

The Northcote Town Hall Arts Centre COVID Safe plan

Organisation Name / Council	Darebin City Council
Venue/s Name	Northcote Town Hall Arts Centre
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About This Plan.



This plan provides evidence of how the Northcote Townhall 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.









The plan applies the following six COVID-Safe guidelines and sets out venue specific actions to help control the spread of (COVID-19) within the venue.








1. **Where possible practice physical distancing**
2. **Practise good hygiene**
3. **Appropriate and safe use of masks**
4. **Don't come to work if you are sick**
5. **Don't come to work if you are waiting for the results of a COVID test**
6. **Don't come to work if you have received a positive COVID test**

Supporting Documents

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

NTHAC COVID-19 Confirmed Case Response Plan	NO LONGER APPLICABLE  NTHAC - Confirmed case of coronavirus
Arts Precincts reopening risk assessment	NO LONGER APPLICABLE  Arts Precincts - Risk Assessment COVID 19

DCC Notification Process/Procedure	<p>NO LONGER APPLICABLE</p>  <p>employer-notification -form-covid-19-doc D</p>
COVID-19 cleaning guidelines for workplaces December 2021	<p>NO LONGER APPLICABLE</p>  <p>covid-19-cleaning-g uidelines-for-workp</p>
Risk Assessment template	 <p>Workplace-risk-asses sment_0 - DHHS 25-1</p> <p>NO LONGER APPLICABLE</p>
NTHAC Staff induction check list	 <p>NTHAC COVID safe staff induction Octobe</p>
NTHAC Artist induction check list	 <p>NTHAC COVID safe Hirer_Artist induction</p>
NTHAC Contractor induction check list	 <p>NTHAC Contractor induction check list O</p>
NTHAC Visitor induction check list	 <p>NTHAC COVID safe visitor and hirer proto</p>
NTHAC Opening building check list	 <p>NTHAC COVID safe staff & licensees open</p>

NTHAC Kitchen cleaning check list	 NTHAC COVID safe check list -staff kitchen
DHHS confirmed case RA and check list	 Checklist - Confirmed case of coronavirus (C NO LONGER APPLICABLE
Venue posters and support information	NO LONGER APPLICABLE  Signage (DHHS Downloads) alias.obr
Darebin City Council immunisation policy	 StaffCOVID-19Vaccin ationPolicy-21OCTOB NO LONGER APPLICABLE
Staff COVID safe induction and COVID Marshal training	 Arts Precincts - Covid Staff Training - 27-10 NO LONGER APPLICABLE
Darebin City Council Reopening Communication Resource	 DCC Reopening_Teams - C
Licensees COVID-19 safe plans <ul style="list-style-type: none"> Multicultural Arts Victoria 	 MAV COVID-Safe-Plan Nov

Glossary



DCC	Darebin City Council
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NTHAC	Northcote Town Hall 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 the Northcote Town Hall Arts Centre
Ticket Search	The ticketing system used at the Northcote Town Hall Arts Centre
Deputy	The rostering system used at the Northcote Town Hall Arts Centre
DQ4	Density Quotient at 1 Occupant per 4 square meters
DQ2	Density Quotient at 1 Occupant per 2 square meters
OPD	DHHS Open Premises Directions
PEFs	DHHS Public Events Framework
VSO	Visitor Services Officer / Front of House staff member
COVID Marshal	See https://www.coronavirus.vic.gov.au/covid-check-in-marshals#covid-marshals
Covid Check in Marshal	See https://www.coronavirus.vic.gov.au/covid-check-in-marshals#what-is-a-covid-check-in-marshal

UPDATE ON COVID RESTRICTIONS AS OF SATURDAY 23 APRIL 2022	
Patrons will no longer have to show their vaccination status at any venue	
COVID Check-ins will no longer be required at any venue (paper-based sign in/out is still required for hirers, artists, contractors and MAV for emergency evacuation purpose)	
Masks will no longer be required in schools, hospitality, retail or any events. Sneeze guards will remain in place at reception and the bar.	
Close contacts of someone with COVID-19 will no longer have to quarantine. However, they will have to wear a mask indoors, avoid sensitive settings and record at least five negative rapid tests in the seven days after they were first in close contact with a virus carrier	
People who have had COVID-19 will now be exempt from testing or quarantine for 12 weeks, up from eight weeks	
Individuals who test positive for COVID-19 will be required to notify their workplace and social contacts, however workplaces will not have to notify exposed workers	
Mask wearing and physical distancing is strongly advised for all staff in front facing roles	
If you are symptomatic do not attend a Darebin work site	
<p>Practice good personal hygiene</p> <ul style="list-style-type: none"> • Wash your hands often with soap and water or alcohol-based hand sanitiser. • Wash or disinfect hands after making or receiving deliveries. • Sneeze and cough into your sleeve. • If you use a tissue, discard immediately and wash your hands afterward. • Avoid touching your eyes, nose or mouth. • Avoid contact with people who are sick. • Avoid high-touch areas, where possible, or ensure you clean your hands after. • 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. 	
Maintain the cleaning of high touch areas and staff kitchen cleaning check list when opening the building	
Permanent staff no longer required to log attendance to venue in Deputy (??)	

