



# COVID-19 Safety Plan

We've developed this COVID-19 Safety Plan to help create and maintain a safe environment at our Theatres.

Lake Macquarie City Council Theatres Bookings and Hiring
Plan completed by: Petti McInnes – Coordinator Festival and Events
Approved by: Jacqui Hemsley, Manager – Arts, Culture and Tourism
Date: 4 July 2020
Updated 21 July 2020 to include updated government Covid Safe regulations from 12:01am Friday, 24 July 2020
Updated 17 August 2020 to include food service requirements

Wellbeing of Staff, Hirers and Visitors	
Requirement	Actions taken
<b>Staff, volunteers</b> , who are unwell are to be excluded from rosters or attending the venues	<p>Conditions of entry and service restriction signs at all sites.</p> <p>Staff may ask patron to leave if symptoms are noticed.</p> <p>Masks available if required for staff and volunteers.</p> <p>Council Infection Control Policy sent to staff (D09643524)</p>
Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning	<p>Council staff have been provided with information on COVID-19, including when to get tested, physical distancing and cleaning.</p> <p>Australian Government 'Protecting You from Coronavirus' signage displayed</p> <p>Promoted via range of channels that staff/customers feeling unwell should not visit Council sites</p> <p>Australian Government 'Protecting You from Coronavirus' signage displayed</p>
Make staff aware of their leave entitlements if they are sick or required to self-isolate	Council staff have been provided with Information and procedures/processes can be accessed on staff intranet
Display conditions of entry on council website, social media, venue entry).	<p>Signage is available at all sites and information relating to current restricted operations is available on website, media and venue entry.</p> <p>Signage displayed</p>
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> <li>• Restaurants and cafes.</li> </ul>	<p>Kitchens are signed</p> <p>Do not provide food unless individually wrapped or plated</p> <p>And hand washing sanitizer is available in Kitchens</p>
<b>Hirers COVID Safe Hire Conditions</b>	Added to hire agreement all hirers are made aware of the theatre's capacity being the total number of all persons on site at one time and the capacity for each area. Hirers agree to be responsible to implement this condition, and are aware the agreed booking can not exceed this number, as per government current restrictions.

	<p>Hirers agree to send with in 24 hours of hire a list of all attendees and their mobile number for record keeping.</p> <p>Acovid19 Agreement RM8 D09753311 (attached end document)</p> <p>Current Covid19 Government restrictions to group numbers will be adhered to</p>
<p><b>Theatre Conferences and Functions</b></p> <p><b>Reference</b></p> <p><b>Conferences</b></p> <p><a href="https://www.nsw.gov.au/sites/default/files/2020-07/covid-19-safety-plan-conference-and-function-venues_0.pdf">https://www.nsw.gov.au/sites/default/files/2020-07/covid-19-safety-plan-conference-and-function-venues_0.pdf</a></p> <p><b>Theatres</b></p> <p><a href="https://www.nsw.gov.au/sites/default/files/2020-06/covid-19-safety-plan-cinemas-theatres-concert-halls.pdf">https://www.nsw.gov.au/sites/default/files/2020-06/covid-19-safety-plan-cinemas-theatres-concert-halls.pdf</a></p> <p><b>Pubs bars</b></p> <p><a href="https://www.nsw.gov.au/sites/default/files/2020-07/covid-19-safety-plan-pubs-clubs-bars-breweries-and-casinos_2.pdf">https://www.nsw.gov.au/sites/default/files/2020-07/covid-19-safety-plan-pubs-clubs-bars-breweries-and-casinos_2.pdf</a></p>	<p><b>Abide by current Government regulations as from Friday 24 July at 12:01 Am</b></p> <ul style="list-style-type: none"> <li>• Social Distancing message added to MC notes</li> <li>• 4-meter square rule for social distancing enforced</li> <li>• Sign in completed for all attendees</li> <li>• Alcohol consumed by seated patrons</li> <li>• Seated service of food</li> <li>• Musicians to be 3 meters from audience</li> <li>• Tables and chairs placed with social distancing for all patrons attending</li> <li>• Dedicated social distancing staff briefed and oversee social distancing during the event</li> <li>• Entry and exit only signage clearly marked</li> <li>• Dancing at functions, is currently not allowed</li> <li>• Weddings and corporate events limited to 150 people</li> <li>• Pubs cap the number of customers to 300 and limit bookings to 10 people</li> <li>• Staff are excluded from total capacity numbers</li> </ul>
<b>Physical Distancing</b>	
<b>Requirement</b>	<b>Actions taken</b>
Capacity must not exceed one person per 4 square metres, or as per the current government regulations.	<p>Adherence to facility numbers as per 4 sq m review of facilities by Assets – see D09700237 or government restrictions of total numbers per venue</p> <p>Venue manager actively monitor and regulate ACT Facility visitor numbers and update hire agreements and signage as required.</p>
Use signage at entrances and specific rooms to communicate the maximum safe capacity.	<p>Designated entry/exit doors, pathways and keep clear signage</p> <p>Arrows on floor indicating flow</p> <p>Signage indicating number of people appropriate in each area being;</p> <p>Auditorium, stage, back and side stage areas, dressing rooms, kitchen, meeting rooms, change rooms, toilets and change rooms, museum and foyers or verandas.</p> <p>Signage state physical distance markings for entry to the building, desk enquiries and public areas</p>
Move or remove seating and tables as required to comply with physical distancing	<p>Excess furniture removed and remaining furniture roped off from public use.</p> <p>Office area desks positioned to allow social distancing</p>
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).	Staff are aware of social distancing guidelines

