

**> BE COVID SAFE.  
HELP NSW STAY IN BUSINESS.**



## Your COVID-19 Safety Plan

Cinemas, theatres, concert halls, drive-in cinemas

### Business details

Business name	Griffith Regional Theatre
Business location (town, suburb or postcode)	Griffith 2680
Completed by	Raina Savage
Email address	<a href="mailto:raina.savage@griffith.nsw.gov.au">raina.savage@griffith.nsw.gov.au</a>
Effective date	7 December 2020
Date completed	7 December 2020

---

### Wellbeing of staff and customers

#### Exclude staff and customers who are unwell from the premises.

Staff trained in COVIDsafe procedures, including need to stay home if unwell. Signage installed throughout facility to remind staff and visitors to stay away if unwell.

#### Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning.

Staff trained in COVIDsafe procedures, including when to get tested, physical distancing and cleaning. Signage installed throughout facility reminding staff of these requirements. Casual staff inducted into COVID Safe procedures before returning to

work.

**Make staff aware of their leave entitlements if they are sick or required to self-isolate.**

Staff have been made aware of leave entitlements if they are sick or need to self-isolate.

**Display conditions of entry (website, social media, venue entry).**

Signage installed at venue entry identifying Conditions of Entry - visitors required to sign confirmation and provide contact details; notification on website and Facebook of entry conditions.

**Consider whether appropriate cancellation or flexible booking is available where customers cancel due to COVID-19 factors (such as being unwell or awaiting test results).**

Theatre policy around ticket sale refunds amended to include refunds or transfer of ticket sales, where patron is unwell or waiting covid19 test results.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

No other venues or facilities within the premises

**Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for the event.**

No weddings and funerals held at the venue.

---

## **Physical distancing**

Capacity must not exceed 75% of seated capacity, OR one person per 2 square metres of

publicly accessible space, whichever is the greater. Outdoor cinemas and theatres can have 100% of seated capacity. Children count towards the capacity limit.

Our full theatre capacity is 523, so our current capacity will be 392 patrons. the 1.5 m guideline will be observed where possible, including in backstage areas.

**Support 1.5m physical distancing where possible, particularly at points of mixing or queuing such as food and drink stations, toilets and entrance and exit points.**

Physical markings on floor at Box office and Bar, and auditorium entry to promote social distancing.

**If a venue has multiple theatres, consider staggering the start and end times of different shows where possible to minimise crowding.**

N/A

**Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing or to order food or drinks. Promote online ticket purchasing and electronic ticket checking where this is available. Use separate doors or rope barriers to mark the entry and exit wherever practical.**

Physical markings on floor at Box office and Bar, and auditorium entry to promote social distancing. Plexiglass screens have been installed on Box Office. Signage to direct patrons to new toilets on West Wing to minimise queuing.

**Consider strategies to manage crowding during an intermission, such as a longer intermission period, encouraging people to take their food or drinks back to their seated area, adding additional food and drink service points and allowing customers to leave and return to the premises during this period.**

Foyer group seating - lounges - removed to prevent groups congregating. Patrons are permitted to take food and drinks into auditorium. Longer intermissions are negotiated with hirers to allow less crowding. Separate order and collection points set up at bar areas.

**Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms. If staff are not able to physically distance, or work in a role with significant public interaction, strongly**

**recommend they wear a face mask if practical.**

Small number of permanent staff allows for physical distancing in offices. Part time hours for some staff assist in staggering attendance periods.

**Use telephone or video for essential staff meetings where practical.**

Small staff team and large meeting area allow for face to face meetings if required.

**Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.**

Staff are primarily part time so have limited cross over. Casual staff to be rostered to arrive and leave at different times.

**Consider physical barriers such as plexiglass around counters with high volume interactions with customers.**

Plexiglass screens have been installed at Box Office service points. Bar is wide enough to maintain 1.5 m distance - and separate pay and collect areas will be implemented.

