

Shepparton Theatre Arts Group Inc COVID Safe Plan

Updated Version: 31/04/2022

Table of Contents

Table of Contents.....	2
Shepparton Theatre Arts Group Inc.....	3
Venue Regulations.....	4
Further restrictions.....	4
Further advice from the Department of Health for Older Persons.....	4
Contact Tracing.....	5
Cleaning and Hygiene.....	6
Hygiene.....	6
Wash your hands.....	6
Cleaning.....	6
Basic Cleaning Protocol.....	6
Personal Protective Equipment - PPE.....	7
Gloves.....	7
Face Masks.....	7
Face Masks Exemptions.....	7
Wellbeing and Support.....	8
Physical Distancing.....	9
Staggered Entry.....	9
Contactless Ticketing.....	9
Disability Access.....	9
Ushers/Volunteers.....	10
Instructions.....	10
Current Government Restrictions.....	11
Incident Management.....	12
Suspected or Confirmed Case of Covid-19 at Venue.....	13
Declaration Form.....	14
Contact Tracking Form.....	15
Cleaning Documentation.....	16
Information Sources – Acknowledgements.....	17

Shepparton Theatre Arts Group Inc

Shepparton Theatre Arts Group Inc	Wheeler Street, Shepparton, 3630
-----------------------------------	----------------------------------

President	Wendy Platt	
Vice-President	Gemma Marchant	
Secretary	Nicky Pummeroy	
Date Completed	31/04/2022	
Date Distributed	31/04/2022	
Date To Be Reviewed	31/06/2022	

Venue Regulations

Shepparton Theatre Arts Group is committed to ensuring all our visitors, customers, volunteers and contracted safe. Please stay home if you are displaying any of the symptoms below, however mild, as we do not want to disappoint anyone due to being denied access to our Venue. If you are displaying systems please seek advice and get tested. To get further advice, call the 24-hour coronavirus hotline number is 1800 675 398, or contact your general practitioner

The symptoms to watch out for are:

- Fever (temperature above 37.5 °C)
- Chills or sweats
- Cough
- Sore throat
- Shortness of breath
- Runny nose
- Loss of sense of smell or taste

In certain circumstances headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhea may also be considered

Further restrictions

- Person/s required to self-isolate due to contacting COVID-19
- Person/s who have been asked by the Department of Health and Human Services to self-isolate for 14 days due to having been in close contact with someone diagnosed with COVID-19
- Person/s returning from travel and are required to self-isolate for 14 days

We all need to ensure we are continually following the government advise:

- Stay at home and get tested if you have symptoms of coronavirus (COVID-19), however mild.
- Practice good hygiene – wash your hands and cough and sneeze into a tissue or your elbow.
- Keep your distance – stay 1.5 metres away from anyone you don't live with.
- Wear a face covering when you leave home
- The current DHHS advice is that if a person has symptoms of coronavirus they should get tested and remain in isolation until test results are confirmed.
- Persons should contact the Shepparton Respiratory Clinic (outside Princess Park) to make an appointment for testing: phone 03 5821 9655 or online

Further advice from the Department of Health for Older Persons

- People aged 70 years and over
- People aged 65 years and over with chronic medical conditions
- People with compromised immune systems
- Aboriginal or Torres Strait Islander people over the age of 50, are at greater risk of more serious illness if they are infected with coronavirus

Who is responsible	Members/Volunteers/General Public/Contractors
--------------------	---

Contact Tracing

Visitors, customer and contractors are required to sign in with their names, telephone numbers, number is group bookings, date of performance and/or meeting and time of performance and/or meeting.

Shepparton Theatre Arts Group Inc volunteers are required to fill out a COVID-19 questionnaire.

All details listed above will be kept for 28 days, in accordance with Victorian Government guidelines to assist with rapid contact tracing the in event of a confirmed coronavirus (COVID-19) case.

Although it is not mandatory it is recommended all persons down load the Australian Government' COVIDSafe app to assist with contact tracking.

Reminders of physical distancing will be displayed though the Venue.

