

COVIDSafe Plan

Guidance on how to prepare your COVIDSafe plan is available [here](#).

Our COVIDSafe Plan

Business name:	East Gippsland Shire Council
Site location:	Forge Theatre and Arts Hub
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Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing – you must ensure workers and visitors are 1.5 metres apart	
Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘four square metre’ rule .	<p>Occupancy limits will be displayed outside Bathrooms, Dressing Rooms and the McKean Room</p> <p>The Auditorium ticketing will be adjusted to limit the maximum occupancy numbers as applicable by restrictions at any one time</p>
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff and customers.	<p>Barriers installed to control queuing during events / Box Office open times and Merchandise sales</p> <p>Distance markers and/or floor markings installed in queuing areas, bathrooms, and dressing rooms</p>
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> • there is no more than one worker per four square meters of enclosed workspace • workers are spaced at least 1.5m apart • there is no more than one member of the public per four square meters of publicly available space. <p>Also consider installing screens or barriers.</p>	<p>Physical Distancing at the Forge Theatre and Arts Hub</p> <p>The following practices are in place:</p> <ul style="list-style-type: none"> ○ Discouraging intentional physical contact like handshakes ○ Staff and venue users will maintain a 1.5 metre distance from other people ○ Ticket purchasers can only purchase tickets for those within their own household. ○ Theatre patrons may book a seat online but the allocation of seats in the Forge Theatre Auditorium will be undertaken by the Ticketing and Administration Officer and/or venue management staff only. ○ Seat allocation will comply with venue capacity and physical distancing requirements and subsequently amended if and as required ○ McKean Room, Dressing Rooms and Bathroom facilities comply with capacity limits and subsequently amended if and as required <p>Promoted through:</p> <ul style="list-style-type: none"> • Emails / Workplace • Posters in work & public areas • Team meetings • Venue Entry signage

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	<ul style="list-style-type: none"> • <i>Foyer Announcements</i> • <i>Ticketing Terms & Conditions</i> • <i>Possible re-opening video</i> <ul style="list-style-type: none"> ○ <i>Barriers installed to control queuing during events / Box Office open times and Merchandise sales in the foyer</i> ○ <i>Distance markers installed in queuing areas, bathrooms, and dressing rooms</i> ○ <i>Auditorium patron entry & exit adjusted & monitored to manage the physical distancing requirements.</i> ○ <i>No Event Door Sales unless auditorium physical distancing can be adequately managed</i> ○ <i>Middle stall in the Forge Theatre foyer Female Toilets will be closed off</i> ○ <i>One stall in Forge Theatre Male Toilets will be closed off</i> ○ <i>As the Forge Theatre Operations Officer and Arts & Culture Coordinator share an office, the Arts & Culture Coordinator will continue working from home and only attend the Forge Theatre and Arts Hub on the days the Forge Theatre Operations Officer does not work. The Forge Theatre Operations Officer will, however, continue to work from home until Council requires the role to work from the Forge Theatre office.</i> <p><i>It is noted that the Forge Theatre and Arts Hub Manager, Ticketing and Administration Officer and Theatre Technician have individual offices located at the Forge Theatre, but will continue working from home until Council requires them to work from their offices again</i></p>
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<p><i>Workstations at the Forge are already compliant providing the Forge Theatre Operations Officer and Arts & Culture Coordinator do not occupy their office at the same time.</i></p>
