

Covid Safe Plan – Ararat Town Hall (Ararat Arts Precinct)

Last Reviewed: 5th August June 2021



Venue & Organisation Details

Organisation Name / Council	Ararat Rural City Council
Venue/s Name	Ararat Town Hall (in Ararat Arts Precinct)
Venue Manager/ Coordinator	Julie Cronin
Contact Details	<p>T: (03) 5355-0270</p> <p>M: 0417 717 401</p> <p>E: jcronin@ararat.vic.gov.au</p>
Site Address	93 Barkly St, Ararat
COVID Marshal (COVID Safe Compliance Coordinator)	<p>Joel Farrow</p> <p>(N.B. within the facility, this falls to Manager Arts, Culture, Heritage. On separate events it may be delegated to attending staff).</p>
Contact Details – COVID Marshal	<p>Joel Farrow</p> <p>Emergency Management Coordinator</p> <p>Ararat Rural City Council</p> <p>P: 03 5355 0283</p> <p>M: 0428 787 272</p> <p>E: jfarrow@ararat.vic.gov.au</p>
Local Government Area/ Location	Ararat Rural City Council
Council Manager / Board Chairperson	Dr Tim Harrison
Date & Version Number	5/8/21 version 6

ENSURE PHYSICAL DISTANCING		
REQUIREMENTS	ACTIONS TO ACHIEVE	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
Government Regulated capacity & distancing compliance.	<ul style="list-style-type: none"> • Venue capacity plan updated to reflect capacity in Entertainment Venues as per guidelines 27/7/21 • Total venue capacity 500 (as per planning permit); • Changes in venue capacities communicated to incoming hirers; • Signage collateral designed including A-frames, capacity posters and floor distancing stickers; • All staff have undertaken on-line Covid-safe training; • Risk assessments or pre-production meetings undertaken for each hire to adjust movement throughout building, including use of exits and density; • Areas not in use locked down and signed; • Personnel travel between PAC and Gallery restricted. 	<p>Marketing & Comms:</p> <ul style="list-style-type: none"> • 11/20: printing of A-frame for Town Hall foyer and supper room entry required; • 2/3/21: audit required of existing collateral and prints/reprinting; • 1/3/20: Updating of website with Covid-reopening safety messaging.
Ensure workers are 1.5 metres apart as much as possible.	<ul style="list-style-type: none"> • Staff already separated wherever possible into individual workspaces – separate kitchen and bathroom areas where possible; • Staffroom furniture separated and seating arrangements checked for distancing; • Hirers reminded to arrange furniture appropriately, checked by Covid Marshall; • Floor markings/density limits remain in each room; • Operational staff required for venue maintenance have returned to work, non-operational staff on as needs basis to 100% capacity; 	<p>Administrative Coordinator</p> <ul style="list-style-type: none"> • Undertake audit of floor stickers and density limits.

<p>Apply density quotient to configure shared work areas and publicly accessible venue spaces – 1 per 4m2 (with COVID Check-In Marshall)</p> <p>Allowable Patrons on Site: 500 (by planning permit)</p>	<ul style="list-style-type: none"> • QR code check-in installed January 2021; • Consequent density requirements based on 1 per 4sq mt; • Latest density limits calculated and applied; • Posters already existing in currently used areas – additional signage to be added for public areas opening; • Current densities: 			<p>Marketing & Comms/Administrative Coordinator</p> <ul style="list-style-type: none"> • Posters already existing in currently used areas – additional signage to be added for public areas opening. 	
	Room	Size m2	@ 2sq mtre		@ 4sq mtre
	Gallery 1	73	36		18
	Gallery 2	106	53		26
	Gallery 3	89	44		22
	Gallery 4	76	38		19
	GAL 2,3,4	271	135		67
	Gallery Foyer	81	40		20
	AP Studio	87	43		21
	Green Room	81	40		20
	Town Hall Foyer	176.09	88		44
	Town Hall Supper	154	77		38
	Auditorium (seating retracted)	400	200		100
	Stage	80	40		20
	Auditorium ex stage	366	183		91
box office	10	5	2		

