

The Darebin Arts Centre COVID Safe plan

Organisation Name / Council	Darebin City Council
Venue/s Name	Darebin Arts Centre
Chief Executive Officer	<p>Rachel Ollivier Acting Chief Executive Officer Rachel.Ollivier@darebin.vic.gov.au 0439251423</p> <p>Georgina Steele Executive Officer to the CEO georgina.steele@darebin.vic.gov.au 03 8470 8986</p>
Manager Creative Culture and Events	<p>Vicky Guglielmo Manager Creative Culture and Events Vicky.Guglielmo@darebin.vic.gov.au 0401 242 697</p>
Venue Manager/ Coordinator	<p>Matthew Pope Arts Precincts Coordinator Creative Culture & Events Matthew.Pope@darebin.vic.gov.au 0413 835 033</p>
Venue Head of Operations	<p>Chloe Gestier Darebin Arts Centre - Head of Operations chloe.gestier@darebin.vic.gov.au 0448 125 039</p>
Venue Contact Details	<p>Aaron Rowlands Presenter Services Supervisor - Darebin Arts Centre aaron.rowlands@darebin.vic.gov.au 03 8470 8288</p> <p>Rob Appleton Production Supervisor - Darebin Arts Centre rob.appleton@darebin.vic.gov.au 8470 8278</p> <p>Chanelle Sheehan (she/her) Ticketing Supervisor - Arts Precincts' Culture and Events Chanelle.Sheehan@darebin.vic.gov.au 8470 8284</p>
OH&S team	<p>Matt Harman Coordinator Health and Safety and Well Being Matt.Harman@darebin.vic.gov.au 0487 084 543</p>
Incident Controller	<p>Matt Doherty Pandemic Coordinator Matt.Doherty@darebin.vic.gov.au 0419 750 444</p>
Date & Version Number	18/07/22 V33

About This Plan.

This plan provides evidence of how Darebin Arts Centre will comply with the Victorian Government Department of Health and Human Services Open Premises Directives and with Darebin City Council policies and procedures.

This COVID-Safe plan has been drafted referencing:

- The Victorian Association of Performing Arts Centres (VAPAC) reference document. [A-Safe-Guide-for-Re-Opening-Performing-Arts-Venues_V2.3.](#)
- The Victorian Department of Health and Human Services Industry Restart guide for Indoor Venues.
- The Victorian Government Department of Health and Human Services Open Premises Directions.
- Darebin City Council policies and procedures – reviewed 15th July 2022

The plan applies the following six COVID-Safe Principles and sets out venue specific actions to help prevent the introduction of coronavirus (COVID-19) in the Venue.

1. Ensure physical distancing
2. Wear a face mask
3. Practise good hygiene
4. Keep records and act quickly if workers become unwell (Vaccination)
5. Avoid interactions in enclosed spaces
6. Create workforce bubbles

Supporting Documents

This plan includes file locations for the required supporting documents on Darebin City Councils corporate record keeping system

DAC COVID-19 Confirmed Case Response Plan	 DAC - Confirmed case of coronavirus
Arts Precincts reopening risk assessment	 Arts Precincts - Risk Assessment COVID 1
DCC Notification Process/Procedure	 employer-notification-form-covid-19-doc D
COVID-19 cleaning guidelines for workplaces April 2022	 COVID-19 general cleaning principles f
DHHS Risk Assessment template	 Workplace-risk-assessment_0 - DHHS 25-1
DAC Artist induction check list	 DAC developments induction form temp
Venue posters and support information	 Signage (DHHS Downloads) alias.obr

Darebin City Council COVIDSafePlan – 12 July 2022	 COVIDSafePlan-Dar ebinCityCouncil-12 J
Staff COVID safe induction and COVID Marshal training	 COVIDSafePlan-Dar ebinCityCouncil-12 J
Licensees COVID-19 safe plans <ul style="list-style-type: none"> • Speak Percussion • Alex Makes Meals 	  Speak Percussion COVID-Safe-Plan- COVID-19 Vaccinatic AMM.obr

Glossary

DCC	Darebin City Council
DAC	Darebin Arts Centre
DHHS.	The Victorian Department of Health and Human Services
VAPAC.	The Victorian Association of Performing Arts Centres
FoH.	Front of House - The public facing areas of the theatre/venue
BoH.	Back of House - The areas that support the stage including dressing rooms, technical positions, stores and plant rooms.
Vic. Gov.	The Victorian Government
Bio Box	The audio/visual technical operations area
Stage wings	The areas on each side of stage that are out of audience view
House	Auditorium
Comms	Communications
USI	Ungerboeck Systems International. The venue bookings system used at Darebin Arts Centre
Ticket Search	The ticketing system used at Darebin Arts Centre
Deputy	The rostering system used at Darebin Arts Centre
OPD	DHHS Open Premises Directions
PEFs	DHHS Public Events Framework
VSO	Visitor Services Officer / Front of House staff member