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	Excess furniture removed from lunch rooms to ensure social distancing is maintained.
Use telephone or video for essential meetings where practical.	Microsoft team meetings available to all staff.
Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.	Staff are aware of social distancing guidelines and have work rosters.
Review regular deliveries and request contactless delivery and invoicing where practical.	External deliveries are contactless.
Have strategies in place to manage gatherings that may occur immediately outside the premises.	No gatherings occur outside premises. Where required, external signage on floors and chairs indicate social distancing.
Food service	
Requirement	Actions Taken
No self-serve buffet style food. If food is provided it should preferably be individually wrapped into single serves	If shared food provided, one person should be allocated to wear gloves and a mask and serve food and practise hand hygiene before and after service. Encourage eating outside if practical.
Encourage participants to bring their own water bottle, snacks, towels, exercise mats etc.	Hirers to advise participants to bring own refreshments. If served, one person should be allocated to wear gloves and a mask and serve tea coffee and practise hand hygiene before and after service. Disposable cups to be used to avoid sharing of crockery.
Hygiene and Cleaning	
Requirement	Actions taken
Theatre to have council cleaners through after hiring.	Venue manager to book cleaners after each hiring. Add audio cleaning with sanitizer wipes to cleaners work list Gloves are available for staff and hirers to wear
Sanitizer wipes and equipment	Sanitising wipes and “signage” to be left at key touch areas Audio stations, encourage hirers to wipe microphones and equipment s before and after use. Keypad entrance/ exit buttons
Reduce hand touch where possible	Leave internal doors open to avoid touch when entering/exiting Sign doors please leave open Close some areas to public use
Adopt good hand hygiene practices	Condition of entry / exit: visitors sanitise hands. Signs located in both public, hirers, kitchen, dressing rooms amenities and staff areas to encourage good hygiene practices. Sanitiser is available at the entrance to theatres and within the facility
Ensure bathrooms are well stocked with hand soap and paper towels.	Theatres have access to stores for supplying soap, paper towel and hand sanitiser
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.	Staff to wear gloves while serving or cleaning are actively encouraged to clean touch points on a regular basis.

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Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Disinfectant solution provided in line with Australian Government Department of Health guidelines, and cleaning procedures have been developed in accordance with Safe Work Australia 'How to Clean and Disinfect' guidelines.  Disinfectant supplied by store and labelled. MSDS onsite
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Gloves are available at all sites.  Soap is available at all sites.  Signs located in both public and staff areas to encourage good hygiene practices
<b>Record Keeping</b>	
<b>Requirement</b>	<b>Actions taken</b>
Hirer Records	Hirer record is kept in Pathway
Keep a record of name and a mobile number or email address for all staff, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely	Hirers to keep record of all attendee's name and mobile number and email to Theatre manager within 24 hours of hire time/date for manager to record in RM8 F2020/00435/02/20  Records are identified by Theatre, date and time of visit.
Make your staff aware of the COVID Safe app and its benefits to support contact tracing if required.	Email informing them of COVID Safe app sent to staff and hirers (D09746733)
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.	As Applicable – Regional leaders and Cultural Experience Leaders will when be required review plan based on current Health Order.  Changes to be communicated to wider teams at tool box talks and meetings.
<b>Monitoring and Review</b>	
<i>Staff to</i> ensure that this COVID Safety Plan is effective by undertaking the following actions:  Reviewed at tool box and team meetings for relevance and compliance.	



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Lake Macquarie City Council Theatres Bookings and Hiring

To keep our facilities and community safe the below outlines the minimal requirements for all Hirers or either the Rathmines or Warners Bay Theatre

Hirer Name

Mobile

Email

I agree to the below conditions	Agree
<p>To ensure safe COVID19 tracking if required:</p> <p>To send within 24 hours (if not provided prior) a list of all attendees during my hire period to:</p> <p><a href="mailto:theatres@lakemac.nsw.gov.au">theatres@lakemac.nsw.gov.au</a></p>	
<p>I agree and accept responsibility to ensure total person limits in the theatre at any one time do not exceed the current maximum persons, and will abide by the signage on the walls and or doors of limited numbers in:</p> <p>Auditorium, stage, back and side stage areas, dressing rooms, kitchen, meeting rooms, change rooms, toilets and change rooms, museum and foyers or verandas.</p> <p>Where applicable group activities will not exceed the current COVID safe Government restrictions</p>	
<p>To encourage all attendees to be Covid19 safe by:</p> <p>Not accessing areas identified by "Area Closed" signage</p> <p>Not closing doors that are signed "Please Keep Open or Closed"</p> <p>Hand sanitizing on entry and exit and in amenities</p> <p>Hand washing regularly</p> <p>Wiping down equipment with sanitiser wipes after use i.e. audio equipment</p>	
<p>Am aware of the current Government Safe Covid19 regulations</p> <p><a href="https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert">https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert</a></p> <p>Will regulate monitor and ensure</p> <p>1.5 meter rule</p>	

