COVID Safe Plan

As of 2/10/2020

Contents

SUMMARY

WHAT IS COVID-19?

Coronaviruses are a large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases.

HOW DOES IT SPREAD?

The virus can spread from person to person through:

- Close contact with an infectious person (including in the 48 hours before they had symptoms)

- Contact with droplets from an infected person's cough or sneeze

- Touching objects or surfaces (like doorknobs or tables) that have droplets from an infected person, and then touching your mouth or face

PURPOSE OF COVIDSAFE PLAN

This Risk Management Plan will be used to assess the risks and monitor practices put in place at The Players Theatre surrounding COVID-19.

This document has been created to ensure correct and safe practices are being adhered to in order to protect the health and safety of staff, attendees, and stakeholders. It is based on guidelines put in place by the NSW and Federal Governments and advice received from Safe Work Australia and Performing Arts Connections (PAC) Australia, the national peak body representing and supporting performing arts presenters and creators in Australia.

KEY CONSIDERATIONS

Key items to consider include (but are not be limited to) the following:

- The latest advice from government and key industry and employee associations on control measures.
- The current legal requirements such as public health orders, health directions for NSW and their application to indoor venues.
- Stakeholders - staff, contractors, artists, performers, patrons/attendees, and visitors
- Identifying how measures and actions will affect stakeholders – managing reactions
- The review and monitoring of control measures regularly to ensure they are effective
- Staff – Duty of Care, Induction on return to work and Training
- Staff – Personal Protective Equipment (PPE)
- Staff - How to respond to instances on non-observance of social distancing restrictions and conditions of entry
- Contact free payments for tickets and bar sales will be encouraged
- Staff - First Aid protocols

- Staff - Protocols in the event of an emergency evacuation ****the safe exit of personnel takes precedence over physical distancing**

RESPONSIBILITIES

In order to minimise the risk of spreading COVID-19 within the venue, The Players Theatre is responsible for:

- ensuring that appropriate controls are in place
- compliance with controls as much as is reasonably practical
- monitoring the efficacy of these protocols
- amending procedures where necessary to reduce the risk of exposure.

The Players Theatre will always continue to meet WHS duties. This may mean taking steps beyond the public health requirements to eliminate or minimise risk to all stakeholders of contracting COVID-19.

SUSPECTED OR POSITIVE CASE OF COVID-19

The Players Theatre will take the following course of action in the event of a positive or suspected COVID case:

1. Incident report
2. Contact relevant authorities for instructions and advice
3. Risk assessment / identify potential points of exposure Disinfect Venue
4. Review COVID protocols

In the event that a stakeholder notifies a Players Theatre employee of potential COVID exposure, the staff member will use the following line of questioning.

1. Have you notified NSW Health? If no, provide stakeholder phone number for NSW Health.
2. What date/time did you visit the venue and for what purpose?
3. How long were you in the venue?
4. Can you recall where you went whilst in the venue?
5. Who were you in contact with?
6. Do we have your details on file?

The Players Theatre COVID SAFE PLAN

Item	Activity	Controls Applied
1	PRE-EVENT Staff Duty of Care	• COVID19 Risk Mitigation Coordinator Appointed • Mandatory induction prior to first shift conducted by COVID Risk Mitigation Coordinator • Provide Staff with appropriate equipment and materials to maintain a safe workplace (hygienic supplies, PPE and other consumables). • Support staff and safety representatives (e.g. Health and Safety representative) through consultation, instruction, training, and supervision at each stage of the COVID-19 risk management process. • Direct workers and visitors to stay at home if they are sick and to go home immediately if they become unwell while at work. • Require COVID-19 tests for staff if they present any symptoms of acute respiratory disease or fever. They must remain in isolation until they get a negative result for COVID- 19.

2	PRE-EVENT Event Services - Communication with Venue Hirers	• Inform all hirers of venue of COVID policies that will apply to their event, including:
		    o Additional Ticketing Terms & Conditions
		    o Venue capacities based on 50% capacity of allocated seating in the performance spaces
		    o Additional resources and requirements to meet NSW Health Guidelines
		    o The Players Theatre COVID Safe Plan
		
		• The Players Theatre Inc will require prospective venue hirers to develop and submit COVID Plan in accordance with government and industry guidelines
		
		• Venue Hirers are required to nominate a COVID Safety Marshall and provide contact details of the appointed crew member when requested.

