Dubbo Regional Theatre and Convention Centre
COVID-19 Management Plan as at 1.07.2020

Summary

What is COVID-19?
Coronaviruses are a large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases.

How it spreads?
The virus can spread from person to person through:
- ❖ close contact with an infectious person (including in the 48 hours before they had <u>symptoms</u>)
- ❖ contact with droplets from an infected person's cough or sneeze
- ❖ touching objects or surfaces (like doorknobs or tables) that have droplets from an infected person, and then touching your mouth or face

Purpose:

This Risk Management Plan will be used to assess the risks and monitor practices put in place at Dubbo Regional Theatre and Convention Centre surrounding COVID-19. This document has been created to ensure correct and safe practices are being adhered to in order to protect the health and safety of staff, attendees and stakeholders. The following actions are based around the guidelines put in place by the NSW and Federal Governments as well as advice received from *Safe Work Australia* and *Performing Arts Connections* (PAC) Australia, who are is the national peak body representing and supporting performing arts presenters and creators in Australia.

Key Considerations
Key items to consider include (but are not be limited to) the following:
- ❖ The latest advice from government and key industry and employee associations on control measures.
- ❖ The current legal requirements, such as public health orders, health directions for NSW and how they apply to indoor venues.
- ❖ Identifying how measures and actions will impact attendees and stakeholders – managing reactions.
- ❖ The review and monitoring of control measures regularly to ensure they are effective.

Staff – Duty of Care

All staff have received training about COVID-19 - including how areas need to be cleaned and disinfected to mitigate risk. As an added safety measure each staff member is equipped with their own supply of hand sanitiser, gloves and masks.

Staff will monitor behaviours of persons within the building and respond to any instances of non-observance of physical distancing measures, or any other control measure put in place by DRTCC.

The Risk Mitigation Coordinator on site will oversee and implement control measures outlined in this risk assessment, responding to additional decision making requirements regarding risk, health, safety and compliance. Linda Christof (Manager) is the appointed person with Scott McTiernan (Functions Coordinator) undertaking the role in her absence.

The venue will manage access controls, registrations and contact details for all events, personnel and attendees. A record, including name and mobile number or email address for all staff, visitors and contractors will be kept for 28 days. Records are only used for tracing COVID-19 infections and will be stored confidentially and securely.

All staff will be briefed on particular requirements of each event prior to doors opening. This includes additional measures that are in place due to the relative risks.

Contact free payments for tickets and bar sales will be encouraged.

In the event that first aid assistance is required gloves will be used to minimise physical contact.

If an individual is identified as an infected person the venue staff will ensure that attendees and appropriate authorities (including NSW Ambulance if necessary) are informed.

** In the event of an emergency evacuation, the safe exit of personnel takes precedence over physical distancing.

*Stop the Spread Basics - Protecting yourself, your team and attendees
The best way to protect yourself from COVID-19 is the same way you would protect yourself from catching flu or other respiratory illness:
- wash your hands for at least 20 seconds with soap and water or use an alcohol-based sanitiser with at least 70% alcohol
- cover your sneeze or cough with your elbow or with a tissue
- avoid close contact with people who are ill
- avoid touching your eyes, nose and mouth
- stay home if you are sick

In-house routine practices for minimising the risk:

- Full office cleaning is scheduled for the start and end of every work day
- Regular cleaning of touchpoints
- Disinfectant containing at least 70% alcohol is readily available to all staff
- Employees have access to hand soap and sanitiser for daily hygiene
- Maintaining sanitisation stations for all people entering and leaving the venue
- Displaying distancing, hand washing and hygiene instruction signage in all shared spaces
- Floor markers to direct foot traffic and maintain social distancing
- Risk assessments for events.

Response Plan – Confirmed Case

If an employee, attendee, performer or contractor contacts the venue to notify of confirmed infection they will be asked the following by DRTCC staff:

1. Have you notified the local Public Health Authority? 13 77 88 (Service NSW 24 hours, 7 days a week)
2. What was the date they attended DRTCC, the purpose of their visit (Eg. Performance, work), and the specific time?
3. Did they attend any other local establishment before their attendance at DRTCC?
4. Where did they enter the venue and what parts of the facility did they use/access?
5. Can you please trace your movement through the venue?

As DRTCC is a council facility, staff will follow the guidelines set out by Dubbo Regional Council when a confirmed COVID-19 diagnosis of a customer or community member occurs.

DRC will implement the following process when a customer, community member or the Department of Health Contact Tracing Unit, contact, notifying of a confirmed case:

- DRTCC will provide the 'Check in' register to authorities when requested
- Council will inform customer or community members only if instructed to do so by the Department of Health Public Health Unit or the Department of Health Contact Tracing Unit.
- The identified "close contacts" will need to isolate as per the current NSW Health Guidelines.
- Council will define the facility and/or work area affected.
- Council will take a risk based approach and isolate as much of the facility and/or work place as required to ensure customer, community and employees safety.

