



The Richmond Town Hall Ballroom



COVID SAFE PLAN

Venue & Organisation Details

Organisation Name / Council	Yarra City Council
Venue/s Name	Richmond Town Hall Ballroom
Venue Manager/ Coordinator	Bridie Jones – Venues Coordinator
Contact Details	0427 347 951
Site Address	333 Bridge Road RICHMOND VIC 3067
COVID Marshal (COVID Safe Compliance Coordinator)	Michael Finney – 0438 338 708 (COVID Safe Events Coordinator) COVID Check-In Marshal(s) – 0439 102 868: All Venue Officers on duty are trained COVID Marshals
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	19.11.2021 V1.2

1. ENSURE PHYSICAL DISTANCING		
REQUIREMENTS	ACTIONS TO ACHIEVE	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
<p>Government Regulated capacity & distancing compliance.</p>	<ul style="list-style-type: none"> • Ensure venue capacity plan complies with latest Government regulations for your Local Government Area and State. • Document Venue Capacity for each area based on square metre density regulation and 1.5m physical distancing. • Document total venue capacity <p>Document How your venue will manage restricting capacity</p> <ul style="list-style-type: none"> • For example, signage, floor decals and staff training. 	<p>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</p> <p>The Richmond Town Hall is a building in the Municipality of City of Yarra Council. There is 1 dedicated events spaces in the Richmond Town Hall Building; The Ballroom.</p> <p>- The venue has operated throughout Pandemic, consistent with current Vic Gov RADS (Restricted Activity Directions) on capacity limits, regularly reviewed and updated in consultation with Yarra Council CRRT (Critical Response & Recovery Team), and the Vic Gov Public Events Framework settings (PEF).</p> <p>CURRENT SETTINGS</p> <p>- Current Vic Gov COVIDSafe Settings are in place from Friday 19th November 2021.</p>

		<p>Open: Patrons and workers must be fully vaccinated (unless a valid medical exemption applies).</p> <p>Each indoor seated or non-seated space: No capacity limits. No density limits. No gathering limits beyond normal Building Occupancy Capacity Limits.</p> <ul style="list-style-type: none">- 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.- Detail-gathering at the entry stage includes using the mandatory Vic Gov QR Code check-in and Vaccination verification, to ensure the robust capture of attendee details.- 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.- Event Staff are trained COVID Check-In Marshals, including both Infection
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		<p>control, COVIDSafe practices and Level 2 First Aid (HLTAID011)</p> <p>- Security contractors are engaged (Current Council preferred supplier: Stateguard protective Services) for each event setting, and can be delegated the additional role of COVID Check-In Marshal, to assist in ensuring vaccination verification, and capacity limits in spaces with a max capacity lower than the attendee numbers is not exceeded.</p>
<p>Administration/Office Areas</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. • 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><u>Venue Management</u></p> <p>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>Venue Officer/COVID Marshal – Rostered from Events Permanent & Casual pool – 0439 102 868</p> <p>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</p> <p>- All Back of House areas have been configured to comply with restrictions</p> <p>- All staff are trained COVID Check-In Marshals, and regular communication of Organisational expectations regarding COVID Safe measures in the workplace is provided. The workplace is monitored for compliance and ensuring</p>

		<p>staff are adequately distancing and following safe practices during work.</p> <ul style="list-style-type: none"> - Contractors to comply to our capacity limits in commercial kitchens and ancillary spaces, and will be briefed on COVID Safe expectations of Venue. <p>*See COVID Checklists*</p> <ul style="list-style-type: none"> - Floor Markings, Decals, signage in place throughout the building.
<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><u>Venue Management</u></p> <p>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>Venue Officer/COVID Marshal – Rostered from Events Permanent & Casual pool – 0439 102 868</p> <p>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</p> <p>Administration Team Leader – Kate Van der Lit (Team Leader Venues Administration) – 0438 051 681</p> <p><u>Contractors/3rd Parties</u></p> <p>Security</p> <ul style="list-style-type: none"> - The Richmond Town Hall has a flexible auditorium with no fixed furniture or

		<p>seating. Event furniture will be set by Cleaning contractors prior to applicable events, and closely monitored and altered by event staff if needed, to ensure distancing requirements are met.</p> <p>- Venues & Events Bookings & Operations Teams work with either internal stakeholders or external hiring parties throughout the event planning process, to ensure ticket sales are limited to within allowable capacity numbers.</p>
<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><u>Venue Management</u></p> <p>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>Venue Officer/COVID Marshal – Rostered from Events Permanent & Casual pool – 0439 102 868</p> <p>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</p> <p><u>Contractors/3rd Parties</u></p> <p>Security</p> <p>- Internal stakeholder event contacts, and external hiring parties are encouraged to place patron arrival/queueing areas prior to</p>

