

COVID Safe plan

Shirley Burke Theatre Reopening

Our COVID Safe Plan

Business name:	City of Kingston
Site location:	Shirley Burke Theatre – 64 Parkers Road Parkdale
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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 venue.• Hand sanitiser stations in place at entry and exit points to the venue and adjacent to the lift entries on all levels.• All staff work stations/desks have been provided with cleaning items including hand sanitiser, disinfectant wipes and masks.• Hand sanitiser station in place at the Box Office.• 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, bar, kitchen backstage and dressing room areas.• 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">• Windows generally do not open in this building. Where windows open, they will be opened if practical to do so.• 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 unless they are eating, drinking or where a legal exemption applies.• 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 their work stations at the commencement and conclusion of their working day
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.

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	<ul style="list-style-type: none"> 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. No sharing of desks/workstations.

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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"> Daily continuous roaming cleaning and disinfecting including common touchpoints in place utilising WVP when the venue is in use. 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 – Hirers, Patrons, Visitors, Contractors Attending the Venue	
Patrons, Visitors, Hirers and Contractors Entering and Exiting the Venue.	<ul style="list-style-type: none"> Signage on the Venues capacity in place. Single automatic doors signed as the main entrance point to the venue. Hand sanitiser station in place. Hygiene signage in place. Gallery door closest to the office signed as the access point to the main exit point. If there are multiple hirers in the venue on any given day the responsible officer must ensure that the start/access times of these hires are staggered to minimise the build up of people within the common areas of the venue. When there are multiple hirers in the venue on any given day the responsible officer must implement measures such as bollarding to control the flow of traffic. Double automatic doors signed as the main exit point of the venue with these doors placed on exit only. No patrons, visitors, hirers or contractors to enter the office area and all enquiries dealt with in the Foyer. Distancing signage and 1.5m decals in place at the entry and exit points. All person's in the Venue are required to wear a mask at all times unless they are eating, drinking or where a legal exemption applies. All Patrons, Visitors, Hirers, Contractors and Members of the public to scan the QR Code and enter their details. All persons who refuse to use the QR Code system and enter their details will be denied entry to the venue.

Activity	Action to mitigate the introduction and spread of COVID-19
	<ul style="list-style-type: none"> All Patrons, Visitors, Hirers and Members of the Public entering the Venue are required to follow the directions of Venue staff where requested to do so, failure to comply will result in refusal of entry to the Venue.
Gallery	<ul style="list-style-type: none"> Door off the entry foyer signed as the entry to this space. Door opposite signed as the exit point from this space Gallery capacity signage in place at 1 person per 4sqm. Hand sanitiser station in place at the main entry. Hygiene signage in place Distancing signage and 1.5m decals in place at the entry/exit points to the space
Theatre	<ul style="list-style-type: none"> Double automatic doors signed as the main entry/exit point into the venue when the Theatre is in use. Hand sanitiser station in place at the main entry/exit point to the venue Distancing signage and 1.5m decals in place at the entry/exit points to the space Hygiene signage in place Main entry door to the theatre signed as the main entry/exit point to this space Theatre capacity signage in place at 1 person per 4sqm.
Foyer	<ul style="list-style-type: none"> Single door to the foyer signed as the main entry point to this space No exit sign in place on the inside of the door Foyer capacity signage in place at 1 person per 4sqm Distancing signage and 1.5m decals in place at the entry/exit points to the space Operable walls to the foyer to remain closed when this space is in use with other hirers in the venue. Operable walls – one pass door signed as the exit point from this space to access the toilets and or leave the venue and the other signed as the entry point from the toilets Hygiene signage in place. Hand Sanitiser station in place.
Studio	<ul style="list-style-type: none"> Hand sanitiser station in place Hygiene signage in place Distancing signage and 1.5m decals in place at the entry/exit points to the space. Studio capacity signage in place at 1 person per 4sqm and group maximum of 10.
Dressing Room	<ul style="list-style-type: none"> Door to the backstage area signed as the exit point from this space Door opposite the lift signed as the entry point to this space Hygiene signage in place Hand sanitiser stations in place at the entry and exit points Distancing signage and 1.5m decals in place at the entry/exit points to the space Dressing Room capacity signage in place 1 person per 4sqm.
Toilets	<ul style="list-style-type: none"> Hygiene signage in place Hand sanitiser made available within these spaces Distancing signage and 1.5m decals in place at the entry/exit points to these areas
Bar and Kitchens	<ul style="list-style-type: none"> Main Kitchen and Bar open for service with cleaning/sanitising provisions in place for a thorough clean of the space after use. Hygiene signage in place in these areas. PPE's to be provided in these areas including hand sanitiser, masks, disposable gloves and disinfectant wipes Distancing signage and 1.5m decals in place at the entry/exit points to these areas

