

COVIDSafe Plan

Mount Alexander Shire Council – Large Venues

Our COVIDSafe Plan

Business name: Mount Alexander Shire Council

Site locations: as listed below:

Castlemaine Town Hall

Phee Broadway Theatre and Foyer

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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 building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	<ul style="list-style-type: none">• Hand sanitiser is provided throughout the facility.• Hand soap and paper towel (or hand dryers if applicable) are provided in the bathroom facilities.• Rubbish bins are available to dispose of paper towels.• Correct hand washing and hand sanitising signage is displayed.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none">• The priority to use ventilation from open windows and doors is communicated to hirers.• Air conditioning is turned on when needed.
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">• When it is the Chief Health Officer's directive for all people to where face masks, it is expected that all attendees will wear masks inside.• Signage requiring the use of face masks is displayed when required.
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">• Signage has been placed around the facility on good hygiene practices, keeping physical distancing, etc.• Signage is displayed asking attendees not to enter the facility if they are unwell.• The hirer's agreement reinforces the importance of hirers communicating to their attendees that they should not attend the facility if they are unwell.
Replace high-touch communal items with alternatives.	<ul style="list-style-type: none">• The facility has been provided with antiseptic wipes and cleaning products for high touch areas.• For use without catering, participants will be encourage to bring their own water bottles.• Self-serve buffet style catering will be discouraged.• Food handling by limited numbers will be encouraged in conjunction with proactive hand hygiene before and after service.• Cleaning of cutlery and tableware will be undertaken with detergent and hot water, or with a commercial grade dishwasher (if available).

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.	<ul style="list-style-type: none"> All hirers will be required to wipe down high touch point surfaces with wipes provided between performances. This includes but is not limited to benchtops, tables, chairs, door handles and light switches in all front of house areas. If required extra time to undertake the cleaning will be added for in each booking however no fee will be charged for this time. Council staff will clean the facilities after the end of each hire period. Public areas such as the foyer and toilets will be cleaned every day.
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> Supplies of cleaning products and antiseptic wipes are provided in the facility. The stock of COVID-19 related goods, such as antiseptic wipes, cleaning products and hand sanitiser is kept up to date to ensure stocks do not diminish.
Equipment and props	<ul style="list-style-type: none"> Hirers must sanitise all equipment before and after each use with an alcohol-based disinfectant. Request hirers/artists provide their own microphone / headsets for hand-held or close use. Hirers to instruct artists to fit their own body-worn equipment such as radio mics. If a hirer/crew member must fit equipment to performers provide PPE.
Auditorium seating	<ul style="list-style-type: none"> Where possible use seating that can be wiped down easily, i.e. plastic chairs. Where possible avoid using the fixed fabric chairs in the Phee Broadway Theatre auditorium by placing a row of plastic chairs in front for use during rehearsals. Where this fabric seating is required to be used for audience members, ensure they can be cleaned with an appropriate disinfectant as required. E.g. spray bottle

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Ensure that all staff that can and/or must work from home, do work from home.	<ul style="list-style-type: none"> This is not applicable for community facilities.
Establish a system that ensures staff members are not working across multiple settings/work sites.	<ul style="list-style-type: none"> This is not applicable for community facilities.
Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.	<ul style="list-style-type: none"> Signage is displayed asking attendees not to enter the facility if they have symptoms or are being tested for COVID-19.
Configure communal work areas and publicly accessible spaces so that: <ul style="list-style-type: none"> there is no more than one worker per two square meters of enclosed workspace, except for the fixed seated auditorium. workers are spaced at least 1.5m apart 	<ul style="list-style-type: none"> Signage will be displayed to outline maximum numbers of people allowed in each area under the current restrictions at the time of use. Hirers should move or relocate equipment and seating to support 1.5 metres of physical distance between attendees. This excludes the fixed seating area but includes the foyer, on-stage, back stage, green room and loading dock areas.
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	<ul style="list-style-type: none"> When practical temporary floor markings will be used in the foyer area when facility is open for a show where public will attend. Signage will be displayed to outline maximum numbers of people allowed in each area under the current restrictions at the time of use. Where possible all entry and exit doors to be used to ensure flow of audience members in and out of buildings.
Modify the alignment of workstations so that workers do not face one another.	<ul style="list-style-type: none"> This is not applicable for community facilities.

