



COVID SAFE PLAN – Lighthouse Theatre

Version: 11

Date: 27 July 2021

This COVID Safe Plan has been developed by Lighthouse Theatre Management from the template provided by the Victorian Association of Performing Arts Centres, to comply with the Department of Health & Human Services Guidelines.

Document subject to change at any time

Uncontrolled once printed

About

COVID Safe Plan Template - VERSION 4.1 - November 9, 2020

This resource has been prepared by the Victorian Association of Performing Arts Centres (VAPAC Inc.) in consultation with other peak bodies to support the sector during COVID-19.

This document has been developed in the jurisdiction of the State of Victoria. Users of this resource are encouraged to adhere to the advice and recommendations of their Local, State & Territory and Australian Government, public health authority guidelines and their various stakeholders.

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Guidelines Produced by *Ross Farnell Cultural Consulting* for VAPAC Inc. 2020.
www.rossfarnell.com.au



COVID Safe Principles

The following 6 COVID Safe Principles are integral to this COVIDSafe Plan and are legal requirements.

1. **Physical Distancing**
2. **Wear a fitted Face Covering / Mask**
3. **Practice Good Hygiene**
4. **Keep Records and Act Quickly if Staff or Patrons become Unwell**
5. **Avoid Enclosed Spaces**
6. **Workforce Bubbles**

Additionally, this COVID Safe Plan addresses:

7. **Risk Management**
8. **Staff & Return to Work**
9. **(1.A) Back of House & Tech Production**

Venue & Organisation Details

Organisation Name / Council	Warrnambool City Council
Venue/s Name	Lighthouse Theatre
Venue Manager/ Coordinator	Xavier Dannock
Contact Details	0402 973 030 / 03 5559 4887
Site Address	185 Timor Street, Warrnambool VIC 3280
COVID Marshal (COVID-Safe Compliance Coordinator)	Xavier Dannock
Contact Details – COVID Marshal	0402 973 030 / 03 5559 4887
Local Government Area / Location	Warrnambool
Council Manager	Rod Sanderson / Acting Manager Recreation & Culture
Date & Version Number	27 July 2021 – v11.0

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"> • Capacity will be maintained in line with the current regulations in public areas. • Current Limitations in line with the <i>Restricted Activity Directions (Victoria)</i> of 9 July 2021: • Up to 100 Capacity Seated Areas: • THEATRE: 100 (584 normal capacity) • STUDIO: 100 (157 normal capacity) • 4sqm Capacity Unseated Areas: • FOYERS: 74 (322sqm) • ATRIUM: 15 (60sqm) • MEETING ROOM: 21 (84sqm) • STUDIO: 73 (292sqm) • GREEN ROOM: 24 (96sqm) • GF Female Toilets: 10 (40sqm) • GF Male Toilets: 5 (20sqm) • GF Accessible Toilet: 2 • L1 Female Toilet: 3 (12sqm) • L1 Male Toilet: 4 (18sqm) • L1 Accessible Toilet: 2 • Capacity will be marked in line with the current regulations in non-public areas to assist distancing for staff & workers: • 4sqm Recommended Capacity – Staff/Work Areas: • STAGE: 41 (165sqm) 	<p>CovidSafe Compliance Coordinator (CCC)/Service Manager</p> <p>Responsible for implementation of:</p> <ul style="list-style-type: none"> - Capacity Signage - Capacity Rules - Floor decals - Signage across venue - Training of staff - Announcement procurement - Queuing layouts & setups <p>FOH Supervisor to be responsible for:</p> <ul style="list-style-type: none"> - Monitoring compliance with capacity in foyer - Monitoring & restoring queues where moved or incorrectly setup - Monitoring FOH Staff compliance with distancing & queuing rules during events - Monitoring FOH Furniture and restoring locations as required