1. Ensure physical distancing

REQUIREMENTS	HOW WE WILL DO THIS	Resources, checklists, diagrams, tasks, document & references																														
Venue Capacity	<p>Capacities (Performance spaces, dressing rooms and foyers)</p> <p>Auditorium capacity is informed by the Victorian Government's current Open Premises Directions for Indoor Seated Entertainment.</p>	<p>NO LONGER APPLICABLE</p> <table border="1"> <thead> <tr> <th colspan="6">Capacity table for theatre spaces when they are in standard fixed seating configuration.</th> </tr> <tr> <th></th> <th>DQ4</th> <th>DQ2</th> <th>50%</th> <th>75%</th> <th>100%</th> </tr> </thead> <tbody> <tr> <td>Main Hall</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Studio 1</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Studio 2</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Capacity table for theatre spaces when they are in standard fixed seating configuration.							DQ4	DQ2	50%	75%	100%	Main Hall						Studio 1						Studio 2					
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	<p>Capacities (Meeting rooms, foyers and ancillary rooms).</p> <p>Capacity of upper foyer and ancillary spaces are informed by the density quotients published in Victorian Government's current Open Premises Direction</p>	NO LONGER APPLICABLE																														
Minimise contact	Extra chairs removed from dressing rooms, and foyers, to support physical distancing	Physical distancing is still advised																														
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.	NO LONGER APPLICABLE																														
Provide site inductions	Returning workers will complete a COVID-Safe induction. A toolbox meeting will be held at the start of shifts to brief casual staff on COVID-Safe operation specific to the activities to be undertaken.																															
Install screens or barriers	<p>Where 1.5 metre distancing between workers is not possible, install partitions and curtains where practicable to minimise the risk of droplet transmission.</p> <p>Screens are installed at bar and box office service positions.</p>	<p>Physical distancing is still advised</p> <p>Sneeze guards have been installed between staff and patrons.</p>																														
Implement virtual meetings	Meetings will be conducted virtually where possible.	NO LONGER APPLICABLE																														
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.	NO LONGER APPLICABLE																														
Maintain physical distancing	Workers and patrons to remain at least 1.5 metres apart from others.	<p>Physical distancing is still advised</p> <p>Venue signage has been installed</p> <p>https://www.coronavirus.vic.gov.au/sites/default/files/2021-10/A4-Poster-Physical-distancing.pdf</p>																														
Use floor markings	When large audiences are expected, floor marking will be used for queuing outside the facility. Floor markers are installed in the East wing foyer adjacent to the main Hall entrance.	Physical distancing is still advised																														
Manage dwell time	<p>Events will be scheduled to ensure sufficient time for patrons to enter/exit.</p> <p>Set up shifts will be scheduled to include sufficient time for workers to have individual access to shared workspaces</p>	NO LONGER APPLICABLE																														
Contain queues	Venue and roping systems to be utilised for ticketed events	Physical distancing is still advised																														
Elevators (NTHAC only)	The venue elevator has been signed for 1 (one) occupant only. When large audiences are expected floor markers at 1.5m centres to be installed for elevator queuing upstairs and downstairs. Bollards	<p>NO LONGER APPLICABLE</p> <p>Physical distancing is still advised</p>																														