Guidance	Action to mitigate the introduction and spread of COVID-19
Minimise the build-up of workers waiting to enter and exit the workplace.	<ul style="list-style-type: none"> Where practical hirers are encouraged to stagger start and end times of hiring's where there are multiple spaces in the facility.
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<ul style="list-style-type: none"> Hirers to be inducted into facility the member of the Venues and Events team prior to the hire period commencing. This will include advising the hirer of all the requirements set out in this COVID Safe Plan.
Review delivery protocols to limit contact between delivery drivers and staff.	<ul style="list-style-type: none"> Delivery drivers will be asked to hand sanitise prior to entering the facility.
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<ul style="list-style-type: none"> Where practical hirers are encouraged to stagger start and end times of hiring's where there are multiple spaces in the facility.
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 COVIDSafe requirements.	<ul style="list-style-type: none"> The facility is signed with maximum numbers of people allowable in each space under the current COVIDSafe requirements. The density limits can change without notice, please check with the Victorian State Governments current restrictions before use.
Emergency Evacuation Procedures updated	<ul style="list-style-type: none"> Where possible Fire Wardens to consider best exit points during emergency evacuation that can help accommodate physical distancing.
Limit door ticket sales	<ul style="list-style-type: none"> Hirers to encourage pre-sales to avoid the need for door ticket sales and the potential congestion this can cause in foyer areas.
Seating allocation	<ul style="list-style-type: none"> Hirer to manage the seating allocation of tickets to allow for density limits and physical distancing to occur. This may include blocking off certain seats between groups.

Guidance	Action to ensure effective record keeping
Record keeping	
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.	<ul style="list-style-type: none"> All attendees at the facility must register attendance using the State Government QR code provided, this includes crew and cast members. The records are used only for the purposes of tracing COVID-19 infections and are stored confidentially.
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<ul style="list-style-type: none"> Not applicable for community facilities.

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"> • Mount Alexander Shire Council has a current Business Continuity Plan and Pandemic Plan in place. • The stock of COVID-19 related goods, such as antiseptic wipes, cleaning products, hand sanitiser, and masks is kept up to date to ensure stocks do not diminish.
Prepare to identify close contacts and providing staff and visitor records to support contact tracing.	<ul style="list-style-type: none"> • All communication about COVID-19 related matters are directed to Amanda Wilson, Executive Manager People and Culture. • The Registrations of Attendance will be compiled should there be a confirmed case.
Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.	<ul style="list-style-type: none"> • The facility will be closed should there be the need. • The closure of partial facility or full facility will be assessed based on a confirmed case and the access that the person who has the confirmed case has had to the workplace.
Prepare for how you will manage a suspected or confirmed case	<p>If the venue and events team is advised of a suspected case by a hirer or attendee, they will:</p> <ul style="list-style-type: none"> • Advise C&CS Manager of a suspected case, who will notify relevant staff. • Close the area while the results of the COVID-19 test are pending. • Notify hirers if any bookings that need to be postponed pending the results of the COVID-19 test. <p>If Council is advised of a confirmed case by a hirer, Council will:</p> <ul style="list-style-type: none"> • Call the Victorian helpline (1800 675 398) and follow the advice of public health officials • Clean and disinfect the areas where the person and close contacts have been – these areas will be closed until a deep clean has been undertaken. • Organise deep clean.
Prepare to notify workers and site visitors (including close contacts)	<ul style="list-style-type: none"> • The Registrations of Attendance will be compiled should there be a confirmed case. • Notification of close contacts will be undertaken as directed by DHHS.
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"> • In accordance with the Temporary Occupational Health and Safety (COVID-19 Incident Notification) Regulations 2020 (OHS COVID-19 Regulations) which commenced on Tuesday 28 July 2020 WorkSafe will be contacted immediately should a confirmed case of COVID-19 be identified at the workplace.
Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.	<ul style="list-style-type: none"> • All actions in response to a positive case of COVID-19 will be done under the direction of DHHS and WorkSafe. • Advice will be provided to workers at the site that a previous report of COVID-19 (suspected or confirmed) is now clear and workers can return to the site. • WorkSafe will be notified that the site is preparing to reopen.