	<ul style="list-style-type: none"> • DOCK: 12 (51sqm) • DRESSING ROOM 1: 2 (10sqm) • DRESSING ROOM 2: 2 (9sqm) • DRESSING ROOM 3: 7 (30sqm) • DRESSING ROOM 4: 7 (31sqm) • Backstage Toilets – M, F, Acc: 1 (6sqm) • DR 3 & 4 Shower/Toilet: 3 (14sqm) • Backstage Hallway: 20 (83sqm) • CONTROL ROOM: 3 (18sqm) • COMMERCIAL KITCHEN: 10 (43sqm) • Store Rooms: 2 (all bigger than 8sqm) <p>How your venue will manage restricting capacity:</p> <ul style="list-style-type: none"> • All unseated public spaces will have floor markings outlining distancing when queuing and moving around walkways • All queues will be managed with tensa-barriers or taped line markings to assist one-way flow • Tickets available for sale will be approx. 10 less than the max capacity to ensure limits are not breached • Signage will be installed to outline: • Conditions of Entry (Public & Workers) at all entries (main entry, Stage Door, Alley Door) • 1.5m Queue signage reminders will be located on entry to queues • Each room will have a sign indicating current capacity limit • Foyer furniture will be reduced, spaced 1.5m apart and be individual use only. Shared couches & ottomans will be removed and stored for now. 	<p>Duty Technician to be responsible for:</p> <ul style="list-style-type: none"> - Ensuring house is ready to open 30 minutes prior to event commencement time - Monitoring backstage compliance with distancing recommendations - Ensuring pre-show, interval & post show announcements are played at every performance
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	<ul style="list-style-type: none"> • Staff training to include managing crowds and ensuring ticketed spaces open early (min. 30 mins prior to commencement time) to reduce foyer crowding. • Main entry to be closed or restricted where required and patrons to remain outside if capacity in foyer is close to exceeding cap. • Venue Announcements to include reminders on distancing and remaining in your seats. Reminder announcement to be played at intervals requesting people remain in seats unless they need to leave. 	
<p>Ensure workers are 1.5 metres apart as much as possible.</p>	<ul style="list-style-type: none"> • Admin & Back of House areas are configured so that staff are at least 1.5m apart at their workstations and when performing other tasks within the venue environment. • Furniture has been setup to 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. • Non-operational staff to continue working from home wherever possible. Discuss with team regularly & monitor. • Perspex screens installed at box office & bar POS areas between staff & patrons 	<p>CCC/Service Manager Responsible for:</p> <ul style="list-style-type: none"> - Implementation of rules with staff - Staff & volunteer training - Installation of markers & signage - Installation of Perspex screens - Monitoring compliance with working from home
<p>Apply density quotient to configure shared work areas and publicly accessible venue spaces – 1 per 2m²</p>	<ul style="list-style-type: none"> • Capacity limits are calculated and installed on each door • Capacity limits outlined above in 1.1 • Maximum public capacity (2 seated venues operating) is 300 per venue • Maximum non-seated capacity is 148 under current directions (governed by Foyers capacity) • Allowable workers/performers on site will be managed in accordance with guideline capacity outlined above in 1.1. 	<p>CCC/Service Manager Responsible for:</p> <ul style="list-style-type: none"> - Maintaining density quotients - Updating quotients as rules/regulation changes

<p>Auditoria</p>	<ul style="list-style-type: none"> • Capacity limit is managed in accordance with rules (capacity outlined in 1.1). • Seating plan has been reconfigured to remove an appropriate number of seats from sale, whilst providing a variety of seating options where gaps exist between patrons. • Door sales will only be accepted where seating is available, and patron details must be captured. • In non-seated areas, floor decals and queue management to assist ensuring distancing between groups • Manage egress from auditorium – all doors will be opened post event, and post-show announcement to encourage people to use all available exits and maintain distance when leaving. • <i>A 5m distance is generally maintained between performers and first row of audience by removal of Row A from sale, and setting line is behind proscenium.</i> 	<p>CCC/Service Manager Responsible for:</p> <ul style="list-style-type: none"> - Managing capacity limits & recalculations - Designing seating maps - Ensuring decals & queuing is installed & mapped - Post-show announcement recorded & available <p>Ticketing Supervisor responsible for:</p> <ul style="list-style-type: none"> - Implementing modified seat maps & holds - Ensuring capacity is not breached - Ensuring patron details are captured on bookings <p>Duty Technician responsible for:</p> <ul style="list-style-type: none"> - Ensuring post-show announcement is played <p>FOH Supervisor responsible for:</p> <ul style="list-style-type: none"> - Monitoring non-seated area capacity - Monitoring queuing systems & restoring if required - Ensuring all doors are opened for egress post event
<p>Venue Ingress/ Egress</p>	<ul style="list-style-type: none"> • Patron arrival to be ushered via sign in station then back around to foyer (see maps) 	<p>CCC/Service Manager Responsible for:</p>

	<ul style="list-style-type: none"> • Volunteer to assist patrons to ensure entry is correct & QR code is scanned • Box Office to take patron details where they are unable to use QR code • Patron arrival via main entry • Patron exit via main entry & south foyer doors • Queuing, signage, floor markings & announcements to be used to ensure distancing is maintained • Hand Sanitiser will be available at all main entries, room entries, toilets, queues and other high risk areas. Every room will have at least one bottle available. 	<ul style="list-style-type: none"> - Design of queues and signage - Installation of queues & signage - Hand sanitiser installation & procurement <p>FOH Supervisor Responsible for:</p> <ul style="list-style-type: none"> - Monitoring compliance with QR code rules - Maintaining queues <p>Duty Technician:</p> <ul style="list-style-type: none"> - Filling of hand sanitiser as required
<p>Foyers & Common Areas, Box Office</p>	<ul style="list-style-type: none"> • Foyer layout to be one-way flow as much as practicable • Appropriate usher/greet personnel to be rostered to direct people appropriately around foyer • Queuing systems to be implemented for box office, door entry, toilet queues & bar with floor marking for distancing • Doors to theatre/studio to open minimum 30 minutes prior to commencement time • Announcements implemented pre-show, interval and post show to outline expectations regarding distancing and crowding • During interval, patrons to be encouraged to remain in seats and only leave if absolutely necessary • Post show, exit via all entries will be encouraged, including south foyer 	<p>CCC/Service Manager Responsible for:</p> <ul style="list-style-type: none"> - Implementing guidelines & requirements - Monitoring compliance <p>FOH Supervisor Responsible for:</p> <ul style="list-style-type: none"> - Monitoring Compliance on shift - Maintaining procedures