**In the case of a confirmed infection ALL persons on site will need to be evacuated and notify the DRC's Safety and Risk Management Team

Branch: Events Branch – Dubbo Regional Theatre and Convention Centre	Telephone: 02 6801 4378

Division: Culture and Economy

Assessment by:	DRTCC Manager and Co-ordinators	*Date:* 24/06/2020
Approved by:	David Matthews – Safety and Risk Management Team Leader ED20/100090	*Date:* 25/06/2020

No.	Specific Task/Item/Activity	Risk Score/Level Before Controls (eg A1 to E5)	Controls Applied	Risk Score/Level After Controls (eg A1 to E5)
1.	Arrival at the venue	C3	- Courtesy email to patrons prior to attending their performance welcoming them to the theatre and explaining what to expect on arrival and reminding them of precautions they need to take. - Pre-event brief to ushers and casual staff. - Obtain contact details for patrons and provide advice to them on DRC privacy policy *Stop the Spread* signage throughout the venue - Ensure that attendees follow all guidelines produced by NSW Health on how to protect yourself. - Signage on exterior of venue.	E4
2.	Entering the customer areas of the venue and touching shared surfaces	C3	- External railings disinfected prior to the event - Signage - COVID-19 Checklist on display on entry - Physically distanced floor decals in place on Box Office Foyer floor. - Crowd barrier in front of Box Office Counter to ensure 1.5m distance - Automatic hand sanitiser located near entry and designated areas in foyer. - Signage – preference for cashless transactions.	D4

No.	Specific Task/Item/Activity	Risk Score/Level Before Controls (eg A1 to E5)	Controls Applied	Risk Score/Level After Controls (eg A1 to E5)
			• Marking safe physical distance for auditorium entry doors • Additional bin and sanitiser located outside of the amenities for those exiting • PA announcement requesting patrons show the usher the seat number on their ticket. • Ushers will only be sighting tickets upon entry to minimise contact. • Ushers to wear gloves and mask (optional). • PA announcement to encourage patrons to stay in their seat during interval.	
3.	Using amenities	C3	• Additional 2 x ushers located at entry to monitor numbers during interval • Floor markings in the corridor leading to the amenities. • Close down four urinals. • *Stop the Spread* signage	D4
4.	During the event	C3	• Physical distancing of 1.5 m (refer to events specific floor plans) • Strict and repetitive cleaning measures (refer to cleaning checklist Addendum A) • Maximum capacity signage placed at the entrance of each venue space • *Stop the Spread* signage throughout the venue • Various health and safety PA announcement	E4
During Bump-In/Bump Out **Stop the Spread Basics need to be adhered to for all of the following** **All external personnel required to complete a CovidSafe Induction Form**				

No.	Specific Task/Item/Activity	Risk Score/Level Before Controls (eg A1 to E5)	Controls Applied	Risk Score/Level After Controls (eg A1 to E5)
5.	Unloading equipment from transport vehicles and touching shared surfaces whilst in close proximity to others	B3	• Only touring personnel to be in the cargo compartment and manoeuvre equipment to the truck ramp/loading dock. • All road cases/set to be disinfected. • All equipment in road cases unloaded should be disinfected before being setup. • Appropriate PPE should also be worn.	D4
6.	Constructing set/exhibitions and touching shared surfaces or being positioned too close to other people	B3	• If more than one person is required on a particular part of the set build, only touring crew should work together (or only local crew). • Appropriate PPE should also be worn.	E4
7.	Loading flown bars with equipment and touching shared surfaces or being positioned too close to other people	B3	• If more than one person is required on a particular part of the set build, only touring crew should work together (or only local crew). • Appropriate PPE should also be worn.	E4
8.	Flying counterweight system during bump-in and touching shared surfaces or being positioned too close to other people	B3	• Strictly only local permanent technical staff should operate the flying system, and may need to work from multiple gallery levels when multiple people are required. • Appropriate PPE should also be worn.	E4
9.	Setting up equipment on bridges and gallery and touching shared surfaces or being positioned too close to other people	B3	• Only local staff should be setting up equipment on bridges and gallery levels. • Appropriate PPE should also be worn.	E4
10.	Setting up Front-of-House operating positions and touching shared surfaces or being positioned too close to other people	B3	• If more than one person is required to setup Front-of-House equipment, only touring crew should work together (or only local crew). • Appropriate PPE should also be worn	E4
11.	Setting up musician equipment for bands and touching shared surfaces or being positioned too close to other people	B3	• Only touring personnel should setup their musical equipment and then leave the area for local technical crew to line check, and mic instruments before sound check.	D4