3	PRE-EVENT Preparation FOH Staff Communication	Brief Duty Staff on the requirements of each event including additional measures in place due to risk related to art form, audience, or nature of performance.
4	PRE-EVENT Preparation BOH Staff Communication	Brief Technical staff on the requirements of each event including additional measures in place due to risk related to art form, audience, or nature of performance.

3.

5	PRE-EVENT Ticketing & Box Office	• Implement additional Ticketing Terms & Conditions including amendment of Refund Policy • Enforce capacity limits and seating restrictions for all events in accordance with NSW Government guidelines • Collect patron data for contact tracing • Train staff in new allocated ticketing procedures to adhere to social distancing restrictions • Contactless payments and ticketing options (Print at Home/ Digital Tickets) preferred

6	PRE-EVENT Communication with Patrons	• Plan Your Visit pre-event email outlining new COVID venue policies and procedures.
		• Dedicated COVID-19 section on The Players Theatre website with the following documents publicly accessible:
		    o COVID Safe Plan
		    o New Conditions of Entry

7	PRE-EVENT Front of House - Hygiene & Cleaning	Perform event mode clean as per Safe Work Australia guidelines using suitable cleaning and disinfecting solutions. Including,
		    o Public Spaces as per Front of House Cleaning Checklist
		    o Bar as per Front of House Cleaning Checklist
		    o Box Office as per Cleaning Procedure

8	PRE-EVENT Back of House - Hygiene & Cleaning	Perform pre-event clean as per Safe Work Australia guidelines using suitable cleaning and disinfecting solutions. Including,
		    o Technical equipment as per BOH Equipment Cleaning Checklist
		    o Back of House areas as per Cleaning Checklist

9	PRE-EVENT Back of House - Communication with touring companies, delivery companies and contractors	• Inform external parties of site-specific COVID-19 policies and procedures. • Provide relevant COVID-19 safety documentation and request COVID-19 safety documentation from all external parties prior to arrival. • Identify and address additional operational requirements necessary to adhere to COVID-19 safety procedures. • Collect contract-tracing data for all external parties. • Display COVID-19 Conditions of Entry at points of entry into Back of House areas. • Display directional and informational signage throughout Back of House Areas as per Safe Work Australia recommendations.
10	EVENT MODE Client Supplied COVID Safety Marshall Induction	• The Venue Hirer's COVID Safety Marshall must present themselves to The Players Theatre staff prior to any work taking place. • They must be easily recognisable and be briefed on venue specific protocols, as well government and industry guidelines. • In collaboration with Players Theatre staff, they will be responsible for ensuring policy adherence among their crew and acting as the point of contact for all COVID Safety compliance checks.

11	EVENT MODE Back of House - External Party Bump-in/Set-Up	• Require all personnel (external parties and staff) to follow COVID Safe procedures while undertaking any event-related activity while on site. • This includes, but is not limited to, activities such as loading/unloading equipment, constructing sets and loading flown bars. **COVID Safe procedures include:** • Wear personal protective equipment (PPE) while loading and unloading equipment on-site. This applies to all Back of House areas. • Practice safe hygiene • Ensure only the staff required to complete the task safely are present • Maintain social distancing where possible

12	EVENT MODE
	Using shared
	technical equipment
		Clean equipment as per Equipment Cleaning Checklist in accordance with Safe Work Australia guidelines using suitable cleaning and disinfecting solutions.
		Require all personnel (external parties and staff) to:
		   o Wear personal protective equipment PPE
		   o Practice safe hygiene
		   o Ensure only the staff required to complete the task safely are present
		   o Maintain social distancing where possible

