



**AUSTRALIAN LOCAL
GOVERNMENT WOMEN'S
ASSOCIATION**



YARRACITYARTS

ALGWA Conference 2021 Hosted by City of Yarra

May 1st 2021

Fitzroy Town Hall

COVID SAFE PLAN

Version 1.4

FINAL

Venue & Organisation Details

Organisation Name / Council	Yarra City Council
Venue/s Name	Fitzroy Town Hall
Venue Manager/ Coordinator	Michael Finney – Team Leader Venue Operations
Contact Details	0438 338 708
Site Address	201 Napier Street FITZROY VIC 3067
COVID Marshal (COVID Safe Compliance Coordinator)	Michael Finney – 0438 338 708 (COVID Safe Compliance Coordinator) Accredited Event Day COVID Marshals: Matt Hughes (superv.) – 0419 992 272 Ashley Groenen – 0466 563 017 Mitch Wood – 0431 380 813 Vicki Mackay – 0419 557 528
Contact Details – COVID Marshal	As above
Local Government Area/ Location	Yarra City Council
Council Manager / Board Chairperson	Siu Chan – Manager Arts, Culture, Venues & Events
Date & Version Number	28.04.2021 V1.4 FINAL

1. ENSURE PHYSICAL DISTANCING		
REQUIREMENTS	ACTIONS TO ACHIEVE	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
<p>Government Regulated capacity & distancing compliance.</p>	<p>Ensure venue capacity plan complies with latest Government regulations for your Local Government Area and State.</p> <p>Document Venue Capacity for each area based on square metre density regulation and 1.5m physical distancing.</p> <p>Document total venue capacity</p> <p>Document How your venue will manage restricting capacity</p> <p>For example, signage, floor decals and staff training.</p>	<p>Michael Finney (COY)</p> <p>The Fitzroy Town Hall is a building in the Municipality of City of Yarra Council.</p> <p>The venue has operated throughout Pandemic, consistent with current Govt Regs including capacity limits, regularly reviewed and updated in consultation with Yarra Council CRRT (Critical Response & Recovery Team).</p> <p>Current CRRT position determines all Council Venues are defined as “Community Venues”. Under these restrictions, a capacity limit of 2m² is allowable.</p> <p>This event takes place in 2 separate spaces in the Fitzroy Town Hall Building; The Ballroom, and the Reading Room.</p>

		<p>MAXIMUM CAPACITIES UNDER 2M² COVID RESTRICTIONS AS FOLLOWS:</p> <ul style="list-style-type: none">- Ballroom: 200ppl (+ event staff/volunteers)- Reading Room: 90ppl (+ event staff/volunteers)- <p>The above spaces have large adjoining passageways, to allow for COVID Safe management of egress and distancing throughout the building, as well as decanting attendees within safe capacity levels in each space throughout event proceeding, such as breaks, and serving of food.</p> <p>Attached is the current Maximum Capacities list of all Council-owned buildings, along with detailed information on areas and capacity allowances determination.</p> <p>This event is not a public event, only ticket holders will be admitted.</p> <p>Detail-gathering at the ticket issuing stage includes measures for contact tracing, and there will be further check-in contract tracing requirements for attendees upon arrival, to ensure a robust capture of attendees' details.</p> <p>AWLGA (Australian Local Government</p>
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		<p>Women's Association) members will be managing the reception.</p> <p>All buildings have current signage and decals/way-finding etc. which is regularly reviewed and updated to remain reflective of current restrictions. Signage will be present and added to for the specifics of the event.</p> <p>Event Staff have been trained in Infection control and COVID Safe practices as part of their general duties held in their positions.</p> <p>Security will be engaged (details TBC) and will assist in ensuring capacity limits in spaces with a max capacity lower than the attendee numbers is not exceeded. A management plan for how the serving of morning & afternoon tea is pending.</p>
-	<ul style="list-style-type: none"> • Admin & Back of House areas to be configured so that staff are at least 1.5m apart at their workstations and when performing other tasks within the venue environment. • Re-arrange furniture. Avoid directly facing each other in both admin and kitchen / common areas. • display signs to clearly show worker capacity limits at the entrance, and place floor decals to delineate the extent of entry by visitors; maintaining 1.5m distance to workers. 	<p>Event Staff supervisor - Matt Hughes (COY)</p> <p>Production – Ashley Groenen (COY)</p> <p>Catering – Free 2 Feed</p> <p>All Back of House areas have been configured to comply with restrictions</p>

	<ul style="list-style-type: none"> • All staff to continue working from home wherever possible. Discuss with team and committee regularly, Monitor. • Distancing floor markings in Kitchen and Printer collection area if appropriate. 	<p>All staff are trained in COVID Safe measures and have strong awareness of the need to adequately distance during work.</p> <p>Catering contractor to comply to our capacity limits in commercial kitchens, and will be briefed on COVID Safe expectations of Venue.</p> <p>Floor Markings, Decals, signage in place throughout the building.</p>
<p>Auditoria</p>	<ul style="list-style-type: none"> • Calculate and document capacity according to latest restrictions. • Reconfigure seating plans for allowable capacity and distancing – eg. Checkerboard seating / seats and rows in-between. • Limit door sales. • For non-ticketed areas like foyers, have strategies in place to ensure physical distancing between non-household groups. • Manage egress from auditorium 	<p>Michael Finney (COY)</p> <p>FINAL Floorplans included in this document</p> <p>The Fitzroy Town Hall has a flexible auditorium. Event furniture will be set by Cleaning contractors prior to the event and closely monitored and altered by event staff if needed, to ensure distancing requirements are met.</p> <p>There are 2 parts to this conference:</p> <ul style="list-style-type: none"> - A seated conference with presentations and panel discussions. - A seated dinner.