	Dressing Rm 1	30	15	7		
	DR 2	25	12	6		
	Production hallway	92	46	23		
	Female PAC foyer toilets	15	7	3		
	male PAC foyer toilets	11	5	2		
	Accessible PAC foyer toilet	6	3	1		
	Upstairs staff rm landing	40	20	10		
	Staff rm office	48	24	12		
	Gallery Foyer Toilets Male	6.12	3	1		
	Gallery Foyer Toilets female	8.71	4	2		
	Gallery Foyer Toilets Uni	5.6	2	1		
	Total				N.b. planning permit 500	
	<p>3</p> <ul style="list-style-type: none"> • Auditorium audience cap of 100 as of 27/07/2021, calculated on fixed seating; • 1.5m social distancing wherever possible (previously mandatory); • Stage and auditorium capacity determined per hire as black box can be configured multiple ways - standard hire capacity currently 243; 					

	<ul style="list-style-type: none"> • Staff numbers additional to patron capacity numbers; • Density limits in staffing areas, although not mandatory, included in signage. 	
<p>Auditorium</p>	<ul style="list-style-type: none"> • Current capacity (as of 27/7/21) calculated and communicated to staff and hirers; • Currently investigating Trybooking ticketing system with new added feature to automatically space bookings to support social distancing; • Alternatively, seating rows may still be made unavailable; • Seat signage to prevent patrons from using certain chairs in use; • Door sales limited in line with current restrictions – depending on lead time, some shows advertised with ticket sales opening only 2 weeks prior. Contingencies for change in capacity numbers explored with all hirers and presentations; • Egress from auditorium dependent on audience size: option to leave via combination of foyer, supper-room and gallery. FOH staff briefed to keep patrons moving through. 	<p>Administrative Coordinator/Technical & Operations Coordinator</p> <ul style="list-style-type: none"> • Trybooking system investigation
<p>Venue Ingress/ Egress</p>	<ul style="list-style-type: none"> • Entries pre-determined – single point of entry whenever possible. Covid safe signage, sanitiser and QR code sign-in at doors; • Entry/exit, egress, corridor limits, dwell times and social distancing discussed and documented with all hirers & presenters; • Possible to bollard foyer entry into one-way entry/exit streams; • Posters/floor stickers promoting distancing throughout venue; • Back of house access limited to avoid crowding; • Rope barriers available. 	<p>Manager Arts, Culture, Heritage</p> <ul style="list-style-type: none"> • Complete

<p>Foyers & Common Areas, Box Office</p>	<ul style="list-style-type: none"> • Discussion per presentation/hire as to pre-show/interval/post show and merchandise requirements; • Box Office: audience required to pre-purchase tickets on line to avoid queues pre-show; • Bathroom capacity clearly labelled – ushered for larger audiences to assist with capacity; • House open early – ushers to encourage patrons directly to their seats; • Website to include information on what audiences can expect in terms of Covid safe protocols; • Ticketing information to include any specific entry/exit instructions; • Pre-show announcements to assist audience with interval length and exiting directions (differs per show); • Pre-ordered drinks for pick-up to be developed; • No jugs of water/only bottled water available to reduce risk of handling; • Box Office served through Gallery entry during daytime – 10-4pm, 7 days; • Town Hall entry to remain closed except when an event is on; • Covid safe signage on entry and throughout foyer; • No after show drinks/meet and greet; 	<p>Manager Arts, Culture, Heritage/Marketing & comms</p> <ul style="list-style-type: none"> • Pre-ordered drinks process for pick-up to be developed; • Website to include information on what audiences can expect in terms of Covid safe protocols; • Development of pre-show announcements.
<p>Ticketing & Box Office. Managing capacity and distancing</p>	<ul style="list-style-type: none"> • Trybooking distancing system implemented; • Contactless ticketing implemented; • For private hirers, ticketing negotiated per hire; • Update Trybooking terms and conditions/warnings and advice; • Update exchanges and refunds policy (if unwell do not attend, will be refunded) 	<p>Manager Arts, Culture, Heritage</p> <ul style="list-style-type: none"> • Update Trybooking terms and conditions/warnings and advice; • Update exchanges and refunds policy.

