



COVIDSafe Plan

November 2021 Update

Business name: Williamstown Little Theatre Inc
Address: 2-4 Albert Street Williamstown 3016
Plan completed by: Tony Tartaro
Job title: COVID Safe Plan Coordinator
Date reviewed: 10/11/2021
Next review: 10/12/2021

1. Physical distancing

RECOMMENDATIONS & REQUIREMENTS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You must apply the relevant density quotient to arrange shared work areas and publicly accessible spaces. How will you do this?</p> <ul style="list-style-type: none">• Density quotients can change. One person per four square metre or one person per two square metres may apply to your workplaces or venue.• You must display signage showing the maximum number of people allowed in the space.• Shared work areas are only accessible to workers and should only include workers in the density limit.• Publicly accessible spaces should include members of the public and may include workers if they share the space on an ongoing basis. <p>For more information about restrictions for your workplace, density quotients and signage visit: coronavirus.vic.gov.au/business</p>	<ul style="list-style-type: none">• Display signs to show patron limits at the entrance of enclosed areas where limits apply.• Apply density quotients applicable at the time.• Open courtyard entrance earlier to provide outdoor waiting space for audience arrivals.• Remove/cordon off all seating in foyer.	<p>Tony Tartaro</p> <p>Rostered Covid Marshall Tony Tartaro</p> <p>Tony Tartaro</p>
<p>You may need to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions. How will you do this?</p>	<ul style="list-style-type: none">• Require production team members, cast, crew to only attend when they have tasks to perform.	<p>Production Coordinators</p>

RECOMMENDATIONS & REQUIREMENTS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
Where possible aim for workers and visitors to maintain physical distancing of 1.5 metres in the workplace. How will you do this?	<ul style="list-style-type: none"> Require patrons to wait in the courtyard or go directly to their ticketed seat except for when making purchases at the kiosk. Cordon off kiosk queue from entry to theatre queue. Ensure maximum possible spacing between seating in dressing room and back stage. 	<p>COVID 19 Check-In Marshalls Tony Tartaro</p> <p>Production Coordinators</p>
You should give training to workers on physical distancing while working and socialising. How will you do this?	<ul style="list-style-type: none"> Display signage to reinforce that social distancing needs to be maintained during work and social interactions. Develop and educate workers on strategies and work practice changes to maintain physical distancing. Display signage on hand and cough hygiene, including how to wash and sanitise hands correctly. 	<p>Tony Tartaro</p> <p>Tony Tartaro Alex Begg Emma Hunt Tony Tartaro</p>

2. Face masks

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
You must ensure all workers adhere to current face mask requirements. How will you do this? For more information visit: coronavirus.vic.gov.au/face-masks	<ul style="list-style-type: none"> Maintain a supply of disposable face masks to provide adequate face coverings to workers or patrons that do not have their own as required by current public health advice and display signage as reminders. Require all cast, crew, production team, FOH staff and patrons to wear face covering where possible as per current public health advice. 	<p>Tony Tartaro</p> <p>Production Coordinators Covid Check-In Marshalls</p>
You should give training and information on how to correctly fit, use and dispose of PPE. How will you do this?	<ul style="list-style-type: none"> N/A 	
If your industry is subject to additional industry obligations, you may also be required to: <ul style="list-style-type: none"> adhere to extra face mask requirements appoint Covid Marshalls conduct surveillance testing for COVID-19. How will you do this? For more information visit coronavirus.vic.gov.au/additional-industry-obligations	<ul style="list-style-type: none"> Roster a Covid Check-In Marshall for each performance 	<p>Emma Hunt</p>

3. Hygiene

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You must clean and disinfect shared spaces at least twice a day. This includes high-touch communal items, e.g. doorknobs, telephones, toilets and handrails. How will you do this? For more information visit: coronavirus.vic.gov.au/cleaning</p>	<ul style="list-style-type: none"> Identify high touch surfaces (lift buttons, door and cupboard handles, kitchen counters, touch screens, shared work equipment) Create and display list of high touch items in each area that require regular wiping with disinfectant and a schedule of regularity Provide information about workplace cleaning schedule and how to use cleaning products Identify which products are required for thorough cleaning Avoid sharing of equipment such as phones, desks, headsets, offices, tools or other equipment During set construction, tools to be wiped down with disinfectant after use. During Act 1 of performance (or prior to curtain down if only one act) FOH staff to wipe down high touch FOH areas (eg toilet door handles and taps) with disinfectant. During rehearsal & production periods complete clean of all areas weekly. During performance periods complete clean of all areas daily. Monitor supplies of cleaning products and regularly restock Provide disposable cups for water. Provide contactless payment option for FOH sales. All props & back stage equipment to be wiped down with disinfectant after use. 	<p>Tony Tartaro Stage Managers Production Team Coordinators</p> <p>Tony Tartaro Stage Managers Production Team Coordinators</p> <p>Tony Tartaro Stage Managers Production Team Coordinators</p> <p>Alex Begg</p> <p>Tony Tartaro Emma Hunt</p> <p>Steven Drumm</p> <p>Steven Drumm</p> <p>Tony Tartaro Emma Hunt</p> <p>Emma Hunt Brian Christopher Stage Managers</p>
<p>You should display a cleaning log in shared spaces. How will you do this?</p>	<ul style="list-style-type: none"> Establish & display cleaning log for each space. 	<p>Steven Drumm</p>
<p>You should put soap and hand sanitiser throughout the workplace and encourage regular handwashing. How will you do this?</p>	<ul style="list-style-type: none"> Make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage, via signage, regular handwashing. Ensure bins are available to dispose of paper towels in all areas where air hand driers not installed. Display signage on how to wash and sanitise hands correctly. 	<p>Tony Tartaro Emma Hunt</p> <p>Shirley Sydenham</p> <p>Tony Tartaro</p>