		<p>reception/check-in outdoor on the wide portico entrance. This option is lower risk of transmission, due to being an open-air setting. Signage will be in place, reminding patrons of the importance of social distancing.</p> <ul style="list-style-type: none"> - Security contractors are engaged (Current Council preferred supplier: Stateguard protective Services) for each event setting, and can be delegated the additional role of COVID Check-In Marshal, as well as being posted to specific bottle-neck areas such as Ingress/Egress, to assist in ensuring distancing is adhered to. - Venue Mgmt have adequate stock of sanitising consumables, and have operated throughout the pandemic in sanitation roles, Venue Officers are trained in hygiene and infection control. There will be routine sanitation of high-touch points throughout proceedings. - 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. This stock will be monitored and replenished as needed.
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<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><u>Venue Management</u></p> <p>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>Venue Officer/COVID Marshal – Rostered from Events Permanent & Casual pool – 0439 102 868</p> <p>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</p> <p>Administration Team Leader – Kate Van der Lit (Team Leader Venues Administration) – 0438 051 681</p> <p><u>Contractors/3rd Parties</u></p> <p>Security</p> <ul style="list-style-type: none"> - Box Office areas can be placed at entry points outdoor (weather permitting), or at various control areas inside entry points. - All pass-outs, contactless payment/ticket collection or cloaking to be managed by the hiring party or internal/external event contact. Advice and assistance on these measures will be discussed at pre-event planning and site visit sessions. - Foyers – There are no designated Foyer areas at the Richmond Town Hall, however the Ballroom is situated on the 1st Floor, so the Reception area can be
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		<p>utilised for these purposes. Connecting passageways between event spaces and amenities can be places of congregation and crowding. Signage, active monitoring by COVID Marshals and announcements will be considered on a case-by-case basis for risk mitigation.</p> <p>- It is a requirement for all events that attendees fall within the capacity limits of this venue, and as outlined by the Vic Gov COVIDSafe Settings.</p> <p>- Vic Gov QR Check-In at external queueing areas and Box Office, and throughout the building and at entry points to specific event areas. Monitored by COVID Check-In Marshals and evidence of Vaccination Status needed for granting entry.</p> <p>- Additional corporate-branded signage is in place, reminding patrons of the importance of social distancing and personal hygiene.</p> <p>- Gender neutral restrooms can be available throughout the venue on request.</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. • Contactless Ticketing: • Put in place process, procedure and equipment to facilitate. 	<p><u>External</u></p> <p>Hire Party or 3rd Party (Moshtix etc)</p> <p><u>Internal</u></p>

	<ul style="list-style-type: none"> • 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>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</p> <p>Administration Superv. – Kate Van der Lit (Team Leader Venues Administration) – 0438 051 681</p> <p>- Ticketing and Box Office is managed by the hiring party or internal/external event contact. Advice and assistance on these measures will be discussed at pre-event planning and site visit sessions.</p> <p>- Box-Office (if applicable) will be encouraged to use pre-booked ticketing, to ensure Box Office activities remain contactless, with guests marked-off using QR Code Scanning ticket on smart phone or physical ticket. Any provision for name badges/materials encouraged to be managed in a way that guests do not risk touching. Venues & Events recommend essential venue information packs be provided to ticket holders, and affiliate attendees/staff prior to arrival.</p>
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<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><u>Venue Management</u></p> <p>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>Venue Officer/COVID Marshal – Rostered from Events Permanent & Casual pool – 0439 102 868</p> <p>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</p> <p><u>Contractors/3rd Parties</u></p> <p>Security</p> <p>Caterers/Food Vendors</p> <p>Bar Staff/Vendors</p> <p>- Event Staff and 3rd Party Contractors, Hirers, guests and volunteers need to be verified as having 2 doses of COVID-19 Vaccine to enter the building.</p> <p>- Event Staff are trained COVID Check-In Marshals, including Infection control and Level 2 1st Aid. It will be their responsibility to ensure all users of BOH areas, including contractors and volunteers adhere to distancing and hygiene.</p> <p>- It is recommended all City of Yarra Events Staff wear masks whilst on duty, and all 3rd party food & beverage contractors serving the public also must</p>
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		<p>wear masks as per Vic Gov COVIDSafe Settings.</p> <p>- Signage and floor markings in place throughout the building.</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>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>Venue Officer/COVID Marshal – Rostered from Events Permanent & Casual pool – 0439 102 868</p> <p>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</p> <p>- Event Staff and 3rd Party Contractors, Hirers, guests and volunteers need to be verified as having 2 doses of COVID-19 Vaccine to enter the building.</p> <p>- Signage and floor markings in place throughout the building.</p> <p>- Event Staff are trained COVID Check-In Marshals, including Infection control and Level 2 1st Aid. It will be their responsibility to ensure all users of BOH areas, including contractors and volunteers adhere to distancing and hygiene.</p>
<p>Performance timing</p>	<ul style="list-style-type: none"> • Ensure compliance with any regulation regarding performance timings <p>https://www.coronavirus.vic.gov.au/entertainment-and-culture</p>	<p>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p>