	<p>and ropes to be installed to separate elevator queue from auditorium queue.</p> <p>A carer may accompany an occupant in the elevator as required.</p>	
Monitor compliance	Visitor Services Officers will be onsite to inform visitors of physical distancing controls in the venue.	Physical distancing is still advised
Booking, ticketing and seating		
Bookings	<p>Advance bookings are preferred.</p> <p>Bookings made online and by telephone.</p>	Physical distancing is still advised
Implement technology	Online bookings only	<p>NO LONGER APPLICABLE</p> <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> <p> </p> <p>Darebin Arts Box Office - Ticketing Po covidSAFE website FAQ.obr</p>
Vaccination Status	<p>Access to community facilities for 18+ will be required to show their vaccination status.</p> <p>COVID Check in Marshals are required.</p> <p>Photo ID is no longer required for people who present with a printed vaccination certificate to enter facilities.</p>	NO LONGER APPLICABLE
Manage the flow of patrons		
Patron flow	<p>Noncustomer facing staff will be instructed to avoid public areas when moving through the venue.</p> <p>When audiences are larger than the regulated capacity of the foyer, audiences will be required to queue outdoors.</p> <p>Additional front of house staff will be rostered to ensure there is a staff member available to monitor patron flow and queuing.</p> <p>Additional staff will be rostered to provide COVID Check in Marshals</p>	Physical distancing is still advised
Entrances and Exits	When concurrent activities in the venue are attended by discreet occupant group. Entry and exit point will be nominated to minimise contact between occupant groups	NO LONGER APPLICABLE
Access to amenities	<p>A risk assessment will be completed for each event to determine if the foyer bar and a merchandise stand can be operated whilst maintaining physical distancing controls.</p> <p>Floor markers to be installed to suggest physical distancing.</p> <p>and room capacity signage will be installed in bathrooms. Front of house staff will monitor bathroom queuing.</p>	Physical distancing is still advised
Accessibility requirements met	Reduced seating maps will ensure accessible seating ratios are maintained. Accessible entrances and toilets will be kept clear.	NO LONGER APPLICABLE
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</p>	NO LONGER APPLICABLE

	<p>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.</p>	 <p>NTHAC COVID safe staff & licensees open</p>
Toilet management	<p>Allocation of bathrooms for discrete occupant groups.</p>	<p>Physical distancing is still advised where possible separate toilet facilities will be allocated to working groups</p> <p>Toilet management when there is no performance Contractors and visitors to be allocated former male toilet opposite reception Staff to be allocated former female toilet opposite reception MAV to be allocated former female toilet on first floor (East wing) East wing — artists to be allocated the former male toilet first floor (East wing) West wing — artist groups to be allocated their own separate toilet area to maintain group ‘bubbles’.</p> <p>Cleaning requirements when there is no performance Reception toilets — daily (Monday — Friday, weekends on request) First Floor toilets — daily (Monday — Friday, weekends on request) West wing toilets — on request Soap, paper towels and toilet roll to be checked daily by NTHAC staff and top up requirements sent to cleaners</p> <p>Toilet management on performance night Patrons will be permitted use both reception cubicles — signage Gender Neutral Toilets (stalls or cubicles)</p> <p>Cleaning requirements on performance night East wing — clean to commence after 5:30 PM and post event and then after the show to be ready for staff usage the following day West wing toilets — on request Soap, paper towels and toilet roll to be checked daily by NTHAC staff and top up requirements sent to cleaners</p> <p>Toilets to have capacity limitations printed on door to be strictly adhered to. During performances, queueing is to be socially distanced. Information regarding personal hygiene will be displayed.</p>

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>Seek advice from ICT on cleaning requirements</p> <p>Contact IKON Cleaning through DCC Facilities. Refer to COVID 19 cleaning guidelines for workplaces September 2021</p>
Cleaning and disinfecting schedule	Venue staff will clean high touch surfaces, each day.	Checklists available
Cleaning and disinfecting protocols	Specialist audio visual equipment will be cleaned by technical staff.	Checklists available
Session times and intermissions	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.	NO LONGER APPLICABLE
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.</p>	NO LONGER APPLICABLE


Cleaning fabric chairs	Fabric seats are cleaned after each patron use.	NO LONGER APPLICABLE Seats to be sprayed with "Viraclean" by Venue staff.
Educate patrons and workers	Posters have been installed in common areas, kitchen and bathrooms to reinforce hygiene protocols for venue staff. Sanitiser stations are installed at all major entrance points	Good personal hygiene practices are required