		<p>The auditorium space will be reset between the 2 parts of this function.</p> <p>The conference portion of the event will have guests seated at tables, rather than theatre style, to avoid the need for checkerboard style seating distancing, and to allow ease of note-taking etc.</p> <p>The Dinner will be an unallocated seating, apart from 3 x tables of VIP (Local Govt + Sponsors)</p> <p>Ticket Sales are limited to within allowable capacity numbers</p> <p>FINAL TICKET SALES - 172</p> <p>Non-Ticketed areas like passageways and morning/afternoon refreshment serving will be monitored by event staff and have adequate signage to remind people of the importance of safe distancing.</p> <p>COVID Safety measures will be communicated at break times by the MC</p>
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<p>Venue Ingress/ Egress</p>	<ul style="list-style-type: none"> • Plan process for patron arrival points • Plan to reduce crowding and promote physical distancing • Circulation of patrons in public areas – separate entrance/ exit • Manage queueing and utilise markers, rope areas, barriers and signage for distance compliance. • Manage hygiene – hand sanitiser and etc. 	<p>Michael Finney (COY) Luke Zammit (COY) Relevant ALGWA Volunteer Coordinator Ashley Groenen (COY)</p> <p>Patron arrival management has been deemed low-risk, as congregating areas prior to reception/check-in are outdoor, and on a wide portico entrance gantry. Signage will be in place, reminding patrons of the importance of social distancing.</p> <p>Event staff have adequate stock of sanitising consumables, and have operated throughout the pandemic in sanitation roles, trained in hygiene and infection control. There will be routine sanitation of high-touch points throughout proceedings.</p> <p>Additional PPE stock will be available for patrons at reception and available throughout proceedings, if patrons feel more comfortable, they can access this at their convenience.</p>

<p>Foyers & Common Areas, Box Office</p>	<ul style="list-style-type: none"> • Plan to reduce crowding and promote physical distancing • Strategies to reduce crowding during <ul style="list-style-type: none"> • pre-show • interval • post-show • e.g. extended interval, altered foyer bar arrangements, merchandise strategies, contactless payment, eliminate performer meet n’ greet, use and capacity of lifts. • Manage restrooms. Document capacity. Limitation management. 	<p>Michael Finney (COY) Luke Zammit (COY) Relevant ALGWA Volunteer Coordinator Ashley Groenen (COY)</p> <p>Under current restrictions, the attendees fall well within the capacity limits of this venue. All amenities are ample, and thus this aspect of the event is deemed low risk.</p> <p>Corporate-branded signage is in place, reminding patrons of the importance of social distancing and personal hygiene.</p> <p>An aspect of this event will be networking. Event staff and volunteers will be briefed on their responsibilities to monitor crowding and bottlenecks, so the reliance on individuals to ensure distancing is kept to a minimum.</p> <p>COVID Safety measures will be communicated at break times by the MC</p>
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		<p>Extra time at morning/afternoon tea breaks will be factored in so that overcrowding can be avoided in the Reading Room</p> <p>Restrooms will be available throughout the event. Given the nature of this conference, the majority of attendees will be female. Available toilets will be re-purposed to include accessible toilets as unisex toilets, which will reduce over-crowding at break times.</p>
<p>Ticketing & Box Office. Managing capacity and distancing</p>	<ul style="list-style-type: none"> • Seating Allocation: • Manage ticketing to allow for allocation of physically distanced seating and groups where allowed. (Currently groups at 10 and 1.5m apart) • Contactless Ticketing: • Put in place process, procedure and equipment to facilitate. • Warnings, Advice, Terms and Conditions: • Provide patrons with essential venue information including updated health and hygiene controls and conditions of venue entry at point of ticket purchase. • Exchanges & Refunds: Update policies so unwell patrons do not attend 	<p>Michael Finney (COY) Luke Zammit (COY) Relevant ALGWA Volunteer Coordinator Ashley Groenen (COY)</p> <p>Seating will be unallocated apart from limited tables of VIP (Local Govt + Sponsors)</p> <p>Box-Office – Tickets are pre-booked, meaning Box Office activities will remain contactless, guests marked-off a list. Any provision for name badges/materials can be managed in a way that guests do not risk touching.</p>