	<p>https://creative.vic.gov.au/resources/restrictions-summary</p>	<p>Venue Officer/COVID Marshal – Rostered from Events Permanent & Casual pool – 0439 102 868</p> <p>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</p> <p>- There are no current listed Performance timing restrictions – COVID Check-In Marshals in place ensuring Check-In and distancing between performers and audience are adhered to.</p>
<p>Food & Beverage. Third Party suppliers</p>	<ul style="list-style-type: none"> • 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><u>Venue Management</u></p> <p>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>Venue Officer/COVID Marshal – Rostered from Events Permanent & Casual pool – 0439 102 868</p> <p>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</p> <p><u>Hiring Party</u></p> <p><u>Contractors/3rd Parties</u></p> <p>Security</p> <p>Caterers/Food Vendors</p> <p>Bar Staff/Vendors</p> <p>Any delivery of 3rd party equipment + catering, and set up expectations are</p>

		covered in the Event Briefing and the COVID Safe Checklists *See COVID Safe Checklists*
Touring Parties, Hirers & Third Party	<ul style="list-style-type: none"> SEE 1.A – Back of House 	COVIDSafe Events Coordinator - Michael Finney – 0438 338 708
Staff training on physical distancing and health directions. See Return to Work	<ul style="list-style-type: none"> SEE 8. Staff & Return to Work – Staff Training. 	COVIDSafe Events Coordinator - Michael Finney – 0438 338 708
Review Delivery Protocols to limit contact with Drivers	<ul style="list-style-type: none"> Establish contactless delivery and invoicing Display signage for drivers Establish drop-off areas 	NA

1.A: BACK OF HOUSE & TECH/ PRODUCTION		
REQUIREMENTS	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
Ensure Physical Distancing Back of House – as per Item 1 of COVID Safe Plan	Document what is required/ regulated for your venue. SEE 5. Enclosed Spaces – also	<u>Venue Management</u> COVIDSafe Events Coordinator - Michael Finney – 0438 338 708 Venue Officer/COVID Marshal – Rostered from Events Permanent & Casual pool – 0439 102 868 Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753

		<p><u>Hiring Party</u></p> <p><u>Contractors/3rd Parties</u></p> <p><u>AV/Staging Providers</u></p> <p>All Back of House areas have been configured to comply with restrictions, and additional QR Check-in for these areas can be implemented depending on the size and particulars of the event.</p> <p>Event Staff are trained COVID Check-In Marshals, including Infection control and Level 2 1st Aid. It will be their responsibility to ensure all users of BOH areas, including contractors and volunteers adhere to distancing and hygiene.</p> <p>- Event Staff and 3rd Party Contractors, Hirers, guests and volunteers need to be verified as having 2 doses of COVID-19 Vaccine to enter the building.</p>
<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>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>Venue Officer/COVID Marshal – Rostered from Events Permanent & Casual pool – 0439 102 868</p> <p>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</p>

		<p>Event Staff and 3rd Party Contractors, Hirers, guests and volunteers need to be verified as having 2 doses of COVID-19 Vaccine to enter the building.</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, are included in the hiring party + contractor event briefing.</p> <p>Specific Contractor COVID Briefing as part of event briefing/building induction to be carried out by COVID Safe Marshal.</p> <p>*See COVID Safe Checklists*</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. <i>(SEE 4. ‘Keep Records’ – below)</i> • Room capacity limits – dressing rooms, green room and etc • Distancing measures including decals and signage. • One set of occupants per venue hire 	<p><u>Venue Management</u></p> <p>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>Venue Officer/COVID Marshal – Rostered from Events Permanent & Casual pool – 0439 102 868</p> <p>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</p> <p><u>Hiring Party</u></p> <p><u>Contractors/3rd Parties</u></p> <p>AV/Staging Providers</p> <p>Security</p>

		<p>Caterers/Food Vendors</p> <p>Bar Staff/Vendors</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>Event Staff and 3rd Party Contractors, Hirers, guests and volunteers need to be verified as having 2 doses of COVID-19 Vaccine to enter the building.</p> <p>Performers</p> <ul style="list-style-type: none"> - QR Check-in - Induction into Green Room areas - COVID Safe Briefing/Checklists throughout <p>Catering/Bar</p> <ul style="list-style-type: none"> - QR Check-in - Induction into Commercial Kitchen to include COVID Safe Briefing/Checklists and 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 Briefing/Checklists
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		<ul style="list-style-type: none"> - Expectations on max capacity monitoring of separate spaces <p>*See COVID Safe Checklists*</p>
<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 2 metres) • Practice physical distancing wherever possible for rehearsals and performances. • Increase frequency of cleaning of rehearsal and performance areas 	<p><u>Venue Management</u></p> <p>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>Venue Officer/COVID Marshal – Rostered from Events Permanent & Casual pool – 0439 102 868</p> <p>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</p> <p><u>Hiring Party</u></p> <p><u>Contractors/3rd Parties</u></p> <p><u>AV/Staging Providers</u></p> <ul style="list-style-type: none"> - All Event Artists/Performers to be briefed on below expectations prior to commencement of the event or delegated through the hiring party. - Event Staff and 3rd Party Contractors, Hirers, guests and volunteers need to be verified as having 2 doses of COVID-19 Vaccine to enter the building. - Additional cleaning protocols are in place across City of Yarra Venues, and can be increased on a case-by-case basis,