<p>Back of House – All Areas</p>	<ul style="list-style-type: none"> • Construction industry Covid guidelines consulted; • Bump in/out negotiated per hire; • Bump-ins planned to reduce multiple handling/2 person lifts/hirers to control own props & costumes; • Equipment allocated to users, cleaned post event; • Signage, floor markers, BoH sign-in, sanitiser in place; • Signage for contactless deliveries in place; 	<p>Technical & Operations Coordinator</p> <ul style="list-style-type: none"> • Completed • (some tasks on-going)
<p>Performers inc. Musicians</p>	<ul style="list-style-type: none"> • Performers are recommended to be at least five metres from the audience where practical - seating block to be set accordingly; • Performers recommended to be 1.5 meters from each other where possible – hirers to include in plans; • Backstage recommended to be 1.5 meters from each other where possible, or alternatively reduce contact time/wear masks where possible – hirers to include in plans; • Props/costumes to be handled by performer only – bags may be employed for storage/transport. 	<p>Technical & Operations Coordinator</p> <ul style="list-style-type: none"> • Completed • (some tasks on-going)
<p>Performance timing</p>	<ul style="list-style-type: none"> • Intervals of at least 30mins; • Interval length to facilitate any cleaning required; • Ensure intervals lengths can allow bathroom capacity management; • Ensure auditorium seating can be cleaned between audiences. 	<p>Administrative Coordinator/Amenities Presentation Supervisor</p> <ul style="list-style-type: none"> • Completed • (some tasks on-going)
<p>Food & Beverage. Third Party suppliers</p>	<ul style="list-style-type: none"> • Hospitality guidelines reviewed; • Covid Plans for 3rd parties (e.g. running the bar) reviewed; 	<p>Administrative Coordinator/Manager Arts, Culture, Heritage</p> <ul style="list-style-type: none"> • Hospitality guidelines reviewed;

	<ul style="list-style-type: none"> • Drinks pre-ordered for Town Hall presentations to reduce wait time/queues; • Social distancing/queue markers to be implemented; • Piccolo bottles/water bottles to be purchased; • Contactless transactions only. 	<ul style="list-style-type: none"> • Pre-ordering facility to be developed; • Social distancing/queue markers to be implemented; • Piccolo bottles/water bottles to be purchased;
<p>Touring Parties, Hirers & Third Party</p>	<ul style="list-style-type: none"> • Tours/hirers/3rd parties exchange and review Covid Plans; • Covid safe clauses embedded in hire contracts; • Limited workforce bubble (Tech & FOH Coordinator) to interact with touring parties only; • Tours/hirers/3rd parties consulted on back of house requirements; • Health questionnaires distributed for casual staff; • Covid induction checklist developed. 	<p>Manager Arts, Culture, Heritage</p> <ul style="list-style-type: none"> • Completed • (some tasks on-going)
<p>Staff training on physical distancing and health directions. See Return to Work</p>	<ul style="list-style-type: none"> • Staff apart from casuals have worked in venue through lockdown due to venue maintenance requirements – casuals/new staff to be inducted on return to programming 	<p>Manager Arts, Culture, Heritage/Technical & Operations Coordinator</p> <ul style="list-style-type: none"> • Ensure casuals are trained on return
<p>Review Delivery Protocols to limit contact with Drivers</p>	<ul style="list-style-type: none"> • Contactless delivery via loading bay where possible; • Signage including mobile contact for Operations coordinator; • Invoicing electronically; • All deliveries currently contactless or by post to Council building. 	<p>Manager Arts, Culture, Heritage/Technical & Operations Coordinator</p> <ul style="list-style-type: none"> • Completed • (some tasks on-going)