Who is responsible	Members/Volunteers/General Public/Contractors
--------------------	---

Cleaning and Hygiene

Hygiene

Good hygiene is critical for slowing the spread of Coronavirus (COVID-19) and is everyone's responsibility.

Visitors, customers, volunteers and contractors are encouraged to wash their hands often with soaps at sink facilities located in our toilet areas, kitchenette and green room. Signage communicating the importance of hand washing will be clearly displayed through in these areas and throughout our establishment.

Wash your hands

- Wash your hands regularly with for at least 20 seconds, using soap and water or use a hand sanitizer that contains at least 60 percent alcohol.
- Wash your hands when you get home, arrive at other people's homes, at venues or at work.
- Wash your hands after blowing your nose, coughing, sneezing, or using the toilet.
- Don't cough or sneeze into your hands

Cleaning

Shepparton Theatre Arts Group Inc will increase cleaning of high frequency areas. This will be any area which has frequent touching areas such as toilet, chairs, taps, doors, tables, counter tops, bio box and EFTPOS machines.

Restrooms -There will be an increased frequency of cleaning and disinfecting the toilet areas. Prior to performances, after intermission and at the end of the performance. Volunteers will be able to monitor crowds in these areas

Personal Protective Equipment will be supplied to ensure the safety.

Basic Cleaning Protocol

- First step is cleaning, which means wiping dirt and germs off a surface. You can use common household detergent products stocked at supermarkets for cleaning.
- Second step is to disinfect the surface. Supermarkets stock common household disinfection products – it is important to use products that are labelled "disinfectant" and to follow the instructions on the label.

Any persons involved with cleaning should complete the COVID-19 Control Training currently available by the Australian Department of Health

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training#who-this->

Who is responsible	Members/Volunteers/General Public/Contractors
--------------------	---

Personal Protective Equipment - PPE

In general, government advice is that control measures such as good hygiene and physical distancing are more effective than PPE.

Gloves

- Gloves must be worn when cleaning/sanitising is being completed.
- Gloves will be supplied by Shepparton Theatre Arts Group Inc.

Face Masks

- As of Thursday 17th of December 2021, at 6:00pm, masks are not mandatory indoors,
- Face masks must be worn in the following settings, unless an exception applies:
 - on public transport, in commercial passenger vehicles such as taxis and ride share vehicles, and in tour vehicles
 - by visitors to a hospital or care facility (while indoors)
 - on flights to and from Victoria
 - indoors at airports
 - if you are diagnosed with COVID-19, or a close contact of someone diagnosed with COVID-19, when leaving your home or accommodation for a permitted reason, such as medical care or to get tested
 - while experiencing any symptoms of COVID-19.
- It is strongly recommended you wear a face mask when at a private gathering or when you cannot maintain 1.5 metres distance from other people.
- Masks are required indoors only in limited settings including retail, health care, aged care and justice facilities, at primary schools and on public transport/taxis/rideshare. We recommend wearing a mask if you can't physically distance.
- Masks are to be worn by audience members during the performance.
- Masks will be made available to persons who wish to have a mask.
- Guidelines on wearing facemasks are available from the DHHS website - <https://www.dhhs.vic.gov.au/face-coverings-work-covid-19>

Face Masks Exemptions

There are some circumstances where persons are exempt from wearing a face masks.

- Infants and children under the age of 12 years
- A person who is affected by a relevant medical condition – including problems with their breathing, a serious skin condition on the face, a disability whereby they can't use a Mask or a mental health condition. This also includes persons who are communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communications. A medical letter or certificate must be made available on request.
- Persons whose professions require clear enunciation or visibility of their mouth. This includes teaching or live broadcasting

- When the individuals is doing an exercise or physical activity where they are out of breath or puffing: examples include jogging or running but not walking. You must have a face covering on you and wear it when you finish exercising.
- When directed by police to remove the face covering to ascertain identity.
- The person is travelling in a vehicle by themselves or other members of their household.
- When consuming food, drink, medication or when smoking/vaping.
- When asked to remove a face covering to ascertain identity, for examples at a bank branch or bottle show.
- When undergoing dental treatment or other medical care to the extent that the procedure requires that no face covering may be worn.
- During emergencies.