	<p>https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-arts-and-recreation-services</p>	<p>dependant on the size or details of each event.</p> <p>- Event Staff are trained COVID Check-In Marshals, including Infection control and Level 2 1st Aid. It will be their responsibility to ensure all users of BOH areas, including contractors and volunteers adhere to distancing and hygiene.</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. • If crew must fit equipment to performers provide PPE. 	<p><u>Venue Management</u></p> <p>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>Venue Officer/COVID Marshal – Rostered from Events Permanent & Casual pool – 0439 102 868</p> <p>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</p> <p><u>Hiring Party</u></p> <p><u>Contractors/3rd Parties</u></p> <p><u>AV/Staging Providers</u></p> <p>- Internal City of Yarra equipment limited to Audio Visual is managed by Event Staff/COVID Marshals.</p> <p>- Where possible, no presenters/performers to touch equipment (other than microphones). Microphones to be regularly sanitised.</p>

		<ul style="list-style-type: none"> - Artists own equipment/instruments to be self-managed. Sanitising agents/PPE to be readily available. - Sanitation of equipment to follow same protocols that Event 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>	<ul style="list-style-type: none"> • provide adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own • Active monitoring of fitted face mask/ coverings for all staff, patrons and performers as regulated unless a lawful exemption applies. 	<p>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>Venue Officer/COVID Marshal – Rostered from Events Permanent & Casual pool – 0439 102 868</p> <p>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</p> <p>- Face coverings are NOT mandatory indoors under current restrictions, with the exception of the following:</p> <p>Catering/Drinks Service Staff: Face masks will still be required for workers serving the public at hospitality venues</p> <p>There are special exemptions for weddings and funerals: If everyone present is fully vaccinated, you can host or attend weddings, funerals with</p>

		<p>no limits on density or attendance. If vaccination status isn't being checked, these events are restricted to one person per 4 sqm up to a maximum of 50 people per facility. The cap at funerals doesn't include those required to conduct the funeral and the cap at weddings doesn't include the marrying couple, celebrant or photographer.</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>	<ul style="list-style-type: none"> consult with all staff and volunteers regarding level of comfort with PPE if interacting with visitors / artists. review any need to install screens or barriers in addition to masks. Eg. Box Office. <p>Michael Finney will stay informed of updates regards relevant PPE protocols as Government advice changes, through regular monitoring of DHHS web site.</p> <ul style="list-style-type: none"> 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 See 'The Appropriate use of personal protective equipment for coronavirus in the work environment'. All workers to be informed that cloth masks should be washed each day after use. However, if during the day the 	<p>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>- Face coverings are NOT mandatory in indoor settings under current restrictions</p> <p>https://www.coronavirus.vic.gov.au/how-we-work-current-restrictions#entertainment</p> <p>- During times of non-mandatory mask-wearing settings, we will operate under the following: <i>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 recommended that all COY staff wear face masks.</i></p>

	<p>mask is visibly dirty or wet, the mask needs to be washed immediately.</p>	<p>- All COY Staff, Contractors & Volunteers will have Face Masks provided to them if they require them. 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>City of Yarra 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>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>Venue Officer/COVID Marshal – Rostered from Events Permanent & Casual pool – 0439 102 868</p> <p>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</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>	<ul style="list-style-type: none"> • Create an all of venue specific check list itemising all key surfaces needing regular cleaning. • Identify which products are required for cleaning. • 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. • Every venue clean must be documented by those performing the clean, utilising the Cleaning Check List. Dated. 	<p>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>Cleaning Contractor – ARA Cleaning Services</p> <p>Venue Officer/COVID Marshal – Rostered from Events Permanent & Casual pool – 0439 102 868</p>

	<ul style="list-style-type: none"> • Dispose of disposable cleaning products and items safely • Document PPE for Cleaning. (Gloves, masks) • Monitor supplies of cleaning products and restock as needed. 	<p>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</p> <ul style="list-style-type: none"> - 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 - Venue Officers 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>Theatre/ Fabric Seats</p>	<ul style="list-style-type: none"> • Focus on frequently touched surfaces such as arm rests. • Note: disinfectant sprays may not be effective. DHHS does not endorse general area disinfectant ‘fogging’ or ‘misting’. • Consider disinfectant wipes available for patrons to use. • Consider disposable seat covers or washable 	<p>NA</p>
<p>Replace high-touch communal items with alternatives</p>	<ul style="list-style-type: none"> • 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. • Review need for items such as contactless taps, bins and soap dispensers. If required, purchase and implement. • Avoid sharing equipment inc office equipment and workstations, and all back of house equipment. Review any workstation / 	<p>See 3.2 (above)</p> <p>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>Regular Sanitation of high-touch points, including taps, soap dispensers etc. to be undertaken throughout.</p> <p>No Shared equipment at Workstations</p>