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	<ul style="list-style-type: none"> • QR codes for staff/contractors implemented BOH; • Production areas already locked down due to security/OH&S; • Lift locked out for staff use only; • Green room and production corridors to have density limit/signage added; • One set of occupants per venue hire. 	<p>Manager Arts, Culture, Heritage/Technical & Operations Coordinator</p> <ul style="list-style-type: none"> • Complete
Third-Party Venue Users: Hirers, Touring	<ul style="list-style-type: none"> • Hirers provided with a copy of Venue’s COVID Safe Plan and requested to acknowledge; • COVID Safe plans submitted and reviewed in production meetings for all hires; • Induction process implemented for venue hirers prior to event starting; • COVID Safe Toolbox chat check list developed; 	<p>Manager Arts, Culture, Heritage/Technical & Operations Coordinator</p> <ul style="list-style-type: none"> • Completed • (some tasks on-going)
Back of House access & spaces	<ul style="list-style-type: none"> • Contact tracing and health check sign-ins implemented; • Room capacity limits signed; • Distancing measures including decals and signage installed; • Each venue hire required to submit production schedule including numbers of people in each area. 	<p>Manager Arts, Culture, Heritage/Technical & Operations Coordinator/Administrative Coordinator</p> <ul style="list-style-type: none"> • Completed • (some tasks on-going)
On-Stage	<ul style="list-style-type: none"> • Stage density determined per hire (black box capacity to change stage size each hire); 	<p>Manager Arts, Culture, Heritage</p>

	<ul style="list-style-type: none"> • Wings opened to allow greater space; • Currently no large ensembles/Choirs/ Orchestras using venue; • COVID Safe plans reviewed to ensure controls and distancing; • Covid cleaning requirements communicated to new depot cleaning team; • Regulations for choirs to be implemented; 	<ul style="list-style-type: none"> • Regulations for choirs to be implemented; • Other actions completed/on-going.
<p>Equipment and Props</p>	<ul style="list-style-type: none"> • For each event, equipment is identified and where possible, not shared. Currently trusses/lighting set by one operator; • Used equipment before cleaned after each use with an alcohol-based disinfectant; • Depending on hirer’s production needs, artists may be requested to provide their own microphone / headsets /equipment for hand-held or close use; • Currently staff are not required to fit equipment to performers. 	<p>Administrative Coordinator/Technical & Operations Coordinator</p> <ul style="list-style-type: none"> • Completed • (some tasks on-going)

1. 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"> • At 27/7/2021 face masks currently required in venue for patrons and staff above the age of 12 years; • All staff are supplied with facemasks; • Posters throughout venue act as reminder; • Further full PPE is available in tub in staff dining area; 	<p>Manager Arts, Culture, Heritage</p> <ul style="list-style-type: none"> • Completed
<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"> • Daily toolbox meeting has included consultation regarding use of facemasks while working in different scenarios and changes to mask restrictions; • Screens to be implemented in TH foyer& bar; • Cleaner PPE now jurisdiction of depot; • Mix of cloth and disposable masks available. 	<p>Manager Arts, Culture, Heritage</p> <ul style="list-style-type: none"> • Screens to be implemented in TH foyer& bar;

