



COVIDSafe Plan

Costa Hall

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1. Ensure physical distancing

Requirements	Action
<p>You must ensure workers and visitors are 1.5 metres apart as much as possible.</p> <p>This can be done by:</p> <ul style="list-style-type: none"> • Displaying signs to show patron limits at the entrance of enclosed areas where limits apply • Informing workers to work from home wherever possible <p>You may also consider:</p> <ul style="list-style-type: none"> • Minimising the build-up of people waiting to enter and exit the workplace • Using floor markings to provide minimum physical distancing guides • Reviewing delivery protocols to limit contact between delivery drivers and workers 	<ul style="list-style-type: none"> • A COVID Safe Marshall is always on-site for rehearsals and performances at Costa Hall. Their role is to ensure both audience, performers and staff are observing the most current rules in place. • Signage is displayed throughout the foyer and backstage area to remind visitors about physical distancing. • Capacity signs are clearly displayed for all areas inside Costa Hall. • Queueing spots are marked on the ground for the bar, toilets, and entry to the theatre. • Masks will be worn where 1.5 metre distancing cannot be maintained. • Announcements will be made whilst audiences are entering the hall and exiting the hall reminding people if they cannot socially distance then they must put their masks on.
<p>You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that:</p> <ul style="list-style-type: none"> • There is no more than one worker per four square metres of enclosed workspace • There is no more than one member of the public per four square meters of publicly available space indoors 	<ul style="list-style-type: none"> • Capacity stickers are displayed in each area inside Costa Hall. • Based on current Restricted Activity Directions (Victoria) the capacity inside Costa Hall is set at 75% per space - <p>Stalls – 663 people Balcony – 252 people Side Balconies – 85 people per side Choir Stalls – 61 people</p> <ul style="list-style-type: none"> • Density quotient of 1 person per 2m² will be applied to Foyers, toilets and backstage areas <p>Main Foyer – 336m² = 168 people Upper Foyer – 184m² = 92 people Outer Foyer - 259m² = 129 people Green Room – 66m² = 33 people Male Dressing Room – 50m² = 25 people Female Dressing Room – 64m² = 34 people Principal Dressing Rooms - Upstage West – 11.2m² = 5 people Downstage West – 12.25m² = 6 people Upstage East – 9.2m² = 4 people Downstage East – 7.9m² = 3 people</p>
<p>You should provide training to workers on physical distancing expectations while working and socialising. This should include:</p> <ul style="list-style-type: none"> • Informing workers to follow current public health directions when carpooling. This can be found at vic.gov.au 	<ul style="list-style-type: none"> • Staff are provided with a copy of our Return to Work Handbook • All staff working on site are required to complete a questionnaire based on the handbook. • Briefing sessions are run with FOH, Box Office and Bar staff at the commencement of each shift.

2. Wear a face covering

Requirements	Action
<p>You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice.</p> <p>This includes: Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own</p>	<ul style="list-style-type: none"> • All Staff working at Costa Hall must wear a mask. The only exception to this rule is during bump in and bump out where it is possible to maintain 1.5 metres between people. • All performers not signing or speaking must wear a mask whilst backstage. • There is a section in the Return to Work Handbook about wearing masks at work including directions on donning and doffing disposable masks • Disposable masks are available to staff and visitors. • Visitors are advised in a preshow email to always wear masks when attending an event at Cosa Hall.
<p>You should install screens or barriers in the workspace for additional protection where relevant.</p>	<ul style="list-style-type: none"> • The Box Office and Bar have a sneeze guard in place between staff and customers
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p> <p>You should inform workers 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.</p>	<ul style="list-style-type: none"> • Staff are provided with a copy of our Return to Work Handbook • All staff working on site are required to complete a questionnaire based on the handbook. • Managers and Supervisors will take responsibility for ensuring their teams wear their masks as directed in the staff handbook