		<p>Essential venue information packs have been provided to ticket holders, and affiliate attendees/staff prior to arrival.</p> <p>Signage in place to remind arrivals not to enter if they feel unwell.</p>
<p>Back of House – All Areas</p>	<ul style="list-style-type: none"> • Where 1.5m physical distancing cannot be safely maintained implement control measures and Safe Work practices. • Signage, floor markers, sign-in • Distancing in admin and BOH areas – reduce face-to-face meetings, stagger times to reduce staff levels • Create contactless deliveries 	<p>Event Staff supervisor – Matt Hughes (COY) Ashley Groenen (COY)</p> <p>Event Staff have been trained in Infection control and COVID Safe practices as part of their general duties held in their positions. It will be their responsibility to ensure all users of BOH areas, including contractors and volunteers adhere to distancing and hygiene.</p>
<p>Performers inc Musicians</p>	<ul style="list-style-type: none"> • Performers distance to Audience as per regulations • Ensure compliance with changeable regulations regarding distance between performers, and specific regulations regarding Singers, Wind Instrument players, and non-reeded wind instruments such as flutes. • Other musicians and performers should maintain a physical distance of 1.5 metres where possible • Where physical distancing is not possible, including with staff who work backstage with performers, limit the duration of close contact. 	<p>Ashley Groenen (COY) Lachlan Curry (COY)</p> <p>Performers and Speakers will be chaperoned by Event Staff, from dedicated Green Room to Stage. Green Room set for adequate distancing.</p>
<p>Performance timing</p>	<p>Ensure compliance with any regulation regarding performance timings Minimum interval of 30mins between performances as at Nov 9, 2020</p>	<p>Ashley Groenen (COY) NOT APPLICABLE Lachlan Curry (COY)</p>

		<p>https://www.coronavirus.vic.gov.au/sites/default/files/2020-11/Industry-Restart-Guidelines-Indoor-Entertainment-Venues.pdf</p>
<p>Food & Beverage. Third Party suppliers</p>	<p>Review and comply with Hospitality Industry Guidelines Review COVID Safe plans for any 3rd Party contractor/ suppliers/ operators Consider queuing, PPE, contactless, pre-packaged and etc.</p>	<p>Ashley Groenen (COY) Luke Zammit (COY) Leo Gester (COY) Event Staff supervisor – Matt Hughes (COY)</p> <p>COVID Safe delivery of 3rd party equipment + catering (contactless), and set up managed by event staff</p> <p>Bar & Wait Staff outsourced – to be briefed by COVID Marshal upon arrival</p>
<p>Touring Parties, Hirers & Third Party</p>	<p>SEE 1.A – Back of House</p>	<p>Event Staff supervisor – Matt Hughes (COY) Ashley Groenen</p>
<p>Staff training on physical distancing and health directions. See Return to Work</p>	<p>SEE 8. Staff & Return to Work – Staff Training.</p>	<p>Michael Finney</p>

Review Delivery Protocols to limit contact with Drivers	Establish contactless delivery and invoicing Display signage for drivers Establish drop-off areas	NA
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1.A: BACK OF HOUSE & TECH/ PRODUCTION		
REQUIREMENTS	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
<p>Ensure Physical Distancing Back of House – as per Item 1 of COVID Safe Plan</p>	<p>Document what is required/ regulated for your venue.</p> <p><i>SEE 5. Enclosed Spaces – also</i></p>	<p>Event Staff supervisor – Matt Hughes (COY)</p> <p>Production: Ashley Groenen (COY)</p> <p>The Fitzroy Town Hall is a building in the Municipality of City of Yarra Council.</p> <p>The venue has operated throughout Pandemic, consistent with current Govt Regs including capacity limits, regularly reviewed and updated in consultation with Yarra Council CRRT (Critical Response & Recovery Team).</p> <p>Current CRRT position determines all Council Venues are defined as “Community Venues”. Under these restrictions, a capacity limit of 2m² is allowable.</p> <ul style="list-style-type: none"> - All Back of House areas have been configured to comply with restrictions - All staff are trained in COVID Safe measures and have strong awareness of the need to adequately distance during work.

<p>Third-Party Venue Users: Hirers, Touring</p>	<ul style="list-style-type: none"> • Provide Touring Parties/ Hirers with a copy of Venue’s COVID Safe Plan, prior to their arrival. • Receive documented signoff agreement to your plan. • Review COVID Safe plans for any 3rd Party hirers and tour production companies. • Induction process for other crew/ touring parties coming into your venue. • COVID Safe Toolbox chat check list 	<p>Ashley Groenen (COY)</p> <p>Standard White Card procedures for induction of contractors providing staging units and lighting, including any relevant COVID Safe aspects as it relates to the venue.</p>
<p>Back of House access & spaces</p>	<ul style="list-style-type: none"> • Contact tracing and health check sign ins – Staff and Touring parties including Performers. (SEE 4. ‘Keep Records’ – below) • Room capacity limits – dressing rooms, green room and etc • Distancing measures including decals and signage. • One set of occupants per venue hire 	<p>Event Staff supervisor – Matt Hughes (COY)</p> <p>All Event Staff to be briefed on below expectations prior to Commencement of Event.</p> <p>Contractor arrival (Security / Catering) to be managed by COY Venue Officers.</p> <p>Catering</p> <ul style="list-style-type: none"> - QR Check-in - Induction into Commercial Kitchen to include COVID Safe aspects including capacity and waste mgmt. <p>Security</p> <ul style="list-style-type: none"> - QR Check-in - Security Guard Log Book + ID recording - General Venue induction including COVID Safe aspect details of venue - Expectations on max capacity monitoring of Reading Room