	<ul style="list-style-type: none"> • Merchandise tables (where required) will have queuing and floor marking installed to ensure distancing is maintained • Post show meet & greets or suppers will not occur during restrictions • Lift capacity will be recommended as 2 people, or 1 group at a time • Staff & Ushers will not travel in lift with public during performances, unless it is required to assist someone to access the theatre safely • Interval length will be generally maintained at 20 minutes, however ultimate authority to extend interval to ensure maintenance of restrictions will rest with the FOH Supervisor. On fully sold shows where a long bar or toilet queue is expected, a 30 minute interval will be planned. • The bar and box office will encourage contactless payment through signage, however cash will be taken where required • Toilets: <ul style="list-style-type: none"> ○ Safe toilet capacity will be clearly noted on the door of each space ○ Queuing markings will be installed to ensure distancing during busy times ○ Toilet queues will be monitored at busy times (interval) and interval length extended if required 	<p>Duty Technician</p> <p>Responsible for:</p> <ul style="list-style-type: none"> - Ensuring house opens on time - Maintaining backstage compliance
<p>Ticketing & Box Office. Managing capacity and distancing</p>	<ul style="list-style-type: none"> • Seating Allocation: <ul style="list-style-type: none"> ○ Sellable capacity will be set at the time of on-sale in line with the restrictions ○ A seat map design has been made to reduce capacity through seating holds to below the threshold, including if all wheelchair, accessibility and house seats are used 	<p>CCC/Service Manager</p> <p>Responsible for:</p> <ul style="list-style-type: none"> - Implementing guidelines & requirements - Monitoring compliance

	<ul style="list-style-type: none"> ○ The venue will not institute distancing between bookings, apart from use of the seat map ○ Ticketing T&C have been modified to allow the venue to modify seating layout if required, and seat allocation is not guaranteed ○ A variety of seating options (2 seats, 3 seats etc) are available within the map where a patron prefers to have an empty seat beside them (where available – not guaranteed) ● Contactless Ticketing: <ul style="list-style-type: none"> ○ Tickets will be issued in line with current processes (printed tickets & posted or picked up) ○ Tickets will not be taken by Ushers for seating, patrons will be required to merely present them to ushers to view ○ Where tickets are taken from a patron, the staff or usher will be required to sanitise hands prior to touching or continuing their work ● Warnings, Advice, Terms and Conditions: <ul style="list-style-type: none"> ○ An information page is setup on our website containing current information, updates, terms & conditions and advice ○ Every printed ticket provided contains a message to visit this webpage for information ○ A DL Flyer will be created and included in every posted ticket purchase with some more detail regarding attending the theatre, particularly to capture those unable to view the website. ○ Conditions of entry signage will be provided at the main entry, and available from staff where further detail requested 	<ul style="list-style-type: none"> - Implementing processes & information to be displayed <p>FOH Supervisor Responsible for:</p> <ul style="list-style-type: none"> - Monitoring Compliance on shift - Maintaining procedures <p>Duty Technician Responsible for:</p> <ul style="list-style-type: none"> - Maintaining backstage compliance <p>Ticketing Supervisor: Responsible for:</p> <ul style="list-style-type: none"> - Ensuring ticketing/box office compliance
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	<ul style="list-style-type: none"> • Exchanges & Refunds: <ul style="list-style-type: none"> ○ Exchange or refund where unable to attend due to Covid related symptoms, positive case, requested isolation etc. has been included and permitted in the revised ticketing terms & conditions 	
<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. • Entry to backstage via Stage Door or alley door only • Signage at entry outlining conditions of entry (workers) and QR sign in installed • Technical Induction revised to include Covid-Safe work practice outline at commencement of work period • Backstage hallway has floor markers as a reminder of 1.5m distancing • All backstage spaces have a ‘recommended’ room capacity in line with government advice • Hand sanitiser is available in all rooms, at all entries and on stage for use • Alcohol (min. 80% Isopropyl) wipes are available for use on technical equipment and shared items 	<p>CCC/Service Manager Responsible for:</p> <ul style="list-style-type: none"> - Implementing guidelines & requirements - Monitoring compliance <p>Duty Technician Responsible for:</p> <ul style="list-style-type: none"> - Maintaining backstage compliance - Monitoring hand sanitiser and filling as required
<p>Performers inc Musicians</p>	<ul style="list-style-type: none"> • Performers distance to Audience as per regulations – currently no limit, however row A has been removed as part of the reduced capacity to ensure maximum practical distance is maintained • Venue will 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 – based on current advice • Other musicians and performers will maintain a physical distance of 1.5 metres where possible as part of the performance 	<p>CCC/Service Manager Responsible for:</p> <ul style="list-style-type: none"> - Implementing guidelines & requirements - Monitoring compliance <p>Duty Technician Responsible for:</p>