2. PRACTICE GOOD HYGIENE & CLEANING		
REQUIREMENTS	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
Document & Adopt good Hygiene practices – Staff & Patrons	<ul style="list-style-type: none"> • Covid Plan and DHHS guidelines supplied to depot for cleaner’s induction; • DHHS advice previously provided to staff to review, including both Coronavirus Cleaning Guidelines for Workplaces and the factsheet; • Hygiene signage posted throughout the venue. 	<p style="color: red;">Manager Arts, Culture, Heritage/Amenities Presentation Supervisor</p> <ul style="list-style-type: none"> • Complete
All ‘high-touch areas’ of the venue should be cleaned and sanitised regularly. Both steps are essential.	<ul style="list-style-type: none"> • Venue specific check list itemising all key surfaces previously developed – correct products identified; • Checklist undertaken daily – changed to suit hirers; • Cleaning products and items disposed of safely via external bins; • Supplies monitored and ordered by depot (or administrative coordinator); • Bacterial wipes available. 	<p style="color: red;">Amenities Presentation Supervisor (depot)</p> <ul style="list-style-type: none"> • complete
Theatre/ Fabric Seats	<ul style="list-style-type: none"> • Disposable seat covers tested by venue – not appropriate; • Fogging not to be used (as per DHHS guidelines, also for Gallery collection consideration); • Back to back bookings avoided as seating bank can only be cleaned by wipe down – best to leave 2 days between bookings; • Plastic chair armrests to be wiped per event; • Cloth seat covers to be wiped per event; 	<p style="color: red;">Amenities Presentation Supervisor (depot)</p> <ul style="list-style-type: none"> • Appropriate cleaning spray to be confirmed.

	<ul style="list-style-type: none"> • Appropriate cleaning spray to be confirmed. 	
<p>Replace high-touch communal items with alternatives</p>	<ul style="list-style-type: none"> • Bin lids removed where appropriate; • Paper towels installed to enable staff to e.g. open doors without touch; • Workstations separated – low staff numbers mean hot desks not currently required; • Tubs provided to staff if required for keyboards/mouse/personal items; • Production corridor door fitted with foot –opener, fob removes need for key; • Staff allocated separate kitchen areas where possible. 	<p>Manager Arts, Culture, Heritage</p> <ul style="list-style-type: none"> • Complete
<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"> • Hand sanitiser and towels checked and restocked daily by cleaner. • Additional hand sanitiser/cleaners may be required depending on hire. 	<p>Amenities Presentation Supervisor (depot)</p> <ul style="list-style-type: none"> • Complete/review per hire
<p>Contactless Payments Options</p>	<ul style="list-style-type: none"> • Contactless payment available; • Update marketing messaging for customer payments. 	<p>Marketing & comms</p> <ul style="list-style-type: none"> • Update marketing messaging for customer payments.

3. KEEP RECORDS AND ACT QUICKLY IF STAFF BECOME UNWELL.		
REQUIREMENTS	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
<p>Develop a business contingency plan to manage any outbreaks.</p>	<ul style="list-style-type: none"> • CEO leads response to specific shut-downs; • HR leads roles and responsibilities of employer/employee; • Team multiskilled and able to deliver most services in most instances, with casuals also returning to venue; • Venue hire agreements to be updated to include Covid clauses; 	<p style="color: red;">Manager Arts, Culture, Heritage</p> <ul style="list-style-type: none"> • Venue hire agreements to be updated to include Covid clauses;
<p>Prepare for how you will manage a suspected or confirmed case in an employee, patron or performer at your venue.</p>	<ul style="list-style-type: none"> • Council wide “Covid 19 – Suspected and confirmed case procedure” adopted 11/20 further informing process; • Green Room current isolation area – if used by hirer, Manager’s office will be utilised (n.b. books/Covid clean challenging); • Incident register upstairs for reporting – copies to HR; 	<p style="color: red;">Manager Arts, Culture, Heritage/HR</p> <ul style="list-style-type: none"> • Completed
<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 sign-in processes established in Gallery foyer and Town Hall loading dock for contractors; • QR sign-in process to be established for audience in Town Hall foyer; • All internal staff previously requested to ensure contact details are up to date with HR; • Council wide “Covid 19 – Suspected and confirmed case procedure” adopted 11/20 details line management/DHHS contact procedures. 	<p style="color: red;">Technical & Operations Coordinator/Joel Farrow</p> <ul style="list-style-type: none"> • QR sign-in process to be established for audience in Town Hall foyer;