<p>Minimise the build-up of workers waiting to enter and exit the workplace.</p>	<p><i>Not applicable as there are only 5 permanent Forge Theatre staff working from site who all have different work schedules</i></p>
<p>Reduce worker levels onsite in accordance with restriction level. Example: if you can work from home you must work from home</p>	<p><i>All Forge Theatre and Arts Hub staff are working from home until restrictions allow them to return to working from their offices in the venue. The venue re-opening date is yet to be announced.</i></p>
<p>If industry is classified as restricted or heavily restricted have no car-pooling.</p>	<p><i>In the event that a staff member may require use of a pool vehicle: Two up protocol in place in Council vehicles, on the basis that masks must be worn by driver and passenger for the duration of the journey as well as other hygiene requirements must be followed such as wipe down on entry and wipe down on exiting the vehicle with appropriate cleaning products; passenger to be diagonally placed across from the driver; windows to be down.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p><i>Staff have been provided with clear advice to strictly follow physical distancing requirements. Work activities have been modified to ensure the minimum amount of staff have any contact with each other and the public.</i></p> <p><i>Signage around all Council workplaces displaying 'how to' comply with physical distancing.</i></p> <p><i>Weekly reminders through the Staff COVID-19 Newsletter. The importance and efficacy of social distancing at all times is always highlighted in this messaging.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Face masks – Wear a face covering	
<p>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own</p>	<p><i>Supplies of face covering (fitted face masks) and required PPE is available at this site for staff to use.</i></p> <p><i>Visual reminders are placed throughout the building.</i></p> <p><i>All staff entering the building are required to wear a face covering and keep it in place at all times unless a lawful exception applies or at times when it is impractical for them to do so (e.g. when eating, drinking, or dealing with a person who has communication difficulties).</i></p>
<p>Identify other measures in place to for additional protection. Example: screens or barriers.</p>	<p><i>Install Sneeze Guard at Box Office window</i></p> <p><i>If practical, install Sneeze Guard at Bar service counter</i></p> <p><i>Barriers installed to control queuing during events / Box Office open times and Merchandise sales</i></p>
<p>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<p><i>How to use face coverings and PPE video provided to staff and available on our Intranet site.</i></p> <p><i>A Safe Operating Procedure (SOP) has also been created for wearing face masks correctly (including washing for reusable masks and disposal of single use masks).</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene – Practise good hygiene	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p><i>Contract cleaners and Event Front of House and Technical staff are trained and equipped to provide the required level of cleaning in a safe manner.</i></p> <p><i>Contract cleaners and Event Front of House and Technical staff are trained in the required record keeping processes.</i></p> <p><i>Contract cleaners and event Staff complete cleaning check lists which detail:</i></p> <ul style="list-style-type: none"> • <i>Area/item cleaned</i> • <i>Method used</i> • <i>Date or Time of clean (as applicable)</i> • <i>By whom</i> <p><i>Contract cleaners and Event Front of House and Technical staff are trained in the safe use and disposal of PPE</i></p> <p><i>Adequate supplies of PPE are available</i></p> <p><i>Check lists are regularly monitored to ensure level of required cleaning is being provided.</i></p> <p><i>Completed check lists are easily accessible by the COVID Safe Response Team and Venue Management</i></p>