13	EVENT MODE
	Operating
	LX/SX/VFX
	equipment
		• Setup equipment to allow for social distancing of operators.
		• Disinfect equipment between operators and performances.
		• Provide alcohol wipes at every control location.
		• Require all personnel (external parties and staff) to:
		   o Wear personal protective equipment PPE
		   o Practice safe hygiene
		   o Ensure only the staff required to complete the task safely are present
		   o Maintain social distancing where possible

14	EVENT MODE Arrival at the venue Patrons	• Ushers stationed at points of entry into venue to check tickets on arrival. • Display COVID Safe Conditions of Entry at each point of entry. • Provide hand-sanitising stations at each point of entry and throughout the venue. • Install directional signage and bollards in high traffic areas. • External Venue Doors and Theatre Doors to open 30 minutes prior to the performance and be kept open for ease of entry and exit, and minimisation of touch points. • Display signage throughout venue to reinforce COVID Safe protocols for patrons. • Ensure all types of communication at the event (oral, visual) taking into account the needs of hearing or vision impaired patrons. • Display COVID Safe App reminders and information.

15	**EVENT MODE** Front of House - Social Distancing	• COVID Marshall, FOH Manager, and Front of House staff to ensure Government requirements are met by adhering to venue COVID policies • Display directional and informational signage throughout venue to ensure patrons maintain social distancing. • Monitor venue capacity; Staff and COVID Marshall to instruct patrons to move to available space to avoid crowding. • Minimise foyer furniture to reduce touch points. Furniture arranged to meet social distancing requirements and cleaned at regular intervals. • Open Theatre doors early to allow patrons to take their seats and encourage social distancing. • Enforce allocated seating to ensure social distancing; Staff will instruct patrons to remain in assigned seats. • Apply performance space capacity restrictions. • Install directional signage and bollards in high traffic area. • Increased interval duration to ensure patrons can safely move in and out of the theatre if required • Open all available exits to assist with social distancing while patrons exit the venue.
16	**EVENT MODE** Using Amenities	• Display capacity limit signage outside each amenity. • Install appropriate social distancing markers and directional signage. • Appropriate hygiene practice signage in place • Ensure consumables are stocked at an acceptable level including hand wash and paper towels

17	**EVENT MODE**
	Bar Protocols
		Implement COVID Safe protocols as per NSW Government advice including:
		  ○ Bollard queue system with directional and informational signage to ensure social distancing
		  ○ Physical screen barriers between staff and patrons
		  ○ No menus or consumables, including straws and napkins, located on the bar.
		  ○ Theatre doors opened early to ensure patrons are seated while consuming beverages.
		  ○ Contactless payments
		  ○ Reduced bar offering
		  ○ Frequent sanitising of shared equipment
		  ○ Wear appropriate PPE when clearing and cleaning
		  ○ Practice safe hygiene

18	**EVENT MODE**
	Front of House -
	Hygiene & Cleaning
		Perform event mode clean as per Safe Work Australia guidelines using suitable cleaning and disinfecting solutions. Including,
		  ○ Public Spaces as per Cleaning Checklist
		  ○ Bar as per Cleaning Checklist

19	**EVENT MODE**
	Ticketing & Box Office
		Implement COVID Safe protocols as per NSW Government advice including:
		  ○ Physical screen barriers between staff and patrons
		  ○ Contactless payments at points of sale
		  ○ Practice safe hygiene
		  ○ Frequent sanitising of shared equipment
		  ○ Social distancing where possible

20	**POST EVENT** Experience	Monitor efficacy and impact of COVID procedures: ○ Opportunity for patrons, visitors, and promoters to provide feedback regarding their experience at the venue with new COVID protocols.

21	**POST EVENT** FOH COVID- Specific Protocols	Perform post-event clean as per Safe Work Australia guidelines using suitable cleaning and disinfecting solutions. Including,
		  ○ Public Spaces as per Cleaning Checklist
		  ○ Bar as per Cleaning Checklist

22	**POST EVENT** BOH COVID-Specific Protocols	Perform post-event clean as per Safe Work Australia guidelines using suitable cleaning and disinfecting solutions. Including,
		  ○ Technical equipment as per Equipment Cleaning Checklist
		  ○ Back of House areas as per Cleaning Checklist