



## COVID SAFE PLAN – Template

Version 5.0

For the Performing Arts Sector in Victoria

Victorian Association of Performing Arts Centres

Last updated February 24, 2022.

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### What is a COVID Safe Plan?

A COVIDSafe Plan is a unique and comprehensive plan that is venue and activity specific. It is a legal requirement that your venue has an operational COVIDSafe Plan, and it is an important part of your occupational health and safety obligations which is required under the Victorian Government's Pandemic Orders.

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

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

A site specific COVIDSafe Plan allows venues and event managers to identify how to manage the risk of COVID-19 transmission in the way that makes the most sense for their site and operational model.

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

### Is your workplace COVIDSafe?

Your business must:

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

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

## Do your workers know your COVIDSafe Plan?

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

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## How to Use this Template

- To assist you in completing the details of your COVIDSafe Plan refer to Industry Resources linked and listed in the Template itself.
  - Specific *Performing Arts Sector Guidance* is available at: <https://www.coronavirus.vic.gov.au/arts-and-live-performances-sector-guidance>
  - Text in the '*How will you do this? Actions*' column is included as suggested starting points for you to address. This section requires your detailed input, as does '*Who is Responsible? Resources?*'.
  - The Template includes both **Requirements**, and **Recommendations**. These are colour coded to be clearly delineated as to what is mandated, and what is recommended good practice.
  - If your internal risk assessment identifies any template 'requirements' as 'Not Applicable' to your venue or event due to size, structure or otherwise, mark the Action as 'N/A'.
  - If your risk assessment identifies areas of action that your venue requires that are not covered by this template, add lines, columns or tables as needed.
  - If your COVIDSafe Plan refers to other venue or Local Government policy or process documents, identify the documents in your Plan and attach them to the final document.
  - Ensure that you have a process for reviewing and updating your COVIDSafe Plan regularly – it must be revised to meet up-to-date requirements and regulations.
  - Review and sign off on your Plan. It is a risk management tool that should be internally approved and then made available to all Staff and third-party contractors, hirers and touring personnel.
  - **NOTE:** This COVIDSafe Template does not cover broader operational areas relevant to managing a venue during the COVID-19 pandemic, such as: Communications, Contracts or details on Ticketing terms and conditions. These are areas your venue should also address, and they have been addressed in previous 'VAPAC Safe Opening Guidelines', but they are not essential to a COVIDSafe Plan.
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## Considerations

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

## Compliance and Enforcement – Authorised Officers

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

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

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### About

**VERSION 5**

**February 24, 2022.**

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

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

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

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

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## VENUE & ORGANISATION DETAILS

Organisation Name / Council	
Venue/s Name	
ABN / ACN	
QR Code/s for this site	
Venue Manager/ Coordinator	
Contact Details / phone	
Site Address	
COVID Safe Compliance Coordinator	
Contact Details	
Local Government Area/ Location	
Council Manager / Board Chairperson	
Date & Version Number	

### 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 COVIDSafe Plan.

### Approval of COVIDSafe Plan

Employer acknowledgement of responsibilities and obligations under the Pandemic Workplace Order.

Approved by - Name	
Role	
Signature	
Date	

### Updates to COVIDSafe Plan

Reviewed by	
Approved by	
Signature	
Date	

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

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

REQUIREMENTS	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
<p><b>Prepare for how you will manage a confirmed case in an employee, touring party or other workers at your venue.</b></p> <p>Review:  <a href="https://coronavirus.vic.gov.au/case-workplace">coronavirus.vic.gov.au/case-workplace</a>                      for the latest information, protocols advice and resources to help you manage the situation.</p>	<ul style="list-style-type: none"> <li>- Ensure your workers know to get tested and isolate at the first sign of symptoms.</li> <li>- Nominate the team person responsible for identifying workplace contacts</li> <li>- Nominate the person and process for notifying workplace contacts and advising follow up actions.</li> <li>- Are there internal OHS reps or other personnel / managers to be notified?</li> <li>- Nominate the person to document the process.</li> </ul>	<p>Name of Person /s</p> <p>Processes.</p> <p>NOTES ON PROCESS</p> <p>If a worker who has tested positive for COVID-19 and worked indoors in the work premises during their infectious period, they must inform their workplace as soon as possible.</p> <p>Once employers are aware of a case of COVID-19 at the workplace, they must:</p> <ol style="list-style-type: none"> <li>1. Direct the worker to return home and self-isolate for 7 days after the date they were tested (if they are on site), even if they don't have symptoms. If the worker is unable to return home immediately, direct the worker to isolate themselves at the workplace and, while doing so, to wear a face mask and remain at least 1.5 metres from any other person.</li> <li>2. Identify workplace contacts. A workplace contact is an employee (or contractor) who has been:</li> </ol>