Who is responsible	Members/Volunteers/General Public/Contractors
--------------------	---

Wellbeing and Support

The health and wellbeing of all our members is of utmost importance, particularly during these difficult times.

Members are encouraged to seek information from The Arts Wellbeing Collective regarding a range of mental health issues and taking care of yourself during the pandemic.

<https://www.artswellbeingcollective.com.au>

The Support Act Wellbeing Helpline is 1800 959 500

The Arts Wellbeing Collective website lists other organisations that provide help.

Free, open access resources promoting positive mental health in the performing arts

Who is responsible	Members/Volunteer
--------------------	-------------------

Physical Distancing

Shepparton Theatre Arts Group Inc are adhering to the government requirement to keep 1.5 metres away from other people you don't live with.

- Greet people with a smile or wave - don't shake hands, hug or kiss as a greeting.
- Stay 1.5 metres away from people you don't live with.
- Avoid crowds, especially indoors.
- When waiting in line or walking through busy areas, be patient, give others space so they can give you yours.

Shepparton Theatre Arts Group Inc will ensure they have a door person whose responsibility will be to maintain the 1.5 metre ruling a person or persons are entering or leaving the building.

Indoor Venue: A density quotient of **1 person per 2 square metres** applies in **non-seated venue areas** such as foyers, bars, bathrooms etc when using electronic record keeping.

Outdoor Venue: Subject to the Density quotient of either 2 or 4 sq metres.

- Seated venues (indoor and outdoor) up to 75 per cent capacity of the total venue with a maximum of 1,000 patrons in each space. Density limits apply to non-seated areas.
- Non seated venues (indoor) up to 75 per cent of capacity, with a maximum of 1000 patrons in each space. Density limits apply.
- Non-seated indoor entertainment venues: Fully vaccinated: Indoors DQ4.
- Seated indoor entertainment: Fully vaccinated: 75% capacity, OR DQ4, up to 1000
- Outdoor seated entertainment: Fully vaccinated: DQ2 up to 5000 per venue. Indoor spaces DQ4.
- Outdoor non-seated entertainment: Fully vaccinated: DQ2 up to 5000, indoor spaces DQ4 .
- Non seated venues (outdoor) do not have patron caps but density limits apply
- **All venues must use the Government QR Code Service, or API linked digital system, to maintain electronic record keeping.**

In accordance with health experts and government regulations, Shepparton Theatre Arts Group has stated that anyone involved in a STAG production, event or rehearsal (Actors, backstage crew, volunteers, audience members), must be fully vaccinated against COVID 19; unless an exemption has been provided.

Staggered Entry

Shepparton Theatre Arts Group Inc reserve the right to stagger entry and exit from our Venues. This is to ensure that we are following the government 1.5 metre distancing regulation.

Contactless Ticketing

Shepparton Theatre Arts Group will, where practicable, use contactless ticketing measures. The use of electronic scanning or visual inspection of tickets is encouraged.

Disability Access

We will continue to provide full accessibility for all patrons including those with disabilities.

Ushers/Volunteers

Take instruction from the Shepparton Theatre Arts Group Inc co-ordinator of the Event or equivalent regarding movement of patrons and guests to ensure physical distancing is maintained.

Ushers/Volunteers are not included in the capacity limits of the space as they are considered essential workers, however, they should maintain 1.5m distancing where possible.

The wearing of masks is mandatory.

Who is responsible	Members/Volunteers/General Public/Contractors
--------------------	---

Instructions

Shepparton Theatre Arts Group Inc will ensure that its Members and Volunteers have given information, training and instructions on the risks in relation to COVID-19 and the measure in place to manage the risks.

Although Shepparton Theatre Arts Group Inc will make every endeavour to ensure we provide a safe environment all person entering or leaving the venues must comply with any instructions given by Members or volunteering acting on behalf of Shepparton Theatre Arts Group Inc.