	<p>equipment sharing and put in place a process to eliminate or reduce, and manage risk.</p> <ul style="list-style-type: none"> • All staff to be provided with their own identified equipment • If equipment / workstation must be shared, it will be cleaned after each user, by the person completing their use of it. 	
<p>Provide and promote hand sanitiser for workers and patrons at all key points of facility and entrance/ exit.</p>	<p>Ensure hand sanitiser is stocked, working.</p> <p>Ensure Bathroom well stocked with supplies of hand soap and paper towels</p>	<p>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</p> <p>- Regular maintenance audits of the Fitzroy Town Hall are undertaken 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><u>Venue Management</u></p> <p>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>Venue Officer/COVID Marshal – Rostered from Events Permanent & Casual pool – 0439 102 868</p> <p>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</p> <p>Administration Team Leader – Kate Van der Lit (Team Leader Venues Administration) – 0438 051 681</p>

		<p>Hiring Party</p> <ul style="list-style-type: none"> - Venues & Events Bookings & Operations Teams work with either internal stakeholders or external hiring parties throughout the event planning process and recommend ticket sales are limited to within allowable capacity numbers and remain contactless. - Contactless payment options recommended to Bar/Food Vendor(s)
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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>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>Venue Officer/COVID Marshal – Rostered from Events Permanent & Casual pool – 0439 102 868</p> <p>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</p>

		<ul style="list-style-type: none"> - City of Yarra uses the Service Vic, the Victorian Government-developed QR Check-In system. - All Staff, contractors, volunteers and attendees will be required to check-in on arrival. - Event Staff and 3rd Party Contractors, Hirers, guests and volunteers need to be verified as having 2 doses of COVID-19 Vaccine to enter the building. - 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. - They will be taken to the pre-determined isolation area (Level 1 Staff kitchen [afterhours]) until arrangements can be made to allow them to safely travel home.
<p>Prepare for how you will manage a suspected or confirmed case in an employee, patron or performer at your venue.</p>	<ul style="list-style-type: none"> • If possible, establish an appropriate area to isolate staff members within the venue. • Any worker or patron showing symptoms or otherwise suspected of COVID-19 will be supported to travel home safely. • They will be required to wear a mask and maintain strict physical distancing from all other staff / patrons. • All other staff, performers or patrons who have been in close contact with the confirmed or suspected case will be 	<p>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>Venue Officer/COVID Marshal – Rostered from Events Permanent & Casual pool – 0439 102 868</p> <p>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</p> <ul style="list-style-type: none"> - If a staff member, volunteer or contractor becomes unwell, they can be

	<p>notified and cannot attend the workplace until they have been COVID tested and receive a negative result.</p> <ul style="list-style-type: none"> • We will communicate with all affected workers about the requirement that they self-isolate and must be COVID tested. • They are required to self-isolate and not attend the work premises until they have an ‘all clear’ from a COVID test. • 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. • 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. • The Manager will notify OH&S Manager (GAVIN DYCHE) • 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>taken to the pre-determined isolation area (Level 1 Staff kitchen [afterhours]) until such time as arrangements have been made for them to safely travel home.</p> <p>- If a Patron becomes unwell, they can be supported to make arrangements for them to safely travel home. 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>
<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 	<p>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>- Ensure all worker / volunteer / crew contact details are up to date and accessible.</p>

	<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><i>Record Sheet Visitor and Patron Log:</i> https://www.coronavirus.vic.gov.au/signs-posters-and-templates</p> <p><i>DHHS Confirmed Case in the Workplace Information Pack – download from:</i> 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>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>City of Yarra Critical Response & Recovery Team (CRRT)</p> <p>CRRT Responsible for notification of positive case to WorkSafe, once reported to them.</p> <p><i>Information on WorkSafe Reporting including a Risk Management template:</i> 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>	<ul style="list-style-type: none"> • In the event of a confirmed or suspected case in the venue, the process for the cleaning and disinfection of the workplace is: • A ‘deep clean’ of the employee’s workspace and high touch surfaces, including all areas where that worker may have been or had contact. • Or • A ‘deep clean’ of those areas where the patron may have been or had contact • A full clean and disinfect of the entire Venue and associated amenity spaces. • The person/s to undertake this clean are: <ul style="list-style-type: none"> • ARA Cleaning • Manager/ COVID Marshal or next in line will undertake a risk assessment to determine whether the Venue should be closed. • All workers to work from home until notified otherwise by the Manager / DHHS. 	<p>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>City of Yarra Critical Response & Recovery Team (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><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 re-open 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 • Establish a process for confirming a worker (with a suspected or confirmed case) does not have COVID-19 before returning to physical worksite 	<p>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>City of Yarra Critical Response & Recovery Team (CRRT)</p>

	<ul style="list-style-type: none"> Establish a process for notifying DHHS and Worksafe that the site is reopening 	<p>See Above</p>
<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>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>Venue Officer/COVID Marshal – Rostered from Events Permanent & Casual pool – 0439 102 868</p> <p>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</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, as well Vaccination verification.</p> <p>Event Staff and 3rd Party Contractors, Hirers, guests and volunteers need to be verified as having 2 doses of COVID-19 Vaccine to enter the building.</p>
<p>Daily worker health screening</p>	<ul style="list-style-type: none"> All staff / volunteers including third party staff must complete a daily health declaration questionnaire each day they commence work on site. 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>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>Venue Officer/COVID Marshal – Rostered from Events Permanent & Casual pool – 0439 102 868</p> <p>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</p>

		- Paper-Based Questionnaire in place for all Hiring Parties, Contractors/3 rd Parties on arrival.
Support workers to stay home and get tested, even if mild symptoms	<ul style="list-style-type: none"> 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>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>COY CRRT</p> <p>COY HR</p> <p>COY PAYROLL</p> <p>All City of Yarra employees are afforded this provision under current Employee entitlements</p>

5. AVOID INTERACTIONS IN ENCLOSED SPACES		
REQUIREMENTS	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
Avoid enclosed and confined spaces where possible – put in place Controls for unavoidable enclosed spaces.	<ul style="list-style-type: none"> Document which spaces in your venue this applies to: e.g. bio box, orchestra pit, tech manager’s office, other admin areas and etc. Reduce access and numbers including touring party access Routinely disinfect and clean – manage hygiene Consider PPE where required including sneeze guards / mute shields Increase fresh air flow where possible 	<p>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>Venue Officer/COVID Marshal – Rostered from Events Permanent & Casual pool – 0439 102 868</p> <p>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</p>

	<ul style="list-style-type: none"> • Where possible take meal and coffee breaks outside, rather than in the venue areas. 	<p>Areas</p> <ul style="list-style-type: none"> - Commercial Kitchen - Reading Room Annexe - Venues Office - Green Room (Back of Stage) <p>- Signage in place throughout the building, and COVID Marshals operating for the duration of events to ensure COVID Safe protocols are adhered to.</p>
<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>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>Venue Officer/COVID Marshal – Rostered from Events Permanent & Casual pool – 0439 102 868</p> <p>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</p> <p>- The Richmond Town Hall has a HVAC system for air control and temperature control. The opening of windows will be determined by weather. If permissible, certain windows can remain open.</p>

6. CREATE WORKFORCE BUBBLES		
REQUIREMENTS	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
Create Work Force Bubbles	<ul style="list-style-type: none"> • 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. • Back of House. • Front of House • Production crew • Other • The Manager is will communicate these restrictions and ‘single working site’ requirements to all workers as a part of their ‘return to work’ induction. • All workers who are working on site must provide written declaration that that are not working across multiple sites/ workplace settings. • 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 workplaces. • 	<p>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>- Due to the specifics of the operations of the Venues & Events Team, the number of sites and number of events, the Admin + Operations team are unable to create effective workforce bubbles for single events, however in the case the venue is listed by DOH as an exposure site, these staff can be managed and supported to test and isolate or quarantine, with the ability for operations to continue with other staff..</p>

7. RISK MANAGEMENT		
REQUIREMENTS	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
<p>COVID Marshal <i>COVID Safe Compliance Coordinator</i></p>	<ul style="list-style-type: none"> COVID Marshal for All City of Yarra Venues is the Venue Officer(s) ON DUTY They report directly to the COVID Safe Events Coordinator (Michael Finney) with regards to regulatory compliance, plans, protocols and process, and any issues arising. 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. 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><u>Training Resources:</u></p> <ul style="list-style-type: none"> https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training 	<p>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>Venue Officer/COVID Marshal – Rostered from Events Permanent & Casual pool – 0439 102 868</p> <p>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</p> <p>- Both Venue Officers on Duty AND all other Events Staff are COVID Check-In Marshals, trained in Infection Control at a minimum, and the majority have Level 2 1st Aid also.</p> <p>- Security Contractors and Volunteers are also delegated the role of COVID Check-In Marshal – if additional levels of qualification or COVID Safe duties are required from 3rd Parties, training requirements will be sent prior to Event Day.</p>

<p>Emergency Evacuation Procedures updated</p>	<ul style="list-style-type: none"> • Take into account new entrance / exit process for example 	<p>Venue Officer/COVID Marshal – Rostered from Events Permanent & Casual pool – 0439 102 868</p> <p>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</p> <p>- No change to existing Emergency Evacuation Protocols for the venue.</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>City of Yarra Critical Response & Recovery Team (CRRT)</p> <p>- COY Have developed a comprehensive 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. • Include information about COVID-19 symptoms, hygiene and health. • Provide training to staff on physical distancing requirements and expectations. 	<p>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>- Training requirements for Venues Staff are managed by the COVID Safe Events Coordinator</p>
Ensure that all staff that must / can work from home, do work from home	<ul style="list-style-type: none"> • Identify roles / parts of roles or duties required that can still be performed at home • Adapt working arrangements accordingly 	<p>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>Administration Team Leader – Kate Van der Lit (Team Leader Venues Administration) – 0438 051 681</p> <p>- Only Administration roles are able to work from home in regard to the</p>

		effective operation of events at this venue
<p>Volunteer Worker Policy & Protocols</p>	<ul style="list-style-type: none"> • Ensure policy complies with WH&S re volunteering • Written guidelines for volunteering prepared. Volunteers consulted. 	<p>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p>Administration Team Leader – Kate Van der Lit (Team Leader Venues Administration) – 0438 051 681</p> <p>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</p> <p>- Volunteer expectations to follow the same protocols as all other event staff</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>		https://www.coronavirus.vic.gov.au/covid-check-in-marshals#covid-marshall-guidelines
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
VAPAC/ ACM Returning to Work training & induction document	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/