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<p>Identify which products are used for thorough cleaning. Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>Adequate supplies of the following are provided by Contract Cleaners for the purpose of Venue Contract Cleaning, and by the Venue for the purpose of equipment etc. cleaning</i></p> <ul style="list-style-type: none"> • <i>PPE:</i> <ul style="list-style-type: none"> ○ <i>Gloves</i> ○ <i>Eye protection</i> • <i>Cleaning Supplies:</i> <ul style="list-style-type: none"> ○ <i>Detergents</i> ○ <i>Sanitizers</i> ○ <i>Wipes</i> ○ <i>Buckets</i> ○ <i>Cloths</i>
<p>Replace high touch communal items with hygienic alternatives, for example single use or contactless options where possible to do so. Replace high-touch communal items with alternatives.</p>	<p><i>Hand towel dispenser to be purchased and installed in the Forge Theatre Kitchen area to replace shared hand towel.</i></p> <p><i>Equipment and items used by the Permanent, casual Front of House & Technical staff during events have been identified and documented cleaning procedures developed.</i></p> <p><i>Procedures include:</i></p> <ul style="list-style-type: none"> • <i>List of areas and high touch surfaces that require cleaning</i> • <i>How to safely clean items</i> • <i>Process for documenting when cleaning of surface/area was completed, and the process used</i> • <i>The process for safe disposal of used cleaning supplies</i>
<p>Provide and keep records of cleaning logs. To identify when cleaning has been performed.</p>	<p><i>Contract cleaners and Event Front of House and Technical staff are trained and equipped to provide the required level of cleaning in a safe manner.</i></p> <p><i>Contract cleaners and Event Front of House and Technical staff are trained in the required record keeping processes.</i></p> <p><i>Contract cleaners and event Staff complete cleaning check lists which detail:</i></p> <ul style="list-style-type: none"> • <i>Area/item cleaned</i> • <i>Method used</i> • <i>Date or Time of clean (as applicable)</i> • <i>By whom</i> <p><i>Check lists are regularly monitored to ensure level of required cleaning is being provided.</i></p> <p><i>Completed check lists are easily accessible by the COVID Safe Response Team and Venue Management</i></p>
<p>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</p>	<p><i>Promotion of COVID Safe Handwashing procedures:</i></p> <p><i>Wash with soap and water for at least 20 seconds or use an alcohol-based hand sanitiser. Promoted through:</i></p> <ul style="list-style-type: none"> • <i>Emails / Workplace</i> • <i>Posters in work and public areas</i> • <i>Team meetings</i> • <i>Venue Entry signage</i> • <i>Venue Ticketing</i> • <i>Communication with venue hirers and production companies</i> • <i>Possible re-opening video</i> <p><i>Hand washing facilities at Forge Theatre and Arts Hub kept are well stocked with soap and paper towels.</i></p> <p><i>The COVID Safe Plan for Café Culture & Spokes venues to be reviewed and discussed with venue if don't align with DHHS requirements</i></p> <p><i>Alcohol-based hand sanitiser provided for staff working events</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
	<p><i>Alcohol-based hand sanitiser dispensers provided in artist dressing room facilities at all venues</i></p> <p><i>Hand sanitiser stations provided at all venue entry and exit points</i></p>
<p>Provide and promote hand sanitiser and good hygiene for use by customers on entry to businesses.</p>	<p>Promotion of COVID Safe Handwashing procedures: <i>Wash with soap and water for at least 20 seconds or use an alcohol-based hand sanitiser. Promoted through:</i></p> <ul style="list-style-type: none"> • <i>Emails / Workplace</i> • <i>Posters in work and public areas</i> • <i>Team meetings</i> • <i>Venue Entry signage</i> • <i>Venue Ticketing</i> • <i>Communication with venue hirers and production companies</i> • <i>Possible re-opening video</i> <p><i>Hand washing facilities at Forge Theatre and Arts Hub kept are well stocked with soap and paper towels.</i></p> <p><i>The COVID Safe Plan for Café Culture & Spokes venues to be reviewed and discussed with venue if don't align with DHHS requirements</i></p> <p><i>Alcohol-based hand sanitiser provided for staff working events</i></p> <p><i>Alcohol-based hand sanitiser dispensers provided in artist dressing room facilities at all venues</i></p> <p><i>Hand sanitiser stations provided at all venue entry and exit points</i></p>
<p>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<p><i>How to use face coverings and PPE video provided to staff and available on our Intranet site.</i></p> <p><i>A Safe Operating Procedure (SOP) has also been created for wearing face masks correctly (including washing for reusable masks and disposal of single use masks).</i></p>