This will include but not limited to:

- Physical Distancing – signage
- Staggered Entry
- PPE Equipment
- Cleaning
- Wearing of Masks

Who is responsible	Members/Volunteers
--------------------	--------------------

Current Government Restrictions

As of 17th of December 2021, Victoria moves to Phase D of the COVID roadmap (90% fully vaccinated) and therefore COVIDSafe relaxed settings.

These eased restrictions will let Victorians get back to doing the things they love, while also protecting everything we have worked so hard to achieve this year.

Almost all restrictions have eased for fully vaccinated Victorians, but some COVID-19 risks still remain. There are things we can all do to make ourselves and others safer. As you live and work, remember these COVIDSafe principles:

- We strongly recommend [wearing a mask](#) if you can't physically distance, are indoors in public areas, have any symptoms, or if you are with people who may be vulnerable to COVID-19. Masks are also strongly recommended for all students and staff in secondary schools. Carry a mask when leaving home.
 - Masks are required indoors at retail, health, care and justice facilities, at primary schools, and on public transport/taxis/rideshare. See the [Face masks](#) page for information about where masks are required.
- You can reduce risks by maintaining 1.5 metre distance from others where possible, using hand sanitiser and practising good hygiene.
- Ventilation and air filtration helps. Consider opening windows to let the fresh air blow through or catching up with friends outside.
- If you have COVID-19 symptoms or if you have been advised to get tested by a contact, workplace or school, [get a COVID-19 test](#) and isolate until you get a negative result.
- If you have COVID-19, or you are [a household contact](#), you need to quarantine. If your symptoms get rapidly worse, please seek help. Visit the hospital if it's an emergency.
- Remember to check in everywhere every time using the Service Victoria App.
- Get vaccinated to protect yourself, your loved ones and your community. If you aren't fully vaccinated, you're at a much higher risk of going to hospital.

Electronic record keeping

- [Record keeping](#) continues to be an important tool for helping Victoria stay safe and stay open.
- The following industries, venues and facilities must use the free Victorian Government QR Code Service, or API linked digital system, to maintain electronic record keeping.
 - Hospitality
 - Physical recreation and community sport (indoor and outdoor)
 - Pools, spas, saunas, steam rooms and springs
 - Community venues and facilities (including libraries and toy libraries)
 - Creative arts facilities
 - Real estate
 - Entertainment venues (such as galleries, zoos and live museums)
 - Arcades, escape rooms and bingo centres
 - Drive-in cinemas
 - Amusement parks

- Gaming
- Adult entertainment
- Nightclubs
- Hairdressing, beauty and personal care services
- Tourism spaces

Incident Management

If a Visitor, customer, volunteer or contractor presents with symptoms of coronavirus (COVID-19) the Shepparton Theatre Arts Group Inc flow chart below must be followed



Committee Member escorts Individual to Green Room



Individual taken offsite by own mean for medical assessment



If confirmed case: Department of Health leads investigation and notifies all person required for contact tracing purposes.



President and/or Vice-President is notified of positive case and notifies key stakeholders

Suspected or Confirmed Case of Covid-19 at Venue

Suspected or confirmed case of COVID-19 as Venue

If the suspected or confirmed case of COVID-19 is at the Venue

 <p>1. ISOLATE Prevent the spread. Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.</p>	 <p>2. SEEK ADVICE Call your state or territory helpline. Follow advice of public health officials.</p>	 <p>3. TRANSPORT Ensure the person has transport to their home or to a medical facility.</p>
 <p>4. CLEAN Clean and disinfect the areas where the person and close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning.</p>	 <p>5. IDENTIFY & INFORM Consider who the person has had close contact with. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.</p>	 <p>6. REVIEW Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.</p>

If the suspected or confirmed case of COVID-19 is not at the Venue when diagnosed

 <p>1. SEEK ADVICE Call your state or territory helpline. Follow advice of public health officials.</p>	 <p>2. IDENTIFY & INFORM Identify who at the workplace had close contact with the affected person. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.</p>
 <p>3. CLEAN Clean and disinfect the areas where the person and their close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning.</p>	 <p>4. REVIEW Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.</p>