<p>On-Stage</p>	<ul style="list-style-type: none"> • Develop, communicate and manage clear limits to the number of personnel allowed on stage at any one time, including performers and production staff. In line with Restrictions. See updates. • Consider performer limits for large ensembles such as Choirs and Orchestras. • Are Government Regulations in place for Choirs, Singers or Wind instrument players? Ensure compliance. • Review COVID Safe plan of performers / producers / hirers in your venue re performer controls and distancing. • Ensure compliance with distance from performers to audience. (Currently 5metres) • Practice physical distancing wherever possible for rehearsals and performances. • Increase frequency of cleaning of rehearsal and performance areas 	<p>Ashley Groenen (COY)</p> <p>On Stage elements during the CONFERENCE part of the event are generally public address and presentation, with a small performance at the conclusion (1 singer, guitar)</p> <p>On Stage elements during the DINNER part of the event are public address only</p> <p>https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-arts-and-recreation-services</p>
<p>Equipment and Props</p>	<ul style="list-style-type: none"> • Identify, list and create a risk management / hygiene strategy for all high touch / high risk and ‘shared’ staging, performance and technical equipment. • Establish practical, safe equipment protocols and training. • Sanitise all high-risk equipment before / after each use with an alcohol-based disinfectant. • Consider a colour coded system on equipment to identify when it has been cleaned and is ready for next use. • Request artists provide their own microphone / headsets for hand-held or close use. • Instruct artists to fit their own body-worn equipment such as radio mics. 	<p>Ashley Groenen (COY)</p> <p>Equipment is limited to Audio Visual, all managed by Venue Officers/WFV Officers. No presenters performers to touch equipment (other than microphones). Microphones to be regularly sanitised.</p> <p>Q&A sessions to follow sanitation protocols between each use</p>

	<ul style="list-style-type: none">• If crew must fit equipment to performers provide PPE.	Sanitation of equipment to follow same protocols that COY Staff have been following throughout pandemic.
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2. Wear a Face Covering		
REQUIREMENTS	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
<p>All workers, performers, crew and patrons attending the Venue must wear a fitted face covering.</p> <p>Unless Lawful exemption applies.</p>	<p>provide adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own</p> <p>Active monitoring of fitted face mask/ coverings for all staff, patrons and performers as regulated unless a lawful exemption applies.</p>	<p>NA</p> <p>Face coverings are not mandatory under current restrictions</p> <p>https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-arts-and-recreation-services</p> <p>PPE (surgical face masks) will be available to all event attendees at a dedicated PPE area within the Auditorium.</p>
<p>Mask & PPE for Staff, Artists, Patrons</p> <p>Ensure all person wear a face covering and / or required PPE unless a lawful exemption applies.</p>	<p>consult with all staff and volunteers regarding level of comfort with PPE if interacting with visitors / artists.</p> <p>review any need to instal screens or barriers in addition to masks. Eg. Box Office.</p> <p>Michael Finney will stay informed of updates regards relevant PPE protocols as Government advice changes, through regular monitoring of DHHS web site.</p> <p>All staff / volunteers who would like to wear a mask will be provided with training, instruction and guidance on how to correctly fit, use and dispose of PPE if required</p> <p>See ‘The Appropriate use of personal protective equipment for coronavirus in the work environment’.</p>	<p>Michael Finney</p> <p>Event Staff supervisor – Matt Hughes (COY)</p> <p>Face coverings are not mandatory under current restrictions</p> <p>https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-arts-and-recreation-services</p> <p>Whilst we cannot mandate event staff wear face masks, it has been common practice throughout various levels of restrictions for COY Venue Officers to wear masks when on duty. This event will be no different, and it will be strongly</p>

	<p>All workers to be informed that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.</p>	<p>recommended that all COY staff wear face masks.</p> <p>All COY Staff, Contractors, AWLGA Staff, Volunteers will have Face Masks provided to them if they wish. Those who would like to wear a mask will be provided with training, instruction and guidance on how to correctly fit, use and dispose of PPE if required.</p> <p><i>Correct face covering protocols:</i></p> <p>https://www.dhhs.vic.gov.au/face-coverings-covid-19#how-do-i-wear-a-face-covering-correctly</p> <p>Correct use of PPE and Procurement of PPE Guidelines:</p> <p>https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#personal-protective-equipment-ppe-guidance</p> <p>Signage for, staff and performers at public entrances</p>
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3. PRACTICE GOOD HYGIENE & CLEANING		
REQUIREMENTS	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
<p>Document & Adopt good Hygiene practices – Staff & Patrons</p>	<p>Venue commits to adopting best practice in hygiene and cleaning for both staff and patrons.</p> <p>Our practices are guided by the following DHHS advice:</p> <ul style="list-style-type: none"> - <i>Coronavirus Cleaning Guidelines for Workplaces. Information for business owners, managers and cleaners.</i> - <i>Factsheet – Cleaning Guidelines. Building owners and managers</i> <p>Venue Signage – for Patrons and all Workers.</p>	<p>Michael Finney</p> <p>The venue has operated throughout Pandemic, consistent with current Govt Regs and restrictions. Signage is in place throughout the venue, regularly reviewed and updated in consultation with Yarra Council CRRT (Critical Response & Recovery Team).</p>
<p>All ‘high-touch areas’ of the venue should be cleaned and sanitised regularly.</p> <p>Both steps are essential.</p>	<p>Create an all of venue specific check list itemising all key surfaces needing regular cleaning.</p> <p>Identify which products are required for cleaning.</p> <p>Frequently touched surfaces will be cleaned by staff with both detergent and disinfectant on a daily basis or more often as required and documented. Eg. Door handles, shared work equipment, controls, bathroom.</p> <p>Every venue clean must be documented by those performing the clean, utilising the Cleaning Check List. Dated.</p> <p>Dispose of disposable cleaning products and items safely</p> <p>Document PPE for Cleaning. (Gloves, masks)</p> <p>Monitor supplies of cleaning products and restock as needed.</p>	<p>Event Staff supervisor – Matt Hughes (COY)</p> <p>Event staff have adequate stock of sanitising consumables, and have operated throughout the pandemic in sanitation roles, trained in hygiene and infection control. There will be routine sanitation of high-touch points throughout proceedings.</p>

