

**Wyndham Cultural Centre**

**COVIDSafe Plan**

Business Name: Wyndham Cultural Centre

Plan completed by: Graham Rankin

Date Reviewed: 28/10/2021

1. **Ensuring physical distancing**

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| **Requirements** | **Action** |
| |  | | --- | | You must ensure workers and visitors are 1.5m apart as much as possible. This can be done by:   * Displaying signs to show patron limits at the entrance of enclosed areas where limits apply * Informing workers to work from home wherever possible   You may also consider:   * Minimising the build-up of people waiting to enter and exit the workplace * Using floor markings to provide minimum physical distancing guides * Reviewing delivery protocols to limit contact between delivery drivers and workers | | As per DHHS guidelines:   * Define Loading Dock Door as the entry and exit point to theatre for Technical/ Backstage Staff * Define Stage door as the entry and exit point to the theatre for performers * Provide signage defining entry/exits * Density Quotient signage will be displayed throughout facility, specific to each room |
| COVID Check-In Marshalls   * Services Vic QR Code * Vaccine Status * Aggressive Behaviour | As per DHHS guidelines, COVID Check-In Marshall will ensure:   * Compulsory Service Victoria QR Code or Kiosk ‘Check In' of all Patrons, Performers, Technical/ Backstage Staff for the purposes of contact tracing. * All workers (Paid and Unpaid) must be fully vaccinated to enter Wyndham Cultural Centre. * Wyndham Cultural Centre will provide COVID Check-In Marshalls to sight all workers vaccination status and QR Code check-in. * If proof of vaccination status cannot be sighted, entry into Wyndham Cultural Centre is not permitted. * Artists, performers, hirers and age appropriate performers will need to be vaccinated. * Aggressive behaviour will not be tolerated * Safety first for staff and patrons * Unvaccinated and aggressive patron/s will be asked to leave the premises * Call Police if required |
| |  | | --- | | You must apply density quotient to configure | | shared work areas and publicly accessible spaces to ensure that:   * There is no more than one worker per four square meters of enclosed workspace * There is no more than one member of the public per four square meters of publicly available space indoors | | *DQ4 is Density Quotient 1 person per 4 sqm*  *DQ2 is Density Quotient 1 person per 2 sqm*  As per DHHS guidelines:  Theatre Capacity: 372 (up to 75% capacity)  Foyer Capacity DQ4: 167  Backstage Capacity DQ2: 140, (as it is not accessible to the public)   * Green Room Capacity: 36 * Stage Capacity: 60 * Dressing Room 1: 2 * Dressing Room 2: 8 * Dressing Room 3: 18 * Loading Dock: 16 * Bio Box: 2 * Bar: 2 * Staff offices capacity: DQ2   Density Quotient signage will be displayed throughout facility, specific to each room, as per DHHS guidelines |
| |  | | --- | | You should provide training to workers on | | physical distancing expectations while working and socialising. This should include:   * Informing workers to follow current public health directions when carpooling. This can be found at vic.gov.au | | * All staff have completed Wyndham’s mandatory ‘Returning to Safe Work’ online training and P&C Onsite training. * All staff must be fully vaccinated, and proof of vaccine submitted to Council before entering venue |
| COVIDSafe Posters | * COVIDSafe posters will be displayed within the venue, as visual reminders of shared responsibility of health and safety protocols |

**2. Wear a face covering**

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| **Requirements** | **Action** |
| |  | | --- | | You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes:  Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own | | As per DHHS guidelines:   * PPE will be supplied to all technical staff for all shifts. * Face masks must be worn indoors |
| |  |  | | --- | --- | | |  | | --- | | You should install screens or barriers in the workspace for additional protection where relevant. | | |  | | Screens are installed at Box Office |
| |  | | --- | | You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.  You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately. | | * Provide staff with WCC fact sheet - 'Staying Safe in a COVID-19 Environment - Personal Protective Equipment Protocols' * All staff have complete WCC’s mandatory ‘Returning to Safe Work’ online training and P&C Onsite training. |

