

**COVIDSafe Plan**

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| **Name of Production:** | **Venue/Location:** |
| **Plan Completed by:** | **Date:** |
| **AAP Client Manager check:** | **Date:** |

**How to use this template**

* First, check the current guidelines – here is the link for Arts and Recreation in Victoria, but also consider other industry guidelines as relevant to your project <https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-arts-and-recreation-services>.
* If your production involves audience members, either include them in this plan OR check audience are covered under your venue’s COVIDSafe Plan.
* Currently all public events in Victoria need to register with the Victorian Government - <https://www.coronavirus.vic.gov.au/register-your-public-event>
* We advise consulting with participants in your production in developing this COVIDSafe Plan
* Items under each heading are by no means exhaustive, please add more as relevant to your production
* Once complete, before starting work on the production you must provide a copy of the completed COVIDSafe Plan to your Client Manager and everyone working on the production.
* Please note this template is designed for use in Victoria, where a COVIDSafe Plan is mandatory for all businesses. For activities taking place in other states or territories, please refer to the links at the end of this document for requirements.
* At the end of this document is a Workplace Attendance Register and a Cleaning Log that you may find useful

**PHYSICAL DISTANCING**

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| **REQUIREMENT** | **HOW WILL YOU DO IT?** | **WHO DOES THIS APPLY TO?** | **WHO IS RESPONSIBLE?** |
| Ensure workers and visitors are 1.5 metres apart as much as possible | Eg. We will place markers on the stage 1.5 metres apart to remind performers | eg. Performers and production staff | eg. Producer |
| Ensure people are working from home wherever possible |  |  |  |
| In any publicly accessible spaces, apply the four square metre rule and display signs at the entrance. |  |  |  |
| Where possible, apply the four square metre rule in non-public areas. |  |  |  |
| Where performers are required to be in close intimate contact, ask for written consent. |  |  |  |
| Where practical, implement a one-way traffic flow in small areas (eg. Backstage) |  |  |  |
| Provide training to workers on physical distancing expectations while working and socialising |  |  |  |
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**HYGIENE AND MASKS**

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| **REQUIREMENT** | **HOW WILL YOU DO IT?** | **WHO DOES THIS APPLY TO?** | **WHO IS RESPONSIBLE?** |
| Ensure all workers and visitors entering the worksite wear a face mask as per public health advice | Eg. Advise all staff that masks are required, display a poster at the front door for visitors | eg. All workers | eg. Production Manager |
| Provide adequate face masks and Personal Protective Equipment (PPE) to workers who do not have their own |  |  |  |
| Frequently and regularly clean and disinfect shared spaces, including high touch items such as doorknobs and light switches |  |  |  |
| Make soap and hand sanitiser available for all workers and visitors and encourage regular handwashing. |  |  |  |
| Ensure items for personal use (pens, towels, mugs) and technical use (headsets, mics) are not shared. |  |  |  |
| Consider any implications for hair, makeup and costumes |  |  |  |
| Set aside time for cleaning and sanitising |  |  |  |
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**MANAGING A POSITIVE CASE**

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| **REQUIREMENT** | **HOW WILL YOU DO IT?** | **WHO DOES THIS APPLY TO?** | **WHO IS RESPONSIBLE?** |
| Keep records of all people who enter the workplace for more than 15 minutes. Records need to be kept for 28 days | Eg. Display the register at the end of this document at the doorway | Eg. Anyone entering the workplace | Eg. Producer |
| If a worker has even mild symptoms, support them to stay home and get tested. |  |  |  |
| If a positive case occurs, immediately notify Public Health and Worksafe Authorities | Follow the steps outlined by DHHS here: [https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19](https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19%20) and notify Worksafe ([submit a form](https://www.worksafe.vic.gov.au/report-confirmed-positive-case-covid-19) online or ph: 13 23 60) |  |  |
| Notify other workers of the positive case, and support those that have been close contacts to stay home until they receive a result. |  |  |  |
| Notify other (non-worker) close contacts. |  |  |  |
| Outline how you will clean the workplace in the event of a positive case |  |  |  |
| Outline the plan to pause and resume / cancel the production in the event of a positive case |  |  |  |
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**AVOID INTERACTIONS IN ENCLOSED SPACES**

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| **REQUIREMENT** | **HOW WILL YOU DO IT?** | **WHO DOES THIS APPLY TO?** | **WHO IS RESPONSIBLE?** |
| Move as much activity outside as possible | Eg. Hold rehearsals in the courtyard | Eg. Performers and Production staff | Eg. Producer |
| Enhance airflow by opening windows and doors |  |  |  |
| Optimise fresh air flow in air conditioning systems |  |  |  |
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**CREATE WORKFORCE BUBBLES**

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| **REQUIREMENT** | **HOW WILL YOU DO IT?** | **WHO DOES THIS APPLY TO?** | **WHO IS RESPONSIBLE?** |
| Minimise the amount of people required to attend work at the same time | Eg. Rehearse in smaller groups | Eg. Performers and Production staff | Eg. Director |
| Limit workers to one place of work rather than across multiple sites. |  |  |  |
| If work occurs in shifts, ensure there is no overlap of workers |  |  |  |
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**COVID Plans and Checklists for Other States and Territories**

**New South Wales** - <https://www.nsw.gov.au/covid-19/covid-safe#covid19safetyplans>

**Queensland** - <https://www.covid19.qld.gov.au/government-actions/approved-industry-covid-safe-plans>

**Western Australia** - <https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-business-and-industry-advice>

**Northern Territory** - <https://coronavirus.nt.gov.au/business-and-work/business#/stage_3_5_june_2020_current>

**Tasmania** - <https://worksafe.tas.gov.au/topics/Health-and-Safety/safety-alerts/coronavirus/covid-safe-workplaces-framework#COVID-19-Safety-Plan-templates-and-checklist>

**South Australia** - <https://www.covid-19.sa.gov.au/business-and-work/create-a-covid-safe-plan>

**Australian Capital Territory** - <https://www.covid19.act.gov.au/becoming-covid-safe>

Template: Workplace attendance register

**Instructions:**

Under current public health advice, all Victorian workplaces are required to establish and maintain a register of every person who attends the workplace for a period of more than 15 minutes. This includes all workers (including sub-contractors) and any customers, clients or visitors permitted in the workplace (including workplace inspectors).

If an employee or visitor tests positive for coronavirus (COVID-19), a current and accurate workplace attendance register will allow the employer to immediately identify anyone who has been in close contact with that person within the prior 48 hours.

If you already have a system in place to capture this information, it is not necessary to use this template. This template can be adapted or used by workplaces that do not already record the attendance of employees and visitors to the workplace.

For more information regarding the definition of a close-contact, see: <https://www.dhhs.vic.gov.au/victorian-public-coronavirus-disease-covid-19>

**Business details**

Business name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site/location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Workplace attendance register** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **First name** | **Phone number** | **Check-in time** | **Check-out time** | **Relationship with business** | **Area(s) visited** |
| *e.g. DD/MM/YY* | *e.g. John* | *e.g. 1234 5678* | *e.g. 10am* | *e.g. 11am* | *e.g. employee, contractor, customer, client, inspector, visitor, etc.* | *e.g. warehouse, factory, office, loading dock, etc.* |
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**DAILY CLEANING LOG**

**Week starting:\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Area/Item** | **Mon** | | **Tue** | | **Wed** | | **Thu** | | **Fri** | | **Sat** | | **Sun** | | |
| **AM** | **PM** | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** |
| Toilets |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sinks |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Kitchen |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Door handles |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lighting desk |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Props |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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