	<ul style="list-style-type: none"> Where physical distancing is not possible, including with staff who work backstage with performers, limit the duration of close contact 	<ul style="list-style-type: none"> - Maintaining backstage compliance
<p>Performance timing</p>	<ul style="list-style-type: none"> Venue will ensure compliance with any regulation regarding performance timings Minimum break of 90mins between performances will be maintained to permit appropriate cleaning time as required by cleaners 	<p>CCC/Service Manager Responsible for:</p> <ul style="list-style-type: none"> - Implementing guidelines & requirements - Monitoring compliance <p>Duty Technician Responsible for:</p> <ul style="list-style-type: none"> - Maintaining backstage compliance
<p>Food & Beverage. Third Party suppliers</p>	<ul style="list-style-type: none"> Venue staff will continue to operate the bar Contactless payment is encouraged, but cash will be accepted. Staff to sanitise hands after each time handling any cash prior to serving next customer All food is commercially packaged quick service style All drink (except wine) is commercially packaged quick service style Wine will be served in glassware, however staff will handle the glasses by the stem and not the rim at all times The foyer furniture will be wiped down and sanitised by bar staff following the commencement of the performance The bar glass washer will be serviced regularly to ensure it is working in line with the required temperature & dosing required to ensure glassware is clean Only two serving positions will be used in the bar A queue around the foyer, with floor markings, will be installed to manage busy periods 	<p>CCC/Service Manager Responsible for:</p> <ul style="list-style-type: none"> - Implementing guidelines & requirements - Monitoring compliance <p>FOH Supervisor Responsible for:</p> <ul style="list-style-type: none"> - Maintaining compliance - Managing dynamic queuing & other requirements as they arise

	<ul style="list-style-type: none"> Perspex screens will be installed in front of POS units 	
Touring Parties, Hirers & Third Party	<ul style="list-style-type: none"> SEE 1.A – Back of House 	SEE 1.A
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. 	SEE 8
Review Delivery Protocols to limit contact with Drivers	<ul style="list-style-type: none"> Deliveries are contactless, with drivers required to drop off delivery as directed by staff Staff will not sign for deliveries Where possible, items will be quarantined for 24 hours prior to opening & use 	<p>CCC/Service Manager</p> <p>Responsible for:</p> <ul style="list-style-type: none"> Implementing guidelines & requirements Monitoring compliance

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	See part 1 – Back of House for detail <i>SEE 5. Enclosed Spaces – also</i> WHERE STAFF CANNOT MAINTAIN A PHYSICAL DISTANCE TO THE TOURING PARTY OR PERFORMERS, A FACE MASK WILL BE WORN AT ALL TIMES REGARDLESS OF THE CURRENT MASK RULES IN PLACE AT THE TIME	See part 1 – Back of House for detail
Third-Party Venue Users: Hirers, Touring	<ul style="list-style-type: none"> • The CCC will review COVID Safe plans for any 3rd Party hirers and tour production companies and discuss with relevant venue staff • The venue will provide touring parties/hirers with a copy of the venue’s CovidSafe Plan prior to arrival • The CCC will receive documented sign off of the plan to ensure agreement • The venue induction will include a Covid section, including outlining conditions of entry for workers, safety checks, protocols and safe work methods relating to Covid • COVID Safe Toolbox chat check list implemented as part of the Induction 	<p style="color: red;">CCC/Service Manager</p> <p style="color: red;">Responsible for:</p> <ul style="list-style-type: none"> - Implementing guidelines & requirements - Monitoring compliance - Sign off on Hirer CovidSafe Plans <p style="color: red;">Duty Technician</p> <p style="color: red;">Responsible for:</p> <ul style="list-style-type: none"> - Maintaining backstage compliance - Completing induction with CovidSafe requirements
Back of House access & spaces	<ul style="list-style-type: none"> • Contact tracing and health check sign ins – Staff and Touring parties including Performers – all will be required to QR Code on Service Victoria App on entry (SEE 4. ‘Keep Records’ – below) 	<p style="color: red;">CCC/Service Manager</p> <p style="color: red;">Responsible for:</p> <ul style="list-style-type: none"> - Implementing guidelines & requirements

