID Response Plan – Communications. Staff & Patrons.</p> | <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> <ul style="list-style-type: none"> This may include performers, musicians, production teams, touring parties and contractors. | <p>Coordinator Marketing & Communications</p> <p><i>See VAPAC Guidelines and 'Preparing Your Response for detailed guidance on these areas to populate your plan.</i></p> |

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| | <ul style="list-style-type: none"> • Cleaning contractors if relevant. <p>Manager and Marketing to develop a set of pre-agreed statements for possible scenarios which may include:</p> <ul style="list-style-type: none"> • Confirming that a worker, artist or patron who has been at your venue is suspected to have / has COVID-19; • 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 . <p>Keep all of your stakeholders regularly updated as the situation unfolds.</p> | |
| <p>Emergency Evacuation Procedures updated</p> | <p>Take into account new entrance / exit process for example</p> | |

| 8. STAFF AND RETURN TO WORK | | |
|--|---|--|
| REQUIREMENTS | HOW WILL YOU DO THIS? ACTIONS | WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED? |
| Return to Work Plan | <p>At regular team meetings discuss:</p> <ul style="list-style-type: none"> - Mandatory vaccination rules - Returning to work after an outbreak - Providing a negative test result to return to work - Any other anxieties around the current COVID situation | Performing Arts Manager |
| Staff Induction and Training. Identify. Provide. | <ul style="list-style-type: none"> • Work through your COVID Safe plan with all impacted workers, volunteers, committee members. Discuss. Clarify as necessary. • Identify and provide training in new health and safety protocols and work practices to all workers who will work within the venue. • Utilise the VAPAC / ACM Returning to Work training and induction document. • Include information about COVID-19 symptoms, hygiene and health. • Provide training to staff on physical distancing requirements and expectations. | <p>Team Leaders</p> <p>Key Training Resource:</p> <p>VAPAC / ACM Returning to Work training & induction document.</p> <p>REFER TO DOCUMENT</p> <p>NOTE: The more general Business Victoria training module resources are being revised so not currently available. When they are re-published, they will be available here:</p> <p>Business Victoria</p> |
| Best Work Practices Documented & Implemented Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning. | <p>Stay home if unwell policy and practices documented.</p> <ul style="list-style-type: none"> • Establish physical distancing for staff protocols. • Work practices and controls in confined areas documented. • Staff hygiene practices and etiquette in place. • Ensure awareness by everyone of responsibility to protect themselves, other workers and patrons. • No Car Pooling • Psychosocial/ mental health and wellbeing strategies / support resources documented and provided. | ALL STAFF |

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|---|---|--------------------------------|
| <p>Ensure that all staff that must / can work from home, do work from home</p> | <p>Flexible working arrangements are available for all full time and part time staff. WORK FROM Home is encouraged where possible.</p> | <p>Performing Arts mANAGER</p> |
|---|---|--------------------------------|

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 | File Location | About |
|--|---------------------|---|
| <i>Latest Restrictions and Guidelines Vic Govt</i> | | https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-arts-and-recreation-services |
| <i>How to Clean and Disinfect after a COVID-19 Case.</i> | | DHHS Guidelines. Also available as download from: https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19 |
| <i>COVID Marshal– DUTIES</i> | | Document incorporating Victorian Govt requirements for COVID Marshal role. |
| The Appropriate use of personal protective equipment for coronavirus in the work environment' | | https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#personal-protective-equipment-ppe-guidance |
| COVID Workplace Attendance Register | | https://www.coronavirus.vic.gov.au/signs-posters-and-templates |
| Staff Coronavirus Health Screening Questionnaire | | https://www.coronavirus.vic.gov.au/signs-posters-and-templates#staff-coronavirus-covid-19-health-questionnaire |
| <i>Coronavirus Cleaning Guidelines for Workplaces. Information for business owners, managers and cleaners.</i> | | https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#cleaning-and-disinfection |
| <i>Factsheet – Cleaning Guidelines. Building owners and managers</i> | | https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#cleaning-and-disinfection |
| VAPAC/ ACM Returning to Work training & induction document | PDF from Powerpoint | Developed by VAPAC and Arts Centre Melbourne, RTO, for the performing arts sector as a worker induction / return to work training resources. https://vapac.org.au/covid-19-resources/ |

Plan Review

This plan will be reviewed for compliance with any updated health or other regulatory requirements every: *state interval/ when*

Person responsible for regular review: state who

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

| | |
|-------------|--|
| Approved by | |
| Signature | |
| Date | |

Updates to COVID Safe Plan

| | |
|-------------|--|
| Reviewed by | |
| Approved by | |
| Signature | |
| Date | |

END