## 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 and adapted on the 4/6/21 with the current directions on regional Victoria which are located at the following address.

<https://www.dhhs.vic.gov.au/sites/default/files/documents/202106/Restricted%20Activity%20Directions%20%28Regional%20Victoria%29%20-%203%20June%202021%20%28signed%29.pdf>

<https://www.coronavirus.vic.gov.au/how-we-live-information-regional-victoria>

# Venue & Organisation Details

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| **Organisation Name**  | Art is… festival / Goat Gallery  |
| **Venue/s Name** | Goat Gallery  |
| **Venue Manager/ Coordinator** | Rob Grenfell / Sarah Natali |
| **Contact Details** | artis@artis.wimmera.com.au0468387121 |
| **Site/ Venue Address**  | 87a Main st, Natimuk |
| **COVID Marshal** (COVID Safe Compliance Coordinator) | Rob Grenfell |
| **Contact Details – COVID Marshal** | 0412 670 111 |
| **Local Government Area/ Shire** | Horsham Rural City Council |
| **Committee President/ Council Manager/ Board Chairperson** | Robbie Millar  |
| **Date & Version Number** | 4/6/21 Version 8 |

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| ENSURE PHYSICAL DISTANCING  |

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| INFORMATION* The one person per four square metre density quotient for small-to-medium sized venues is in force.
* It will be mandatory that everyone check-in using the free [Victorian Government QR Code Service](https://www.coronavirus.vic.gov.au/about-victorian-government-qr-code-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>
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| 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 | We will calculate density quotients for common venue areas by size and capacity, and record how many people can be in each space. * Both of our venues are capped at the number for creative studios/community facilities which is 50 people or by the density quotient at 1 person per 4 square meters.
* Goat gallery 50sqm
* 12 people

Outside a tier 3 event. * Attendees: Up to 1,000.
* Seated events capacity: 100% of the venue’s fixed seated capacity (no capacity limit).
* Non-seated events capacity: Density quotient of one person per two square metres.
* Event checklist: published on website.

For non-seated events, the density quotient must be calculated based on the area that attendees can access. For venues with mixed seated/non-seated areas, there needs to be clear separation between areas, otherwise a density quotient applies to whole venue. | Rob Grenfell |
| Managing Distancing and Patron Numbers – Strategy | * Speeches moved outside – briefing of audience to advise adherence to regulations.
	+ Signage displayed
	+ Devices will be available to electronically capture via QR code those who do not have access to electronic devices with kiosk available
 | Rob Grenfell /Sarah Natali  |

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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 | Face coverings: * Must be carried at all times
* Must be worn indoors except if at home, or if a lawful reason not to wear one applies
* Must be worn outdoors where 1.5 metres physical distancing cannot be maintained, unless a lawful reason not to wear one applies.
 | 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 | * Handles, taps, kettle, light switches are cleaned after each day/event
* 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 provided in the Covid kit which has been issued to staff responsible.
* monitor supplies of cleaning products and restock as needed
 | Rob Grenfell Sarah Natali *Production of Covid Safe kit* Completed  |
| Provide and promote hand sanitiser for workers and patrons at all key points of facility and entrance/ exit | * sanitising stations for patrons as they enter our venue are:
	+ At entrance
* Public toilets available on Main Street
* At bar
 | Rob GrenfellCompleted  |

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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 via the kiosk or to complete the paper based version
* 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
 | Sarah Natali |
| 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
* 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> |
| Mandatory reporting to DHHSPrepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracingDHHS: 1300 651 160covidemployernotifications@dhhs.vic.gov.au  | * Sarah Natali will contact DHHS if we are made aware that a person with a confirmed case of COVID-19 has been in our venue
* The person to first contact DHHS and notify them of actions taken is Sarah Natali
* These actions will be to:
	+ Contact DHHS on **1300 651 160** with the information ready to pass on immediately if/ as requested
	+ Completed Close Contact Forms and Risk Assessments will be submitted to: COVIDEmployerNotifications@dhhs.vic.gov.au
	+ If you have some paper records of venue attendance (for example, back up paper records), have these ready to supply to DHHS
 | Sarah NataliEnsure all worker / volunteer / crew contact details are up to date and accessible.  completed  |

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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 at venue
 | n/a |

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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  | N/a  | Sarah Natali |

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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
* Clear messaging during speech
* 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. **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
2. Maintaining **physical distancing** requirements at events:
3. Enhanced **public health measures** that are in place at the event, including any requirement to wear **masks** (consistent with Chief Health Officer Directions)
4. **Contactless payments** and transactions where possible
5. Patrons will be required to sign in as they enter the venue someone will be available to assist as required
 | Sarah Natali  |

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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 NataliBriefing before events  |
| Volunteer Worker Policy & Protocols | We will (as applicable):* Ensure artists are aware of the Venue’s COVID Safe Plan and the precautions and safety measures in place
 | Sarah NataliRob Grenfell |

# 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 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** |  |
| **Signature** |  |
| **Date** |  |

# Updates to COVID Safe Plan

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| **Reviewed by** | Sarah Natali 11/6/2021 |
| **Approved by** | Not enough time to gain approval by the board.  |
| **Signature** |  |
| **Date** |  |

**END**