	<ul style="list-style-type: none"> • Room capacity recommendations will be signed outside each room in line with current restrictions (see part 1 for detail) • Distancing measures including decals and signage installed, including floor markings • One set of occupants only per venue hire with a full clean to be completed between occupancies 	<ul style="list-style-type: none"> - Monitoring compliance - Managing hire crossover <p>Duty Technician</p> <p>Responsible for:</p> <ul style="list-style-type: none"> - Maintaining backstage compliance - Ensuring all persons backstage sign in as required
<p>On-Stage</p>	<ul style="list-style-type: none"> • Stage performer/worker limits will be in line with current restrictions. Where a formal restriction exists, this will be communicated to the company, signed and supervised by the Duty Technician. Where a formal restriction does not exist, a recommendation will be implemented in line with the density limits in place for public spaces, and signed as such. • The CCC will consider performer limits for large ensembles such as Choirs and Orchestras on a case by case basis in line with restrictions at the time. • If Government Regulations are in place for Choirs, Singers or Wind instrument players at the time of the performance, compliance will be managed in line with these restrictions by the Duty Technician & CCC. • Compliance with distance from performers to audience will be clearly marked (where a restriction is in place) with a yellow tape line. • Practice physical distancing wherever possible for rehearsals and performances. 	<p>CCC/Service Manager</p> <p>Responsible for:</p> <ul style="list-style-type: none"> - Implementing guidelines & requirements - Monitoring compliance - Ensuring CovidSafe updates to regulations are communicated <p>Duty Technician</p> <p>Responsible for:</p> <ul style="list-style-type: none"> - Maintaining backstage compliance - Implementing processes as directed

	<ul style="list-style-type: none"> • Cleaning will occur after each occupancy of the entire area. High touch point sanitising will be completed at least every 3 hours during a hire (door handles, desk tops, etc) 	
<p>Equipment and Props</p>	<ul style="list-style-type: none"> • A risk management / hygiene strategy for all high touch / high risk and ‘shared’ staging, performance and technical equipment: • As far as practicable, no equipment will be shared during a single performance • Where required, the venue will provide extra equipment from its own inventory at no charge to ensure this can occur • Where equipment is required to be shared, Alcohol Wipes will be used to sanitise the equipment prior to, and following use by the technical staff & performers, and before handing off to another performer for use • Equipment that touches the face (headset mics, lapel mics etc.) will not be shared during any performance • Following each performance, the Venue will institute a cleaning protocol on all technical equipment used for a performance prior to storing or resetting for the next performance • All venue technicians will be trained in the cleaning protocol for equipment • Sanitise all high-risk equipment before / after each use with an alcohol-based disinfectant • Instruct artists to fit their own body-worn equipment such as radio mics. • Where technicians must fit equipment to performers, PPE will be worn including fresh gloves for each performer and a face mask during the operation 	<p>CCC/Service Manager Responsible for:</p> <ul style="list-style-type: none"> - Implementing guidelines & requirements - Monitoring compliance - Ensuring CovidSafe updates to regulations are communicated <p>Duty Technician Responsible for:</p> <ul style="list-style-type: none"> - Maintaining backstage compliance - Implementing processes as directed

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"> • Disposable face masks will be provided to all staff and available at all times for those who 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>CCC/Service Manager</p> <p>Responsible for:</p> <ul style="list-style-type: none"> - Implementing guidelines & requirements - Monitoring compliance - Ensuring masks are available
<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"> • PPE & supplies of basic protective equipment will be available at all times for venue staff & workers as required for use. Staff or workers may wear more PPE than is regulated at any time if they choose to. • Perspex screen will be installed & maintained at the box office during the pandemic • Perspex screens will be installed in front of the POS units in bar as a visual reminder and to protect staff when facing the customer • The CCC/Service Manager will stay informed of updates regards relevant PPE protocols as Government advice changes, through regular monitoring of DHHS web site. • All staff/volunteers will be provided with training, instruction and guidance on how to correctly fit, use and dispose of PPE during re-operationalisation training 	<p>CCC/Service Manager</p> <p>Responsible for:</p> <ul style="list-style-type: none"> - Implementing guidelines & requirements - Monitoring compliance - Ensuring PPE items are available <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>

	<ul style="list-style-type: none">• 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.• Signage at all entries will clearly outline mask expectations• Persons who do not adhere to mask rules (without lawful exemption) will be asked to leave the venue• As per the requirements from 17 Feb 2021 – performers that can wear a mask during performance will be required to do so (exemptions are singing, talking where clear enunciation is required, wind instruments etc.) per DH guidelines	<p>https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#personal-protective-equipment-ppe-guidance</p> <p>Signage for, staff and performers at public entrances</p>
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3. PRACTICE GOOD HYGIENE & CLEANING		
REQUIREMENTS	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
<p>Document & Adopt good Hygiene practices – Staff & Patrons</p>	<p>Venue commits to adopting best practice in hygiene and cleaning for both staff and patrons.</p> <p>Our practices are guided by the following DHHS advice:</p> <ul style="list-style-type: none"> - <i>Coronavirus Cleaning Guidelines for Workplaces. Information for business owners, managers and cleaners.</i> - <i>Factsheet – Cleaning Guidelines. Building owners and managers</i> <p>Venue signage will be installed across the venue outlining the DHHS guidelines</p>	<p>CCC/Service Manager</p> <p>Responsible for:</p> <ul style="list-style-type: none"> - Implementing guidelines & requirements - Monitoring compliance <p>REFER TO DOCUMENTS ATTACHED.</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 sanitiser 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. • Dispose of disposable cleaning products and items safely • PPE for cleaning will be documented and available to cleaners • Monitor supplies of cleaning products and restock as needed 	<p>CCC/Service Manager</p> <p>Responsible for:</p> <ul style="list-style-type: none"> - Implementing guidelines & requirements - Monitoring compliance <p><i>See VAPAC and DHHS Guidelines for more Info</i></p>
<p>Theatre/ Fabric Seats</p>	<ul style="list-style-type: none"> • Cleaning will focus on frequently touched surfaces such as arm rests between every performance 	<p>As per DHHS Advice</p>

