

Venue & Organisation Details

Organisation Name / Council	Bendigo Venues & Events
Venue/s Name	Ulumbarra Theatre, Capital Theatre, Engine Room, Bendigo Town Hall and Dudley House
Venue Manager/ Coordinator	Jacoba Kelly
Contact Details	50 View Street, Bendigo VIC 3550 j.kelly@Bendigo.vic.gov.au 03 5434 6100
Site Address	Ulumbarra Theatre: Gaol Road, Bendigo, 3550 Capital Theatre: 50 View Street, Bendigo, 3550 Engine Room: 58 View Street, Bendigo, 3550 Bendigo Town Hall: 189-193 Hargreaves St, Bendigo VIC 3550 Dudley House: 60 View Street, Bendigo, 3550
COVID Marshal (COVID Safe Compliance Coordinator)	Stephen Henderson
Contact Details – COVID Marshal	50 View Street, Bendigo VIC 3550 s.henderson@bendigo.vic.gov.au 03 5434 6100
Local Government Area/ Location	City of Greater Bendigo
Date & Version Number	Friday 19 November 2021 – Version 9

COVID-19 Safety Principles

1. Physical distancing
2. Face masks
3. Hygiene
4. Record keeping
5. Enclosed spaces and ventilation
6. Workforce bubbles

1. PHYSICAL DISTANCING	
REQUIREMENTS	CONFIRMED PLAN
<p>You must apply the relevant density quotient to arrange shared work areas and publicly accessible spaces. How will you do this?</p> <ul style="list-style-type: none"> • Density quotients can change. One person per four square metre or one person per two square metres may apply to your workplaces or venue. • You must display signage showing the maximum number of people allowed in the space. • Shared work areas are only accessible to workers and should only include workers in the density limit. • Publicly accessible spaces should include members of the public and may include workers if they share the space on an ongoing basis. <p>For more information about restrictions for your workplace, density quotients and signage visit: coronavirus.vic.gov.au/business</p> <p>You may need to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions. How will you do this?</p>	<ul style="list-style-type: none"> • Venue capacity for fixed seating areas has been determined on the relevant published advice for indoor seated entertainment venues • Venue and room capacities will be clearly displayed with signage at each entry point. This includes all rooms, lifts, restrooms and foyer spaces. • When practicable, workers are spaced at least 1.5m apart whilst working within the venues • Tasks where physical distancing can not be maintained are kept to a minimum. • Furniture in offices, kitchens, work and common areas has been rearranged to ensure 1.5m distance and to avoid workers facing other people directly. • Staff will work from home wherever possible and comply with COGB and State Government guidelines for workplaces. • Auditoria • Seating plans have been reconfigured so as not to exceed maximum allowable capacity • Seating plans have been reconfigured to allow maximum possible distancing between groups • Ticket sales are limited to the maximum allowable capacity including all holds • Signage and venue staff will be in place to monitor the auditorium and encourage social distancing when required • Venue Ingress/Egress • Signage and venue staff will be in place to manage entry and egress from the auditorium • To avoid crowding, additional entrance and exit points may be utilised • A pre-recorded voiceover may be played prior to performances to instruct patrons as to staged egress arrangements <p>Foyers & common areas, box office</p> <p>PRE-SHOW</p> <ul style="list-style-type: none"> • Auditorium doors will open earlier, and patrons will be encouraged to go straight to their seats and not gather in the foyer • Additional adjoining rooms may be made available to increase the holding space of the foyer • We may communicate to ticket holders via email and/or text message prior to an event informing them of what to expect when arriving at the theatre • Signage and venue staff will be in place to monitor foyer areas and encourage social distancing when required • To avoid crowding, merchandise stalls may be moved to alternative locations • Patrons will be encouraged to use digital tickets to limit ticket collection at the venue <p>INTERVAL</p>

