## Latest Regulations – Sources of Information

Ensure your venue and your plan complies with latest restrictions and capacity/ performer limitations. Refer to:

* + <https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-arts-and-recreation-services>
	+ <https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>

**These resources are also helpful:**

**Arts & Entertainment Services Sector Guidance.**

You can download their ‘Restart Guidelines’ – a really helpful document!

<https://www.coronavirus.vic.gov.au/arts-and-entertainment-services-sector-guidance>

**Creative Victoria Restrictions Summary and FAQ’s**

A great place to get a concise summary of information. NOTE that this site tends to take at least a week to be properly updated from the time the Government announces changes!

<https://creative.vic.gov.au/coronavirus/creative-industries-q-and-as>

## COIVD Safe Principles

The following 6 COVID Safe Principles are integral to all COVIDSafe Plans and are legal requirements.

1. **Physical Distancing**
2. **Wear a fitted Face Covering / Mask** (when required and as applicable)
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:**

1. **Communications and Ticketing Terms & Conditions**
2. **Staff & Volunteers – Re-Opening Your Venue**
3. **(1.A) Back of House & Tech Production**

### About

This plan has been adapted from the information provided by RAV and the Industry webinar and information available on the DHHS website.

# Venue & Organisation Details

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| **Organisation Name**  | Art is… festival |
| **Venue/s Name** | Horsham, Showgrounds |
| **Venue Manager/ Coordinator** | Sarah Natali |
| **Contact Details** | artis@artis.wimmera.com.au0468387121 |
| **Site/ Venue Address**  | C/o Jubilee Hall, 19-21 Roberts Avenue, Horsham 3400 |
| **COVID Marshal** (COVID Safe Compliance Coordinator) | Sarah Natali and Alistair Shaw Bart Turgoose |
| **Contact Details – COVID Marshal** | artis@artis.wimmera.com.au0468387121 |
| **Local Government Area/ Shire** | Horsham Rural City Council |
| **Committee President/ Council Manager/ Board Chairperson** | Robbie Millar  |
| **Date & Version Number** | 1/7/21 Version 3 |

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| ENSURE PHYSICAL DISTANCING  |

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| INFORMATION* It is mandatory for customer-facing industries that require checking-in to use the free [Victorian Government QR Code Service](https://www.coronavirus.vic.gov.au/about-victorian-government-qr-code-service).
* Venues and facilities currently using a [Victorian Government API-linked digital record keeping system](https://www.coronavirus.vic.gov.au/victorian-government-visitation-api) must switch to the Victorian Government QR Service.
* Ratio for covid marsalls 1:200 For full regulations in this sector see:
* <https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-arts-and-recreation-services>
 |
| REQUIREMENTS | **ACTIONS TO ACHIEVE** This section of your Plan details how you will manage restricting capacity, physical distancing and compliance.  | **WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?** |
| Government Regulated capacity & distancing compliance | Our venue will undertake regular checks with published Government coronavirus restriction information to ensure that our venue capacity and COVID Safe plan complies with the latest Government regulations for the State and for our Local Government Area. | Sarah Natali*This plan*Completed  |
| Apply density quotient to calculate allowable persons/ patrons in each non-seated ‘common’ area of your venue | Currently Outdoor Max 1000 Indoor Max 300  | Sarah Natali (Andrea Cross) |
| Managing Distancing and Patron Numbers – Strategie | * We will identify and manage venues and queueing areas requiring physical distancing management on the day of the event
* Monitoring each event attendance - numbers
	+ We will actively staff the entrance to each event to ensure patron monitoring, record keeping, and risk mitigation, in addition to ticketing for ticketed events
	+ Our entrance event staff/ venue front of house staff will have an accurate method for monitoring numbers of attendees on site. Using ticketing through the wix app
	+ Devices will be available to electronically capture via QR code via kiosk those who do not have access to electronic devices.
	+ Through ticketing through our website we will monitor capacity limitations
 | Sarah Natali Alistair ShawCassandra Velinos*IPads/ or phones for FOH* *Clickers**Marks on floor as required* *Electrical tape* |
| Ticketing & Box OfficeManaging capacity and distancing  | * We will manage ticketing to ensure we do not exceed current venue capacity limitations if and when they are applicable. We are encouraging Pre show ticketing
* We will include COVID-related Advice, Terms and Conditions with our ticketing information and reminder emails (
* We will provide patrons with essential venue information including updated health and hygiene controls and conditions of venue entry at point of ticket
 | Sarah Natali*Back up QR codes* *Print out* |
| Performers incl. Musicians | * Our policy is that musicians and performers should maintain a physical distance of 1.5 metres *where possible between groups.*
* Where physical distancing is not possible, including with staff who work backstage with performers, we will limit the duration of close contact
 | Sarah NAtali |
| Food and Beverage  | Where Food and drinks are served, we will provide:We will avoid self service and have a server to reduce risk for patrons. For workshops tea and coffee station will have a hand sanitiser close at hand…  | Sarah Natali Andrea CrossAlistair ShawElaine UebergangCovid safe kit  |
| Food & BeverageThird Party suppliers | If your venue or any 3rd Party Contractor (Supplier) is providing food and beverage services, they/ you must comply with the current Hospitality Industry COVID Safe Guidelines.As the venue, you will need to see and review the COVID Safe plans of any 3rd Party contractor/ suppliers/ operators who may be providing a service to you in your venue. We have reduced the requirement for food and beverage at our events. The event where we will use a 3rd party supplier where Food and drinks are served, we will request that:* Our food and beverage supplier is complying with the Hospitality Industry COVID Safe Guidelines
* We have provided our food and beverage supplier with a copy of our venue’s COVID Safe Plan and they have agreed to follow regulations current with their industry.
 | Sarah Natali *See Resources Section for information* *Andrea Cross* |