No.	Specific Task/Item/Activity	Risk Score/Level Before Controls (eg A1 to E5)	Controls Applied	Risk Score/Level After Controls (eg A1 to E5)
12.	Using shared technical equipment	B3	• Disinfecting before and after use. • Appropriate PPE should also be worn	D4
13.	Dressing rooms and backstage areas and touching shared surfaces or being positioned too close to other people	B3	• All backstage areas are for touring personnel use only, including the green room and bathrooms. DRTCC staff should avoid these areas and use other venue facilities.	E4
14.	Green room cutlery and crockery and touching shared equipment	B3	• All green room cutlery and crockery must be washed by the user with hot soapy water.	D4
15.	Access to the stage and touching shared surfaces or being positioned too close to other people	C3	• Stage door and the sound lock doors should be for touring personnel only. DRTCC staff should use the Opposite Prompt stage door for stage access.	D4
16.	Flying counterweight system during show and touching shared surfaces or being positioned too close to other people	B3	• Ideally only touring OR local crew should operate the flying system during the performance. • Exceptions may be made to this depending on the operational requirements of the show. Decision to be made by technical coordinator	D3
17.	Operating LX/SX/VFX equipment and touching shared surfaces or being positioned too close to other people	B3	• Equipment should be setup with social distancing in mind keeping operators separated. Equipment should also be disinfected before and after shows, and between operators. Alcohol wipes to be available at every control location. • Only necessary personnel should be at control locations and in the control room at all times.	D4
18.	Cast and crew waiting in stage wings and touching shared surfaces or being positioned too close to other people	B3	• Cast and crew waiting in the wings should be minimised by only being on stage when required, otherwise waiting backstage or in loading dock.	E4

Qualitative measures of likelihood or probability

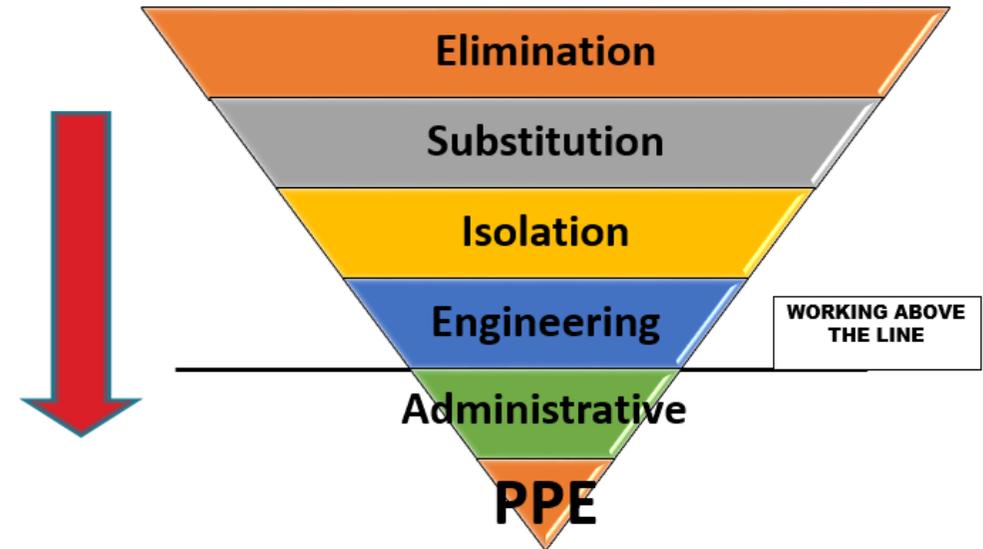| Level	Descriptor	Example description
A	Almost Certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur or should occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

Qualitative measures of consequence or exposure

Level	Descriptor	Example description
5	Insignificant	Injuries not requiring First Aid
4	Minor	First Aid required
3	Moderate	Medical Treatment required
2	Major	Hospital Admission required
1	Severe	Death or permanent disability to one or more persons

Qualitative risk analysis matrix: Level of Risk

DRC RISK ASSESSMENT MATRIX	CONSEQUENCES				
	5 Insignificant	4 Minor	3 Moderate	2 Major	1 Severe
A Almost Certain	Medium (A5)	High (A4)	High (A3)	Extreme (A2)	Extreme (A1)
B Likely	Medium (B5)	Medium (B4)	High (B3)	High (B2)	Extreme (B1)
C Possible	Low (C5)	Medium (C4)	Medium (C3)	High (C2)	High (C1)
D Unlikely	Low (D5)	Low (D4)	Medium (D3)	Medium (D2)	High (D1)
E Rare	Low (E5)	Low (E4)	Medium (E3)	Medium (E2)	Medium (E1)

(LIKELIHOOD — row axis label)

Hierarchy of Control

Elimination
Substitution
Isolation
Engineering

WORKING ABOVE THE LINE

Administrative
PPE

Hierarchy Of Control

Consider Long Term and Short Term Controls in the following order:
1. **Elimination** (Remove in total the risk/hazard)
2. **Substitution** (tool, process or substance)
3. **Isolation (**isolation or separation, linked with Engineering below)
4. **Engineering** (design, facilities, plant and hardware)
5. **Administrative**
(Policies, Procedures, Risk Assessments, Safe Work Method Statements, Training, Toolbox Talks and Signage)
6. **PPE**
   (Personal Protective Equipment- eg. Helmets, Safety boots & glasses, gloves…