

COVID Safe plan

Kingston Arts Pop Up Bar 2021

Our COVID Safe Plan

Business name:	City of Kingston
Site location:	Kingston City Hall 985 Nepean Highway Moorabbin 3189 Kingston Arts Centre 979 Nepean Highway Moorabbin 3189
Contact person:	Vince Healy, Operations Coordinator – Arts and Cultural Services
Contact person phone:	03 9556 4413 – 0418 345 969
Date prepared:	15/12/2020 (Updated 17/02/2021)

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitiser stations for use on entering venue and other locations in the venue/worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	<ul style="list-style-type: none">• Hygiene signage in place at entry and exit points to the red line area.• Hand sanitiser stations in place at entry and exit points to the red line area.• All staff work areas (Container Bar & Café) have been provided with cleaning items including hand sanitiser, disposable gloves, disinfectant wipes and masks.• Hand sanitiser station in place at various locations throughout the red line area.• All staff have been provided with written guidance via email on hand sanitising and good hygiene practices.• Hygiene posters have been placed in all bathrooms, container bar, café, kitchen and green room areas for performers.• Adequate supplies of soap and paper towels will be maintained at all times.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none">• Automatic doors to the ground floor area of Kingston City Hall will be left on open to enhance airflow to that space.• Air Handling Contractor has reviewed air handling to ensure that as far as practicably possible enhanced air flow is achieved.
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.	<ul style="list-style-type: none">• All staff are required to wear a mask when they are at work or not at home performing work activities. This includes when staff are in a Council workplace.• Disposable masks are accessible at the workplace. Cloth masks made to DHHS specification have been allocated to all staff.• Rubbish bins available to dispose of masks when required• Staff are monitored by Managers, Team Leaders, Supervisors and Coordinators to ensure that mandatory practices are being adhered to.• Disposable gloves are accessible at the workplace for cleaning and other required tasks.• Disinfectant wipes are available for staff to clean down the working surface areas of the container bar and cafe at the commencement and conclusion of their shifts.

Guidance	Action to mitigate the introduction and spread of COVID-19
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).	<ul style="list-style-type: none"> All staff have been provided with written guidance via email and have been advised to familiarise themselves with these instructions for the correct use of masks or face covering. An instructional video has also been shared http://kingintra.kingston.vic.gov.au/News-Info/COVID-19 Surgical masks are for single use. KN95 masks are for single day use. Disposable masks can be disposed of in regular rubbish bins in accordance with DHHS guidance material. Cloth masks are to be washed in accordance with manufacturer's instructions outlined on the manufacturer's brochure provided with the mask. All staff have been provided with written guidance via email on good hygiene practices. Hygiene posters have been placed in all bathrooms.
Replace high-touch communal items with alternatives.	<ul style="list-style-type: none"> Managers, Team Leaders, Supervisors to eliminate or reduce where possible the use of high-touch communal items.

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	<ul style="list-style-type: none"> Cleaners will be on-site conducting continuous roaming cleaning and disinfecting including common touchpoints. Overnight cleaning program in place.
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> Managers, Team Leaders, Supervisors in control of on-site chemicals and cleaning supplies will ensure adequate stock levels are maintained at all times. External Cleaners provide cleaning supplies for the cleaning activities they undertake. There are three central strategic storage locations of sanitation and cleaning products. These are at: <ul style="list-style-type: none"> Garden Boulevard Depot, 43 Garden Boulevard, Dingley Village VIC 3172; Cheltenham Office, 1230 Nepean Hwy, Cheltenham VIC 3192; and Parkdale Historical Centre, 302 Como Parade West, Parkdale VIC 3195

Activity	Action to mitigate the introduction and spread of COVID-19
Physical Distancing – Patrons, Food Vendors, Performers, Contractors Entering the Red Line Area	
Patrons, Food Vendors, Performers and Contractors Entering and Exiting the Red Line Area.	<ul style="list-style-type: none"> All persons over the age of 12 years will be required to wear a mask at all times when indoors and outdoors where 1.5m distancing cannot be maintained unless they are eating/drinking or have a legal reason not to do so. Main entry to the red line area is via the front of Kingston City Hall and exit to the red line area set up in the main driveway to the carpark, picket fencing used to separate the entry/exit paths. Security guards at entry/exit points for the duration of the event. Ticketing and Q R Code system and a manual declaration in place at the entry point to capture patron information for contact tracing purposes. Patrons who refuse to use the Q R Code system or provide a manual declaration will be denied entry Security guard in place at the entry point to ensure that patrons entering are practising distancing requirement of 1.5m. Security guard in place at the exit point to ensure patrons are practising distancing requirements of 1.5m Hygiene signage in place at the entry point.