1. Ensure physical distancing		
REQUIREMENTS	HOW WE WILL DO THIS	Resources, checklists, diagrams, tasks, document & references
Minimise contact	Extra chairs removed from dressing rooms, and foyers, to support physical distancing	
Minimise congregation	When a large audience is expected the Front of House areas of the venue will not be opened until the house (Theatre auditorium) is opened.	
Provide site inductions	Returning workers will complete a COVID-Safe induction. A tool box meeting will be held at the start of shifts to brief casual staff on COVID-Safe operation specific to the activities to be undertaken.	Objective Link Induction
Implement virtual meetings	Meetings will be conducted virtually where possible.	
Performers	Where physical distancing is not possible, including with staff who work backstage with performers, rehearsals will be scheduled to limit the duration of close contact.	
Maintain physical distancing	Workers and patrons to remain at least 1.5 metres apart from others.	Venue signage has been installed https://www.coronavirus.vic.gov.au/sites/default/files/2021-10/A4-Poster-Physical-distancing.pdf
Manage dwell time	Events will be scheduled to ensure sufficient time for patrons to enter/exit. Set up shifts will be scheduled to include sufficient time for workers to have individual access to shared workspaces	

Contain queues	Venue and roping systems to be utilised for ticketed events	
Monitor compliance	Visitor Services Officers will be onsite to inform visitors of physical distancing controls in the venue.	All operational staff to safely facilitate events in all areas including FOH, Technical and Box Office areas, for which training will be provided prior to the venue reopening.
Booking, ticketing and seating		
Bookings	<p>Advance bookings are preferred.</p> <p>Bookings made online and by telephone.</p> <p>House will be 'dressed' (ticket allocation sold) in line with current State Government directions regarding social distancing where practicable.</p> <p>Patron information regarding attending the venue and COVID-safe measures in place to be updated regularly via Ticketing Website and FAQs, and venue website.</p>	
Implement technology	Online bookings only	<p>If required, Front of House staff will cross reference booking names with ticketing disposition print out. Electronic tickets can be printed at home or shown on a mobile device.</p> <div style="display: flex; justify-content: center; gap: 20px;"> <div style="text-align: center;">  Darebin Arts Box Office - Ticketing Po </div> <div style="text-align: center;">  covid safe website FAQ.obr </div> </div>

Manage the flow of patrons		
Accessibility requirements met	Reduced seating maps will ensure accessible seating ratios are maintained. Accessible entrances and toilets will be kept clear.	
Session times and intermissions	<p>When feasible events will be scheduled without an intermission.</p> <p>If an intermission is required due to the length of an event, the intermission will be of enough duration to limit crowding at amenities.</p> <p>When more than one event is scheduled in one day. Events will be scheduled with enough time in between to ensure there is no cross over of patrons and for adequate cleaning and sanitising between events.</p>	Reference High Touch Cleaning checklist

2. Wear a face mask

REQUIREMENTS	HOW WE WILL DO THIS	Resources, Checklists, Diagrams, Tasks, Document References
Responsibility for wearing a face mask	<p>Face masks are mandatory in seated indoor entertainment venues, for staff</p> <p><i>Current DHHS guidelines at the time of an event will supersede the face mask requirements included in this plan.</i></p>	<p><i>From DHHS Industry Restart Guide Indoor Entertainment Venues</i></p> <p>Responsibility for wearing a face mask rests with the individual. Employers must take reasonable steps to ensure their employees always wear a face mask when working at the employer’s premises, unless there is a lawful reason not to wear one. (refer to DCC Vaccination Policy)</p>
When can performers remove their face mask?	<p>Performers are not required to wear masks.</p> <p><i>Current DHHS guidelines at the time of an event will supersede the face mask requirements included in this plan.</i></p>	
How should individuals change their face mask?	<p>Staff will be informed on the importance of washing or sanitising hands during venue COVID-Safe induction.</p>	<p><i>From DHHS Industry Restart Guide Indoor Entertainment Venues</i></p> <p>It is recommended that individuals carry a spare face mask in a plastic zip pocket and to change their face mask when required. A workplace could also consider displaying signage that highlights the importance of washing hands before and after changing a face mask.</p>
Ticket booths	<p>Workers providing box office and ticketing services are required to wear a face mask.</p> <p><i>Current DHHS guidelines at the time of an event will supersede the face mask requirements published in this plan.</i></p>	
Removing face masks to communicate	<p>If a worker is required to remove a face mask to communicate with a person who is deaf or hard of hearing, they will maintain a distance of 1.5 meters.</p>	<p><i>From DHHS Industry Restart Guide Indoor Entertainment Venues</i></p> <p>A face mask may be removed where a worker is communicating with another person who is deaf or hard of hearing, and the ability to see the mouth is essential for</p>

		communication. You should maintain physical distancing of at least 1.5 metres.
<i>Provide training/guidance on how to use personal protective equipment (PPE)</i>	Workers have received instruction on how to wear PPE	https://www.dhhs.vic.gov.au/how-wear-face-mask-poster-pdf