4. Record keeping

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>Every Victorian business (with some limited exceptions) must use the Victorian Government QR Code Service to check-in their workers, customers and visitors. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/about-victorian-government-qr-code-service</p>	<ul style="list-style-type: none"> • Apply mandatory double-dosed vaccination status for all persons participating in any activity or event at WLT and advertise this. • Secretary to maintain up-to-date contact details for all workers. • All cast, crew, production team & FOH staff to check in using Service Victoria QR Code. • Maintain an accurate register of all cast, crew, production team & FOH staff vaccination status. • Each audience member to check in using Service Victoria QR Code (preferred method) or via pen and paper register. 	<p>All Committee</p> <p>Shirley Sydenham Everyone</p> <p>Shirley Sydenham</p> <p>Covid Check-In Marshalls</p>
<p>Some venues must have a COVID-19 Check-in Marshal at all public entrances whenever the facility operates. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/covid-check-in-marshals</p>	<ul style="list-style-type: none"> • Provide training for all FOH Staff on Covid Safe Plan. • Roster an extra FOH Staff member at each performance to act as COVID Check-In Marshall. 	<p>Emma Hunt Tony Tartaro Emma Hunt</p>
<p>You must encourage workers to get tested and stay home if they have any symptoms (even mild ones) or have been identified as a close contact. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/vaccine</p>	<ul style="list-style-type: none"> • Reinforce the importance of not attending work if unwell. • All workers to be advised to get tested and stay home even if they only have mild symptoms and immediately contact WLT Covid Safe Plan Coordinator. 	<p>Production Coordinators Production Coordinators</p>

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>It's strongly recommended that you develop a business contingency plan to manage any outbreaks. How will you do this?</p> <p>This includes having a plan:</p> <ul style="list-style-type: none"> to respond to a worker being notified they are a positive case or a close contact while at work to clean the worksite (or part) in the event of a positive case to contact the Department of Health on 1800 675 398 and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace if you have been instructed to close by the Department of Health to re-open your workplace when cleared by the Department of Health and notify workers to return to work. <p>For additional resources:</p> <p>business.vic.gov.au/emergency-planning</p>	<ul style="list-style-type: none"> Any worker being notified they are a positive case or showing symptoms and awaiting test results to be asked to immediately notify WLT Covid Safe Plan Coordinator. WLT Covid Safe Plan Coordinator to notify workers, close contacts, committee members, DHHS, WorkSafe and WLT health and safety representative about a positive case in the workplace. An Emergency Management Task Force consisting of President, WLT Covid Safe Plan Coordinator and relevant Production Coordinator to be convened immediately to coordinate response. All communication with relevant authorities to be from WLT Covid Safe Plan Coordinator. All communication with members and patrons to be from WLT President. Facilities Manager to establish a thorough cleaning process in the event of a positive case. WLT Covid safe Plan Coordinator responsible for confirming a worker (with a suspected or confirmed case) does not have coronavirus (COVID-19) before returning to physical worksite 	<p>Tony Tartaro</p> <p>Tony Tartaro</p> <p>Celia Meehan Tony Tartaro Production Coordinator</p> <p>Tony Tartaro</p> <p>Celia Meehan</p> <p>Steven Drumm</p> <p>Tony Tartaro</p>

5 Enclosed spaces and ventilation

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You should reduce the time workers spend in enclosed spaces. How will you do this?</p>	<ul style="list-style-type: none"> As far as practicable, all cast, crew and production team socialising & refreshment breaks to occur in the courtyard. As far as practicable, undertake production activities in the courtyard. Dressing room and back stage doors to be open at all times during performances. Patrons required to wait outside in courtyard or on Albert St pavement and move directly to ticketed seat upon entering the building except for while making FOH purchases. No congregation in the foyer Technical Coordinator to monitor and adjust air conditioning settings. Install air purifier in dressing room. 	<p>Everyone</p> <p>Production Coordinators Stage Manager</p> <p>FOH Staff</p> <p>Roger Forsey</p> <p>Tony Tartaro</p>

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none"> ask workers to declare in writing before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to quarantine or isolate. conduct surveillance testing. <p>How will you do this? For more information visit: coronavirus.vic.gov.au/additional-industry-obligations</p>	<ul style="list-style-type: none"> N/A 	

6. Workforce bubbles

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You are strongly recommended to consider rostering groups of workers on the same shifts at a single worksite. Try to avoid overlapping of workers during shift changes where practical. How will you do this?</p>	<ul style="list-style-type: none"> As far as possible roster FOH staff in set teams. 	Emma Hunt
<p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none"> limit or stop workers working across multiple sites where practical keep records of workers who are working for different employers across multiple premises. <p>How will you do this? For more information visit: coronavirus.vic.gov.au/additional-industry-obligations</p>	<ul style="list-style-type: none"> N/A 	