		COY Cleaning Contractors engaged to undertake function clean prior to and post event, as well as additional toilet cleans throughout the day and in between the conference and dinner, to current COVID-levels of cleanliness
Theatre/ Fabric Seats	<p>Focus on frequently touched surfaces such as arm rests.</p> <p>Note: disinfectant sprays may not be effective. DHHS does not endorse general area disinfectant ‘fogging’ or ‘misting’.</p> <p>Consider disinfectant wipes available for patrons to use.</p> <p>Consider disposable seat covers or washable</p>	NA
Replace high-touch communal items with alternatives	<p>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.</p> <p>Review need for items such as contactless taps, bins and soap dispensers. If required, purchase and implement.</p> <p>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.</p> <p>All staff to be provided with their own identified equipment</p> <p>If equipment / workstation must be shared, it will be cleaned after each user, by the person completing their use of it.</p>	<p>See 3.2 (above)</p> <p>Regular Sanitation of high-touch points, including taps, soap dispensers etc. to be undertaken throughout.</p>
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>	<p>Michael Finney</p> <p>A maintenance audit of the Fitzroy Town Hall will be undertaken the week beginning 19th April 2021, to identify any issues around amenities</p>

		<p>Adequate PPE stock is available for Event staff/patrons throughout the venue, with a focus on entry points of the building and amenities.</p>
<p>Contactless Payments Options</p>	<p>Any payments to be made contactless where possible – direct deposit, EFTPOS and etc . Box Office.</p>	<p>NA</p>

4. KEEP RECORDS AND ACT QUICKLY IF STAFF BECOME UNWELL.		
REQUIREMENTS	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
<p>Develop a business contingency plan to manage any outbreaks.</p>	<ul style="list-style-type: none"> • See all actions and requirements below • Identify the roles and responsibilities of employer and employees. • Prepare for absenteeism of staff members required to quarantine or isolate • Describe key dependencies (e.g. third party providers) • Describe how you will continue to deliver essential services 	<p>Event Staff supervisor – Matt Hughes (COY)</p> <p>Production – Ashley Groenen</p> <p>City of Yarra uses the Vic Government-developed QR Check-In system.</p> <p>All Staff, contractors, volunteers and attendees will be required to check-in on arrival.</p> <p>If a staff becomes unwell prior to the event, there is a standby list of casual employees who can step in to fulfil their role.</p> <p>they will be taken to the pre-determined isolation area (Councillor Office – Level 1)</p>

