

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Entertainment facilities

Business details

Business name	Arcadians Theatre Group
Business location (town, suburb or postcode)	Corrimal NSW 2518
Select your business type	
Theatre	
Completed by	Steven Sanders
Email address	<u>president@arcadians.org.au</u>
Effective date	1 November 2021
Date completed	2 November 2021

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

Agree

Yes

Tell us how you will do this

On entry to theatre, a sign advising "if feeling unwell" is displayed. Each person entering is asked by the COVID Marshall or staff assisting how they are feeling and temperature taken if deemed necessary.

Provide staff with information and training on COVID-19 vaccination, including when to get tested, physical distancing, wearing masks and cleaning.

Agree

Yes

Tell us how you will do this

The Production team are trained in our COVID Policy prior to commencing production preparation. They are required to sign a document indicating they have been trained and agree to the conditions as set out.

Front of House staff are trained prior to their first "On Duty" schedule and sign document indicating acceptance.

All staff and crew advise their vaccination status prior to commencing work. At the time of writing, it is a requirement to show vaccination status on entering the theatre.

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.

Agree

Yes

Tell us how you will do this

Service NSW signage is located at each entry to the theatre advising requirements of entry. These include showing vaccination status, mandatory mask wearing, requirements to stay away if feeling unwell, hand sanitising and QR code registration. Social distancing recommendations and other signage as required.

COVID Marshall monitors all entry including staff and crew where necessary.

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, customers and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at:

<https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Agree

Yes

Tell us how you will do this

As above, all appropriate signage is displayed and staff advised of requirements. Patrons are monitored for compliance on entry to the theatre. All advertising material on our website clearly states requirements for purchase of tickets and entry to the theatre.

People aged under 16 who are not fully vaccinated must be accompanied by a fully vaccinated member of their household.

Note: This does not apply to a person aged under 16 who is on the premises to carry out work.
Agree

Yes

Tell us how you will do this

This condition is monitored by the COVID Marshall and box office staff on entry. The first occasion of public entry to the theatre will occur in March 2022.

Physical distancing

Capacity at an entertainment facility must not exceed 1 person per 4 square metres in the premises, or 75% of fixed seating capacity of the facility.

Agree

Yes

Tell us how you will do this

First ticket sales occur from 1 December 2021 for the first performances in March 2022. Bookings are taken as per the Service NSW and Health Regulations in place at that time.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**

- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

Ticket sales are made online. Physical distancing is maintained outside the theatre, little queuing (if any) occurs inside the theatre. Patrons are shown directly to their seats.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

All staff are instructed to monitor entry and exit points to ensure gatherings do not occur. Entry and exit of theatre is controlled by staff.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Agree

Yes

Tell us how you will do this

COVID Marshall is on duty at the end of performances to monitor outside gatherings.

All patrons must be assigned to specific seats and, as far as is reasonably practicable, remain seated.

Singing by audiences is not allowed in indoor areas.

Agree

Yes

Tell us how you will do this

Entry is by allocated ticketed seating only and the nature of the performance does not include audience singing or participation.

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

The theatre has cross ventilation and is open prior to audience entry. Air condition is available throughout the theatre during performance time. Mask wearing is mandatory during access to the theatre.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Outdoor areas are used at the beginning, interval and on exiting the theatre.

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

Doors are opened during all non-performance time when patrons are in the theatre.

In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Agree

Yes

Tell us how you will do this

Regularly serviced air conditioning plant is maintained at optimal performance.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

Regularly serviced air conditioning plant.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

Air conditioning is maintained on a contractual basis.

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

Signage at all entries, Covid Marshall monitors mask wearing in the theatre.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the facility.

Agree

Yes

Tell us how you will do this

Hand sanitisers are located at all entry points and near wash room exits and entrances.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Agree

Yes

Tell us how you will do this

Front of House staff monitor and maintain bathrooms facilities during performances. Contract cleaners are engaged for other times.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

Agree

Yes

Tell us how you will do this

Surface cleaning is done prior to, during and after all use of the theatre.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, customers and contractors.

Agree

Yes

Tell us how you will do this

QR Codes are located at all entry points to the theatre. QR Concierge is located at Box office with electronic recording. TryBooking lists of patron attendances is also available when necessary.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m

physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

Staff are instructed on how to check for green tick confirmation and instructed how to manage patrons not complying.

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

If all electronic recording is unavailable, a paper based system is provided and kept for 28 days.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes