

## The Richmond Senior Citizen Centre



# COVID SAFE PLAN

## Venue & Organisation Details

<b>Organisation Name / Council</b>	Yarra City Council
<b>Venue/s Name</b>	The Richmond Senior Citizens Centre
<b>Venue Manager/ Coordinator</b>	Bridie Jones – Venues Coordinator
<b>Contact Details</b>	0427 347 951
<b>Site Address</b>	3 Hosie St, Richmond VIC 3121
<b>COVID Marshal</b> (COVID Safe Compliance Coordinator)	<b>Michael Finney – 0438 338 708</b> (COVID Safe Events Coordinator) <b>COVID Check-In Marshal(s)</b> – contact Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753
<b>Contact Details – COVID Marshal</b>	As above
<b>Local Government Area/ Location</b>	Yarra City Council
<b>Council Manager / Board Chairperson</b>	Siu Chan – Manager Arts, Culture, Venues & Events
<b>Date &amp; Version Number</b>	17.12.2021 V4.1

1. ENSURE PHYSICAL DISTANCING		
REQUIREMENTS	ACTIONS TO ACHIEVE	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
Government Regulated capacity & distancing compliance.	<ul style="list-style-type: none"> <li>Ensure venue capacity plan complies with latest Government regulations for your Local Government Area and State.</li> <li>Document Venue Capacity for each area based on square metre density regulation and 1.5m physical distancing.</li> <li>Document total venue capacity</li> </ul> <p>Document How your venue will manage restricting capacity</p> <ul style="list-style-type: none"> <li>For example, signage, floor decals and staff training.</li> </ul>	<p><b><u>Venue Management</u></b></p> <p>COVID Safe Events Coordinator - Michael Finney – 0438 338 708</p> <p>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</p> <p><b><u>External</u></b></p> <p>Hiring Party (Organisation or private individual or group)</p> <p>- The Richmond Senior Citizens Centre is a building in the Municipality of City of Yarra Council.</p> <p>- The venue has operated intermittently throughout the 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 &amp; Recovery Team), and the Vic Gov COVIDSafe settings (PEF).</p>

**CURRENT SETTINGS**

- Current Vic Gov COVIDSafe Settings are in place from Friday 19<sup>th</sup> November 2021.

Open: Patrons and workers must be fully vaccinated (unless a [valid medical exemption](#) applies).

Each indoor seated or non-seated space: No capacity limits. No density limits. No gathering limits beyond normal Building Occupancy Capacity Limits.

- There is 1 dedicated indoor events space in the Richmond Senior Citizens Centre Building.

- 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.

		<p>- The Richmond Senior Citizens Centre is a non-staffed space. When the room is hired, the hirer is issued a key and signs a hire agreement and venue induction and becomes the principal contact for the purposes of the event for the duration of hire. The hirer is responsible for managing and/or delegating 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><b>Auditoria</b></p>	<ul style="list-style-type: none"> <li>• Calculate and document capacity according to latest restrictions.</li> <li>• Reconfigure seating plans for allowable capacity and distancing – eg. Checkerboard seating / seats and rows in-between.</li> <li>• Limit door sales.</li> <li>• For non-ticketed areas like foyers, have strategies in place to ensure physical distancing between non-household groups.</li> <li>• Manage egress from auditorium</li> </ul>	<p><b><u>Venue Management</u></b></p> <p><b>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</b></p> <p><b>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</b></p> <p><b>Administration Team Leader – Kate Van der Lit (Team Leader Venues Administration) – 0438 051 681</b></p> <p><b><u>External</u></b></p> <p><b>Hiring Party (Organisation or private individual or group)</b></p> <p>- The Richmond Senior Citizens Centre has a flexible auditorium with no fixed furniture or seating. Event furniture is either set by the hire group, or set by</p>

		<p>cleaning contractors prior to applicable events. It is the responsibility of the hirer or hire group to ensure distancing requirements are met.</p> <p>- Venues &amp; Events Bookings &amp; 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><b>Venue Ingress/ Egress</b></p>	<ul style="list-style-type: none"> <li>• Plan process for patron arrival points</li> <li>• Plan to reduce crowding and promote physical distancing</li> <li>• Circulation of patrons in public areas – separate entrance/ exit</li> <li>• Manage queueing and utilise markers, rope areas, barriers and signage for distance compliance.</li> <li>• Manage hygiene – hand sanitiser and etc.</li> </ul>	<p><b><u>Venue Management</u></b></p> <p><b>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</b></p> <p><b>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</b></p> <p><b><u>External</u></b></p> <p><b>Hiring Party (Organisation or private individual or group)</b></p> <p>- Internal stakeholder event contacts, and external hiring parties are encouraged to place patron arrival/queueing areas prior to reception/check-in outdoor on the portico entrance. This option is lower risk of transmission, due to being an open-air setting. Signage will be in</p>

		<p>place, reminding patrons of the importance of social distancing.</p> <ul style="list-style-type: none"> <li>- Security contractors are recommended to be engaged for high-risk event settings (21<sup>st</sup> Birthday Parties for example, or events where large amounts of liquor are expected to be consumed) 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.</li> <li>- Additional PPE stock (sanitiser + anti-bacterial wipes – NO MASKS) will be available for patrons 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.</li> </ul>
<p><b>Ticketing &amp; Box Office. Managing capacity and distancing</b></p>	<ul style="list-style-type: none"> <li>• Seating Allocation:</li> <li>• Manage ticketing to allow for allocation of physically distanced seating and groups where allowed.</li> <li>• Contactless Ticketing:</li> <li>• Put in place process, procedure and equipment to facilitate.</li> <li>• Warnings, Advice, Terms and Conditions:</li> <li>• Provide patrons with essential venue information including updated health and hygiene controls and conditions of venue entry at point of ticket purchase.</li> </ul>	<p><b><u>Venue Management</u></b></p> <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>

	<ul style="list-style-type: none"> <li>Exchanges &amp; Refunds: Update policies so unwell patrons do not attend</li> </ul>	<p><b>External</b></p> <p><b>Hiring Party (Organisation or private individual or group)</b></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 &amp; Events recommend essential venue information packs be provided to ticket holders, and affiliate attendees/staff prior to arrival.</p>
<p><b>Performers inc Musicians</b></p>	<ul style="list-style-type: none"> <li>Performers distance to Audience as per regulations</li> <li>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.</li> </ul>	<p><b>Venue Management</b></p> <p><b>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</b></p>



	<ul style="list-style-type: none"> <li>• Other musicians and performers should maintain a physical distance of 1.5 metres where possible</li> <li>• Where physical distancing is not possible, including with staff who work backstage with performers, limit the duration of close contact.</li> </ul>	<p><b>Administration Superv. – Kate Van der Lit (Team Leader Venues Administration) – 0438 051 681</b></p> <p><b>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</b></p> <p><b><u>External</u></b></p> <p><b>Hiring Party (Organisation or private individual or group)</b></p> <ul style="list-style-type: none"> <li>- Event Staff and 3<sup>rd</sup> Party Contractors, Hirers, guests and volunteers need to be verified as having 2 doses of COVID-19 Vaccine to enter the building.</li> <li>- Signage in place throughout the building.</li> </ul> <p>It is the hirer or hire group’s responsibility to ensure all users of BOH areas, including contractors and volunteers adhere to distancing and hygiene.</p>
<p><b>Performance timing</b></p>	<ul style="list-style-type: none"> <li>• Ensure compliance with any regulation regarding performance timings</li> </ul> <p><a href="https://www.coronavirus.vic.gov.au/entertainment-and-culture">https://www.coronavirus.vic.gov.au/entertainment-and-culture</a></p> <p><a href="https://creative.vic.gov.au/resources/restrictions-summary">https://creative.vic.gov.au/resources/restrictions-summary</a></p>	<p><b><u>Venue Management</u></b></p> <p><b>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</b></p> <p><b>Venue Officer/COVID Marshal – Rostered from Events Permanent &amp; Casual pool – 0437 007 965</b></p>

		<p>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</p> <p><b><u>External</u></b></p> <p>Hiring Party (Organisation or private individual or group)</p> <p>- There are no current listed Performance timing restrictions – COVID Check-In Marshals (hirer) in place ensuring Check-In and distancing between performers and audience are adhered to.</p>
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2. Wear a Face Covering		
REQUIREMENTS	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
<p><b>All workers, performers, crew and patrons attending the Venue must wear a fitted face covering.</b></p> <p>Unless Lawful exemption applies-</p>	<ul style="list-style-type: none"> <li>provide adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own</li> <li>Active monitoring of fitted face mask/ coverings for all staff, patrons and performers as regulated unless a lawful exemption applies.</li> </ul>	<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><u>External</u></p> <p>Hiring Party (Organisation or private individual or group)</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 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</p>

		<p>doesn't include the marrying couple, celebrant or photographer.</p> <p><a href="https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-arts-and-recreation-services">https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-arts-and-recreation-services</a></p>
<p><b>Mask &amp; PPE for Staff, Artists, Patrons</b></p> <p><b>Ensure all person wear a face covering and / or required PPE unless a lawful exemption applies.</b></p>	<ul style="list-style-type: none"> <li>consult with all staff and volunteers regarding level of comfort with PPE if interacting with visitors / artists.</li> <li>review any need to install screens or barriers in addition to masks. Eg. Box Office.</li> </ul> <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"> <li>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</li> <li>See 'The Appropriate use of personal protective equipment for coronavirus in the work environment'.</li> <li>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.</li> </ul>	<p>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</p> <p><b>External</b></p> <p>Hiring Party (Organisation or private individual or group)</p> <ul style="list-style-type: none"> <li>Face coverings are NOT mandatory in indoor settings under current restrictions</li> </ul> <p><a href="https://www.coronavirus.vic.gov.au/how-we-work-current-restrictions#entertainment">https://www.coronavirus.vic.gov.au/how-we-work-current-restrictions#entertainment</a></p> <ul style="list-style-type: none"> <li>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></li> <li>All COY Staff, Contractors &amp; 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</li> </ul>

		<p>and guidance on how to correctly fit, use and dispose of PPE if required.</p> <p><i>Correct face covering protocols:</i></p> <p><a href="https://www.dhhs.vic.gov.au/face-coverings-covid-19#how-do-i-wear-a-face-covering-correctly">https://www.dhhs.vic.gov.au/face-coverings-covid-19#how-do-i-wear-a-face-covering-correctly</a></p> <p>Correct use of PPE and Procurement of PPE Guidelines:</p> <p><a href="https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#personal-protective-equipment-ppe-guidance">https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#personal-protective-equipment-ppe-guidance</a></p> <p>Signage for, staff and performers at public entrances</p>
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<b>3. PRACTICE GOOD HYGIENE &amp; CLEANING</b>		
REQUIREMENTS	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
<b>Document &amp; Adopt good Hygiene practices – Staff &amp; Patrons</b>	<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"> <li>- <i>Coronavirus Cleaning Guidelines for Workplaces. Information for business owners, managers and cleaners.</i></li> <li>- <i>Factsheet – Cleaning Guidelines. Building owners and managers</i></li> </ul>	<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><b><u>External</u></b></p>

	<p>Venue Signage – for Patrons and all Workers.</p>	<p><b>Hiring Party (Organisation or private individual or group)</b></p> <p>- The venue has operated intermittently 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 &amp; Recovery Team).</p>
<p><b>All ‘high-touch areas’ of the venue should be cleaned and sanitised regularly.</b></p> <p><b>Both steps are essential.</b></p>	<ul style="list-style-type: none"> <li>• Create an all of venue specific check list itemising all key surfaces needing regular cleaning.</li> <li>• Identify which products are required for cleaning.</li> <li>• 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.</li> <li>• Every venue clean must be documented by those performing the clean, utilising the Cleaning Check List. Dated.</li> <li>• Dispose of disposable cleaning products and items safely</li> <li>• Document PPE for Cleaning. (Gloves, masks)</li> <li>• Monitor supplies of cleaning products and restock as needed.</li> </ul>	<p><b>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</b></p> <p><b>Cleaning Contractor – ARA Cleaning Services</b></p> <p><b>Venue Officer/COVID Marshal – Rostered from Events Permanent &amp; Casual pool – 0437 007 965</b></p> <p><b>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</b></p> <p><b><u>External</u></b></p> <p><b>Hiring Party (Organisation or private individual or group)</b></p> <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</p>