<p>Where possible aim for workers and visitors to maintain physical distancing of 1.5 metres in the workplace. How will you do this?</p>	<ul style="list-style-type: none"> • There may be an extension of the interval to 30 mins between performances. Signage and venue staff will be in place to monitor bar, toilet and merchandise queues to ensure physical distancing. • Patrons will be encouraged to remain in their seats if they do not need to use facilities in the foyer. <p>POST SHOW</p> <ul style="list-style-type: none"> • Additional exit points will be open for exiting the auditorium. Staff and signage will be in place to direct patrons. • To avoid crowding, audiences may be asked to leave via a designated exit and may be asked to wait until other areas of the auditorium have been allowed to clear first. • Post show activities such as meet and greets, bar sales and merchandise sales are discouraged • Ticketing & Box Office. Managing capacity and distancing • Contactless ticketing options are preferred and encouraged via venue signage and website communication • Warnings, Advice, Additional Covid-19 ticketing Terms and Conditions are present at the point of purchase, online and in person • Patrons will be provided with essential venue information including updated health and hygiene controls and conditions of venue entry at point of ticket purchase • Exchanges & Refunds: Policies have been updated so unwell patrons do not attend <p>Back of House</p> <ul style="list-style-type: none"> • Stage Door will be utilised at Ulumbarra and The Capital and staffed when necessary. This serves as a single sign in point for performers and crew and provides the opportunity to communicate important safety information • Tasks that require people to be closer than 1.5m apart are to be kept to a minimum. If these tasks must take place PPE will be worn including masks and gloves • Sanitisation and equipment cleaning stations are conveniently located on stage and in key BOH areas • BV&E staff QR code check in and complete attestation
<p>You should give training to workers on physical distancing while working and socialising. How will you do this?</p>	<p>COVID Safe inductions are provided to all staff, contractors and visiting performers and crew</p>

<p>1.A: BACK OF HOUSE & TECH/ PRODUCTION</p>	
<p>REQUIREMENTS</p>	<p>CONFIRMED PLAN</p>
<p>Third-Party Venue Users: Hirers, Touring Groups</p>	<ul style="list-style-type: none"> • Venue Hirers and external users are able to access the BV&E COVID Safe Plan via the BV&E website • Prior to accessing the venue, external users must agree to the terms and conditions and to comply with the BV&E COVID Safe Plan

	<ul style="list-style-type: none"> • Venue Hirers and external users must provide their own COVID Safe plan for review no later than 2 weeks prior to their event. • Venue Hirers and external users will receive COVID-19 venue induction information from BV&E Event Officers prior to arriving at the venue • A BV&E staff member will conduct a COVID-19 induction at the earliest suitable time whenever external production staff or performers arrive on site • A comprehensive COVID Safe toolbox chat check list has been provided to all Supervising Technicians
<p>Back of House access & spaces</p>	<ul style="list-style-type: none"> • QR check in via the State Government’s Service Victoria App is required at all venues, for all event staff including all backstage crew, performers and management representatives. • Dressing rooms will be allocated ahead of performer arrival with names of occupants clearly labelled on dressing room doors • Distancing measures including decals and room capacity signage in place. • Designated performer and crew waiting areas will be setup side of stage with chairs spaced out at 1.5 metres distance • Access to venues will be restricted to one hiring party or outside user group at a time
<p>On-Stage</p>	<ul style="list-style-type: none"> • We will ensure compliance with changeable regulations regarding distance between performers, and specific regulations regarding Singers, Wind Instrument players, and non-reeded wind instruments such as flutes. • Wherever practicable, musicians and performers will maintain a physical distance of 1.5 metres from each other • Where physical distancing is not possible, including with staff who work backstage with performers, the duration of close contact will be kept to a minimum • Gathering in the stage area when not performing or undertaking specific tasks will be discouraged • Rehearsal and performance areas will be cleaned regularly by venue staff
<p>Equipment and Props</p>	<ul style="list-style-type: none"> • Avoid the sharing of microphones, stands, instruments, props and other onstage items. • If items must be shared they will be sanitised before and after use • Headset microphones, lapel microphones and in ear monitors will not be shared • All high-risk equipment will be sanitised before and after each use with an alcohol-based disinfectant. • Artists will provide their own microphone / headsets or high-risk equipment where possible • Artists will fit their own body-worn equipment such as radio mics where possible • If crew must fit equipment to performers, they will have appropriate PPE: including gloves and a mask, wash hands before and after, keep contact time to a minimum and remain facing away from each other whilst in close proximity