		<ul style="list-style-type: none"> <li>• face-to-face (&lt;1.5m) for more than 15 minutes (total in one day) with a confirmed or probable case OR</li> <li>• in a small indoor space (&lt;100m<sup>2</sup>) for more than 2 hours (total in one day) with a confirmed or probable case</li> </ul> <p>3. Contact the workplace contacts and inform them that they may have been exposed to COVID-19 and inform them that they must use a rapid antigen test (or a PCR test if they can't access a rapid antigen test) if they have symptoms, and recommend they use rapid antigen tests daily for 5 days if they don't have symptoms.</p> <p>4. Inform all workers (including health and safety representatives) to be vigilant about the onset of COVID-19 symptoms and advise all workers to use a rapid antigen test (or a PCR test if they can't access a rapid antigen test) if they have symptoms.</p> <p>5. Put in place appropriate control and/or risk management measures to reduce the risk of spreading COVID-19 at the workplace. For example, increase the use and enforcement of PPE (such as face masks) and physical distancing.</p> <p><a href="https://coronavirus.vic.gov.au/case-workplace">coronavirus.vic.gov.au/case-workplace</a></p>
<p>Prepare to notify the Department of Health – Only if Required.</p>	<ul style="list-style-type: none"> <li>- If there has been <b>5 or more cases</b> within your workplace <b>within a 7-day period</b>, you are required to notify the department via the COVID-19 outbreak notification form.</li> <li>- <a href="https://www.coronavirus.vic.gov.au/covid-outbreak-notification-form">https://www.coronavirus.vic.gov.au/covid-outbreak-notification-form</a></li> <li>- Establish a daily venue register of all working personnel on site, including visitors, crew, touring parties. Register will include date, time in and time out and contact details.</li> </ul>	<p><b>Name of Person</b></p> <p>Ensure all worker / volunteer / crew contact details are up to date and accessible.</p> <p>NOTES: You only need to identify and notify workplace contacts. Cases are required to notify their close contacts and other individuals they may have been in contact with while they have been infectious. In most cases, businesses can self-manage the exposure by following the guidance provided.</p>

	<ul style="list-style-type: none"> <li>- These records will be accessible readily and will be used to provide the Department of Health with information if necessary.</li> <li>- The person to first contact the Department of Health and notify the actions taken is <b>name of person</b></li> </ul>	<p>Businesses may be contacted by the Department or Local Public Health Unit if an outbreak is identified. In these situations, they will provide you with special advice that you must follow</p>
<p><b>Prepare to undertake any necessary cleaning and disinfection at your venue</b></p>	<p>You are not required to deep clean your place of business / venue but must follow routine cleaning to prevent the spread of COVID-19 in the workplace.</p> <p>Nominate the person responsible for COVIDSafe Cleaning practices on a daily basis.</p>	<p><b>Name of Person</b></p> <p>For cleaning guidance visit:  <a href="https://www.health.vic.gov.au/coronavirus-cleaning-guidelines-for-workplaces-doc">https://www.health.vic.gov.au/coronavirus-cleaning-guidelines-for-workplaces-doc</a></p>
<p><b>Confirm the process that ensures any impacted workers can return to work safely.</b></p>	<ul style="list-style-type: none"> <li>- Establish a process for confirming a worker is able to safely return to the workplace.</li> <li>- Who is responsible for this process?</li> </ul>	<p><b>Name of Person</b></p> <p><b>Notes</b>            Anyone who has tested positive for COVID-19 must self-isolate for 7 days after the date they got tested. Workers can return to work once they have completed their 7-day self-isolation</p> <p>Workplace contacts who had symptoms can return to work if they return a negative result from a rapid antigen test (or a PCR test if they cannot access a rapid antigen test). They are recommended to stay home until their symptoms have resolved.</p> <p>Workplace contacts without symptoms can continue to work but are recommended to do a rapid antigen test each day for 5 days. If they develop symptoms and unable to access rapid antigen tests, they should get a PCR test.</p> <p>Visit: <a href="https://www.coronavirus.vic.gov.au/case-workplace">https://www.coronavirus.vic.gov.au/case-workplace</a></p>

<p><b>Record Keeping – Workers</b></p>	<ul style="list-style-type: none"> <li>- Be able to trace people who have entered your venue – workers, volunteers, performers, touring personnel, third party contractors</li> <li>- Register will include date, time in and time out and contact details.</li> <li>- Records will be kept for a rolling 28 days, and then destroyed in compliance with privacy.</li> <li>- Provide information on protocols for collecting and storing information</li> <li>- who keeps records up to date?</li> </ul>	<p><b>Name of Person</b></p> <p>In addition to records on worker vaccination information, businesses are required to maintain detailed records of worker attendance, areas of work and contact details</p> <p><a href="https://coronavirus.vic.gov.au/covidsafe-workplaces">coronavirus.vic.gov.au/covidsafe-workplaces</a></p>
<p style="text-align: center;"><b>RECOMMENDED</b></p> <p><b>Develop a business contingency plan to manage any outbreaks.</b></p>	<ul style="list-style-type: none"> <li>- Prepare for absenteeism of staff members required to quarantine or isolate</li> <li>- Describe key dependencies (e.g. third party providers)</li> <li>- Describe how you will continue to deliver essential services</li> <li>- What contingencies do you have in place?</li> </ul>	<p><b>Name of Person</b></p>

## 2. ENSURE WORKERS ONSITE ARE FULLY VACCINATED AS REQUIRED

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

REQUIREMENTS	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
Develop a process to check the vaccination status of all workers.	<ul style="list-style-type: none"> <li>- Who will check the vaccination status?</li> <li>- How will you manage the records of vaccination status? Ensure you Document this process</li> <li>- If you operate multiple venues/ sites, how will these records be managed, and by whom?</li> </ul>	<p>Name of Person</p> <p>Visit <a href="https://coronavirus.vic.gov.au/worker-vaccination-requirements">coronavirus.vic.gov.au/worker-vaccination-requirements</a> for the latest information and advice.</p>

## 3. ENSURE PATRONS CHECK-IN AND ARE FULLY VACCINATED AS REQUIRED

- Patrons attending premises in the ‘Vaccinated Economy’ sectors must provide evidence they are vaccinated.
- You must sight and record the vaccination certificate for all patrons.

REQUIREMENTS	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
Develop a process to check the vaccination status of all patrons.	<ul style="list-style-type: none"> <li>- The entertainment/ theatre sector is required to ensure that all patrons / customers over the age of 18 are fully vaccinated against COVID-19 or have a valid medical exemption</li> </ul>	<p>Name of Person</p>

<p><b>Utilise a COVID Check-In Marshal at all public entrances to your venues.</b></p>	<ul style="list-style-type: none"> <li>- Nominate the person/s responsible for putting in place the QR code, scanning and check-in system to ensure compliance.</li> <li>- Ensure your venue has a COVID Check-in Marshal at all publicly accessible entrances to your venue.</li> </ul>	<p>Visit <a href="https://www.coronavirus.vic.gov.au/checking-customers-vaccination-status">https://www.coronavirus.vic.gov.au/checking-customers-vaccination-status</a> for the latest information and advice.</p> <p>COVID Check-In Marshal information: <a href="https://www.coronavirus.vic.gov.au/covid-check-in-marshals">https://www.coronavirus.vic.gov.au/covid-check-in-marshals</a></p>
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## 4. WEAR A FACE MASK / COVERING

REQUIREMENTS	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
<p><b>Ensure all workers, performers and crew attending the Venue wear a fitted face covering <i>when and as required</i>.</b></p> <p>Monitor for regulation changes that may require Patrons to wear masks indoors/ outdoors and take appropriate action.</p> <p>Unless Lawful exemption applies.</p>	<ul style="list-style-type: none"> <li>- Stay up to date with current mask wearing regulations.</li> <li>- Update your COVIDSafe Plan and Protocols accordingly as regulations changes.</li> <li>- Nominate the person responsible for monitoring and compliance.</li> <li>- Do workers know the face mask requirements for your business?</li> <li>- If required, who will provide face masks to workers? Process?</li> <li>- Are face mask posters required to be displayed? Where?</li> <li>- <b>As at February 26, 2022:</b> face masks are no longer required for entertainment venue patrons, performers or workers, except for events of over 30,000 people.</li> </ul>	<p><b>Name of Person</b></p> <p>For current regulations and information see:</p> <p><a href="https://www.coronavirus.vic.gov.au/face-masks-when-wear-face-mask">https://www.coronavirus.vic.gov.au/face-masks-when-wear-face-mask</a></p> <p><a href="https://www.coronavirus.vic.gov.au/signs-posters-and-templates">https://www.coronavirus.vic.gov.au/signs-posters-and-templates</a></p>

	<ul style="list-style-type: none"> <li>- It is <i>recommended</i> that customer facing staff continue to wear face masks, and in situations where you can't physically distance.</li> <li>- In settings where face masks are required, businesses and venues must display face mask posters at each public entrance</li> </ul>	
<p><b>Recommended Face Mask Guidance</b></p>	<p>It is recommended you provide training, instruction and guidance on how to correctly fit, use and dispose of Personal Protective Equipment (PPE) if it is required</p> <p>Do your workers understand the risk of airborne transmission?</p>	<p>Name of Person</p>

<p><b>5. PRACTICE GOOD HYGIENE &amp; CLEANING</b></p>		
<p><b>REQUIREMENTS</b></p>	<p><b>HOW WILL YOU DO THIS? ACTIONS</b></p>	<p><b>WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?</b></p>
<p><b>Document &amp; Adopt Good Hygiene Practices – Staff &amp; Patrons</b></p>	<p>Shared and public spaces should be regularly cleaned to reduce the risk of COVID-19 infection.</p> <ul style="list-style-type: none"> <li>- Create an all of venue specific check list itemising all key surfaces needing regular cleaning.</li> <li>- Identify which products are required for cleaning.</li> <li>- Frequently touched surfaces should be cleaned with both detergent and disinfectant more regularly, as required and as documented. Eg. shared work equipment, controls, bathroom.</li> <li>- Every venue clean should be documented by those performing the clean, utilising the Cleaning Check List. Dated.</li> <li>- Dispose of disposable cleaning products and items safely</li> </ul>	<p>Name of Person</p> <p><a href="https://www.health.vic.gov.au/covid-19-infection-control-guidelines">https://www.health.vic.gov.au/covid-19-infection-control-guidelines</a></p>

	<ul style="list-style-type: none"> <li>- Document PPE required for Cleaning. (Gloves, masks)</li> <li>- Monitor supplies of cleaning products and restock as needed.</li> </ul>	
Provide and promote hand sanitiser for workers and patrons at all key points of facility and entrance/ exit.	<p>Ensure hand sanitiser is stocked, working.</p> <p>Ensure Bathroom well stocked with supplies of hand soap and paper towels</p>	Name of Person
<p><b>RECOMMENDATION</b></p> <p>Replace high-touch communal items with alternatives</p>	<ul style="list-style-type: none"> <li>- Review how shared items such as staff kitchen items can become non-shared. For example, mugs, plates, condiments, coffee. May include some disposable items. Update utensils, equipment, supplies as necessary to achieve reduced sharing.</li> <li>- 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.</li> <li>- All staff to be provided with their own identified equipment</li> <li>- If equipment / workstation must be shared, it will be cleaned after each user, by the person completing their use of it.</li> </ul>	Name of Person

## 6. PRACTICE PHYSICAL DISTANCING

REQUIREMENTS	ACTIONS TO ACHIEVE	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
Government Regulated capacity & distancing compliance.	<ul style="list-style-type: none"> <li>- Ensure venue capacity plan complies with latest State Government regulations</li> <li>- Are there any limits on the number of patrons or workers currently in force for our sector?</li> <li>- If there are, document how your venue will manage restricting capacity.</li> <li>- For example, signage, floor decals and staff training.</li> </ul>	<p>Name of Person</p> <p><a href="https://www.health.vic.gov.au/covid-19/pandemic-order-register">https://www.health.vic.gov.au/covid-19/pandemic-order-register</a></p>

	<ul style="list-style-type: none"> <li>- If regulated, document Venue Capacity for each area based on square metre density regulation and 1.5m physical distancing.</li> <li>- Document total venue capacity if necessary.</li> <li>- Who is responsible?</li> </ul>	
<p><b>RECOMMENDATIONS</b></p> <p>Physical distancing of 1.5 metres recommended as much as possible.</p>	<ul style="list-style-type: none"> <li>- Document how your venue will practise physical distancing and reduce crowding in small spaces and entrances, where practicable.</li> <li>- Display signs to encourage distancing, and place floor decals to delineate the extent of entry by visitors</li> </ul>	<p>Name of Person</p> <p><a href="https://www.coronavirus.vic.gov.au/covidsafe-workplaces">https://www.coronavirus.vic.gov.au/covidsafe-workplaces</a></p>
<p>Venue Ingress/ Egress</p>	<ul style="list-style-type: none"> <li>- Plan to reduce crowding and promote physical distancing</li> <li>- Circulation of patrons in public areas – separate entrance/ exit</li> <li>- Manage queueing and utilise markers, rope areas, barriers and signage for distance compliance.</li> <li>- Manage hygiene – hand sanitiser and etc.</li> </ul>	<p>Name of Person</p>
<p>Foyers &amp; Common Areas, Box Office</p>	<ul style="list-style-type: none"> <li>- Plan to reduce crowding and promote physical distancing</li> <li>- Strategies to reduce crowding during pre-show, interval, post-show</li> <li>- Manage restrooms. Document capacity. Limitation management.</li> </ul>	<p>Name of Person</p>
<p>Ticketing &amp; Box Office. Managing COVIDSafe Practices.</p>	<ul style="list-style-type: none"> <li>- Contactless Ticketing</li> <li>- Update Advice, Terms and Conditions as appropriate re COVID-19.</li> <li>- Provide patrons with essential venue information including updated health and hygiene controls and conditions of venue entry at point of ticket purchase.</li> <li>- Exchanges &amp; Refunds: Update policies so unwell patrons do not attend</li> </ul>	<p>Name of Person</p>
<p>Back of House – All Areas</p>	<ul style="list-style-type: none"> <li>- Where 1.5m physical distancing cannot be safely maintained implement control measures and Safe Work practices.</li> <li>- Create contactless deliveries</li> </ul>	<p>Name of Person</p>

<p><b>Performers inc Musicians</b></p>	<ul style="list-style-type: none"> <li>- Ensure compliance with any changeable regulations regarding distance between performers and to workers.</li> <li>- Other musicians and performers should maintain a physical distance of 1.5 metres where possible</li> <li>- Where physical distancing is not possible, including with staff who work backstage with performers, limit the duration of close contact.</li> </ul>	<p>Name of Person</p>
<p><b>Food &amp; Beverage. Third Party suppliers</b></p>	<ul style="list-style-type: none"> <li>- Review and comply with Hospitality Industry Guidelines</li> <li>- Review COVID Safe plans for any 3<sup>rd</sup> Party contractor/ suppliers/ operators</li> <li>- Consider queuing, PPE, contactless, pre-packaged and etc.</li> </ul>	<p>Name of Person</p>

## 7: BACK OF HOUSE & TECH/ PRODUCTION

RECOMMENDED	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
<p>Where possible try and practice Physical Distancing Back of House</p>	<p>Document what is required/ regulated for your venue.</p>	
<p><b>Third-Party Venue Users: Hirers, Touring</b></p>	<ul style="list-style-type: none"> <li>- Provide Touring Parties/ Hirers with a copy of Venue’s COVID Safe Plan, prior to their arrival.</li> <li>- Receive documented signoff agreement to your plan.</li> <li>- Review COVID Safe plans for any 3<sup>rd</sup> Party hirers and tour production companies.</li> <li>- Induction process for other crew/ touring parties coming into your venue.</li> <li>- COVID Safe Toolbox chat check list</li> </ul>	<p>Name of Person</p>