Activity	Action to mitigate the introduction and spread of COVID-19
	<ul style="list-style-type: none"> • Hand sanitiser station in place at the entry point as well as other areas within the red line. • Signage on the car park capacity displayed. • 1.5m Distancing decals on the floor including entry and exit points. • Contractors to sign in as a Venue requirement and a means for collection of data. • All Patrons, Food Vendors, Performers and Contractors entering the Red Line area are required to follow the directions of Venue staff where requested to do so.
<p>Staff Working During the Event Including Venue Staff, Security and Cleaners</p>	<ul style="list-style-type: none"> • All venue staff, cleaners and security are required to utilise the QR Code system or a manual declaration for contact tracing purposes. • All venue staff, cleaners and security will be required to wear masks at all times for the duration of the event unless they have a valid medical reason. • Staff who are unwell are directed not to attend work and encouraged to get tested. • Managers, Team Leaders and Supervisors are empowered to implement flexible working protocols to stagger start times where required to minimise build up. • Rostering system implemented including Casual, Part Time and Permanent staff to ensure the limiting of numbers in the Venue at any given time. • Casual staff will be rostered according Venue activity and maintenance requirements, the numbers on site will be minimised where practicable to do so. • Security Guards will be stationed at each of the bars and throughout the red line area during the event to ensure distancing requirements are adhered to. • Permanent, Part Time staff will be on a rotating roster to minimise the number on site at any given time. • The 2 sqm and 1.5m rules have been considered in determining the allowable number of staff in the bar areas at any given time. • Each of the bars provided with PPE's including hand sanitiser, masks, disposable gloves and disinfectant wipes. • Staff will be required to clean down bar surfaces continuously during the event. • Staff members are required to thoroughly clean all crockery, cutlery and any other item they have used for the preparation and consumption of a meal. • Hygiene signage put up in the bar areas. • Security and Cleaning staff will be required to provide their details via the QR Code system or a manual declaration. • Security and Cleaning staff will be required to have the appropriate PPE's in place.
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> • Training material and Information has been distributed to staff via emails, kNet, staff meetings, toolbox sessions and other information sessions. • http://kingintra.kingston.vic.gov.au/News-Info/COVID-19
<p>Performers</p>	<ul style="list-style-type: none"> • All performers will be required to provide their details via the QR Code system or a manual declaration. • The performers green room will be in the Functions Room on the third level of the venue. • The green room will be set according to distancing and density requirements and a PPE station will be in place

Activity	Action to mitigate the introduction and spread of COVID-19
Food Truck Vendors	<ul style="list-style-type: none"> All food truck vendors and their staff will be required to provide their details via the QR code system or a manual declaration. All food truck vendors and their staff will be required to have the appropriate PPE's in place.
Capacity and Distancing Signage	<ul style="list-style-type: none"> Patron capacity will be capped at 75% of the allowable capacity in accordance of the 2 sqm rule per person. Signage has been placed on the entrances to each space within the red line indicating the capacity of the area. Signage and floor decals are in place in all areas reinforcing the requirement for all to practice social distancing of 1.5m.
Water Cooler Stations	<ul style="list-style-type: none"> All water cooler stations around the Venue including the office and public access areas have been removed and placed into storage to help mitigate the spread of COVID19.
Technical – FOH Operating Position	<ul style="list-style-type: none"> No visiting operators/crew allowed to this area where possible and practicable. Technicians to wear masks where 1.5m distancing is not practicable. PPE's station in place including hand sanitiser, masks, disposable gloves and disinfectant wipes. FOH equipment to be sanitised before after events. Area barricaded to prevent unauthorised persons entering the space.
Technical Staff & Performers	<ul style="list-style-type: none"> Actions to be implemented where practicable to minimise the number of person to person interactions that need to be completed within 1.5m. Control measures such as PPE's in place where staff/other persons have close contact in a shared space for than 15 minutes. Staff fitting mics to performers where 1.5m is encroached upon to be provided with PPE's such as gloves, masks and glasses or face shield if these are deemed to be practical and or necessary, if possible and practicable staff to instruct performers on how to fit their own. Where it is safe and practical to do so, tasks and processes that usually require close interaction are to be reviewed and identify ways to increase physical distancing. All high contact/risk equipment to be cleaned prior to and after performances with an alcohol-based sanitiser. Colour coded tape system to be implemented on all high contact/risk equipment to identify what has been cleaned. All in house technical staff to be provided with personal supplies of PPE's including hand sanitiser, masks, disposable gloves and disinfectant wipes. Provide glasses or face shields if these are deemed to practical and or necessary. Consideration has been given to the extra time that will be required for bump in's, rigging, rehearsals, and bump outs with the restrictions in place.
Review delivery protocols to limit contact between delivery drivers and staff.	<ul style="list-style-type: none"> Delivery drivers are required to deliver to the ground floor concierge only and not to enter the premise pass that point. Access to Loading dock restricted to approved persons only, excluding delivery drivers, unless specifically required to access due to the nature of the delivery/collection.
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<ul style="list-style-type: none"> Managers, Team Leaders and Supervisors who can work from home must work from home. Staff on site to be only those who have a permit to work. Managers, Team Leaders and Supervisors are empowered to implement flexible working protocols to stagger start/finish times, adjust work patterns/rosters and work locations to ensure temporal as well as physical distancing. Staff who are not rostered for a shift are not to attend the Venue.

