# 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** | 26 November 2021 version 1 |

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| ENSURE PHYSICAL DISTANCING  |

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| REQUIREMENTS | ACTIONS TO ACHIEVE  | WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED? |
| Government Regulated capacity & distancing compliance. | * 1. 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.

Current restrictions as of Friday 19 November 2021,* No current density limits for organisations who are checking the double vaccination certificates upon entry.
* There is no longer any differentiation between foyers, outdoor and auditorium spaces.

Mandatory Double Vaccination Status updated from 6.00pm 25 November 2021 until the 15 December 2021In line with the current restrictions.* All HPAC staff are double vaccinated and have documented certified certificates with Southern Grampians Shire HR department.
* All customers aged 12 years and 2 months and above 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.
* A COVID Check in Marshall will be present for all events to check vaccination status prior to every show.
* For rehearsals and back of house performers and show personnel, all external companies must complete our Authorised Worker Attestation form prior to arrival which confirms that all member of the party are double vaccinated and that should this be proven to not be the case the company management will take responsibility. Our technical staff will also act as COVID Check in Marshalls during bump in to confirm all back of house personnel are double vaccinated.
 | Performing Arts Service ManagerCoordinator Venue Operations-Signage is already in place around the venue and for outdoor events will be displayed during the bump in period through to bump out. - 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 ap, 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.-Should an exemption be shown staff will not ask any further questions to the customer.- Non double vaccinated patrons will be refused entry and offered a full refund- Any performers or workers for back of house will be required to complete an Attestation Form on behalf of their team which confirms that all their team are double vaccinated. |
| Ensure workers are 1.5 metres apart as much as possible.  | * 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.
* There are no longer any density quotients on back of house areas, social distancing will continue to be recommended.
 | Coordinator Venue OperationsAdministration & Ticketing Officer* 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> |
| Apply density quotient to configure shared work areas and publicly accessible venue spaces – 1 per 4m2Allowable Workers on Site: No limit for double vaccinated staff Allowable Patrons on Site: 375  | Current restrictions as of Friday 19 November 2021,All density limits have been removed for indoors and outdoor events so long as all patrons 12 years and 2 months and above entering the event are double vaccinated. | Performing Arts Manager*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.* |
| Auditoria | * Capacity from Friday 19 November 2021 – 500 (100% capacity)
* For non-ticketed arears – 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 for performances over 75%
* Customers will recommend to wear masks in the auditorium when we have 75% and over, it is no longer mandatory
* Technical team will wear masks while working in proximity with performers
* All staff will need to carry a mask with them whilst in the workplace
 | Administration & Ticketing OfficerFront of House Team |
| Venue Ingress/ Egress | * 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
 | Administration & Ticketing OfficerFOH Team |
| Foyers & Common Areas, Box Office | * 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
 | FOH TeamCoordinator Venue Operations |
| Ticketing & Box Office. Managing capacity and distancing  | * 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:
* 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
 | Administration & Ticketing OfficerMarketing & Communications Coordinator |
| Back of House – All Areas | * Where 1.5m physical distancing and mask wearing will be encouraged in spaces where maintaining distance is difficult
* 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 | * 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.
* Ensure that shared equipment such as microphones and music stands are cleaned before and after each use. Avoid the sharing of handheld microphones where possible, don’t not share lapel mics unless thoroughly cleaning between users.
* Where physical distancing is not possible, including with staff who work backstage with performers, limit the duration of close contact and encourage mask wearing.
 | Coordinator Venue OperationsAdministration & Ticketing Officer |
| Performance timing | Where possible avoid having an interval at allDoors 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 of drinkingAny 3rd party supplier must have a COVID Safe Plan and must complete the HPAC Attestation FormPre-sale options will be available, and a pre-sale quick pick-up queue will be available. | Performing Arts ManagerAdmin & Ticketing Officer |
| Touring Parties, Hirers & Third Party | SEE 1.A – Back of House  |  |
| Staff training on physical distancing and health directions. See Return to Work | All training is provided through councils HR departmentAny 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 |  |