<p><b>Back of House access &amp; spaces</b></p>	<ul style="list-style-type: none"> <li>- On-site attendance and vaccination record check-ins – Staff and Touring parties including Performers.</li> <li>- Room capacity limits if required – dressing rooms, green room and etc</li> <li>- Distancing measures including decals and signage where appropriate</li> <li>- One set of occupants per venue hire or space if this is your risk reduction policy.</li> </ul>	<p>Name of Person</p>
<p><b>On-Stage</b></p>	<ul style="list-style-type: none"> <li>- Develop, communicate and manage clear limits to the number of personnel allowed on stage at any one time (if appropriate) – or any other protocols or procedures to limit worker / touring party / performer contact for example.</li> <li>- Are there any current Government Regulations in place for Choirs, Singers or Wind instrument players? Ensure compliance.</li> <li>- Review COVID Safe plan of performers / producers / hirers in your venue re performer controls and distancing.</li> <li>- Increase frequency of cleaning of rehearsal and performance areas</li> </ul>	<p>Name of Person</p>
<p><b>Equipment and Props</b></p>	<ul style="list-style-type: none"> <li>- Establish practical, safe equipment protocols and training.</li> <li>- Sanitise all high-risk equipment before / after each use with an alcohol-based disinfectant.</li> <li>- Consider a colour coded system on equipment to identify when it has been cleaned and is ready for next use.</li> <li>- Request artists provide their own microphone / headsets for hand-held or close use.</li> <li>- If crew must fit equipment to performers provide PPE.</li> </ul>	<p>Name of Person</p>

8: AVOID INTERACTIONS IN ENCLOSED SPACES – IMPROVE AIR QUALITY		
RECOMMENDED	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
<p><b>Avoid enclosed and confined spaces where possible – put in place Controls for unavoidable enclosed spaces.</b></p>	<ul style="list-style-type: none"> <li>- Document which spaces in your venue this applies to: e.g bio box, orchestra pit, tech manager’s office, other admin areas and etc.</li> <li>- How can you limit, reduce or control access and numbers including touring party access</li> <li>- Routinely disinfect and clean these spaces – manage hygiene</li> <li>- Increase fresh air flow where possible</li> <li>- Where possible take meal and coffee breaks outside, rather than in the venue areas.</li> </ul>	<p>Name of Person</p>
<p><b>Where possible improve indoor air quality.</b></p>	<p>Improving indoor air quality can reduce the risk of COVID-19 transmission in the workplace.</p> <p>This can be improved by:</p> <ul style="list-style-type: none"> <li>- opening windows</li> <li>- leaving doors open in hallways and corridors</li> <li>- adjust the settings on heating, ventilation and air conditioning (HVAC) systems or air conditioning units to increase the proportion of outdoor air.</li> <li>- Undertake a review of fresh air and air conditioning circulation for the Venue and maximise fresh air circulation where possible</li> </ul>	<p>Name of Person</p> <p><a href="https://coronavirus.vic.gov.au/ventilation">coronavirus.vic.gov.au/ventilation</a></p>

9. RISK MANAGEMENT		
RECOMMENDED	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
Updated Risk Management Plan / Work, Health and Safety Plans re COVID-19 mitigation.	Review and update your Venue Risk Management and OHS Plans as required, in addition to your COVIDSafe Plan	Name of Person
COVID Response Plan – Communications. Staff & Patrons.	<p>Establish a documented Communication Plan which conveys to your patrons what your venue is doing to ensure that it is a ‘COVIDSafe Venue’ with best practice protocols in place.</p> <p>What your venue is doing to ensure the safety of all patrons attending the venue and its events</p> <p>Include pre-agreed statements should a COVID outbreak be associated with or connected to the Venue or its performances, workers or patrons.</p> <p>Identify and list all stakeholders who need to be told and by who.</p> <ul style="list-style-type: none"> <li>- This may include performers, , production teams, and contractors.</li> </ul>	Name of Person

10: CREATE WORKFORCE BUBBLES WHERE PRACTICAL.		
RECOMMENDED	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
Create Work Force Bubbles	Where appropriate or practical create Workforce Bubbles within your team, including back of house, front of house and production crew.	Name of Person

Ends