Guidance	Action to ensure effective record keeping
Record keeping – QR Code System in place	
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<ul style="list-style-type: none"> • If an incident, near miss or hazard, is identified in the workplace you must do the following: <ul style="list-style-type: none"> • Step 1: Ensure the welfare of the individual(s) and, if an emergency, call 000 • Step 2: Notify your direct manager/supervisor <ul style="list-style-type: none"> ○ Note: If the incident is a confirmed Covid-19 case the Manager <u>must immediately</u> contact Richard Frazer, Dan TeHennepe or Skip Fulton and wait for instruction. • Step 3: Report the incident or hazard 24/7 by contacting 1800-COAGENT (1800 264 368)

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.	<ul style="list-style-type: none"> • Business Impact Analysis has been reviewed because of the COVID-19 pandemic. • The Business Continuity Plan has been activated. The Business Recovery Team is meeting at least weekly. • Managers in critical services have plans in place to ensure service continuity is achieved if a case is identified in the workplace.
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	<ul style="list-style-type: none"> • Business Recovery Team has identified key contacts in Council to assist DHHS with contact tracing. <ul style="list-style-type: none"> • Manager Community Buildings - Building access records • Manage People Support - Reporting lines, Personal contact information • Manager Information Services and Strategy - Meeting schedules / Calendars • Departmental Managers – specific staff and visitor records relevant to the provision of applicable service delivery
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	<ul style="list-style-type: none"> • A panel of cleaning companies has been organised with capability to deliver a clean in accordance with DHHS standards. • The Business Recovery Team directs the cleaning to take place and this is implemented by the Manager Community Buildings. • The Business Recovery Team may require a post-clean evaluation or validation to be undertaken prior to allowing persons to re-enter the workplace.
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	<ul style="list-style-type: none"> • The Business Recovery Team has established Decision Making Process to provide action and response to a confirmed COVID-19 case. • The Decision-Making Process provides for escalation to the Executive and direction to the applicable Managers for implementation of the response.
Prepare to notify workforce and site visitors of a confirmed or suspected case.	<ul style="list-style-type: none"> • All communications relating to business continuity including changes to Council programs, services and team re-locations and employment conditions will be co-ordinated, and subsequently communicated, through the Business Recovery Team. • For any staff, contactors, visitors deemed to be a close contact, based on advice from DHHS, those persons will be contacted by the relevant Manager at the direction of the Business Recovery Team. • For any staff, contactors, visitors deemed to be a close contact, based on advice from DHHS, those persons may have their contact details provided to DHHS to assist in contacting tracing activities.
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if	<ul style="list-style-type: none"> • The Business Recovery Team has established Decision Making Process to provide action and response to a confirmed COVID-19 case.

Guidance	Action to prepare for your response
<p>you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> The Business Recovery Team will direct the Health and Safety Team to make notification to WorkSafe Victoria.
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<ul style="list-style-type: none"> The Business Recovery Team has established Decision Making Process to provide action and response to a confirmed COVID-19 case. The Business Recovery Team will, to the maximum extent possible, seek guidance from key stakeholders including DHHS and WorkSafe Victoria, to make an informed decision about the re-opening of any workplace.

COVID Safe Plan Approval

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

Name: Julian Harvey
Position: Manager Property and Arts
Date: 21/01/2021
Signature: Digitally signed via email approval at



COVID Safe Plan Endorsement

I acknowledge I understand this COVID Safe plan has been developed to comply with the requirements published in accordance with the Public Health and Wellbeing Act 2008 and the Manager of Department approving this plan is directed to take appropriate measures to implement this COVID Safe plan in the workplace.

Name:
Position:
Date:
Signature: Digitally signed via email approval at