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| 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  | 1.5 meters social distancing to be maintained where possibleWhen needing to work in proximity all staff and visitors it is recommended to wear masks and monitor personal hygiene to keep each other safeRegular cleaning of the dressing rooms and back of house areas is needed in the lead up and post performancesSharing of microphones is allowed if all equipment is thoroughly cleaned before and after use | *See VAPAC and DHHS Guidelines for more Info*Coordinator Venue Operations |
| Third-Party Venue Users: Hirers, Touring | * Provide Touring Parties/ Hirers with a copy of Venue’s COVID Safe Plan, prior to their arrival.
* Receive documented signoff agreement to your plan.
* Ensure all touring parties complete the HPAC Authorised Worker Attestation Form prior to arrival
* 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
 | Coordinator Venue Operations*See VAPAC Guidelines more info**Consider LPA Rehearsal and Performance Guidelines.* |
| Back of House access & spaces | * 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
 | Coordinator Venue Operations |
| On-Stage | * 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
 | Coordinator Venue Operations and Admin & Ticketing Officer*See VAPAC Guidelines more info**Consider LPA Rehearsal and Performance Guidelines*<https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-arts-and-recreation-services> |
| Equipment and Props | * 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.
 | Coordinator Venue Operations and the entire Technical Team*See VAPAC Guidelines more info* |

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| Wear a Face Covering  |

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| REQUIREMENTS | HOW WILL YOU DO THIS? ACTIONS | WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED? |
| All workers, performers, crew and patrons attending the Venue must wear a fitted face covering. Unless Lawful exemption applies.  | provide adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their ownActive monitoring of fitted face mask/ coverings for all staff, patrons and performers as regulated unless a lawful exemption applies. | All staff  |
| Mask & PPE for Staff, Artists, Patrons Ensure all person wear a face covering and / or required PPE unless a lawful exemption applies.  | As of Friday 19 November 2021, mask wearing is no longer mandatory. All staff must carry a mask with them whilst at work and it will be recommended that patrons wear a mask when we have over 75% capacity in the auditorium.Performing Arts Manager will stay informed of updates regards relevant PPE protocols as Government advice changes, through regular monitoring of DHHS web site. All staff / volunteers will be provided with training, instruction and guidance on how to correctly fit, use and dispose of PPE. See ‘The Appropriate use of personal protective equipment for coronavirus in the work environment’. 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. | ALL STAFF*Correct face covering protocols:* <https://www.dhhs.vic.gov.au/face-coverings-covid-19#how-do-i-wear-a-face-covering-correctly> Correct use of PPE and Procurement of PPE Guidelines: <https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#personal-protective-equipment-ppe-guidance> Signage for, staff and performers at public entrances |

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| PRACTICE GOOD HYGIENE & CLEANING  |

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| REQUIREMENTS | HOW WILL YOU DO THIS? ACTIONS | WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED? |
| Document & Adopt good Hygiene practices – Staff & Patrons  | HPAC commits to adopting best practice in hygiene and cleaning for both staff and patrons. Our practices are guided by the following DHHS advice: * *Coronavirus Cleaning Guidelines for Workplaces. Information for business owners, managers and cleaners.*
* *Factsheet – Cleaning Guidelines. Building owners and managers*

Venue Signage – for Patrons and all Workers.  | Manager Cultural ArtsManager Assets |
| All ‘high-touch areas’ of the venue should be cleaned and sanitised regularly. Both steps are essential. | Cleaning check list has been provided to the Manager of Assets and Manager Cultural Arts to implement within the cleaners contracts Identify which products are required for cleaning. 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. Every venue clean must be documented by those performing the clean, utilising the Cleaning Check List. Dated. Dispose of disposable cleaning products and items safelyDocument PPE for Cleaning. (Gloves, masks) Monitor supplies of cleaning products and restock as needed.  | Manager Assets & Contracted cleaning companyCreate Venue Clean Check list Cleaning Roster – weekly. Display in communal space*.* *See VAPAC and DHHS Guidelines for more Info*  |
| Theatre/ Fabric Seats | Fabric disinfectant surface spray is sprayed on all fabric seats in the venue after each performance | As per DHHS Advice FOH Team |
| Replace high-touch communal items with alternatives  | 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. Review need for items such as contactless taps, bins and soap dispensers. If required, purchase and implement. 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. All staff to be provided with their own identified equipment If equipment / workstation must be shared, it will be cleaned after each user, by the person completing their use of it.  | All staff |
| Provide and promote hand sanitiser for workers and patrons at all key points of facility and entrance/ exit.  | Hand sanitiser station is located in the foyer and back of houseEnsure Bathroom well stocked with supplies of hand soap and paper towels | Cleaning contractor, all staff to monitor and report if any issues |
| Contactless Payments Options | Any payments to be made contactless where possible – direct deposit, EFTPOS and etc . Box Office.  | Admin & Ticketing Officer |