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| 1.A: BACK OF HOUSE & TECH/ TOURING PARTIES/ HIRERS |

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| REQUIREMENTS | ACTIONS TO ACHIEVE  | WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED? |
| Back of House access & spaces |  |  |
| Stage management  | * Only band and staff and Compere will be allowed on stage
* Our participants/singers at the Community sing will have acknowledged the Community music Victoria guidelines in relation to singing (as Below)
* Sanitizer will be available

 (CHECK: Are Government Regulations in place for Choirs, Singers or Wind instrument players? Ensure compliance. There were specific regulations for these performers in late 2020; there are none in place now, but this is subject to change). Checked Covid regulations 22/5/2021 and the above remains true. Will also follow the guidelines available at community Victoria. <https://cmvic.org.au/pages/draft-road-map-to-covid-normal-for-community-music-makers> https://www.coronavirus.vic.gov.au/community-services#do-i-need-to-wear-a-face-mask-during-my-dance-or-singing-rehearsal-or-lesson Do I need to wear a face mask during my dance or singing rehearsal or lesson?You must wear a face mask during your indoor rehearsal or lesson unless clear enunciation is essential, or another lawful exception applies. You should keep at least 1.5 metres apart from others.  Caps for outdoor dancing or acting rehearsals are subject to the capacity limits of the venue that you are rehearsing in.  When outdoors, it is recommended you wear a face mask if you cannot maintain 1.5 metres distance from other people.  If you are feeling unwell, stay home and get tested. Can I play music at a community facility? Yes, you can hold a performance at an indoor or outdoor community facility but will need to follow current restrictions. Band members (except singers and woodwind or brass musicians) must wear a face mask while they perform if indoors unless an exception applies.  To keep customers, staff and performers safe, it is strongly recommended that:  * Performers keep at least 2 metres distance from each other.
* Performers should be distanced at least 5 metres from the audience where practicable.

If you are feeling unwell, do not perform. Stay home and get tested. For the singing workshop we shall:Remain outside if weather permits Request that participants do not mingle and keep in the groups with whom they would generally associate. Ensure compliance with QR check in. Request that those who have symptoms of COVID, however mild do NOT attend, To reduce risk the session does not last over 1 hour. Physical distancing encouraged outside bubbles. If any community transmission in regional Victoria in the days preceding event these regulations will be considered, and the workshop may be cancelled. High risk individuals (and all) are encouraged to wear masks and made to feel safe and comfortable to do so. If the workshop has to be delivered inside mask wearing is mandatory unless clear enunciation is essential, or an exemption applies.  | Sarah Natali Regulations clearly articulated pre eventCompleted  |

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| Wear a Face Covering  |

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| REQUIREMENTS | ACTIONS TO ACHIEVE | WHO IS RESPONSIBLE?RESOURCES NEEDED?ACTIONS COMPLETED? |
| All workers, performers and patrons attending the Venue must wear a fitted face covering *when regulations apply*Unless Lawful Exemption applies | Check current regulations related to face masks. This regulation for both workers and patrons is subject to change. * All Victorians must carry a mask regardless of regulations regarding wearing.
* Currently Masks must be worn indoors unless eating and drinking
* Some spare masks will be available and Personal Protective Equipment (PPE) (disposable gloves) to workers that do not have their own but require them for the tasks they are undertaking
* Singers should keep a 2m distance from other singers.
* The stage will be managed to ensure a distance 5m from audience
* Venue management will consult with all staff and volunteers regarding their level of comfort with wearing masks if interacting with visitors/ artists.
	+ If staff/ volunteers opt to wear a mask even if restrictions do not mandate it, they will be fully supported in this decision
* Sarah Natali will stay informed of updates in regard to relevant PPE protocols as Government advice changes through regular monitoring of DHHS website.
 | Sarah NataliCheck current regulations for face masks here: <https://www.coronavirus.vic.gov.au/face-masks-when-wear-face-mask>Correct face covering protocols: <https://www.dhhs.vic.gov.au/face-coverings-covid-19#how-do-i-wear-a-face-covering-correctly>  |