Remember

- You are not expected, and should not try, to diagnose people. If you reasonably suspect someone could have the virus, or has been exposed this creates a health risk to our organisation and the above should be followed
- Persons assisting the person who has suspected or confirmed with COVID-19 should be provided with appropriate PPE, if available, such as gloves and a mask. They should also follow the hygiene procedures
- Be aware of Privacy obligations
- Follow the advice of health officials at all times

swa.gov.au/coronavirus – updated 29th April 2020



Declaration Form



Coronavirus (COVID-19) Health Questionnaire

We encourage all members and volunteers to complete this questionnaire before entering into the Bakehouse. Please complete and hand to a committee member or representative.

Name: _____

Mobile: _____

Date: _____ Time of attendance: _____

Are you currently required to be in isolation because you have been diagnosed with coronavirus (COVID-19)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been directed to a period of 14-day quarantine by the Department of Health and Human Services as a result of being a close contact of someone with coronavirus (COVID-19)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered YES to either of the above questions you should not attend any of STAG's gatherings until advised by the Department of Health and Human Services that you are released from isolation or until your 14-day quarantine period is complete.

If you answered NO to the above questions, proceed to the symptom checklist below.

Are you experiencing these symptoms?

Fever (if you have a thermometer, take your own temperature. You are considered to have a fever if above 37.5°C)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Chills	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cough	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sore throat	<input type="checkbox"/> Yes <input type="checkbox"/> No
Shortness of breath	<input type="checkbox"/> Yes <input type="checkbox"/> No
Runny nose	<input type="checkbox"/> Yes <input type="checkbox"/> No
Loss of sense of smell	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered YES to any of the above questions you should **not** enter any of STAG dwellings and/or any facility STAG has obtained for reason of productions and/or meetings.

If you answered NO to all the above questions, you can enter.

Have you travelled from a Lockdown zone in the last 14 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

If you answered YES to the above question, you must report this to a committee members and/or representative of STAG.

Please state your reason for visiting the premises below
(please note that if your visit is not deemed appropriate/necessary you may be refused entry)

If you develop symptoms, stay at home and seek further advice from the 24-hour coronavirus hotline 1800 675 398 or your general practitioner.

Contact Tracking Form

Due to recent requirements by the Victorian Government - Shepparton Theatre Arts Group Inc are required to keep contact details of all persons entering any STAG dwelling and/or any facility STAG have obtained for reason of productions and/or meetings.

This information will only be keep for the regulated 28 days period afterwhich it will be destroyed

Please be aware your details may be passed on to relevent agencies

Name	<p>Contact Number If in a group please give contact number of person responsible for contacting all members of your party</p>	Number Attending	Date of Performance and/or gathering	Time of performance and/or gathering
eg Jo Smith	0411111111	5	16th August 2020	20:00

Cleaning Documentation

Toilet Cleaning

Date	Time	Name	Signature

Information Sources – Acknowledgements

Victoria Department of Health and Human Services

<https://www.dhhs.vic.gov.au/coronavirus>

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training#who-this->

<https://www.dhhs.vic.gov.au/face-coverings-work-covid-19#lawful-excuses-or-exceptions-for-not-wearing-a-face-covering>

<https://www.dhhs.vic.gov.au/face-coverings-work-covid-19>

Creative Victoria

<https://creative.vic.gov.au/coronavirus>

Victorian Association of Performance Arts Centres

<https://vapac.org.au/covid-19-resources/>

Melbourne Convention Exhibition Centre

<https://mcec.com.au>

Cairns Council

<https://www.cairns.qld.gov.au/ticketlink/buying-tickets/covid-safe-ticketing>

Safe Work Australia

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces>

Australian Department of Health

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/advice-for-people-at-risk-of-coronavirus-covid-19/coronavirus-covid-19-advice-for-older-people>

Shepparton Respiratory Clinic

www.hotdoc.com.au/medical-centres/shepparton-VIC-3630/shepparton-respiratory-clinic/doctors

Support Act Wellbeing

<https://www.artswellbeingcollective.com.au>