<p>Replace high-touch communal items with alternatives</p>	<ul style="list-style-type: none"> • Green Room supplies will be maintained as shared, however staff will be responsible for placing used items directly into dishwasher after use to remove double handling • Green Room supplies during events will be single use, however cups and crockery will be reusable, with items to be placed in dishwasher directly after use by person • Avoid sharing equipment inc. office equipment and workstations, and all back of house equipment. POS units in box office and bar must be sanitised with alcohol wipe by staff before and after every shift, including phones, headsets and pens. • All staff to be provided with their own identified equipment where practicable • If equipment / workstation must be shared, it will be cleaned after each user, by the person completing their use of it. 	<p>CCC/Service Manager</p> <p>Responsible for:</p> <ul style="list-style-type: none"> - Implementing guidelines & requirements - Monitoring compliance
<p>Provide and promote hand sanitiser for workers and patrons at all key points of facility and entrance/ exit.</p>	<ul style="list-style-type: none"> • Ensure hand sanitiser is stocked, working. Hand Sanitiser will be available at every venue entry, queue, and room entry and at other points throughout the venue. • Ensure Bathroom well stocked with supplies of hand soap and hand dryer is functional 	<p>CCC/Service Manager</p> <p>Responsible for:</p> <ul style="list-style-type: none"> - Implementing guidelines & requirements - Monitoring compliance
<p>Contactless Payments Options</p>	<ul style="list-style-type: none"> • Contactless payment will be encouraged through signage, but cash will still be accepted • When handling cash, staff must sanitise hands after each cash handing transaction, and after counting or reconciling till 	<p>CCC/Service Manager</p> <p>Responsible for:</p> <ul style="list-style-type: none"> - Implementing guidelines & requirements - Monitoring compliance <p>Ticketing Supervisor</p> <p>Responsible for:</p>

		<ul style="list-style-type: none">- Implementing requirements in ticket office- Monitoring compliance
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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?
Develop a business contingency plan to manage any outbreaks.	<ul style="list-style-type: none"> Business Continuity Planning will be in line with Warrnambool City Council BCP planning & emergency management 	<p>CCC/Service Manager</p> <p>Responsible for:</p> <ul style="list-style-type: none"> Implementing guidelines & requirements Monitoring compliance Liaison with WCC BCP & Risk Management teams
Prepare for how you will manage a suspected or confirmed case in an employee, patron or performer at your venue.	<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 notified and cannot attend the workplace until they have been COVID tested and receive a negative result. 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. 	<p>CCC/Service Manager</p> <p>Responsible for:</p> <ul style="list-style-type: none"> Implementing guidelines & requirements Monitoring compliance Liaison with WCC BCP & Risk Management teams <p>Updated venue’s OHS/ Risk Incident Register</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>

	<ul style="list-style-type: none"> • Any worker waiting on a test result must notify the Service Manager directly when they have the outcome of their test, either positive or negative. • The Service Manager will enter a full report of the incident and all actions taken to the WCC Risk Management Team, signed and dated. • The Service Manager will notify Council Manager, Director and OH&S Manager immediately. • The Service 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 – in line with the WCC Communications Team 	<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"> • QR Codes will be displayed & enforced by staff • Use of the Service Victoria QR app • Kiosks in place/staff manual entry via SV App for those without devices. • These records will be accessible readily and will be used to provide DH with contact tracing information and to contact other relevant workers or visitors. • The person to first contact DH and notify the actions taken is Service Manager or Council Manager. • The available Service Manager will provide contact & ticketing data from the past 14 days to supplement Service Victoria data • Contact DH 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>CCC/Service Manager</p> <p>Responsible for:</p> <ul style="list-style-type: none"> - Implementing guidelines & requirements - Monitoring compliance - Liaison with WCC BCP & Risk Management teams <p>Ensure all worker / volunteer / crew contact details are up to date and accessible.</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 Council OH&S Manager will notify WorkSafe Victoria immediately on 13 23 60 • They will provide any attendance or other information as required, utilising the records as per DH above. • The Council OH&S 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 Council OH&S Manager will notify WorkSafe when the venue is reopening once the affected venues are cleaned and workers cleared by DH for returning to work (COVID negative results). 	<p>CCC/Service Manager Responsible for:</p> <ul style="list-style-type: none"> - Implementing guidelines & requirements - Monitoring compliance - Liaison with WCC BCP & Risk Management teams <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. 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 will be directed by the Council OH&S Team to the Council’s Contracted Cleaners. Where required, a specialist third party cleaning company will be contracted by Council to complete the clean. • A ‘deep clean’ of the employee’s workspace and high touch surfaces, including all areas where that worker may have been or had contact. 	<p>CCC/Service Manager Responsible for:</p> <ul style="list-style-type: none"> - Implementing guidelines & requirements - Monitoring compliance - Liaison with WCC BCP & Risk Management teams