<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 available COVID Marshal will notify WorkSafe Victoria and provide attendance or other information as required; • The Manager will provide a written report to WorkSafe within 48 hours of reporting the incident; • The Manager will notify WorkSafe when the venue is reopening once the affected venues are cleaned and workers cleared by DHHS for returning to work (COVID negative results); • Council wide “Covid 19 – Suspected and confirmed case procedure” adopted 11/20 further informing process. 	<p>Emergency Management Coordinator (Manager Arts, Culture, Heritage/Technical & Operations Coordinator)</p> <ul style="list-style-type: none"> • Process confirmed
<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"> • Council’s procurement Officer has identified contractor to undertake deep clean if required; • Manager and COVID Marshal will undertake a risk assessment to determine whether the Venue should be closed; • Manager to inform DHHS of venue reopening. 	<p>Manager Arts, Culture, Heritage</p> <ul style="list-style-type: none"> • Process confirmed/complete
<p>Confirm that your workplace can safely reopen and workers can return to work.</p>	<ul style="list-style-type: none"> • Council wide “Covid 19 – Suspected and confirmed case procedure” adopted 11/20; • Venue to be closed for two weeks post deep clean – risk assessment then undertaken to ensure safe reopening, in line with advice from DHHS • HR to confirm a worker (with a suspected or confirmed case) does not have COVID-19 before returning to physical worksite; • Emergency Management Coordinator to notify DHHS and Worksafe that the site is reopening; 	<p>Manager Arts, Culture, Heritage</p> <ul style="list-style-type: none"> • Process confirmed/complete
<p>Record Keeping – Contact Tracing</p>	<ul style="list-style-type: none"> • QR code implemented Gallery entry and Town Hall loading dock; • QR code to be implemented Town Hall entrance. 	<p>Manager Arts, Culture, Heritage</p> <ul style="list-style-type: none"> • Complete

<p>Daily worker health screening</p>	<ul style="list-style-type: none"> • Corona on agenda for daily toolbox catchup with staff – meeting invite includes a reminder not to attend venue if symptomatic; • Questionnaire provided to casual staff - diarised to destroy records after 28 days. 	<p>Manager Arts, Culture, Heritage</p> <ul style="list-style-type: none"> • Complete
<p>Support workers to stay home and get tested, even if mild symptoms</p>	<ul style="list-style-type: none"> • Permanent staff have access to sick leave provisions – casual staff have access to government Covid test wage subsidy. 	<p>Manager Arts, Culture, Heritage</p> <ul style="list-style-type: none"> • Complete

4. 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"> • Bio box, tech office and box office enclosed; • Sneeze guard is available for box office; • Bio box only open to one operator, or masks must be worn, or event operated from balcony; • Aircon flow increased throughout building; • Staff and hirers encouraged to take breaks/meetings outside. 	<p>Administrative Coordinator</p> <ul style="list-style-type: none"> • Sneeze guard is available for box office;
<p>Where possible enhance air flow by opening windows and adjusting air conditioning.</p>	<ul style="list-style-type: none"> • Aircon system reviewed with vents further opened. 	<p>Technical & Operations Coordinator</p> <ul style="list-style-type: none"> • Complete

5. CREATE WORKFORCE BUBBLES		
REQUIREMENTS	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
Create Work Force Bubbles	<ul style="list-style-type: none"> • Visiting technicians only to have contact with Town Hall Technical and Operations manager • HR require all staff to inform them if they have other employment outside of Council. 	<p>Technical & Operations Coordinator/Manager Arts, Culture, Heritage</p> <ul style="list-style-type: none"> • Complete