<p>Prepare for how you will manage a suspected or confirmed case in an employee, patron or performer at your venue.</p>	<p>If possible, establish an appropriate area to isolate staff members within the venue.</p> <p>Any worker or patron showing symptoms or otherwise suspected of COVID-19 will be supported to travel home safely.</p> <p>They will be required to wear a mask and maintain strict physical distancing from all other staff / patrons.</p> <p>All other staff, performers or patrons who have been in close contact with the confirmed or suspected case will be notified and cannot attend the workplace until they have been COVID tested and receive a negative result.</p> <p>We will communicate with all affected workers about the requirement that they self-isolate and must be COVID tested.</p> <p>They are required to self-isolate and not attend the work premises until they have an ‘all clear’ from a COVID test.</p> <p>Any worker waiting on a test result must notify the Venue Manager or other delegate directly when they have the outcome of their test, either positive or negative.</p> <p>The COVID Marshal/ Manager MICHAEL FINNEY will enter a full report of the incident and all actions taken into the Venue’s incident/ risk register, signed and dated.</p> <p>The Manager will notify OH&S Manager (GAVIN DYCHE)</p> <p>The Manager will review notifying stakeholders via either direct contact, web or social media if and when appropriate in the interests of clear and transparent communication DEPENDENT ON SITUATION/OUTCOME</p>	<p>Event Staff supervisor – Matt Hughes (COY)</p> <p>Production – Ashley Groenen</p> <p>If a staff member, volunteer or contractor becomes unwell, they can be taken to the pre-determined isolation area (Councillor Office – Level 1) until such time as arrangements have been made for them to travel home.</p> <p>COY Event staff can arrange for the journey home (TAXI), if the party is unable to safely make their own way.</p> <p><i>DHHS Confirmed Case in the Workplace Guidance:</i></p> <p>https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19</p> <p><i>An employee suspected to have COVID-19 is to be supported to travel home immediately OR to isolate at work if unable to travel home immediately. If isolating at work, the employee must wear a mask and be physically distancing from all other staff persons. An employer must request that an employee undergo a COVID-19 test and self-isolate.</i></p>
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<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p> <p>DHHS: 1300 651 160</p> <p>covidemployernotifications@dhhs.vic.gov.au</p>	<ul style="list-style-type: none"> • Establish a daily venue register of all personnel on site, including visitors, crew, patrons. Register will include date, time in and time out and contact details. • These records will be accessible readily and will be used to provide DHHS with contact tracing information and to contact other relevant workers or visitors. • The person to first contact DHHS and notify the actions taken is MICHAEL FINNEY <ul style="list-style-type: none"> • In the event that the COVID Marshal is impacted, the next person in line to take over the reporting and COVID Marshal responsibilities is: Event Staff supervisor (COY): • The available COVID Marshal will collect / download all venue daily attendance / contact data from the past 14 days. • Contact DHHS on 1300 651 160 – with the information ready to pass on immediately if / as requested • Completed Close Contact Forms and Risk Assessments will be submitted to: COVIDEmployerNotifications@dhhs.vic.gov.au 	<p>Michael Finney</p> <p>Ensure all worker / volunteer / crew contact details are up to date and accessible.</p> <p><i>Record Sheet Visitor and Patron Log:</i></p> <p>https://www.coronavirus.vic.gov.au/signs-posters-and-templates</p> <p><i>DHHS Confirmed Case in the Workplace Information Pack – download from:</i></p> <p>https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19</p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> • The available COVID Marshal will notify WorkSafe Victoria immediately on 13 23 60 • They will provide any attendance or other information as required, utilising the records as per DHHS above. • The Manager is responsible for providing a written report to WorkSafe within 48 hours of reporting the incident. The template for this report is located on the WorkSafe web site – see Resources. • The Manager will notify WorkSafe when the venue is reopening once the affected venues are cleaned and workers cleared by DHHS for returning to work (COVID negative results). 	<p>Michael Finney</p> <p><i>Information on WorkSafe Reporting including a Risk Management template:</i></p> <p>https://www.worksafe.vic.gov.au/report-confirmed-positive-case-covid-19</p> <p><i>Employers must immediately notify WorkSafe of a confirmed case: Immediately calling the mandatory incident notification hotline, and providing formal written notification within 48 hours</i></p>

<p>Prepare to undertake cleaning and disinfection at your business premises.</p> <p>Assess whether the workplace or part of the workplace must be closed</p>	<p>In the event of a confirmed or suspected case in the venue, the process for the cleaning and disinfection of the workplace is:</p> <p>A ‘deep clean’ of the employee’s workspace and high touch surfaces, including all areas where that worker may have been or had contact.</p> <p>Or</p> <p>A ‘deep clean’ of those areas where the patron may have been or had contact</p> <p>A full clean and disinfect of the entire Venue and associated amenity spaces.</p> <p>The person/s to undertake this clean are:</p> <p>ARA Cleaning</p> <p>Manager/ COVID Marshal or next in line will undertake a risk assessment to determine whether the Venue should be closed.</p> <p>All workers to work from home until notified otherwise by the Manager / DHHS.</p>	<p>Michael Finney</p> <p>CRRT</p> <p>COY has a current procedure for Deep COVID Cleaning, which will be implemented through current council cleaning contractor</p> <p>Refer to DHHS cleaning guidelines.</p> <p><i>How to Clean and Disinfect after a COVID-19 Case.</i></p> <p>REFER TO DOCUMENT ATTACHED.</p> <p><i>Where a case is confirmed to have been in the workplace, cleaning must be undertaken in accordance with DHHS guidance. Employers must undertake a risk assessment to determine whether the worksite (or part of the worksite) should be closed.</i></p> <p><i>Where a suspected case is present at the workplace in the 48 hours prior to the onset of symptoms or while symptomatic, employers must take all practicable steps to manage the risks posed by the suspected case, including cleaning the affected employee’s workspace, areas where they attended and high-touch surfaces.</i></p>
<p>Confirm that your workplace can safely reopen and workers can return to work.</p>	<ul style="list-style-type: none"> • Establish a process for confirming that a workplace is safe to reopen, in line with advice from DHHS 	<p>CRRT</p>