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| PRACTICE GOOD HYGIENE & CLEANING  |

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| REQUIREMENTS | ACTIONS TO ACHIEVE | WHO IS RESPONSIBLE? RESOURCES NEEDED?ACTIONS COMPLETED? |
| Document & Adopt good Hygiene practices – Staff & Patrons  | Art is… festival commits to adopting best practice in hygiene and cleaning for both staff and patrons. Our practices are guided by the following DHHS advice: * *Coronavirus Cleaning Guidelines for Workplaces. Information for business owners, managers and cleaners*
* *Factsheet – Cleaning Guidelines. Building owners and managers*
 | Sarah Natali Have read documents and adjusted our requirements as appropriate. Regular discussion with Alistair Shaw our other Covid Marshall |
| All ‘high-touch areas’ of the venue should be cleaned and sanitised regularlyBoth steps are essential | * We have arranged with the venue owner that pre and post -event cleaning of Maydale Pavilion will occur and that Art is… and HAS will be jointly responsible for this.
* We will ensure that surfaces needing regular cleaning and disinfecting are cleaned
* Handles, taps, kettle, light switches are cleaned after each day/event
	+ If our venue is in high daily use- high touch surfaces will be cleaned at least twice per day and between groups
* The venue provide bins for the safe disposal of hygienic materials (tissues, paper towels, sanitary products) in wash rooms and change rooms we will ensure that these are checked
* The venue will dispose of disposable cleaning products and items safely
* Masks and gloves are provided in the Covid kit which has been issued to staff responsible.
* Bart Turgoose /Alistair Shaw /Sarah Natali and Andrea Cross will monitor supplies of cleaning products and restock as needed
 | Sarah Natali and Andrea Cross*Production of Covid Safe kit* Completed  |
| Provide and promote hand sanitiser for workers and patrons at all key points of facility and entrance/ exit | * The locations and hand washing/ sanitising stations for workers and patrons as they enter our venue are:
	+ At entrances (spare in Covid Safe kit that Sarah Natali and Alistair Shaw have in their car if something is missing from a venue
* Hand washing facilities are monitored to ensure they include clean running water, liquid soap and paper towel
* Bart Turgoose /Alistair Shaw /Sarah Natali and Andrea Cross will ensure hand sanitiser is stocked, working, including before events.
* Bart Turgoose /Alistair Shaw /Sarah Natali and Andrea Cross will ensure that bathrooms are well stocked with supplies of hand soap and paper towels
 | Sarah Natali *Production of Covid Safe kit* Completed  |

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| Keep records and act quickly if staff/ PATRoNS become unwell |

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| REQUIREMENTS | ACTIONS TO ACHIEVE  | WHO IS RESPONSIBLE? RESOURCES NEEDED?ACTIONS COMPLETED? |
| Mandatory Electronic Record Keeping – QR CodesContact Tracing  | * Our events will utilise the Government QR code at each venue.
* If people do not have their own device they will be assisted to check in electronically.
* Will will also utilise electronic tickets and rsvps for all events
* Records will be kept for 28 days and then be destroyed (applies to manual paper records only. Vic Govt QR service looks after those records)
* If the QR code system experiences an outage or disruption, we will collect information through a non-electronic back-up if it is not possible to connect to an electronically compliant service at that time
* We have a backup paper and pen daily venue attendance register ready to use
* The kiosk application will be available for those that cannot access the system on their own device (for example, if they do not have a mobile phone)
 | Sarah Natali *Completed most of this need to print out codes*  |
| Support workers and volunteers to stay home and get tested, even if mild symptoms | Our Festival supports all of our team members to stay home and get tested if they have any symptoms of coronavirus. We support them to stay home if they cannot work while awaiting a test result or if confirmed as a positive case. | Sarah Natali  |
| Prepare for how you will manage a suspected or confirmed COVID-19 case in an employee, patron or performer at your venue | * Any worker or patron showing coronavirus 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/ venue again until they have been COVID tested and receive a negative result
* We will contact and Liaise with DHHS and follow their instruction
 | Sarah NAtali*DHHS Confirmed Case in the Workplace Guidance:* <https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19> |

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| AVOID INTERACTIONS IN ENCLOSED SPACES  |