2. Wear a face mask		
REQUIREMENTS	HOW WE WILL DO THIS	Resources, Checklists, Diagrams, Tasks, Document References
Responsibility for wearing a face mask	<p>Facemasks are no longer required in the office, but they must be carried at all times</p> <p>Staff are required to wear masks during indoor meetings</p> <p>Front facing staff are strongly encouraged to wear masks during events or when greeting the general public</p> <p>Patrons not required to wear masks, but the venue will strongly recommend that they do wear masks</p> <p>Face masks are mandatory in seated indoor entertainment venues, for staff, licensees, hirers, visitors, contractors and for patrons.</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>Staff to receive regular updates, casual staff to be briefed through event brief and FOH supervisor toolbox</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 whilst performing.</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 wearing facemasks and the correct methodology for removal and replacement.</p>	<p>NO LONGER APPLICABLE</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 strongly encouraged 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>NO LONGER APPLICABLE</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 communication. You should maintain physical distancing of at least 1.5 metres.</p>
Provide training/guidance on how to use personal protective equipment (PPE)	<p>Workers have received instruction on how to wear PPE</p>	<p>NO LONGER APPLICABLE</p> <p>https://www.dhhs.vic.gov.au/how-wear-face-mask-poster-pdf</p>

Promotion of hygiene tips for workers

Hygiene tips for workers will be included in staff re-induction.

- Stay home if you are sick.
- Wash your hands often with soap and water or alcohol-based hand sanitiser.
- Wash or disinfect hands after making or receiving deliveries.
- Sneeze and cough into your sleeve.
- If you use a tissue, discard immediately and wash your hands afterward.
- Avoid touching your eyes, nose or mouth.
- Avoid contact with people who are sick.
- Avoid high-touch areas, where possible, or ensure you clean your hands after.
- 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.
- 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>All staff, contractors and patrons who enter the Venue will be required to scan the Venue QR code, which has been created using the Vic Gov. Check-In Now QR Code app.</p> <p>The utilisation of this QR code system is the primary method for recording attendance at the Venue. If a smartphone is not available for check in individuals are to be registered via the venue kiosk portal.</p> <p>Additional records including paper-based records, staff rosters 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>	<p>NO LONGER APPLICABLE</p> <p>Kiosk Check-in for COVID 19 Service Victoria</p> <p>Print required paper-based register</p> <p>Prepare register for documenting vaccination status of licensees, organisations, groups and artists working on site.</p>
Additional paper-based attendance data	<p>The sole use of paper-based attendance registers are no-longer compliant with Victorian Government Open Premises Directives.</p>	<p>NO LONGER APPLICABLE</p> <p>https://www.coronavirus.vic.gov.au/sites/default/files/2021-10/Record-sheet-Workers-vaccination-status-register.pdf</p>
Additional attendance data for workers	<p>Venue staff attendance at time and date level will be recorded in staff rostering system Deputy.</p> <p>Work schedules for permanent venue staff will be included in Deputy rosters.</p> <p>The security swipe card database was also audited and updated in October 2021, with a copy sent to Facilities Maintenance. In event of a positive case at the venue, Facilities can provide a report of all swipe card numbers used at the venue on the particular date to contact all users.</p>	<p>???</p> <p>Facilities Maintenance Security contract coordinator: Ollie Loughlin - T 8470 8408 M 0499 101 874</p> <p> Security Swipe Card Audit - site response</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>NO LONGER APPLICABLE</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 event.</p>	<p>NO LONGER APPLICABLE</p> <p>Arts Precincts Phone: 8470 8280</p>

If a patron or worker who is a confirmed case of coronavirus (COVID-19) has attended the Venue while they are infectious.		
Response Plan	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 see advice from ICT on how to proceed. The venue will follow the procedure outlined in the NTHAC – COVID19 Confirmed Case Response Plan 2021.	NO LONGER APPLICABLE 
Close contact	Close contact will no longer have to quarantine, provided that they wear a mask indoors and avoid sensitive settings, and they will also need to carry out five rapid antigen tests over the course of the seven days that they previously would have been in isolation.	
Slowing the spread		
DHHS actions	<i>From DHHS Industry Restart Guide Indoor Entertainment Venues</i> 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). DHHS may request information from the operator to assist with contact tracing. DHHS may also request the operator to assist with contact tracing.	NO LONGER APPLICABLE 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.
Additional resources	Casual workers are provided with information about available State and Federal support programs if they are unable to attend work because they are unwell.	NO LONGER APPLICABLE The Test Isolation Payment is closing at 9:00am on Wednesday 9 March 2022.
Collection, Recording and Holding Vaccination Records Workers	All Darebin City Council employees are required to be double-vaccinated. Some staff are also required to receive the third booster shot.	??? DCC workers vaccination status is managed by DCC People and Culture. DCC People and Culture are holding records of staff Vaccination Status. 
Collection, Recording and Holding Vaccination Records Contractors (Producers, Co-Presenters, Freelancers, Partners, Tenants, Hirers)	Contractors must collect, record and hold vaccination information about their workers.	??? Contractors engaged to undertake activities at the venue are to provide evidence of vaccination by checking in via the venues Vic. Gov. QR code. Contractors (Producers, Co-Presenters, Freelancers, Partners, Tenants, Hirers) are responsible for collecting, holding and recording vaccination information about their workers.
Checking Vaccination Status of Patrons / Visitors	Vaccination Status of all occupants will be checked by a COVID Check-in Marshall at points of entry.	NO LONGER APPLICABLE Points of entry will be determined based on event details.
Checking the Vaccination Status of Workers Contractors and Visitors who don't have telephones/smart devices	Visitors/Patrons without a smart phone will be required to check in via Service Victoria kiosk check in. Visitors/Patrons without a smart phone will be required to present a valid certificate from the Australian Immunisation Register or a printed copy of their COVID-19 vaccination certificate to prove their vaccination status." This can be checked against a website.	All visitors to NTHAC are required to sign in using the paperbased sign in sheet at reception - this is not for COVID contact tracing but for emergency evacuation purposes. An I-pad with the Service Victoria kiosk check in app. Installed will be positioned at the main entrance. Paper based check in forms will be available for Visitors/Patrons without smart devices and in the event system failure.