3. Practise good hygiene

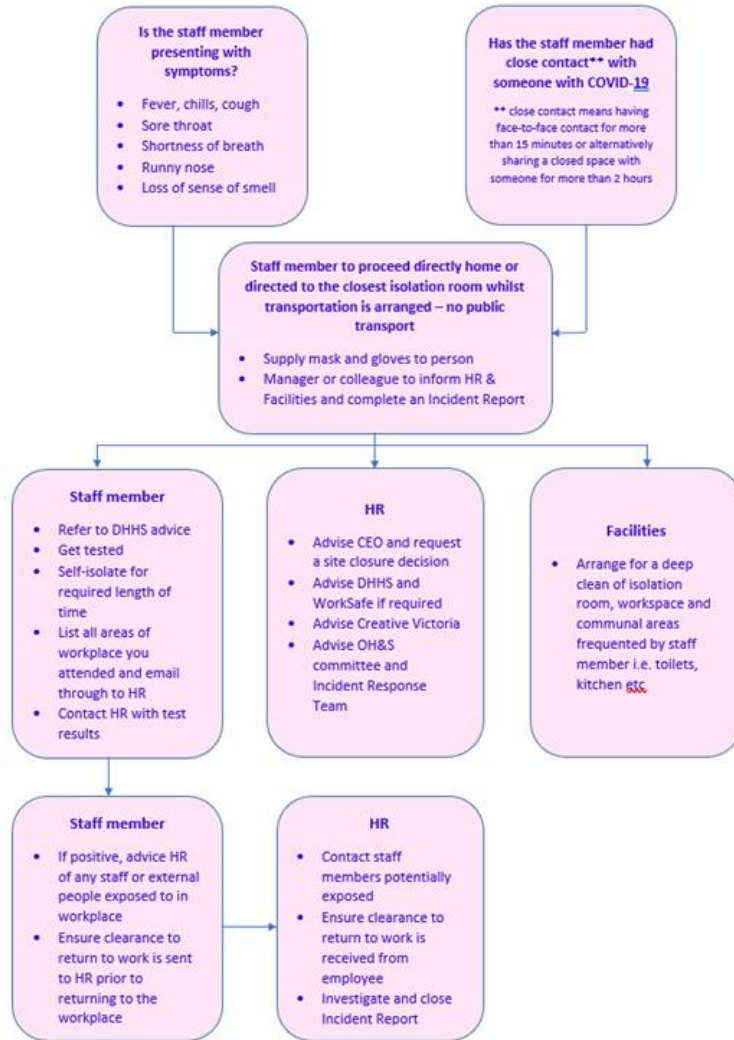
Requirements	Action
<p>You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.</p> <p>You should:</p> <ul style="list-style-type: none"> • Clean surfaces with appropriate cleaning products, including detergent and disinfectant • Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so • Clean between shifts 	<ul style="list-style-type: none"> • All areas of Costa Hall are cleaned and sanitised following each event.
<p>You should display a cleaning log in shared spaces.</p>	
<p>You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.</p>	<ul style="list-style-type: none"> • Soap is available in all bathrooms. • Hand sanitiser is available at automatically activated stations at entrances and exits to the hall.

4. Keep records and act quickly if workers become unwell

Requirements	Action
<p>You must support workers to get tested and stay home even if they only have mild symptoms.</p>	<ul style="list-style-type: none"> • Staff are required to stay home if unwell or showing any symptoms. • The following conditions have been put in place to support staff to maintain a safe workplace: <ul style="list-style-type: none"> ○ Infection Control Protocol developed ○ Managers to complete a review of all roles and identify roles that must be onsite and discuss with individuals. ○ Risk Assessment and COVID-19 specific Safe Work Method Statements developed for onsite required roles. ○ Staff encouraged to download the COVID Safe App (note this is not a requirement)

You must develop a business contingency plan to manage any outbreaks. This includes:

- Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results
- Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period
- Having a plan in place to clean the worksite (or part) in the event of a positive case
- Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace
- Having a plan in the event that you have been instructed to close by DHHS
- Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work



You must keep records of all people who enter the workplace for contact tracing.

- All Staff and Visitors sign in using the Victorian State Government QR Code System

You should implement a screening system that involves temperature checking upon entry into a workplace.

- Currently no intention to temperature check at Costa Hall

5. Avoid interactions in enclosed spaces

Requirements	Action
You should reduce the amount of time workers are spending in enclosed spaces.	<ul style="list-style-type: none"> • Audiences will be admitted to the Hall in small groups.

<p>This could include:</p> <ul style="list-style-type: none"> • Enabling working in outdoor environments • Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunch breaks and locker rooms • Enhancing airflow by opening windows and doors • Optimising fresh air flow in air conditioning systems 	<ul style="list-style-type: none"> • Performances will be of reduced duration and will not include an interval. • Each row will be exited a row at a time at the conclusion of the performance.
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6. Create workforce bubbles

Requirements	Action
<p>You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.</p>	<ul style="list-style-type: none"> • Event staff are rostered so they are working with the same people each time where possible
<p>You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.</p>	<p>Not applicable</p>