<p><b>Provide and promote hand sanitiser for workers and patrons at all key points of facility and entrance/ exit.</b></p>	<p>Ensure hand sanitiser is stocked, working.</p> <p>Ensure Bathroom well stocked with supplies of hand soap and paper towels</p>	<p><b>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</b></p> <p>- Regular maintenance audits of the Richmond Senior Citizens Centre are undertaken to identify any issues around amenities</p> <p>- Adequate PPE stock (sanitiser + anti-bacterial wipes – NO MASKS) is available for Event staff/patrons throughout the venue, with a focus on entry points of the building and amenities.</p>
<p><b>Contactless Payments Options</b></p>	<p>Any payments to be made contactless where possible – direct deposit, EFTPOS and etc. Box Office.</p>	<p><b><u>Venue Management</u></b></p> <p><b>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</b></p> <p><b>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</b></p> <p><b>Administration Team Leader – Kate Van der Lit (Team Leader Venues Administration) – 0438 051 681</b></p> <p><b><u>External</u></b></p> <p><b>Hiring Party (Organisation or private individual or group)</b></p> <p>- Venues &amp; Events Bookings &amp; Operations Teams work with either</p>

		<p>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.</p> <ul style="list-style-type: none"><li>- Contactless payment options recommended to Bar/Food Vendor(s)</li></ul>
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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><b>Develop a business contingency plan to manage any outbreaks.</b></p>	<ul style="list-style-type: none"> <li>• See all actions and requirements below</li> <li>• Identify the roles and responsibilities of employer and employees.</li> <li>• Prepare for absenteeism of staff members required to quarantine or isolate</li> <li>• Describe key dependencies (e.g. third-party providers)</li> <li>• Describe how you will continue to deliver essential services</li> </ul>	<p><b>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</b></p> <p><b>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</b></p> <p>- The Richmond Senior Citizens Centre is not a staffed venue, and therefore the risk of transmission or exposure to City of Yarra workers in this venue is minimal.</p> <p>- City of Yarra uses the Service Vic, the Victorian Government-developed QR Check-In system.</p> <p>- All Staff, contractors, volunteers and attendees will be required to check-in on arrival.</p> <p>- Event Staff and 3<sup>rd</sup> Party Contractors, Hirers, guests and volunteers need to be verified as having 2 doses of COVID-19 Vaccine to enter the building.</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 an isolation area until arrangements can be made to allow them to safely travel home.</p>
<p><b>Prepare for how you will manage a suspected or confirmed case in an employee, patron or performer at your venue.</b></p>	<ul style="list-style-type: none"> <li>• If possible, establish an appropriate area to isolate staff members within the venue.</li> <li>• Any worker or patron showing symptoms or otherwise suspected of COVID-19 will be supported to travel home safely.</li> <li>• They will be required to wear a mask and maintain strict physical distancing from all other staff / patrons.</li> <li>• 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.</li> <li>• We will communicate with all affected workers about the requirement that they self-isolate and must be COVID tested.</li> <li>• They are required to self-isolate and not attend the work premises until they have an ‘all clear’ from a COVID test.</li> <li>• 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.</li> <li>• 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.</li> <li>• The Manager will notify <b>OH&amp;S Manager (GAVIN DYCHE)</b></li> <li>• 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</li> </ul> <p><b>DEPENDENT ON SITUATION/OUTCOME</b></p>	<p><b>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</b></p> <p><b>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</b></p> <p>- The Richmond Senior Citizens Centre is not a staffed venue, and therefore the risk of transmission or exposure to City of Yarra workers in this venue is minimal.</p> <p>- If a staff member, volunteer or contractor becomes unwell, they can be taken to an isolation area until such time as arrangements have been made for them to safely travel home.</p> <p>- If a Patron becomes unwell, it is the hirer or the hiring group to ensure they can be supported to make arrangements for them to safely travel home. City of Yarra On Call Officer can assist if the party is unable to arrange a method for the party to safely make their own way.</p> <p><i>DHHS Confirmed Case in the Workplace Guidance:</i></p> <p><a href="https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19">https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19</a></p> <p><i>An employee suspected to have COVID-19 is to be supported to travel home</i></p>