	<ul style="list-style-type: none"> • 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 Service Manager, Council Manager & OH&S Manager will undertake a joint risk assessment to determine whether the Venue should be closed. • All workers to work from home until notified otherwise by the Service Manager (after notification from DHHS). • The Council BCP Plan may be implemented where required to manage upcoming event bookings or significant business disruption that may occur. 	<p>Refer to DHHS cleaning guidelines.</p> <p><i>How to Clean and Disinfect after a COVID-19 Case.</i></p> <p>REFER TO DOCUMENT ATTACHED.</p> <p><i>Where a case is confirmed to have been in the workplace, cleaning must be undertaken in accordance with DHHS guidance. Employers must undertake a risk assessment to determine whether the worksite (or part of the worksite) should be closed.</i></p> <p><i>Where a suspected case is present at the workplace in the 48 hours prior to the onset of symptoms or while symptomatic, employers must take all practicable steps to manage the risks posed by the suspected case, including cleaning the affected employee’s workspace, areas where they attended and high-touch surfaces.</i></p>
<p>Confirm that your workplace can safely reopen and workers can return to work.</p>	<ul style="list-style-type: none"> • Workplace reactivation will only occur in line with Council’s Covid procedures & after notification from WorkSafe and DH. • The process for confirming a worker (with a suspected or confirmed case) does not have COVID-19 before returning to physical worksite will be in line with Council’s OH&S procedures • The process for notifying DH and Worksafe that the site is reopening will be managed by the Council OH&S Manager 	<p>CCC/Service Manager</p> <p>Responsible for:</p> <ul style="list-style-type: none"> - Implementing guidelines & requirements - Monitoring compliance - Liaison with WCC BCP & Risk Management teams

<p>Record Keeping – Contact Tracing</p>	<ul style="list-style-type: none"> • QR Codes via Service Victoria App will be implemented to trace people who have entered your venue – Patrons, workers, volunteers, performers, touring personnel, third party contractors • All managed via Service Victoria App • Collecting and storing information for this will be in line with the DH regulations & Council’s Privacy Policy 	<p>CCC/Service Manager</p> <p>Responsible for:</p> <ul style="list-style-type: none"> - Implementing guidelines & requirements - Monitoring compliance - Liaison with WCC BCP & Risk Management teams <p>Establish Worker, staff & patron daily venue attendance register.</p> <p>Consider tech options for patron tracking regards ticketing, apps and other options.</p> <p>REFER TO DOCUMENT ATTACHED.</p>
<p>Daily worker health screening</p>	<ul style="list-style-type: none"> • Staff must not attend site. Active warnings and briefing on daily basis 	<p>CCC/Service Manager</p> <p>Responsible for:</p> <ul style="list-style-type: none"> - Implementing guidelines & requirements - Monitoring compliance - Liaison with WCC BCP & Risk Management teams
<p>Support workers to stay home and get tested, even if mild symptoms</p>	<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>Service Manager & Manager, Organisation Development will be responsible for these items</p>

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5. AVOID INTERACTIONS IN ENCLOSED SPACES		
REQUIREMENTS	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
<p>Avoid enclosed and confined spaces where possible – put in place Controls for unavoidable enclosed spaces.</p>	<ul style="list-style-type: none"> • All rooms to have a ‘recommended’ capacity which will be complied with unless absolutely unavoidable for safety reasons • Reduced access to small rooms will be implemented, including restricting touring party access where possible • Routinely disinfect and clean – this will be completed in line with the cleaning requirements • HVAC activated in every room where people are located 	<p>CCC/Service Manager</p> <p>Responsible for:</p> <ul style="list-style-type: none"> - Implementing guidelines & requirements - Monitoring compliance
<p>Where possible enhance air flow by opening windows and adjusting air conditioning.</p>	<p>HVAC will be operational at all times venue is occupied, and optimised to promote fresh air flow, rather than recirculated air.</p>	<p>CCC/Service Manager</p> <p>Responsible for:</p> <ul style="list-style-type: none"> - Implementing guidelines & requirements - Monitoring compliance

6. CREATE WORKFORCE BUBBLES		
REQUIREMENTS	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
<p>Create Work Force Bubbles</p>	<p>Due to the small team operating the venue, full workplace bubbles are not possible.</p> <p>Staff will be required to work from home where practical for their role (most staff operational, so this isn't always possible)</p> <p>Staff rostering will be managed to try and maintain separate workforce bubbles for casual & event staff during public events where practicable.</p>	<p>CCC/Service Manager</p> <p>Responsible for:</p> <ul style="list-style-type: none"> - Implementing guidelines & requirements - Monitoring compliance