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Ask unwell attendees to not attend or leave if they feel or are obviously unwell	
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### **ACT COVID Daily Attendance Sheet**

**This sheet must be emailed within 24 hours of hire or theatre use to**

**[theatres@lakemac.nsw.gov.au](mailto:theatres@lakemac.nsw.gov.au)**

Location		Capacity	
Day		Date	
Hirer name			
Hirer Group or company			
Hirer email			
Hirer Mobile			
Total number of attendees			

**Attendance per hire – monitoring tool to ensure COVID safe environment**

**All attendees in group or visitors spectators must complete this form**

Attendee name	Attendee Email	Attendee mobile or phone

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**Incidents of note – near misses/observations and times when you had to outline COVID safe behaviours**

Time	Description	Number of people involved

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**Comments (Any points of Interest or opportunities to improve)**

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**Theatres Covid Safe Signage Required D09760135**

4m square rule 1.5 meters as of 3 July 2020

**WARNERS BAY THEATRE**

AREA	SIZE	Sign	PERSON CAPACITY	NO # SIGNS	Placement
Stage	81m sq	This area is limited to 20 persons	20	8 (4 plus spares)	1x Entry door to back stage 1 Side stage 1 audio 1 stair s from auditorium
Auditorium	500m sq	This area is limited to 90 persons	90	6 (2 plus displayed spares)	2 Foyer entry to auditorium Front glass doors
Toilets Kitchen Dressing Room	20 m sq	This area is limited to 4 persons	4	12 6 plus spares	2 Toilets male female 2 Kitchen walls 2 = 1 each dressing room door
Toilets back stage	10 m sq	This area is limited to 2 persons	2	4 2 plus spares	2 Back stage toilets
Foyer	68 msq	This area is limited to 17 persons	17	4 2 plus spares	2 Back walls

**RATHMINES THEATRE**

AREA	SIZE	Sign	PERSON CAPACITY	NO # SIGNS	Placement
Stage	42m sq	This area is limited to 20 persons	11	8 (4 plus spares)	1x Entry door to back stage 1 Side stage 1 audio 1 stair s from auditorium

Auditorium	500m sq	This area is limited to 90 persons	90	10 (5 plus spares)	2 Foyer entry to auditorium 3 Doors entering from 2 verandas
Toilets  Kitchen  Dressing Room	20 m sq	This area is limited to 4 persons	4	12 6 plus spares	2 Toilets male female 2 Kitchen doors 2 = 1 each dressing room door
Toilets back stage	10 m sq	This area is limited to 2 persons	2	4 2 plus spares	2 Back stage toilets
Foyer	25 msq	This area is limited to 4 persons	4	4 2 plus spares	2 Entry doors
Heritage space	20 msq	This area is limited to 4 persons	4	4 2 plus spares	2 Entry doors
Boiler room	25 msq	This area is limited to 4 persons	5	2	Entry door
Meeting room	10msq	This room is limited to 2 persons	2	2	Entry doors

### General Signage COVID

Sign	Quantity	Venue Position
Please practise social distancing	20	10 x Warners Bay 10 x Rathmines
Cleaning Please use sterile wipes after use	10	5 Warners Bay Audio 5 Rathmines Audio
Hand Washing	10	5 Warners Bay Toilets & Kitchen 5 Rathmines Toilets & Kitchen
How to use sanitizer	20	5 Warners Bay 5 x Rathmines

		Entrance and exit Kitchen Toilets Back stage Change Rooms Dressing room
Directional arrows queuing	25	Warners Bay Rathmines
This Room is not accessible	10	5 Warners bay 5 Rathmines
Please leave this door open Do not touch handles	10	5 Warners bay 5 Rathmines

### Equipment Required COVID

Hand Sanitizer bottles	50	Rathmines 4 veranda's entry 1 Foyer entry 1 back stage load in 1 Foyer entry 2 Museum entry /exit 1 Boiler room 1 back stage 1 x Audio 1 x Kitchen 2 x change rooms 4 Toilets 5 spares
		Warners Bay 1 Foyer 1 Auditorium 4 Toilets 1 Audio 1 Kitchen 2 Change rooms

		4 toilets (public backstage) 5 spares
Hand Sanitizer stands	4	2 each Rathmines and Warners Bay Entry main Auditorium entry
Maska for staff	80	40 Warners bay 40 Rathmines
Gloves for cleaning	4 boxes	For staff audio operators 2 Warners bay 2 Rathmines
Cleaning of theatres		

DATE	TIME (completed)	CLEAN TYPE Covid and General	Warners Bay	Rathmines
<b>July 2020 To be populated with hire bookings for each venue</b>				

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