2. FACE MASKS	
REQUIREMENTS	CONFIRMED PLAN
<p>You must ensure all workers adhere to current face mask requirements. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/face-masks</p>	<ul style="list-style-type: none"> • We recommend patrons carry a mask when visiting our venues • Public facing BV&E Staff will wear a mask whilst interacting with the public in an indoor space

3. HYGIENE	
REQUIREMENTS	CONFIRMED PLAN
<p>You must clean and disinfect shared spaces at least twice a day. This includes high-touch communal items, e.g. doorknobs, telephones, toilets and handrails. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/cleaning</p>	<ul style="list-style-type: none"> • In consultation with the Bendigo Cleaning Company, the COVID Safe Compliance Coordinator will schedule a regular review of cleaning procedures and make updates as required • BV&E commits to adopting best practice in hygiene and cleaning for both staff and patrons • Hygiene expectations for staff are in line with COGB guidelines following DHHS advice • Signage installed in all entrances, public foyers, bathrooms, offices, kitchens and back of house areas • The contracted cleaning provider, The Bendigo Cleaning Company (TBCC) has provided an up to date Covid-19 plan to BV&E • Cleaning procedures and delivery will be regularly reviewed and updated as required • Cleaning and sanitisation will be completed after each event as per an event specific cleaning schedule that will include higher attention and more regular cleaning of frequently touched surfaces • Venue-specific check lists for all venue areas will be used as a quick reference and documentation tool for contractors and venue management • Event specific cleaning schedule will be tracked through the venues event management software and is available to all staff • Disinfectant wipes are available for patrons on request • Kitchens have been setup to avoid use of high touch communal items • Wherever possible, staff will be provided with their own identified equipment • Portable equipment will be cleaned and sanitised at the end of each shift • Designated equipment will not be touched by more than one crew member/performer during an event • Wherever possible, equipment will be rotated to allow maximum time between use

<p>You should put soap and hand sanitiser throughout the workplace and encourage regular handwashing. How will do you this?</p>	<ul style="list-style-type: none"> • Disposable gloves are available and will be used in situations where sharing of equipment is unavoidable • Sanitiser stations are located at key points within our venues. The number, type and location has been determined by anticipated foot traffic in each area • Supervising staff will check and refill sanitisation stations at the beginning of each shift and monitor as required • Bathroom areas are kept stocked with supplies of hand soap and paper towels by our contracted cleaning provider
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<p>4. RECORD KEEPING</p>	
<p>REQUIREMENTS</p>	<p>CONFIRMED PLAN</p>
<p>Every Victorian business (with some limited exceptions) must use the Victorian Government QR Code Service to check-in their workers, customers and visitors. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/about-victorian-government-qr-code-service</p>	<p><i>We use the free Victorian Government QR Code Service for electronic record keeping. Staff have downloaded the app, and are trained to facilitate use of the app by customers and visitors and workers.</i></p> <ul style="list-style-type: none"> • All staff, visitors and patrons will use the Victorian Government's QR code system to record entry to each venue and/or event that they attend • A kiosk version is available for those without a smartphone device • Paper backup is in place for technology failures
<p>Some venues must have a COVID-19 Check-in Marshal at all public entrances whenever the facility operates. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/covid-check-in-marshals</p>	<ul style="list-style-type: none"> • A COVID Check-in Marshal will ensure each person who enters a venue uses the Service Victoria QR code to check in on arrival. The COVID Check-in Marshal may be an employee of either the venue or the venue hirer • In most instances: • FOH staff will act as the COVID Safe Check-in Marshal for general public attendees at performances and events • The Stage Door Attendant will act as the COVID Safe Check-in Marshal for back of house attendees • For meetings and functions the Event Officer, unless delegated to an alternative rostered and trained staff member, will act as the COVID Safe Check-in Marshal • For box office customers the Box Office Attendant will act as the COVID Safe Check-in Marshal • For venues hired as unstaffed spaces the hirer's COVID Safe Plan will nominate a COVID Safe Check-in Marshal • As at 19 November 2022, Phase D of the roadmap requires all persons 12 years and 2 months and over to comply with these requirements
<p>You must encourage workers to get tested and stay home if they have any symptoms (even mild ones) or have been identified as a</p>	<ul style="list-style-type: none"> • BV&E as a Unit of The City of Greater Bendigo is committed to providing and maintaining a safe and healthy workplace for all workers, contractors and volunteers, as well as clients, visitors and members of the public. • Additional COVID Leave and flexible work options are available for all staff.