7. RISK MANAGEMENT		
REQUIREMENTS	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
<p>Risk Management Assessment re COVID-19 transmission and mitigation.</p> <p>Updated Risk Management Plan / Work, Health and Safety Plans.</p>	<ul style="list-style-type: none"> Significant risk assessment undertaken with DHSS template to inform this plan - evacuation plan informed per hire; 	<p>Manager Arts, Culture, Heritage</p> <ul style="list-style-type: none"> Completed
<p>COVID Marshal</p> <p><i>COVID Safe Compliance Coordinator</i></p>	<ul style="list-style-type: none"> The COVID Marshal for Ararat Rural City Council is the Emergency Management Coordinator, with delegation to the Manager Arts, Culture and Heritage for Ararat Town Hall during normal work hours. During outside events, staff overseeing the event are nominated. The Manger works with the Emergency Management Coordinator with regards to regulatory compliance, plans, protocols and process, and any issues arising. The COVID Marshal (and delegates) are 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. 	<p>Emergency Management Coordinator</p> <ul style="list-style-type: none"> Complete
<p>COVID Response Plan – Communications. Staff & Patrons.</p>	<ul style="list-style-type: none"> The Venue will establish a documented Communication Plan including Pre-agreed statements to stakeholders should a COVID outbreak be associated with or connected to the Venue or its performances, workers or patrons in any way. Identify and list all stakeholders who need to be told and by who. 	<p>Marketing & comms</p>

<p>Emergency Evacuation Procedures updated</p>	<ul style="list-style-type: none"> • Emergency Evacuation plan adapted to separate hirer, reflecting any changes to building use, including exits/entries; 	<p>Manager Arts, Culture, Heritage/Technical & Operations Coordinator</p> <ul style="list-style-type: none"> • On-going/per hire
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8. STAFF AND RETURN TO WORK		
REQUIREMENTS	HOW WILL YOU DO THIS? ACTIONS	WHO IS RESPONSIBLE? RESOURCES NEEDED? ACTIONS COMPLETED?
Return to Work Plan	<ul style="list-style-type: none"> Town Hall staff remained in venue over lock-down due to maintenance requirements – casuals to begin to return in March with induction and training. 	<p>Manager Arts, Culture, Heritage /Technical & Operations Coordinator</p> <ul style="list-style-type: none"> Completed
Staff Induction and Training. Identify. Provide.	<ul style="list-style-type: none"> All new Covid Plan updates circulated to staff for comment; Any changes in restrictions covered in daily toolbox meetings – supervisors of casuals to communicate; Permanent staff and returning casuals given access to COVID on-line training through HR 	<p>Manager Arts, Culture, Heritage/Technical & Operations Coordinator</p> <ul style="list-style-type: none"> Permanent staff and returning casuals given access to COVID on-line training through HR
Best Work Practices Documented & Implemented Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	<ul style="list-style-type: none"> Daily Health screening in place through toolbox meetings and questionnaire; Stay at home if unwell reminder in daily meeting agenda; Physical distancing protocols in place; Posters throughout workplace reminding staff of protocols; Strong team culture regarding OH&S, including Covid; No car pooling; HR regularly providing links to well-being information; Regular reminders to staff to access EAP. 	<p>Manager Arts, Culture, Heritage</p> <ul style="list-style-type: none"> Complete

<p>Ensure that all staff that must / can work from home, do work from home</p>	<ul style="list-style-type: none"> • Currently Arts Precinct working above 75% on some days due to staffing requirements. 	<p>Emergency Management Coordinator Complete</p>
<p>Volunteer Worker Policy & Protocols</p>	<ul style="list-style-type: none"> • Written guidelines for volunteering prepared. 	<p>HR Complete</p>

Documents Related to COVID Safe Plan

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

Document Name	File Location	About
<i>Latest Restrictions and Guidelines Vic Govt</i>		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: *state interval/ when*

Person responsible for regular review: state who

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	Joel Farrow
Signature	
Date	29/06/2021

Updates to COVID Safe Plan

Reviewed by	Joel Farrow
Approved by	Joel Farrow
Signature	
Date	29/06/2021

END