



COVID Safe Plan

Costa Hall

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Costa Hall is currently operating under the Open Premises directions. Entertainment, 75% capacity up to 1000 patrons, fully vaccinated. All non-seated areas will be density quotient 1 person per 4 metre squared (DQ4)

1. Practise physical distancing

- 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 and adhering to the most current rules in place.
- The relevant density quotient will be applied to all communal areas and publicly accessible spaces at Costa Hall and capacity signs will be clearly displayed
- Signage is displayed throughout the foyer and backstage area to remind visitors to stay 1.5 metres apart
- Queueing spots are marked on the ground for the bar, toilets, Box Office and entry to the theatre.
- Briefing sessions are run with FOH, Box Office and Bar staff at the commencement of each shift.
- Announcements about social distancing will be made whilst ticket holders are queuing to check in and have their vaccination status checked.

2. Wear a mask

- All audience, performers, crew & staff working at Costa Hall must wear a mask
- Disposable masks are available from the FOH office as required.
- All audience members, cast and crew are advised in a preshow email that masks must be worn when attending our venue.
- The Box Office and Bar have a sneeze guard in place between staff and customers
- Managers and Supervisors will take responsibility for ensuring their teams wear their masks as directed

3. Practise good hygiene

- All areas of Costa Hall are cleaned and sanitised following each event and between shows.
- Soap is available in all bathrooms.
- Hand sanitiser is available at automatically activated stations at entrances and exits to the hall as well as backstage areas.

4. Keep electronic records and act quickly

- All staff, visitors, cast and crew must check in using the Victorian Government QR code check in system
- A preshow email is sent to all ticket holders outlining the process to checking in and having their vaccination status checked.

- COVID Check-in Marshalls will ensure anyone arriving on site has checked in and are fully vaccinated and will deny entry when there is not sufficient evidence
- Confirmed Positive Case management flow chart (attached) will inform the process for a positive case being onsite at one of our venues

5. Avoid interactions in enclosed spaces

- Audiences will wait outside in the Courtyard until the theatre is open.
- They will then move through the Foyer straight into the theatre.
- Performances will be of reduced duration where possible and where there is an interval, it will be shortened, and the audience will be encouraged to remain in the auditorium for the duration.
- The bar will not be open
- Each row will be exited a row at a time at the conclusion of the performance.

6. Create workforce bubbles

- Where possible event staff will be rostered, so they are working with the same people each time

Confirmed Positive Case Management

For latest updates - <https://www.coronavirus.vic.gov.au/confirmed-case-workplace>

A confirmed positive case (either staff or visitor) finds out they have tested positive whilst onsite

- The person must be directed to go home immediately whether they have symptoms or not
- Once home they must await further instructions from DHHS
- The person should use private transport to get home and should be isolated away from others until they leave the premises
- Incident report completed and manager notified

A confirmed positive case (either staff or visitor) has visited one of our sites

- Notified by a phone call to Manager
- If coming through Box Office call must be diverted to Manager Visitor Experience

Manager will -

- [Complete Employer COVID-19 notification form](#) if DHHS has not contacted you within 24 hours call 1300 651 160
- Notify WorkSafe and other relevant bodies
- Contact HR to notify workers that there has been a confirmed positive case
- Contact Director of Marketing to notify suppliers & customers that there has been a confirmed positive case
- Within 48 hours you must complete the [Workplace risk assessment](#) and email to covidemployernotifications@dhhs.vic.gov.au
- Complete an incident report

HR

- Advise CEO who will consider closing or vacating the workplace if required
- Advise DHHS and WorkSafe if required
- Advise Director of Marketing
- Advise Facilities
- Complete [COVID-19 close contacts spreadsheet for Victorians](#)
- Advise OH&S committee and Incident Response Team
- Investigate and close Incident Report

Ensure clearance to return to work is received from employees who have tested positive

Facilities

Arrange for a deep clean of all areas visited by infectious person

Communications

Director of Marketing to work with CV and CEO on both public facing and internal communications if the Centre becomes an exposure site