	<ul style="list-style-type: none"> • Establish a process for confirming a worker (with a suspected or confirmed case) does not have COVID-19 before returning to physical worksite • Establish a process for notifying DHHS and Worksafe that the site is reopening 	
<p>Record Keeping – Contact Tracing</p>	<ul style="list-style-type: none"> • Be able to trace people who have entered your venue – Patrons, workers, volunteers, performers, touring personnel, third party contractors • Register will include date, time in and time out and contact details. • Records will be kept for a rolling 28 days, and then destroyed in compliance with privacy. • Provide information on protocols for collecting and storing information 	<p>Michael Finney</p> <p>City of Yarra uses the Vic Government-developed QR Check-In system.</p> <p>All Staff, contractors, volunteers and attendees will be required to check-in on arrival.</p>
<p>Daily worker health screening</p>	<p>All staff / volunteers including third party staff must complete a daily health declaration questionnaire each day they commence work on site.</p> <p>Questionnaire records are private and will be kept secure by the Manager for 28 days rolling after which time they will be securely destroyed (shredded).</p>	<p>NA</p>
<p>Support workers to stay home and get tested, even if mild symptoms</p>	<p>Make all workers aware of the financial support available to them if they cannot work while awaiting a test result or if confirmed as a positive case.</p>	<p>Michael Finney</p> <p>COY CRRT</p> <p>COY HR</p> <p>COY PAYROLL</p>

		All City of Yarra employees are afforded this provision under current Employee entitlements
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5. AVOID INTERACTIONS IN ENCLOSED SPACES		
REQUIREMENTS	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
<p>Avoid enclosed and confined spaces where possible – put in place Controls for unavoidable enclosed spaces.</p>	<p>Document which spaces in your venue this applies to: e.g. bio box, orchestra pit, tech manager’s office, other admin areas and etc.</p> <p>Reduce access and numbers including touring party access</p> <p>Routinely disinfect and clean – manage hygiene</p> <p>Consider PPE where required including sneeze guards / mute shields</p> <p>Increase fresh air flow where possible</p> <p>Where possible take meal and coffee breaks outside, rather than in the venue areas.</p>	<p>Michael Finney</p> <p>Event Staff supervisor – Matt Hughes (COY)</p> <p>Production – Ashley Groenen</p> <p>Areas</p> <ul style="list-style-type: none"> - Commercial Kitchen - Reading Room Annexe - Venues Office
<p>Where possible enhance air flow by opening windows and adjusting air conditioning.</p>	<p>review fresh air and air conditioning circulation for the Venue and maximise fresh air circulation where possible</p>	<p>Event Staff supervisor – Matt Hughes (COY)</p> <p>The Fitzroy Town Hall has Bauer-Style HVAC system for air control and temperature control. This works on drawing external air when needed, so</p>

		<p>risk involved in air circulation is low. This event is scheduled for May 1st, so the opening of windows etc will be determined by weather. If permissible, certain windows will remain open.</p>
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6. CREATE WORKFORCE BUBBLES		
REQUIREMENTS	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
<p>Create Work Force Bubbles</p>	<p>Where appropriate create Workforce Bubbles within your team, including back of house, front of house and production / technical crew. Identify by Name and Document which staff members are in which workforce bubble team.</p> <p>Back of House. Front of House Production crew Other</p> <p>Board: If appropriate; The following one committee member – xxxx - is nominated by the Committee as their representative to attend the Venue admin or outside meetings with venue staff as necessary.</p> <p>The Manager is will communicate these restrictions and ‘single working site’ requirements to all workers as a part of their ‘return to work’ induction.</p> <p>All workers who are working on site must provide written declaration that that are not working across multiple sites/ workplace settings.</p> <p>If their work necessitates this, their declaration will include all workplaces/ sites where they have and will work (back 28 days) and the contact details of those work places.</p>	<p>NA – read below</p> <p>Michael Finney</p> <p>Current restrictions and advice from COY CRRT is there isn’t a current need for workforce bubbles</p>

7. RISK MANAGEMENT		
REQUIREMENTS	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
<p>Risk Management Assessment re COVID-19 transmission and mitigation.</p> <p>Updated Risk Management Plan / Work, Health and Safety Plans.</p>		NA
<p>COVID Marshal</p> <p><i>COVID Safe Compliance Coordinator</i></p>	<p>The COVID Marshal for All City of Yarra Venues is the venue Officer(s) ON DUTY They report directly to the TEAM LEADER VENUE OPERATIONS (Michael Finney) with regards to regulatory compliance, plans, protocols and process, and any issues arising.</p> <p>The COVID Marshal is responsible for the implementation and regular updating of all processes and requirements within the COVID Safe Plan, including physical distancing and venue density compliance, patron caps, hygiene and reporting.</p> <p>The COVID Marshal will undertake the basic infection control awareness training provided by DHHS and Skills Victoria at the commencement of this Plan’s implementation.</p> <p><u>Training Resources:</u></p> <p>https://www.skills.vic.gov.au/victorianskillsgateway/Explore/Pages/infection-control-training.aspx</p> <p>https://www.health.gov.au/resources/apps-%20and-tools/covid-19-infection-controltraining</p>	<p>Event Staff supervisor – Matt Hughes (COY)</p> <p>FOH (COY Venue Officers):</p> <p>Reuben Neeson</p> <p>Jillian Chrisp</p> <p>Catherine Moroney</p> <p>Nathan Hood</p> <p>Emma Hart</p> <p>Jade Blair</p> <p>Dylan Oosterweghel</p> <p>Juan Lopez</p> <p>COY Event staff have operated throughout the pandemic in sanitation roles, trained in hygiene and infection control, including PPE Donn/Doff</p>