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| Keep records and act quickly if staff become unwell.  |

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| REQUIREMENTS | HOW WILL YOU DO THIS? ACTIONS | WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED? |
| Develop a business contingency plan to manage any outbreaks. | * 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.
 | Performing Arts Manager, Coordinator Venue Operations and Admin & Ticketing Officer |
| Prepare for how you will manage a suspected or confirmed case in an employee, patron or performer at your venue. | If you have COVIDYou must isolate for ten days not 14You will now be required to let your friends, family, employer and/or school know. Your contactsshould all get tested.The Department of Health will still contact you when you get COVID, to confirm your isolationand offer any support or relief needed.The people you live with must quarantine for 7 days if fully vaccinated, or 14 days if not.Supporting information online:Checklist for COVID cases coronavirus.vic.gov.au/checklist casesIF YOU ARE A NON HOUSEHOLD CONTACTSocial contactsPeople with COVID must tell any friends and family they have seen recently.If you are notified you should go and get tested and isolate until you receive a negative result.When you return a negative PCR test your isolation ends.Workplace contactsPeople with COVID must tell their employerWorkplaces will identify workers who are close contacts and ask them to get tested.Workers who are close contacts can return to work once they return a negative test.Workplace & educational contacts will be provided with rapid antigen tests (RAT) for use in the 7 days postexposure. RAT use is strongly recommended for workers attending sensitive settings (education, aged care,hospitals) and students attending educational and care services.IF YOU ARE A HOUSEHOLD CONTACTPeople who live with someone with COVID still need to quarantine.Household contacts need to get a PCR test and quarantine:Vaccinated 7 daysUnvaccinated 14 daysIf all adults in household are vaccinated, their children under 12 only need to quarantine for 7days.If any household contacts test positive they must isolate for 10 days from their positive testresult.‘Household’ includes household like settings such as aged care facilities and boarding houses.

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|  | **Vaccination status** | **Isolation or quarantine requirement**  | **PCR test (standard test)**  | **Rapid Antigen Test**  |
| **Positive for COVID** | Any | 10 days from the date of positive test |   | N/A |
| **Household contact**  | Fully vaccinated and their children 0-11 | 7 days from diagnosis of the first case in the household | Day 0 and Day 6 | N/A |
| **Household Contact**  | Non-vaccinated  | 14 days from diagnosis of first case in household | Day 0 and Day 13 | N/A |
| **Workplace Contact** | Any | Until negative test result | Yes | Provided. Recommended if attending sensitive settings for 7 days following exposure . |
| **School/education contact** | Any | Until negative test result | Yes | Provided. Recommended if attending sensitive settings for 7 days following exposure . |
| **Social Contact** | Any  | Until negative Test result  | Yes | Not provided  |
| **Symptomatic** | Any  | Until negative Test result  | Yes | Not provided  |
| **Tier 1 site**  | Any  | 7 days  | Day 0 and Day 6 | Not provided  |

 Tier 1 Exposure Sites, if notified, will require a person who attended that site to isolate for 7 days regardless of whether you return a negative test to begin with. You MUST NOT attend the workplace until you receive a negative result from your Day 6 test. Please be vigilant during this time and if you have visited any of the Tier 1 Exposure Sites or High-Risk Sites, please notify your Manager or Director, and follow the directions with respect to testing and isolation.  | ALL STAFFUpdated venue’s OHS/ Risk Incident Register *DHHS Confirmed Case in the Workplace Guidance:* <https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19> *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 an employee undergo a COVID-19 test and self-isolate.* |
| Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.DHHS: 1300 651 160covidemployernotifications@dhhs.vic.gov.au  | * All staff are to QR code check in via the Service Vic app at work
* 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

  | Ensure all worker / volunteer / crew contact details are up to date and accessible. *Record Sheet Visitor and Patron Log:* <https://www.coronavirus.vic.gov.au/signs-posters-and-templates>*DHHS Confirmed Case in the Workplace Information Pack – download from*: <https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19>  |