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| REQUIREMENTS | ACTIONS TO ACHIEVE  | WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED? |
| Avoid enclosed and confined spaces where possible – put in place Controls for unavoidable enclosed spaces | NOTE: This section may not be applicable for a number of community presenters. Simply put ‘Not Applicable’ if this is the case. * N/A
 | Sarah NataliAlistair ShawAndrea Cross  |

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| CREATE WORKFORCE BUBBLES  |

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| REQUIREMENTS | ACTIONS TO ACHIEVE | WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED? |
| Create Workforce Bubbles  | Where appropriate we will create Workforce Bubbles within our team, including back of house, front of house and production/ technical crew. * + This will also be the case with Patrons – Ie Community Singing workshop
 | Sarah Natali *Sort out T&Cs in email* *Community Sing Completed* |

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| 7. Communications and Ticketing Terms & Conditions  |
| REQUIREMENTS | **ACTIONS TO ACHIEVE** | **WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?** |
| Communicate about COVID Safety to your patrons | **Our venue will utilise the following Communication Channels** * Venue Website
* Online Ticketing purchase portal. Clear messaging on ticketing terms and conditions and in email reminders
* COVID-Safe messaging in pre-event emails to ticket holders for each event

**Our Messages to patrons are:** Include below those you will use from this list. Add other options as you wish. 1. **Refund policies** – we have explicitly outlined our refund policies for when someone is not able to attend due to illness. Ticket holders will not be penalised for not attending when unwell. Instead, they are encouraged to stay at home and not attend the event.
2. **Stay at home if unwell**, or identify yourself as a contact of someone who has been unwell and who is being tested for coronavirus (COVID-19) infection
3. Maintaining **physical distancing** requirements at events:
4. Enhanced **public health measures** that are in place at the event, including any requirement to wear **masks** (consistent with Chief Health Officer Directions)
5. **Contactless payments** and transactions where possible
6. Patrons will be required to provide their **contact details** as they enter the venue someone will be available to assist as required
 | Sarah Natali Alistair Shaw |

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| STAFF, VOLUNTEERS & RE-OPENING YOUR VENUE |

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| REQUIREMENTS | ACTIONS TO ACHIEVE | WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED? |
| Staff & Volunteer Induction and TrainingIdentify & Provide | * We will discuss (and clarify as necessary) our COVID Safe plan with all of our Venue team, including staff, volunteers, committee members before each event to relevant people
* Include information about COVID-19 symptoms, hygiene and health
* Provide training to staff on physical distancing requirements and expectations
 | Sarah NataliAlistair ShawCassandra VelinosAndrea CrossBriefing before events  |
| Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning | We will ensure our team is across the following COVID-Safe Practices and processes * Daily check-in with QR code
* Stay home if unwell policy
* Physical distancing 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
 | Sarah NataliAlistair ShawCassandra Velinos  |
| Volunteer Worker Policy & Protocols | We will (as applicable):* Ensure volunteers are aware of the Venue’s COVID Safe Plan and the precautions and safety measures in place
* Discuss the COVID Safe Plan and what that means with our volunteers to ease any concerns or anxieties they may have
* Be aware that Volunteers and Workers aged over 70 years are classified as Vulnerable Workers
 | Sarah NataliAlistair ShawAndrea Cross |

# Documents & Resources 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.

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| **Document Name** |  | **File Location** |
| Latest Restrictions and Guidelines Vic Govt | <https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-arts-and-recreation-services>  |
| How to Clean and Disinfect after a COVID-19 Case | DHHS Guidelines. Also available as download from: <https://www.coronavirus.vic.gov.au/preventing-infection-workplace#cleaning-and-disinfection> <https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19>  |
| 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>  |
| Coronavirus Cleaning Guidelines for Workplaces: Information for business owners, managers and cleaners | <https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#cleaning-and-disinfection>  |
| Factsheet – Cleaning Guidelines: Building owners and managers | <https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#cleaning-and-disinfection> |
| Volunteering During Coronavirus Fact Sheet | <https://www.volunteer.vic.gov.au/covid19>  |
| Hospitality, Food & Beverage COVID Guidelines | <https://www.coronavirus.vic.gov.au/hospitality-food-and-beverage-services-sector-guidance>  |
| Signs, Posters and Templates for your Venue | <https://www.coronavirus.vic.gov.au/signs-posters-and-templates>  |

# Plan Review

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| This plan will be reviewed for compliance with any updated health or other regulatory requirements every: *As required – if announcements are made, or if there is community transmission in Regional Victoria*Person responsible for regular review: *Sarah Natali* 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

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| **Approved by** | Art is… festival board |
| **Signature** |  |
| **Date** |  |

# Updates to COVID Safe Plan

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| **Reviewed by** | Likely the venue manager or equivalent within your committee |
| **Approved by** | Impossible to gain approval for these when restrictions vary so quickly…  |
| **Signature** |  |
| **Date** |  |

**END**