Guidance	Action to ensure effective record keeping
Record keeping	
<p>Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<p>Contact information for all Staff, Visitors, Cast & Production Personnel and Ticket Holders collected</p> <p><i>Staff, Visitors, Cast & Production Personnel enter their name & telephone contact number into a Register (written or QR code) before entering the venue</i></p> <p><i>Ticket purchasers provide the details of each ticket holder at time of purchase</i></p> <p><i>All venue users and staff encouraged to download the COVID Safe App</i></p> <p><i>Promoted through:</i></p> <ul style="list-style-type: none"> • <i>Contract Documents</i> • <i>Email communications</i> • <i>Venue signage</i> • <i>Ticketing information</i> <p><i>Register can be completed via contactless QR Code or with pen & paper</i></p> <p><i>Written register and QR code details available at all venue entry points</i></p> <p><i>Both online and paper-based register is easily accessible by Management and FOH & Technical Staff</i></p> <p><i>Relevant staff are trained in how to access the online Register</i></p> <p><i>Ticketing and Administration Officer monitors ticket purchases to ensure compliance with contact information conditions</i></p>

Guidance	Action to ensure effective record keeping
	<p><i>FOH & Technical Staff monitors register to ensure compliance by all visitors, cast and production personnel etc.</i></p> <p>Dance School and Community Group venue hirers/users (including film recordings)</p> <p><i>Users/Hirers provide venue with list of those attending</i></p> <p><i>Parents of students encouraged to drop off outside venue</i></p> <p><i>Numbers of people backstage and in the dressing-rooms are limited to no more than necessary and in compliance with restrictions</i></p> <p><i>Parents remaining at the venue for more than 15 minutes required to complete Visitor Register & Health Declaration</i></p> <p><i>Promoted through:</i></p> <ul style="list-style-type: none"> • <i>Contract Documents</i> • <i>Email communications</i> • <i>Venue signage</i> <p><i>Requirements form part of venue hire/use contract</i></p> <p><i>Venue hirer/user to provide documentation before they or any of their personnel, volunteers, students or cast etc. are given permission to enter the venue</i></p>
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<i>As per East Gippsland Shire Council response plan</i>
If industry is classified as restricted or heavily restricted have staff and visitors declare they are free of symptoms before entering the building.	<i>Indoor Entertainment venues are not classified as restricted and therefore audience members are not required to complete a Health Declaration as such, however it will be a continuing requirement for all staff, cast, and production personnel to complete a Health Declaration prior to entering venue. Health Declaration records will be stored electronically.</i>
Establish a process to record the attendance of workers: Staff training records	<p><i>All staff, audience members, contractors, cast, and production personnel are required to 'check-in' whenever attending the venue. This can be done via:</i></p> <ul style="list-style-type: none"> • <i>QR code</i> • <i>Paper based at the venue (stored electronically)</i>
Establish a process to record the attendance of workers: Staff rosters and working locations	<p><i>All staff, audience members, contractors, cast, and production personnel are required to 'check-in' whenever attending the venue. This can be done via:</i></p> <ul style="list-style-type: none"> • <i>QR code</i> • <i>Paper based at the venue (stored electronically)</i>

Guidance	Action to avoid interactions in enclosed spaces
Avoiding interactions in an enclosed space	
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<i>Windows within Forge Theatre and Arts Hub are not able to be opened. Foyer and Auditorium Air Conditioning to be adjusted if possible.</i>
Move as much activity outside as possible. Example: meetings, lunchbreaks	<i>Team meetings will be held online where practicable and in large open spaces when face-to-face meetings are required.</i>

Guidance	Action to create workforce bubbles.
Create workforce bubbles	
Establish a system that ensures staff members are not working across multiple settings/work sites.	<i>Until restrictions ease, staff will only work from home or at the Forge Theatre and Arts Hub venue.</i>
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<i>There are only 5 permanent Forge Theatre staff working from site who all have different work schedules</i>
Communication to workers to get tested and stay home if they become unwell.	<i>Signs have been placed in clear view promoting this aspect, that if you are unwell stay at home and get tested. Communique has been published also on our intranet and in regular communications to staff.</i>
Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.	<i>Staff and Visitors must complete a health declaration prior to entering the venue. Health declaration is available via QR code scan as well as in paper form at venue entrances.</i>
Review delivery protocols to limit contact between delivery drivers and staff.	<i>As per East Gippsland Shire Council response plan</i>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	<i>A specific COVID-19 suspected case response has been prepared as part of 'The Way We Do Business Now' strategy. Council's Business Continuity Plan in place. Plans to react and respond to changes in operating circumstances as a result of the pandemic are in place in respect of individual business units. NOTE: Forge Theatre and Arts Hub is currently closed with staff working from home. A re-opening date has not yet been established.</i>
Prepare to identify close contacts and providing staff and visitor records to support contact tracing.	<i>As detailed in the Record keeping response to 'Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts' item above.</i>
Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.	<i>Forge Theatre and Arts Hub currently closed. No staff working from the site. Cleaning and disinfection prior to reopening will be discussed with Management and Cleaning Contractor.</i>
Prepare for how you will manage a suspected or confirmed case in a worker during work hours.	<i>Appendix 1 of Council's organisational response plan, East Gippsland – The Way We Do Business Now, documents Council's procedure for responding to cases of suspected or confirmed cases of COVID-19.</i>

Guidance	Action to prepare for your response
<p>Prepare to notify workers and site visitors (including close contacts)</p>	<p><i>Appendix 1 of Council's organisational response plan, East Gippsland – The Way We Do Business Now, documents Council's procedure for responding to cases of suspected or confirmed cases of COVID-19.</i></p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p><i>Appendix 1 of Council's organisational response plan, East Gippsland – The Way We Do Business Now, documents Council's procedure for responding to cases of suspected or confirmed cases of COVID-19.</i></p>
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<p><i>Process identified in Council's 'The Way We Do Business Now' COVID-19 Plan in Appendix 1 – Procedure for managing illness during COVID-19 pandemic Step 4.</i></p>

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the workplace.

Signed

Name

Date