3. Practise good hygiene

REQUIREMENTS	HOW WE WILL DO THIS	Resources, Checklists, Diagrams, Tasks, Document References
Workplace cleaning and disinfecting	<p>The Venue contract cleaner has completed infection control cleaning.</p> <p>The contract cleaner will be engaged to clean the facility after each event.</p>	<p>Contact IKON Cleaning through DCC Facilities.</p> <p>Refer to COVID 19 cleaning guidelines for workplaces September 2021</p>
Cleaning and disinfecting schedule	<p>Venue staff will clean high touch surfaces, regularly throughout the day.</p>	
Cleaning and disinfecting protocols	<p>Specialist audio visual equipment will be cleaned by technical staff.</p>	
Session times and intermissions	<p>If there is more than one session in a day, sessions will be scheduled to allow enough time for sanitising and cleaning of high touch surfaces and cleaning of upholstered seating before audience or participants may enter for the next session.</p>	
Restrooms	<p>Cleaning of bathrooms will be completed after every event/session in the facility.</p> <p>Hand towel and soaps will be re-stocked by Front of House staff throughout the day, and bathroom high-touch points sanitised regularly.</p>	
Educate patrons and workers	<p>Posters have been installed in common areas, kitchen and bathrooms to reinforce hygiene protocols for venue staff.</p> <p>Sanitiser stations are installed at all major entrance points. All operational staff to encourage patrons, clients, artists and</p>	

	contractors to use sanitising stations as part of entry and exit to venue and/or spaces.	
Promotion of hygiene tips for workers	Hygiene tips for workers will be included in staff re-induction.	<input type="checkbox"/> Stay home if you are sick. <input type="checkbox"/> Wash your hands often with soap and water or alcohol-based hand sanitiser. <input type="checkbox"/> Wash or disinfect hands after making or receiving deliveries. <input type="checkbox"/> Sneeze and cough into your sleeve. <input type="checkbox"/> If you use a tissue, discard immediately and wash your hands afterward. <input type="checkbox"/> Avoid touching your eyes, nose or mouth. <input type="checkbox"/> Avoid contact with people who are sick. <input type="checkbox"/> Avoid high-touch areas, where possible, or ensure you clean your hands after. <input type="checkbox"/> If you are required to wear gloves do not touch your face with gloved hands. Take care when removing gloves. Ensure you wash your hands after removing them. <input type="checkbox"/> Wash your clothes as soon as you get home.

4. Keep records and act quickly if workers or patrons become unwell

REQUIREMENTS	HOW WE WILL DO THIS	Resources, Checklists, Diagrams, Tasks, Document References
<i>Keeping records</i>		
Workplace attendance register	<p>On-site record-keeping will include Deputy staff rosters, security swipe card reports from Facilities and ticketing data will be made available if requested by DHHS and Worksafe Victoria.</p> <p>Note: Ticketing data will not be recorded for non-ticketed events and events not utilising fixed seating.</p>	
Additional attendance data for patrons	<p>Patron ticketing information is collected in the Ticket Search ticketing system. If ticketing data is required, the venue's ticketing supervisor can provide a bookings report including;</p> <p>Date and Session time of booking</p> <p>Name of ticket purchaser</p> <p>Telephone contact details of ticket purchaser</p> <p>Number of Tickets purchased in transaction</p>	<p>Ticketing Supervisor: Chanelle Sheehan Phone: (03) 8470 8284</p>
Additional attendance data for hirers	<p>Contact information for Venue hirers is recorded in Ungerboek (USI). The venue Presenter Services Supervisor can provide hirer contact details including;</p> <p>Date and time of hire</p> <p>Name of hirer</p> <p>Telephone contact details of hirer.</p> <p>Hirer process practice will include a nominated representative who will then contact all on-site participants involved with their</p>	<p>Arts Precincts Phone: 8470 8280</p>