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"> The COVID Marshal for Lighthouse Theatre is Xavier Dannock – Service Manager They report directly to the Council 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. Where the COVID Marshal is on leave, a deputy will be trained and implemented to continue this plan. <p><u>Training Resources:</u></p> <ul style="list-style-type: none"> https://www.skills.vic.gov.au/victorianskillsgateway/Explore/Pages/infection-control-training.aspx https://www.health.gov.au/resources/apps-%20and-tools/covid-19-infection-controltraining 	<p>CCC/Service Manager</p> <p>Responsible for:</p> <ul style="list-style-type: none"> Implementing guidelines & requirements Monitoring compliance Liaison with WCC BCP & Risk Management teams <p>REFER TO DOCUMENT: <u>COVID Marshal - DUTIES</u></p>
<p>COVID Response Plan – Communications. Staff & Patrons.</p>	<ul style="list-style-type: none"> The Communication for a COVID response will be managed by the Council Communications team in conjunction with the Service Manager. All Lighthouse Theatre patrons, workers, clients & associates will be contacted by the venue General public & media contact will be managed by the Council communications team 	<p>CCC/Service Manager</p> <p>Responsible for:</p> <ul style="list-style-type: none"> Implementing guidelines & requirements Monitoring compliance

	<ul style="list-style-type: none"> • The following issues will be managed by the Council Communications Team in line with the Council COVID response plans <ul style="list-style-type: none"> ○ Cancellation of an event or series of events; ○ Closure of the venue; ○ What your venue is doing to ensure the safety of all who have may have had contact; ○ What your venue is doing to ensure the venue can be re-opened safely and the program continue; ○ Keep all of your stakeholders regularly updated as the situation unfolds. 	<ul style="list-style-type: none"> - Liaison with WCC BCP & Risk Management teams <p><i>See VAPAC Guidelines and 'Preparing Your Response for detailed guidance on these areas to populate your plan.</i></p>
<p>Emergency Evacuation Procedures updated</p>	<p>Evacuation plans will be maintained as per current requirements</p>	<p>CCC/Service Manager</p> <p>Responsible for:</p> <ul style="list-style-type: none"> - Implementing guidelines & requirements - Monitoring compliance - Liaison with WCC BCP & Risk Management teams

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>Staff induction and training will occur prior to public events & performances recommencing.</p>	<p>CCC/Service Manager</p> <p>Responsible for:</p> <ul style="list-style-type: none"> - Implementing guidelines & requirements - Monitoring compliance - Liaison with WCC BCP & Risk Management teams
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. Discussion & clarification 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>CCC/Service Manager</p> <p>Responsible for:</p> <ul style="list-style-type: none"> - Implementing guidelines & requirements - Monitoring compliance - Liaison with WCC BCP & Risk Management teams <p>Key Training Resource:</p> <p>VAPAC / ACM Returning to Work training & induction document.</p> <p>REFER TO DOCUMENT</p> <p>NOTE: The more general Business Victoria training module resources are being revised so not currently available.</p>

		<p>When they are re-published, they will be available here:</p> <p>Business Victoria</p>
<p>Best Work Practices Documented & Implemented</p> <p>Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.</p>	<ul style="list-style-type: none"> • Stay home if unwell implemented, and staff to contact supervisor if unable to attend shift for this reason • Establish physical distancing for staff protocols. • Work practices and controls in confined areas documented. • Staff hygiene practices and etiquette in place. • Ensure awareness by everyone of responsibility to protect themselves, other workers and patrons. • Psychosocial/ mental health and wellbeing strategies / support resources documented and provided. 	<p>CCC/Service Manager</p> <p>Responsible for:</p> <ul style="list-style-type: none"> - Implementing guidelines & requirements - Monitoring compliance - Liaison with WCC BCP & Risk Management teams <p>Consider a Personal Wellbeing Plan or other mental health and wellbeing strategies. Resources to develop plans for managers & small business here:</p> <p>https://www.headsup.org.au/home</p>
<p>Ensure that all staff that must / can work from home, do work from home</p>	<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>CCC/Service Manager</p> <p>Responsible for:</p> <ul style="list-style-type: none"> - Implementing guidelines & requirements - Monitoring compliance - Liaison with WCC BCP & Risk Management teams
<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>CCC/Service Manager</p> <p>Responsible for:</p>

		<ul style="list-style-type: none">- Implementing guidelines & requirements- Monitoring compliance- Liaison with WCC BCP & Risk Management teams
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Documents Related to COVID Safe Plan

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

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


Plan Review

This plan will be reviewed for compliance with any updated health or other regulatory requirements every: *Monthly, or sooner if any covid rules are changed or updated*


Person responsible for regular review: Xavier Dannock, Service Manager

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	Xavier Dannock – Service Manager Lighthouse Theatre
Signature	
Date	28/01/2020

Updates to COVID Safe Plan

Reviewed by	Xavier Dannock – Service Manager Lighthouse Theatre
Signature	
Date	27/07/2021

END