CHECKLISTS

COVID Safe Checklists to be completed by Venues Officers/COVID Marshals as part of their duties.

COVID Safe Checklist PRE-EVENT

Event:

Date of Function:

PRE-EVENT	Yes	No	NOTES
SIGNAGE – QR Codes/Distancing Reminders/Floor Markers/Health Advice/Mask areas			
Queue area – pre-entry – (Floor Markers every 1.5m, Affix to walls etc)			
Box Office			
Toilets (signage easily viewable from distance)			
Wash Stations			
Auditoria			
Food Vendors (floor markers in queue, distancing reminders)			
Bar Vendors (floor markers in queue, distancing reminders)			
Seated/Eating Areas			
Water Refill Stations			
Quiet Zones			
First Aid			
PPE Area			
Isolation Zone (if applicable)			
Accessible Entry to Upper Deck (see Patron care Plan)			
Back of House (Additional QR Code)			
Event Operations Centre (Masks mandatory)			
Waste Management			
FURNITURE			
Seated Areas (seats distanced?)			
Tables (located appropriately)			
Back of House (adequate distance)			
Event Operations Centre (no over-crowding)			

WASTE MANAGEMENT – Adequate Bins			
Queue area – pre-entry			
Box Office			
Toilets			
Wash Stations			
Auditoria			
Food Vendors (exclusive organics)			
Bar Vendors (adequate recycling)			
Seated/Eating Areas			
Water Refill Stations			
Quiet Zones			
Back of House			
Event Operations Centre			
PPE Area			
BACK OF HOUSE			
Adequate PPE available?			
Shared Equipment Sanitised? (mics etc.) [if applicable]			
Dedicated Wash Station?			
Water Refill Station?			
PPE AREA			
Adequate Stock?			
BOX OFFICE			
Stock of PPE available?			
TOILETS			
Soap			
Paper Towel			
CONTRACTOR BRIEFING			

CITY OF YARRA - RICHMOND TOWN HALL BALLROOM COVID Safe Plan

(To be conducted with representative from each Area prior to event commencement – Bar/Food Vendors, AV, Security, Cleaning)			
Bar Vendor – TIME ARRIVE:			
Emergency procedures			
Shown where exits are?			
Shown where toilets are?			
Notified of evacuation meeting point?			
Vendor given Communication details (Radio) and delegated areas?			
Talked through roles and expectations, look to Event Officers/COVID Marshals in the event of an emergency?			
Food Vendor – TIME ARRIVE:			
Emergency procedures			
Shown where exits are?			
Shown where toilets are?			
Notified of evacuation meeting point?			
Vendor given Communication details (Radio) and delegated areas?			
Talked through roles and expectations, look to Event Officers/COVID Marshals in the event of an emergency?			
Security – TIME ARRIVE:			
Emergency procedures			
Shown where exits are?			
Shown where toilets are?			
Notified of evacuation meeting point?			
Security given Communication details (Radios synced) and delegated areas?			
Talked through roles and expectations, look to Event Officers/COVID Marshals in the event of an emergency?			
Cleaners – TIME ARRIVE:			
Emergency procedures			
Shown where exits are?			
Shown where toilets are?			
Notified of evacuation meeting point?			
Security given Communication details (Radios) and delegated areas?			
Talked through roles and expectations, look to Event Officers/COVID Marshals in the event of an emergency?			

CITY OF YARRA - RICHMOND TOWN HALL BALLROOM COVID Safe Plan

Outline Areas of Cleaning to focus on, cleaning schedule expectations?			
Waste Management – Ensure Contamination is monitored and escalated as needed to EOC			

COVID Marshal: _____ **Signature:** _____ **Time:** _____

COVID Safe Checklist MID-EVENT**Event:****Date of Function:**

MID-EVENT	Yes	No	NOTES
SIGNAGE – QR Codes/Distancing Reminders/Floor Markers/ Health Advice/Mask areas			
Queue area – pre-entry – (Floor Markers every 1.5m, Affix to walls etc)			
Box Office			
Toilets (signage easily viewable from distance)			
Wash Stations			
Auditoria			
Food Vendors (floor markers in queue, distancing reminders)			
Bar Vendors (floor markers in queue, distancing reminders)			
Seated/Eating Areas			
Water Refill Stations			
Quiet Zones			
First Aid			
PPE Area			
Isolation Zone (if applicable)			
Accessible Entries			
Back of House (Additional QR Code)			
Event Operations Centre (Masks mandatory)			
Waste Management			
DISTANCING - PATRON/STAFF/VOLUNTEERS			
Bar Vendor queue			
Food Vendor queue			
Toilet queue			
Back of House Areas (Green Room/Ops Positions)			
Box Office (if applicable)			
Seated/Picnic/Eating areas			
Quiet Zone			
BOX OFFICE			

