

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



Your COVID-19 Safety Plan

Entertainment facilities

Business details

Business name	Genesian Theatre Company
Business location (town, suburb or postcode)	420 Kent st, Sydney NSW 2000
Select your business type	
Theatre	
Completed by	Tom Massey
Email address	<u>boxoffice@genesiantheatre.com.au</u>
Effective date	8 November 2021
Date completed	11 November 2021

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

Agree

Yes

Tell us how you will do this

Any person feeling unwell and not yet at the theatre should stay at home. Any person who arrives at the theatre displaying symptoms of being unwell will be isolated on arrival then asked to leave when safe to do so. Anyone tested for COVID-19 will not be permitted to attend the theatre until a negative test result is confirmed. If a person with a confirmed case of COVID-19 has been at the theatre building use will cease

immediately until required action by the theatre has been taken. Relevant parties will be kept informed of any major developments in a timely manner.

- * When booking customers advised if displaying symptoms or testing positive for COVID-19 they will be asked to leave and refunded
- * If patrons display symptoms they will be asked to leave by FOH Manager
- * Staff will be asked to inform FOH Manager and not attend if displaying symptoms or testing positive for COVID-19

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

Agree

Yes

Tell us how you will do this

Signage encouraging physical distancing and good hand hygiene will be displayed through the venue. All Genesian members will receive COVID-19 Safety guidelines outlining safe conduct within the building and the measures put in place to ensure a safe work environment. These guidelines will include mention of the National Coronavirus Helpline for further information about when and where to get tested for COVID-19.

- * Information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning will be emailed to Genesian membership regularly including the latest updates from the NSW government

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.

Agree

Yes

Tell us how you will do this

Signage asking staff to sanitise and sign in will be displayed at the door and COVID-19 Safe Guidelines sent to all members. FOH Managers will be asked to ensure correct entry by staff. Information regarding conditions of entry will be displayed on the theatre website when patrons are booking. Signage will also be displayed outside the theatre and in the foyer.

- * Information will be displayed on website, social media, and posters at the venue

regarding conditions of entry including vaccination requirements

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, customers and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Agree

Yes

Tell us how you will do this

Information stating vaccination is required to attend the theatre will be displayed on the website when booking, in email newsletters sent to patrons, and in signage in the theatre foyer. FOH staff will be asked to check vaccination status of patrons on arrival at the theatre.

People aged under 16 who are not fully vaccinated must be accompanied by a fully vaccinated member of their household.

Note: This does not apply to a person aged under 16 who is on the premises to carry out work.

Agree

Yes

Tell us how you will do this

Information stating vaccination is required to attend the theatre will be displayed on the website when booking, in email newsletters sent to patrons, and in signage in the theatre foyer. FOH staff will be asked to check vaccination status of patrons on arrival at the theatre.

Physical distancing

Capacity must not exceed the greater of 1 person per 2 square metres of space of the premises, or 100% of the fixed seating capacity of the facility.

Agree

Yes

Tell us how you will do this

The total fixed seating capacity of the Genesian Theatre is 124 people. Bookings will be limited to 100% of this total capacity via the online booking system. All performances will be ticketed and seated. All patrons will be asked to book a numbered seat before attending the theatre and as part of that booking process will be asked to refer to the guidelines to remain seated.

* FOH staff must remain out of the auditorium during the performance and not watch the show to ensure required capacity limitations are maintained

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

All people in the building will be reminded of the need to practice physical distancing.

* Markers indicating 1.5m distancing placed on foyer floor and in toilet area

* Staff reminded by FOH Manager to maintain distance

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

All patrons will be advised on booking to avoid congregating in the foyer and bathroom areas but to go to their seats and remain there.

* FOH Staff to monitor capacity of foyer and bathrooms and ask people to spread out as needed

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

Agree

Yes

Tell us how you will do this

Congregating outside the theatre by staff will be discouraged. The FOH manager will ensure that physical distancing is observed when audience members are queuing or congregating outside the theatre and in the foyer before the show. Signs will be displayed in the foyer and at the entry as a reminder.

* FOH staff to encourage patrons to move on to their destination after the show and not linger out front

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

Where possible doors and windows in the building will be opened to provide ventilation. The air conditioning system and ceiling fans will be used to increase ventilation through the building.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

As an indoor venue there is limited scope to use outdoor settings however where possible patrons will be encourage to remain outdoors before entering.

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

Windows and doors in the building to be opened where possible to increase natural ventilation.

* Front door and doors to bathroom area to be opened

In indoor areas, 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).

Agree

Yes

Tell us how you will do this

Air conditioning system to be run before the performance and during intervals at max settings.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

The air conditioning unit and fans to be maintained in good condition.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

The theatre will consider consultations where possible.

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

Patrons and staff will be notified of the need to wear masks while booking and FOH staff will monitor for compliance. Face masks will be made available to patrons at the box office.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the facility.

Agree

Yes

Tell us how you will do this

Signs will be displayed in the bathrooms requesting hands be washed thoroughly after use. Good hand hygiene will also be covered in the safety guidelines emailed to theatre members.

* Signage up in all bathrooms

* Wash hands while singing Happy Birthday or similar song twice

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

Agree

Yes

Tell us how you will do this

Adequate soap and paper towel will be provided in all bathrooms at all times. Management will be required to check and restock bathrooms on a regular basis and the Board will ensure the supply of cleaning products to the theatre is adequate.

* Soap and towels to be purchased as needed

* FOH Manager to check and report if soap / towels replacement needed via SM Report each performance

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times

per day.

Agree

Yes

Tell us how you will do this

Frequently touched surfaces in the backstage area and dressing rooms will be cleaned by the Stage Manager before and after every performance or rehearsal. In the FOH area the FOH Manager will co-ordinate cleaning. Seats in the auditorium will be cleaned with disinfectant before opening for each show. Soap and paper towel dispensers, taps, handles, latches, handrails, counters, FOH seats will be cleaned with disinfectant before opening for each show, during act one for interval, and during act two. A thorough cleaning of the toilets, foyer, and auditorium will be done weekly.

* FOH Manager to organise staff to clean before and after every performance

* FOH Manager to check and report if replacement cleaning supplies needed via SM Report each performance

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, customers and contractors.

Agree

Yes

Tell us how you will do this

All people attending the theatre must sign in using the QR Code provided by Service NSW COVID Safe Check-in. As a back up only a paper form to record details will be available.

* QR Codes put in place for customer check in via Service NSW COVID Safe Check-in

* Booking records kept in the electronic ticketing system.

* FOH staff also recorded via electronic SM Reports

* If any Genesian members attend as audience FOH Manager to ensure they are recorded in ticketing system

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

All patrons on arrival will be asked to check in with the QR codes at the entrance. FOH Staff to monitor compliance and ensure all patrons are checked in.

* FOH Staff check phones for a valid check in

* Multiple copies of QR Code displayed

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 it is not possible for check-in to occur, 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. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

Patrons advised to use their own phone to use Service NSW App to check in their companions if needed. Paper sign in sheet will be available as a backup method.

* FOH Staff to encourage check in of companions as needed

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. 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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

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

Yes