<p>close contact. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/vaccine</p>	
<p>It's strongly recommended that you develop a business contingency plan to manage any outbreaks. How will you do this?</p> <p>This includes having a plan:</p> <p>to respond to a worker being notified they are a positive case or a close contact while at work</p> <p>to clean the worksite (or part) in the event of a positive case</p> <p>to contact the Department of Health on 1800 675 398 and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts</p> <p>to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace</p> <p>if you have been instructed to close by the Department of Health</p> <p>to re-open your workplace when cleared by the Department of Health and notify workers to return to work.</p> <p>For additional resources: business.vic.gov.au/emergency-planning</p>	<p>BV&E Covid-19 Response Team is as follows:</p> <ul style="list-style-type: none"> • Jacoba Kelly – Acting Manager • David Stretch – Marketing & Business Development Coordinator • Shelley Slade – Coordinator Business Innovation and Systems • Stephen Henderson – Coordinator Creative Spaces (COVID Safe Compliance Coordinator) • Maree Tonkin – Coordinator Creative Communities • Stuart McKellar – Team Leader Technical Services (Health and Safety Representative) • Philly Chalke – Team Leader Events <p>The COVID Safe Compliance Coordinator is responsible for:</p> <ul style="list-style-type: none"> • Assisting the Manager in the event of an identified issue or requirement to respond • Report and provide regular updates to the COVID-19 Response Team and the wider Unit via regular meetings • Work together with selected members of the COVID-19 Response Team and other staff as required, on the implementation and regular updating of the COVID Safe procedures and checklists as required for the safe operation of our venues • BV&E will follow the City of Greater Bendigo's guidelines on dealing with a confirmed or suspected case. • Documents are located in the City of Greater Bendigo internal document management system • All staff, visitors and patrons will use the Victorian Government's QR code system to record entry to each venue and/or event that they attend. • Sign in attestations are placed in all staff arrival areas to prompt personal symptom check and record attendance

5. ENCLOSED SPACES AND VENTILATION	
REQUIREMENTS	CONFIRMED PLAN
<p>You should reduce the time workers spend in enclosed spaces. How will you do this?</p>	<ul style="list-style-type: none"> • The following spaces have been identified as enclosed and confined spaces where physical distancing may not always be possible; <ul style="list-style-type: none"> - bio box at The Capital and Ulumbarra - orchestra pit at Ulumbarra - production and tech offices at Ulumbarra - box office areas - front of house offices at The Capital and Ulumbarra - passenger lifts - stage door office at Ulumbarra - follow spot room at The Capital and Ulumbarra - goods lift at The Capital - communications room and patch room at Ulumbarra • Access including for touring personnel and visitors will be restricted • Access time will be kept to a minimum • Users of these spaces have been notified of the associated risks • Users will routinely disinfect and clean these areas before and after use and manage their own hygiene appropriately • Fresh air flow will be increased where possible • Meal and coffee breaks will be taken outside or in larger spaces, rather than in these areas • Ushers will not use the Front of House office as a gathering point • Toolbox meetings, client meetings and workplace gatherings will not take place in these areas • Appropriate filters and returned air filters are in place • When weather allows, external doorways and entrances may be opened to allow fresh air flow during events • Air-conditioning units will be set to allow the maximum possible fresh air intake into the system

6. WORKFORCE BUBBLES	
REQUIREMENTS	CONFIRMED PLAN
<p>You are strongly recommended to consider rostering groups of workers on the same shifts at a single worksite. Try to avoid overlapping of workers during shift changes where practical. How will you do this?</p>	<ul style="list-style-type: none"> • Staff will not visit any venues other than their rostered allocation and only frequent areas of the venues necessary for them to perform their work • In person interactions will be avoided wherever possible • Backstage and FOH staff will not mingle and will stay in designated areas where possible • Movement of staff between venues has been minimised

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>		
<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>		
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
<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
<i>VAPAC/ ACM Returning to Work training & induction document</i>	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://vapac.org.au/covid-19-resources/

Plan Review

This plan will be reviewed for compliance with any updated health or other regulatory requirements by the BV&E COVID Marshal monthly or 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.