Check-In Compliance?			
FURNITURE			
Seated Areas (seats distanced?)			
Tables (located appropriately)			
Back of House (adequate distance)			
Event Operations Centre (no over-crowding)			
CLEANING – Liaise with Contractor as needed			
Toilets			
Wash Stations			
Seated/Picnic/Eating areas			
Other areas as needed			
WASTE MANAGEMENT – Check waste loads, escalate to Event Mgmt/Depot for contamination extra collection			
Queue area – pre-entry			
Box Office			
Toilets			
Wash Stations			
Auditoria			
Food Vendors (exclusive organics)			
Bar Vendors (adequate recycling)			
Seated/Eating Areas			
Water Refill Stations			
Quiet Zones			
Back of House			
Event Operations Centre			
PPE Area			
BACK OF HOUSE			
Adequate PPE available?			
Shared Equipment Sanitised? (mics etc.) [if applicable]			
Dedicated Wash Station?			
Water Refill Station?			

CITY OF YARRA - RICHMOND TOWN HALL BALLROOM COVID Safe Plan

PPE AREA			
Adequate Stock?			
BOX OFFICE			
Stock of PPE available?			
TOILETS			
Soap			
Paper Towel			

COVID Marshal: _____ Signature: _____ Time: _____

COVID Safe Checklist POST-EVENT**Event:****Date of Function:**

POST-EVENT	Yes	No	NOTES
EXIT MANAGEMENT – At conclusion of event			
Announcement made? (Loud hailers utilised if applicable)			
All areas Clear? (Toilet check)			
Exit Areas – notify to clear as quickly as possible (Loud Hailer)			
Back of House – no unnecessary staff (performers etc)			
SIGNAGE – QR Codes/Distancing Reminders/Floor Markers/ Health Advice/Mask areas			
Queue area – pre-entry – (Floor Markers every 1.5m, Affix to walls etc)			
Box Office			
Toilets (signage easily viewable from distance)			
Wash Stations			
Auditoria			
Food Vendors (floor markers in queue, distancing reminders)			
Bar Vendors (floor markers in queue, distancing reminders)			
Seated/Eating Areas			
Water Refill Stations			
Quiet Zones			
First Aid			
PPE Area			
Isolation Zone (if applicable)			
Accessible Entry to Upper Deck (see Patron care Plan)			
Back of House (Additional QR Code)			
Event Operations Centre (Masks mandatory)			
Waste Management			
FURNITURE			
Seated Areas (seats distanced?)			
Tables (located appropriately)			
Back of House (adequate distance)			
Event Operations Centre (no over-crowding)			

CLEANING – Liaise with Contractor as needed			
Toilets			
Wash Stations			
Seated/Eating Areas			
WASTE MANAGEMENT – Adequate Bins			
Queue area – pre-entry			
Box Office			
Toilets			
Wash Stations			
Auditoria			
Food Vendors/Caterers (exclusive organics)			
Bar Vendors (adequate recycling)			
Seated/Eating Areas			
Water Refill Stations			
Quiet Zones			
Back of House			
Event Operations Centre			
PPE Area			
BACK OF HOUSE			
Adequate PPE available?			
Shared Equipment Sanitised? (mics etc.) [if applicable]			
Dedicated Wash Station?			
Water Refill Station?			
PPE AREA			
Adequate Stock?			
BOX OFFICE			
Stock of PPE available?			
TOILETS			
Soap			
Paper Towel			
CONTRACTOR BUMP OUT (To be conducted with representative from each Area prior to event commencement – Bar/Food Vendors, AV, Security, Cleaning)			
Bar Vendor – TIME DEPART:			

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Feedback?			
Waste Management (any contamination to report?)			
Advised of Exit protocols? (vehicle management)			
Food Vendor/Caterer – TIME DEPART:			
Feedback?			
Waste Management (any contamination to report?)			
Advised of Exit protocols? (vehicle management)			
Security – TIME DEPART:			
Ensure they remain until event site closure			
Feedback?			
Signed out correctly?			
Equipment returned (if applicable – radio etc)			
Cleaners – TIME DEPART:			
Ensure they remain until event site closure or relevant areas cleaned			
Feedback?			
Signed out correctly?			
Equipment returned (if applicable)			

COVID Marshal: _____ Signature: _____ Time: _____


Plan Review

This plan will be reviewed for compliance with any updated health or other regulatory requirements every: *Time Vic Gov Restrictions are updated*


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	14.11.2021

Updates to COVID Safe Plan

Reviewed by	Bridie Jones – Venues Coordinator
Approved by	Michael Finney
Signature	
Date	19.11.2021

END