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.	NO LONGER APPLICABLE Within the last 12 months, we have altered our strategy for Air Conditioning control by increasing the fresh air intake from 10% to 30%, this can also be further increased if required. This will only affect the east side of the building; West wing is a closed system. All Air Handling Unit (AHU) filters media has been upgraded from F5 media to F8 filter media and will be replaced annually at minimum. Further improvements to monitoring of the system building wide via the Building Management Systems (BMS) with improved control strategies for energy efficiency. Proposed Improvements: upgrade of the Gas Boilers to an energy improved condenser Boilers, to be scoped and tendered.
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.	NO LONGER APPLICABLE
Bio box	When multiple technicians are required the audio console will be controlled remotely via an iPad. For events that don't utilise the balcony for seating, the lighting console will be relocated to the balcony (main hall).	NO LONGER APPLICABLE
Stage wings	Designated work areas will be determined at daily tool box meetings. Hallways and stage wings will be cleared of unnecessary items.	
Dressing Rooms	Room capacity signage installed.	NO LONGER APPLICABLE
Foyer Bar	Room capacity signage installed. If more staff are required to access this space barriers /screens are required. The Front of House Supervisor (for the event) must complete a risk assessment.	NO LONGER APPLICABLE
Consider steps to improve ventilation	All switchable ventilation fans will be turned on when the venue is occupied.	NO LONGER APPLICABLE
Covid Check-in Marshals at reception when open to the general public	A roster to be created for staff to monitor the entry of individuals to the venue when open to the general public. This is for the presentation of up to date vaccination.	NO LONGER APPLICABLE Proposed opening times are from Wed – Fri 10 AM – 4 PM. Staff will be rostered to be in the position of the front reception desk, behind sneeze guards to check COVID vaccination status of those entering the premises (visitors, contractors, artists, staff etc). All staff will carry radios and should the Check-in Marshal need assistance support staff will be required to help. When the venue is not open to the general public, all staff resume the position of Check-in Marshal. When the front door is locked visitors requiring entry will be requested to call a mobile number displayed at the entrance and a COVID Check-in Marshal shall attend. NTHAC staff will ask all attendees the COVID safe screening questions when entering the building. Anyone experiencing symptoms will be asked to leave the building, get tested and self-isolate.

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"> • Venue staff. • Producers / Contractors 	NO LONGER APPLICABLE
Stagger shifts	Where possible event set ups shifts will be scheduled to minimise cross over between work groups.	NO LONGER APPLICABLE
Define work zones	Producers / Contractors staff will avoid public areas during events as well as during periods Venue staff are onsite.	NO LONGER APPLICABLE
Separate communal areas	Designated communal areas for each "workforce bubble"	NO LONGER APPLICABLE Ensure physical distancing for toilet use. Producers hirers cast and crew will have access to the West Wing kitchen foyer and toilets. Venue staff will have access to the East Wing kitchen and bathrooms. Multi-Cultural Arts Victoria to use first floor kitchen and bathrooms.
Limit worker movement between sites	Where reasonable and practical staff will be rostered to limit movement between sites.	NO LONGER APPLICABLE
Keep contact records	Venue staff attendance at time and date level will be recorded in Deputy MAV to keep record of attendance could be done via reception sign in sheet Producer records	??? Deputy rostering system

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 Northcote Town Hall Arts Centre Operations team.
Updated by Chloe Gestier on 02/03/2022

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	