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| AVOID INTERACTIONS IN ENCLOSED SPACES  |

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| REQUIREMENTS | HOW WILL YOU DO THIS? ACTIONS | WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED? |
| Avoid enclosed and confined spaces where possible – put in place Controls for unavoidable enclosed spaces.  | 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.Routinely disinfect and clean used areasConsider PPE where required including sneeze guards / mute shields Increase fresh air flow where possibleWhere possible take meal and coffee breaks outside, rather than in the venue areas.  | Coordinator Venue OperationsAdmin & Ticketing OfficerTech teamBox Office casuals  |
| Where possible enhance air flow by opening windows and adjusting air conditioning.  | Regular servicing of the air conditioning unit to be undertakenWhen possible, Function room windows to be opened before and after an event | Coordinator Venue Operations |

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| 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 |

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| 7. RISK MANAGEMENT  |
| REQUIREMENTS | **HOW WILL YOU DO THIS? ACTIONS** | **WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?** |
| Risk Management Assessment re COVID-19 transmission and mitigation. Updated Risk Management Plan / Work, Health and Safety Plans. | In line with the Council Plan | *Risk Management team at council.*  |
| COVID Marshal*COVID Safe Compliance Coordinator* | The COVID Marshal for HPAC venue is Melissa ForlanoThey report directly to the DHHS with regards to regulatory compliance, plans, protocols and process, and any issues arising. 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. 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. Training Resources: <https://www.skills.vic.gov.au/victorianskillsgateway/Explore/Pages/infection-control-training.aspx> <https://www.health.gov.au/resources/apps-%20and-tools/covid-19-infection-controltraining>  | Melissa Forlano**REFER TO DOCUMENT:***COVID Marshal - DUTIES* |
| COVID Response Plan – Communications. Staff & Patrons.  | 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. Identify and list all stakeholders who need to be told and by who.* This may include performers, musicians, production teams, touring parties and contractors.
* Cleaning contractors if relevant.

Manager and Marketing to develop a set of pre-agreed statements for possible scenarios which may include: * 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 .

Keep all of your stakeholders regularly updated as the situation unfolds.  | Coordinator Marketing & Communications*See VAPAC Guidelines and ‘Preparing Your Response for detailed guidance on these areas to populate your plan.* |
| Emergency Evacuation Procedures updated | Take into account new entrance / exit process for example |  |

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| STAFF AND RETURN TO WORK  |

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| REQUIREMENTS | HOW WILL YOU DO THIS? ACTIONS | WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED? |
| Return to Work Plan | At regular team meetings discuss:* 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. | * 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.
 | Team LeadersKey Training Resource:*VAPAC / ACM Returning to Work* training & induction document. **REFER TO DOCUMENT** *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*: [Business Victoria](https://rtw.educationapps.vic.gov.au/) |
| Best Work Practices Documented & ImplementedProvide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning. | Stay home if unwell policy and practices documented.* 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 |
| Ensure that all staff that must / can work from home, do work from home | Flexible working arrangements are available for all full time and part time staff.WORK FROM Home is encouraged where possible. | Performing Arts mANAGER |

# 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.

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| **Document Name** | **File Location**  | **About**  |
| *Latest Restrictions and Guidelines Vic Govt* |  | <https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-arts-and-recreation-services>  |
| *How to Clean and Disinfect after a COVID-19 Case.*  |  | DHHS Guidelines. Also available as download from: <https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19>  |
| *COVID Marshal– DUTIES* |  | 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>  |
| *Coronavirus Cleaning Guidelines for Workplaces. Information for business owners, managers and cleaners.* |  | <https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#cleaning-and-disinfection>  |
| *Factsheet – Cleaning Guidelines. Building owners and managers* |  | <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

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| 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

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| **Approved by** |  |
| **Signature** |  |
| **Date** |  |

# Updates to COVID Safe Plan

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| **Reviewed by** |  |
| **Approved by** |  |
| **Signature** |  |
| **Date** |  |

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