**3. Practice good hygiene**

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| **Requirements** | **Action** |
| |  | | --- | | You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.  You should:   * Clean surfaces with appropriate cleaning products, including detergent and disinfectant Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so * Clean between shifts | | As per DHHS guidelines:   * Technicians to sanitise all equipment before and after performances with alcohol-based wipes * High Touch Point cleaning between each performance if there are multiple performances in a day * Contract cleaners to complete deep clean of venue before and after performances |
| |  | | --- | | You should display a cleaning log in shared spaces. | | Contract cleaners maintain cleaning log with Facilities Management |
| |  | | --- | | You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing. | | * Provide performers with PPE station at entry to the backstage area including sanitiser, masks and disinfectant wipes |
| Infectious Disease  (Infection Prevention and Control) | * Conduct regular inspections of the venue, using this COVIDSafe Plan, to check that recommended risk controls are implemented and working effectively, including displaying on-site signage |

**4. Keep records and act quickly if workers become unwell**

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| **Requirements** | **Action** |
| |  |  | | --- | --- | | |  | | --- | | You must support workers to get tested and stay home even if they only have mild symptoms. | | | * Communicate to workers the financial support available to them if they cannot work while they are waiting for test result or are confirmed as a positive case. * Staff to Check-in with QR Code for COVID-19 Screening Declaration |
| |  | | --- | | You must develop a business contingency plan to manage any outbreaks. This includes:   * Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results * Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period * Having a plan in place to clean the worksite (or part) in the event of a positive case * Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts * Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace * Having a plan in the event that you have been instructed to close by DHHS * Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work | | As per DHHS guidelines:   * Send staff member/s home immediately if having COVID symptoms at work – Encourage being tested for COVID-19/ see GP * Activate Council's Rapid Response Plan * Notify relevant contacts as per Rapid Response Plan - (Environmental Health Officer and IMT) * Contact made to Worksafe via Coordinator Health & Safety * Staff to follow return to work procedure under direction from Supervisor/ Line Management * Staff provided with WCC 'Management of a Confirmed Case or Outbreak at your Workplace' protocols   In the event the venue is instructed to close by DHHS:   * All shows/events impacted will be cancelled * All ticket holders will be contacted * Communications will be released to inform community of situation * All staff will WFH for duration of closure * Develop a re-opening plan to notify necessary staff, hirers, event organisers, event staff and patrons once DHHS have agreed the venue can re-open. |
| |  | | --- | | You must keep records of all contractors COVIDSafe Plans/ JSA, who enter the workplace. | | * Contractors must submit a COVIDSafe Plan or JSA before entering venue * Compulsory QR Code Check-in and proof of vaccination of all contractors for the purposes of contact tracing |

**5. Avoid interactions in enclosed spaces**

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| **Requirements** | **Action** |
| |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | |  | | --- | | You should reduce the amount of time workers are spending in enclosed spaces. This could include:   * Enabling working in outdoor environments * Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunch breaks and locker rooms * Enhancing airflow by opening windows and doors * Optimising fresh air flow in air conditioning systems | | | | DQ4 is Density Quotient 1 person per 4 sqm  DQ2 is Density Quotient 1 person per 2 sqm  As per DHHS guidelines:   * Only in-house and touring technicians to access bio box, as per DQ4 restrictions * Only performers and essential staff to access designated dressing rooms, as per DQ4 restrictions * Staff will continue to work with a hybrid work arrangement   Capacity signage is displayed on all office doors |

**6. Create workforce bubbles**

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| **Requirements** | **Action** |
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| Technical staff required to work at multiple sites | * Will attempt to avoid or at least limit staff working across multiple sites on consecutive days * Staff who are required to work across multiple sites would ideally have 3 days (WFH) between sites visits |