<p>Emergency Evacuation Procedures updated</p>	<p>Take into account new entrance / exit process for example</p>	<p>Event Staff supervisor – Matt Hughes (COY)</p> <p>No change to existing Emergency Evacuation Protocols for the venue. This is managed by the COY Venue Officers ON DUTY</p>

8. STAFF AND RETURN TO WORK		
REQUIREMENTS	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
Return to Work Plan	<p>Undertake consultation with team regarding their comfort returning to the venue, any concerns that need to be addressed, and what new practices will be in place to protect them and those they interact with – addressing your Venue’s Duty of Care to its workers.</p> <p>Discuss staff induction and training.</p> <p>Arrange a time to undertake this with the team.</p>	<p>CRRT</p> <p>COY Has a robust return to Work Plan, which will be activated in the event of there being an outbreak connected with this event</p>
Staff Induction and Training. Identify. Provide.	<ul style="list-style-type: none"> • Work through your COVID Safe plan with all impacted workers, volunteers, committee members. Discuss. Clarify as necessary. • Identify and provide training in new health and safety protocols and work practices to all workers who will work within the venue. • Utilise the VAPAC / ACM <i>Returning to Work</i> training and induction document. • Include information about COVID-19 symptoms, hygiene and health. • Provide training to staff on physical distancing requirements and expectations. 	<p>NA – As above</p>
<p>Best Work Practices Documented & Implemented</p> <p>Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.</p>	<ul style="list-style-type: none"> • Daily Health Screening process and policy in place. • Stay home if unwell policy and practices documented. • Establish physical distancing for staff protocols. • Work practices and controls in confined areas documented. • Staff hygiene practices and etiquette in place. 	<p>Name of Person</p> <p>Consider a Personal Wellbeing Plan or other mental health and wellbeing strategies. Resources to develop plans for managers & small business here:</p> <p>https://www.headsup.org.au/home</p>

	<ul style="list-style-type: none"> • Ensure awareness by everyone of responsibility to protect themselves, other workers and patrons. • No Car Pooling • Psychosocial/ mental health and wellbeing strategies / support resources documented and provided. 	
Ensure that all staff that must / can work from home, do work from home	<p>Identify roles / parts of roles or duties required that can still be performed at home</p> <p>Adapt working arrangements accordingly</p>	Name of Person
Volunteer Worker Policy & Protocols	<p>Ensure policy complies with WH&S re volunteering</p> <p>Written guidelines for volunteering prepared. Volunteers consulted.</p>	<p>ALGWA Volunteer Coordinator</p> <p>TBC</p>

Documents Related to COVID Safe Plan

The following Venue policies, procedures and documentation form a part of the Venue’s COVID Safe Plan and are attached.

Document Name	File Location	About
<i>Latest Restrictions and Guidelines Vic Govt</i>		https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-arts-and-recreation-services
<i>How to Clean and Disinfect after a COVID-19 Case.</i>		DHHS Guidelines. Also available as download from: https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19
<i>COVID Marshal– DUTIES</i>		Document incorporating Victorian Govt requirements for COVID Marshal role.
The Appropriate use of personal protective equipment for coronavirus in the work environment’		https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#personal-protective-equipment-ppe-guidance
COVID Workplace Attendance Register		https://www.coronavirus.vic.gov.au/signs-posters-and-templates
Staff Coronavirus Health Screening Questionnaire		https://www.coronavirus.vic.gov.au/signs-posters-and-templates#staff-coronavirus-covid-19-health-questionnaire
<i>Coronavirus Cleaning Guidelines for Workplaces. Information for business owners, managers and cleaners.</i>		https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#cleaning-and-disinfection
<i>Factsheet – Cleaning Guidelines. Building owners and managers</i>		https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#cleaning-and-disinfection
<i>VAPAC/ ACM Returning to Work training & induction document</i>	PDF from Powerpoint	Developed by VAPAC and Arts Centre Melbourne, RTO, for the performing arts sector as a worker induction / return to work training resources. https://vapac.org.au/covid-19-resources/



FITZROY TOWN HALL

LEVEL 2

ROOM NUMBERS

Ballroom 30 x 14 = 420 sqm 220
 Ballroom Corridor 2.3 x 26 = 60sqm 30

Reading Room 13 x 14 = 182sqm 90
 RR Foyer 2.2 x 3.9 = 8.5sqm 4
 Corridor to RR 2.2 x 16 = 35sqm 17
 Light box 7.1 x 2.2 = 15.6sqm 7
 Annex 7.1 x 4.5 = 35sqm 17
 Conners 3.8 x 5.8 = 22sqm 9
 4.68 x 7.4 = 34sqm 17

161

Front veranda 15 x 3.5 = 26sqm 26
 Stairs 15 x 2 = 15sqm 15
 Mid flat 15 x 1.8 = 27sqm 13
 Stairs 15 x 2 = 30sqm 15



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Plan Review

This plan will be reviewed for compliance with any updated health or other regulatory requirements every: *Week*

Person responsible for regular review: Michael Finney

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 COVID Safe Plan.

Approval of COVID Safe Plan

Approved by	Michael Finney
Signature	
Date	28.04.2021

Updates to COVID Safe Plan

Reviewed by	
Approved by	
Signature	
Date	

END