	event (e.g. contact school families of students involved in an event at Darebin Arts Centre).	
<i>If a patron or worker who is a confirmed case of coronavirus (COVID-19) has attended the Venue while they are infectious.</i>		
<i>Response Plan</i>	If a patron or worker who is a confirmed case of coronavirus (COVID-19) has attended the Venue while they are infectious. The venue will follow the procedure outlined in the DAC – COVID19 Confirmed Case Response Plan	 <p>DAC - Confirmed case of coronavirus</p>
<i>Slowing the spread</i>		
<i>DHHS actions</i>	<p><i>From DHHS Industry Restart Guide Indoor Entertainment Venues</i></p> <p>The Department of Health and Human Services (DHHS) will liaise with operators where someone has been at the business while infectious with coronavirus (COVID-19).</p> <p>DHHS may request information from the operator to assist with contact tracing.</p> <p>DHHS may also request the operator to assist with contact tracing.</p> <p>DHHS will contact anyone who is identified as a close contact of the case.</p>	<p><i>NB: as of January 2022, a close contact is now defined as someone who has been in close proximity to a positive case for a duration of 4+hrs.</i></p>
<i>Additional resources</i>	Casual workers are provided with information about available State and Federal support programs if they are unable to attend work because they are unwell.	<p><i>From DHHS Industry Restart Guide Indoor Entertainment Venues</i></p> <p>Workers who are confirmed as coronavirus (COVID-19) positive may be eligible to receive a one-off \$750 payment from Commonwealth Government’s Pandemic Leave Disaster Payment for Victoria when required to self-isolate for 7+days.</p> <p>Rent relief Grants and Food relief packages are also available.</p> <p>Further information on coronavirus-related pay and leave entitlements can be found at:</p> <ul style="list-style-type: none"> • https://www.coronavirus.vic.gov.au/financial-and-other-support-coronavirus-covid-19

Collection, Recording and Holding Vaccination Records Workers	<p>All Darebin City Council employees are required to be double-vaccinated, and also to receive the current booster shot.</p>	<p>DCC workers vaccination status is managed by DCC People and Culture. DCC People and Culture are holding records of staff Vaccination Status.</p>
Collection, Recording and Holding Vaccination Records Contractors (Producers, Co- Presenters, Freelancers, Partners, Tenants, Hirers)	<p>Contractors must collect, record and hold vaccination information about their workers.</p>	<p>Contractors engaged to undertake activities at the venue are to provide evidence of vaccination by checking in via the venues Vic. Gov. QR code and showing their 'Green Tick' double vaccination status to the staff COVID-check in marshal upon entry to the venue.</p> <p>Contractors (Producers, Co-Presenters, Freelancers, Partners, Tenants, Hirers) are responsible for collecting, holding and recording vaccination information about their workers.</p>

5. Avoid interactions in enclosed spaces

REQUIREMENTS	HOW WE WILL DO THIS	Resources, Checklists, Diagrams, Tasks, Document References
Air quality and ventilation	Where possible; Doors and windows will be opened to increase ventilation.	HVAC upgrade of entire venue at DAC completed in 2020. BMS remote cloud login to regularly check air flow. Settings have been set to provide regular intake of fresh air, and includes automatic louvres in staff office (Acacia). Additional ventilation provided in foyer by opening manual louvres.
Air quality when cleaning	Where possible; Doors and windows will be opened to increase air circulation before commencing cleaning and disinfection. Doors and windows will open after cleaning and disinfection to allow the cleaning agents to disperse in the airflow.	
Bio box	Lighting technician operating position and Audio technician operating position are separated by a wall and are more than 1.5m apart.	
Stage wings	Designated work areas will be determined at daily tool box meetings. Hallways and stage wings will be cleared of unnecessary items.	
Consider steps to improve ventilation	All switchable ventilation fans will be turned on when the venue is occupied.	

6. Create workforce bubbles

REQUIREMENTS	HOW WE WILL DO THIS	Resources, Checklists, Diagrams, Tasks, Document References
Have 'pools' of rostered workers	The venue staff will form 2 distinct work groups: <ul style="list-style-type: none"> • <i>Venue staff.</i> • <i>Producers / Contractors</i> 	
Stagger shifts	Where possible event set ups shifts will be scheduled to minimise cross over between work groups.	
Define work zones	<i>Producers / Contractors</i> staff will avoid public areas during events as well as during periods <i>Venue staff</i> are onsite.	
Limit worker movement between sites	Where reasonable and practical staff will be rostered to limit movement between sites.	
Keep contact records	Venue staff attendance at time and date level will be recorded in Deputy Licensee attendance logged via swipe security cards (with report generated by Facilities for any particular date) and Google-docs attendance register	Deputy rostering system  Security Swipe card system current swipe pass audit - as at 281021.

Plan Review

Do you have a process for reviewing and adjusting the controls in your plan as circumstances change, and are using that process?

Briefly outline that process. Who is Responsible for Review?

This plan will be reviewed when DHHS advice is updated.

The Plan will be amended by the Darebin Arts Centre Operations team.

Updated by Chloe Gestier on 18/07/2022

Amended plans will reviewed and approved by Incident Controller and Safety and Wellbeing Adviser, People & Culture, Darebin City Council

Approval of COVID Safe Plan

Approved by	
Signature	
Date	