		<p><i>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><b>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</b></p> <p><b>DHHS: 1300 651 160</b></p> <p><a href="mailto:covidemployernotifications@dhhs.vic.gov.au">covidemployernotifications@dhhs.vic.gov.au</a></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• The person to first contact DHHS and notify the actions taken is <b>MICHAEL FINNEY</b> <ul style="list-style-type: none"> <li>• In the event that the COVID Marshal is impacted, the next person in line to take over the reporting and COVID Marshal responsibilities is: <b>Event Staff supervisor (COY):</b></li> </ul> </li> <li>• The available COVID Marshal will collect / download all venue daily attendance / contact data from the past 14 days.</li> <li>• Contact DHHS on <b>1300 651 160</b> – with the information ready to pass on immediately if / as requested</li> <li>• Completed Close Contact Forms and Risk Assessments will be submitted to: <a href="mailto:COVIDEmployerNotifications@dhhs.vic.gov.au">COVIDEmployerNotifications@dhhs.vic.gov.au</a></li> </ul>	<p><b>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</b></p> <p><b>Administration Team Leader – Kate Van der Lit (Team Leader Venues Administration) – 0438 051 681</b></p> <p>- Hirer or Hire Group details are kept in the Booking Management System</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><a href="https://www.coronavirus.vic.gov.au/signs-posters-and-templates">https://www.coronavirus.vic.gov.au/signs-posters-and-templates</a></p> <p><i>DHHS Confirmed Case in the Workplace Information Pack – download from:</i></p> <p><a href="https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19">https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19</a></p>
<p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p>	<ul style="list-style-type: none"> <li>• The available COVID Marshal will notify WorkSafe Victoria immediately on <b>13 23 60</b></li> </ul>	<p><b>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</b></p>

	<ul style="list-style-type: none"> <li>• They will provide any attendance or other information as required, utilising the records as per DHHS above.</li> <li>• 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.</li> <li>• 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).</li> </ul>	<p><b>City of Yarra Critical Response &amp; Recovery Team (CRRT)</b></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></p> <p><a href="https://www.worksafe.vic.gov.au/report-confirmed-positive-case-covid-19">https://www.worksafe.vic.gov.au/report-confirmed-positive-case-covid-19</a></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><b>Confirm that your workplace can safely re-open and workers can return to work.</b></p>	<ul style="list-style-type: none"> <li>• Establish a process for confirming that a workplace is safe to reopen, in line with advice from DHHS</li> <li>• Establish a process for confirming a worker (with a suspected or confirmed case) does not have COVID-19 before returning to physical worksite</li> <li>• Establish a process for notifying DHHS and Worksafe that the site is reopening</li> </ul>	<p><b>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</b></p> <p><b>City of Yarra Critical Response &amp; Recovery Team (CRRT)</b></p> <p>See above</p>
<p><b>Record Keeping – Contact Tracing</b></p>	<ul style="list-style-type: none"> <li>• Be able to trace people who have entered your venue – Patrons, workers, volunteers, performers, touring personnel, third party contractors</li> <li>• Register will include date, time in and time out and contact details.</li> <li>• Records will be kept for a rolling 28 days, and then destroyed in compliance with privacy.</li> <li>• Provide information on protocols for collecting and storing information</li> </ul>	<p><b>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</b></p> <p><b>Operations Team Leader – Rochelle Koumantatakis (Team Leader Venue Operations) – 0447 925 753</b></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 as the personal health declaration (see below)</p> <p>- Event Staff and 3<sup>rd</sup> Party Contractors, Hirers, guests and volunteers need to be verified as having 2 doses of COVID-19 Vaccine to enter the building.</p>
<p><b>Support workers to stay home and get tested, even if mild symptoms</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<p><b>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</b></p> <p><b>COY CRRT</b></p> <p><b>COY HR</b></p> <p><b>COY PAYROLL</b></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?
<b>Avoid enclosed and confined spaces where possible – put in place Controls for unavoidable enclosed spaces.</b>	<ul style="list-style-type: none"> <li>• Document which spaces in your venue this applies to: e.g. bio box, orchestra pit, tech manager’s office, other admin areas and etc.</li> <li>• Reduce access and numbers including touring party access</li> <li>• Routinely disinfect and clean – manage hygiene</li> <li>• Consider PPE where required including sneeze guards / mute shields</li> <li>• Increase fresh air flow where possible</li> <li>• Where possible take meal and coffee breaks outside, rather than in the venue areas.</li> </ul>	<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>- Signage in place throughout the building, and COVID Marshals (hirer) operating for the duration of events to ensure COVID Safe protocols are adhered to.</p>
<b>Where possible enhance air flow by opening windows and adjusting air conditioning.</b>	review fresh air and air conditioning circulation for the Venue and maximise fresh air circulation where possible	<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 Senior Citizens Centre has doors that can be opened. The opening of doors will be determined by</p>