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<p>Staff Working on site in the Venue</p>	<ul style="list-style-type: none"> • All staff to scan the QR code and enter their details upon entering the venue. • All staff working on site in the Venue are required to wear a mask at all times unless eating, drinking or where a legal exemption applies. • 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. • Permanent, Part Time staff will be on a rotating roster to minimise the number on site at any given time. • The 4 sqm rule has been considered in determining the allowable number of staff in an office space at any given time. • Each staff members desk/workstation provided with cleaning items including hand sanitiser, masks, disposable gloves and disinfectant wipes. • Staff are not to share desks/workstations and no hot desking where practicable. • Where a desk has been used by different members of staff each person will be required to clean and sanitise the work station after use • Staff members are required to clean their desks/workstations with disinfectant wipes at the start and before ending their working day. • 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 office area. • No members of the public/patrons, hirers or contractors permitted into the office, all interactions with these groups are to be conducted in the foyer.
<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>Box Office/Ticketing</p>	<ul style="list-style-type: none"> • All in person ticketing enquiries/purchases to be dealt with at the Box Office. • Hygiene Signage in place • PPE's to be provided at the Box Office including hand sanitiser, masks, disposable gloves and disinfectant wipes. • All hirers/groups hiring the Venue for a ticketed event are required to use Kingston Arts ticketing services as a general requirement of hire and as a means of data collection for contact tracing purposes – (This must be strictly enforced)
<p>Venue Hire Hire Documentation and Correspondence, Venue Tours and On-Site Meetings</p>	<ul style="list-style-type: none"> • All in person venue enquiries to be conducted in the foyer area. • If there are multiple hirers in the venue on any given day the responsible officer must ensure that the start/access times of these hires are staggered to minimise the build-up of people within the common areas of the venue. • Responsible staff to advise hirers/users of the theatre regarding the reduced capacity of the theatre seating with the 1 person per 4sqm in place provided the foyer and bar areas can accommodate this number. • Staff have been advised that they ensure that appropriate PPE's are in place when conducting these activities.

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	<ul style="list-style-type: none"> • Staff are to advise hirers that they are required to have their own appropriate PPE's when attending the Venue for meetings and or tours. • All Venue hire tours for existing and or prospective clients to be carried out by appointment only. • Where it is required and or been determined Venue Hire to advise groups/hirers of the need for them to have and provide their own COVID Safe Plan, the plan must be submitted at least 30 days before their hire period. • Venue Hire to advise all hirers/groups using the Venue for a ticketed event of the requirement in using Kingston Arts ticketing services as a condition of hire and as a means of data collection for contact tracing purposes – (This must be strictly enforced) • Where practicable all venue hire documentation to be provided, completed and returned electronically where practicable.
Performing Arts Contracts and Documentation, Producers, Performers, Venue Tours and On – Site Meetings	<ul style="list-style-type: none"> • All documentation to be sent, completed and returned electronically where practicable. • Venue tours and or on-site meetings for producers or any other party associated with a touring show to be by appointment only.
Visual Arts Contracts and Documentation, Gallery Tours/Site Meetings, Exhibition bump in/out, Openings	<ul style="list-style-type: none"> • All documentation to be sent, completed and returned electronically where practicable • Gallery tours and or on-site meetings for artists or any other party associated with an exhibition to be by appointment only. • All artists to ensure that they have the appropriate PPE's in place for an exhibition bump/out including face masks, hand sanitiser, disposable gloves and disinfectant wipes. • Visual Arts Coordinator to ensure that the 1 person per 4sqm rule and other required measures including Gallery capacities are maintained during the conduct of an exhibition opening. • No shared platters of food to be served at an exhibition opening.
Capacity and Distancing Signage	<ul style="list-style-type: none"> • Building and floor capacities have been developed in accordance with the two-square metre rule. • Venue Capacity signage has been put up at the entrance to the venue. • Signage has been placed on the entrances/doors to each space 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.
Event Floor Plan/Seating Plans	<ul style="list-style-type: none"> • Floor Plans/Seating arrangements for each meeting and or events will be developed in accordance with the 1 person per 4sqm rule. • Signage for hygiene will be put up within the spaces if deemed necessary.
Water Cooler Stations	<ul style="list-style-type: none"> • All water cooler stations around the Venue including the office and public access areas can now be put back in place.
Back Stage, Loading Dock and Dressing Room Areas	<ul style="list-style-type: none"> • Workshop door signed as the entry/exit point to the backstage, stage and dressing room areas • 1.5m distancing floor decals placed around the back of house areas including backstage and dressing rooms. • Hygiene signage in place in the backstage and dressing room toilets. • PPE stations set up in the backstage and dressing room areas including hand sanitiser, masks, disposable gloves and disinfectant wipes for visiting crew, performers etc. • Compulsory sign via QR Code system to enter details in place for visiting crew, cast, tour managers and producers for contact tracing purposes. • All persons working in the BOH areas must wear a mask at all times unless eating, drinking or where a legal exemption applies.

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Technical – FOH/Bio Box	<ul style="list-style-type: none"> No visiting operators/crew allowed to this area where possible and practicable. PPE's station in place including hand sanitiser, masks, disposable gloves and disinfectant wipes. FOH equipment to be sanitised before after events.
Technical – Back of House Staff, Performers, Travelling Crew, Producers and Hirers	<ul style="list-style-type: none"> Actions to be implemented where practicable to minimise the number of person to person interactions. Control measures such as PPE's in place where staff/other persons have close contact in a shared space. Staff fitting mics to performers 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. Backstage areas to be cleared of excess equipment where practical to maximise space. 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. All persons working in BOH areas must wear a mask at all times unless eating, drinking or where a legal exemption applies.
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 entry foyer 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 been rostered 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	
Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<ul style="list-style-type: none"> Access Control protocols in place require all persons entering the Venue it is mandatory to provide contact details via the QR Code system. For staff entering the Venue their access activity will be monitored via the security system.

Guidance	Action to ensure effective record keeping
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 must immediately contact Richard Frazer, Dan TeHennepe or Skip Fulton and wait for instruction. Step 3: Report the incident or hazard 24/7 by contacting Injury Assist on 1800 995 314

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 you have a confirmed COVID-19 case at your workplace.	<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 direct the Health and Safety Team to make notification to WorkSafe Victoria.

Guidance	Action to prepare for your response
<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:

Position:

Date:

Signature: Digitally signed via email approval at <Time> on <Date>

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 <Time> on <Date>