**Review regular deliveries and request contactless delivery and invoicing where practical.**

Deliveries reviewed and arrangements made for contactless deliveries. Deliveries to contact nominated receiver and advise of delivery. Email receipts to be sent, implemented.

**Have strategies in place to manage gatherings that may occur immediately outside the premises.**

Front of House staff will be retained after performances to monitor gatherings and to direct patrons to disburse from out front of the building.

**Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue for larger shows, if crowding on public transport may occur.**

N/A - no public transport in area.

**Encourage private transport options to minimise crowding on public transport where practical. Consider whether parking options close to the venue could be discounted or included in the ticket price to support this.**

N/A - no public transport in area.

**Up to 50 performers can sing indoors with no cap on performers outdoors. All singers should face forwards and not towards each other, have physical distancing of 1.5 metres between each other and any other performers, and be 5 metres from all other people including the audience and conductor. It is recommended that audience members and congregants older than 12 wear masks if singing or chanting.**

The Theatre will ensure these limitations are observed. Masks are available for performers.

---

## **Hygiene and cleaning**

### **Adopt good hand hygiene practices.**

Staff instructed in good hand hygiene. Hand sanitisers installed with signage at key points in building. Hand wash stations with signage set up in bathrooms, kitchen and dressing rooms.

### **Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.**

Bathroom renovation has installed individual touch free wash and hand drier units. Contract cleaner monitors sanitary supplies daily; designated staff member monitors weekly.

### **Have hand sanitiser at key points around the facility, such as entry and exit points.**

Large hand sanitiser installed at entry to Theatre and at all entries to auditorium and other theatre areas. Sanitisers installed in offices, kitchens, dressing rooms and backstage areas.

**Clean frequently used indoor hard surface areas at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.**

Theatre is cleaned daily. Contract cleaners have checklist of daily 'high touch' points to clean. Theatre staff have daily check list to clean office and admin areas. Ushers instructed to clean public touch points at intermission and all armrests in auditorium after each event. Tech staff have check list of high touch points BOH to clean.

**Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.**

Disinfectant supplies ordered from Council approved suppliers 'ready to use'. Staff instructed in use of cleaning solutions in accordance with manufacturers instructions.ekly.

**Develop strategies to address cleaning of very high-touch surfaces such as handles and chair arms. Consider having disinfectant wipes available for customers to use.**

Auditorium: ushers will clean armrests after each performance. BGR and Foyer: staff will wipe down armrests and benchtops. Disinfectant wipes at entry points for patrons to use. XPower Fogger to be used to sanitise auditorium seating, foyer areas and dressing rooms after performances.

**Staff are to wash hands thoroughly with soap and water before and after cleaning.**

Staff instructed in use of gloves for cleaning and handwashing before and after cleaning. Supplies of disposable gloves in different sizes supplied.□

**Encourage contactless payment options.**

Signage installed at Box Office and Bar advising that cashless payments are preferred. Messaging to be placed on website and Facebook page advising that contactless payments are preferred.

**In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).**

Air conditioning system used to regulate temperature and ensure circulation of fresh air.

## Record keeping

Keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

*Note: If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.*

We have a unique QR code for the Theatre which all patrons are required to use when attending a performance. We also have an electronic form available on an ipad which staff can assist with, for those not able to use the QR code.

We also have patrons' names in our ticketing system.

For groups of school students or dance troupes, we are collecting their names from the school and scanning them into our record keeping system within 12 hours of the performance.

**Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://nsw.gov.au)**

All records are stored securely on Council's Record Keeping program and deleted after 30 days.

**Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.**

Staff have been made aware of COVIDsafe app and Council has installed on all Council supplied mobile phones.

**Cinemas, theatres and concert halls should consider registering their business through [nsw.gov.au](https://nsw.gov.au)**

We have registered our business

**Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.**

Staff instructed to notify any identified positive cases. Venue will contact SafeWork immediately and implement Infection Control plan

**I agree to keep a copy of this COVID-19 Safety Plan at the business premises**

Yes