		weather. If permissible, certain windows will remain open.
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<b>6. CREATE WORKFORCE BUBBLES</b>		
<b>REQUIREMENTS</b>	<b>HOW WILL YOU DO THIS? ACTIONS</b>	<b>WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?</b>
<b>Create Work Force Bubbles</b>	<ul style="list-style-type: none"> <li>• Where appropriate create Workforce Bubbles within your team, including back of house, front of house and production / technical crew.</li> <li>• Identify by Name and Document which staff members are in which workforce bubble team.</li> <li>• Back of House.</li> <li>• Front of House</li> <li>• Production crew</li> <li>• Other</li> <li>• The Manager is will communicate these restrictions and ‘single working site’ requirements to all workers as a part of their ‘return to work’ induction.</li> <li>• All workers who are working on site must provide written declaration that that are not working across multiple sites/ workplace settings.</li> <li>• 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.</li> <li>•</li> </ul>	<p><b>COVIDSafe Events Coordinator - Michael Finney – 0438 338 708</b></p> <p>- The Richmond Senior Citizens Centre is not a staffed venue, and therefore the risk of transmission or exposure to City of Yarra workers in this venue is minimal.</p> <p>- Due to the specifics of the operations of the Venues &amp; 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>

## 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>		<a href="https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-arts-and-recreation-services">https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-arts-and-recreation-services</a>
<i>How to Clean and Disinfect after a COVID-19 Case.</i>		DHHS Guidelines. Also available as download from: <a href="https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19">https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19</a>
<i>COVID Marshal– DUTIES</i>		<a href="https://www.coronavirus.vic.gov.au/covid-check-in-marshals#covid-marshall-guidelines">https://www.coronavirus.vic.gov.au/covid-check-in-marshals#covid-marshall-guidelines</a>
The Appropriate use of personal protective equipment for coronavirus in the work environment'		<a href="https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#personal-protective-equipment-ppe-guidance">https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#personal-protective-equipment-ppe-guidance</a>
COVID Workplace Attendance Register		<a href="https://www.coronavirus.vic.gov.au/signs-posters-and-templates">https://www.coronavirus.vic.gov.au/signs-posters-and-templates</a>
Staff Coronavirus Health Screening Questionnaire		<a href="https://www.coronavirus.vic.gov.au/signs-posters-and-templates#staff-coronavirus-covid-19-health-questionnaire">https://www.coronavirus.vic.gov.au/signs-posters-and-templates#staff-coronavirus-covid-19-health-questionnaire</a>
<i>Coronavirus Cleaning Guidelines for Workplaces. Information for business owners, managers and cleaners.</i>		<a href="https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#cleaning-and-disinfection">https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#cleaning-and-disinfection</a>
<i>Factsheet – Cleaning Guidelines. Building owners and managers</i>		<a href="https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#cleaning-and-disinfection">https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#cleaning-and-disinfection</a>
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. <a href="https://vapac.org.au/covid-19-resources/">https://vapac.org.au/covid-19-resources/</a>




## 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	19.11.2021

## Updates to COVID Safe Plan

Reviewed by	Bridie Jones – Venues Coordinator
Approved by	Michael Finney
Signature	
Date	17.12.2021

END