

COVIDSafe Plan Abbotsford Convent's Venues

11/11/2020

This COVIDSafe Plan has been developed to safely reopen our venues, maintain a COVIDSafe venue hire service for staff and patrons, and prepare for a suspected or confirmed case of coronavirus (COVID-19) within the venues.

In order to be compliant with public health directions:

- This COVIDSafe Plan has been developed in consultation with the Operations, Programming and Venue Hire teams at Abbotsford Convent as well as our Governance and Administration Manager and Health and Safety Representatives (HSRs).
- This COVIDSafe Plan relates specifically to our venue hire service and the activities run in our venues by external hirers as well as the use of our venues by artists, participants and employees involved in all ACF led programs and events.
- In addition to preparing this COVIDSafe Plan, the Abbotsford Convent understands we are required to meet all obligations to our staff and patrons under the Occupational Health and Safety Act 2004.
- We agree to comply with a request to present or modify our COVIDSafe Plan, if directed to do so by an Authorised Officer or WorkSafe Inspector.
- In addition to the general restrictions for all businesses, some industries require additional obligations due to a higher transmission risk. The Abbotsford Convent Venue Hire service is not identified as a high risk industry.

The COVIDSafe Plan is grouped into six COVIDSafe principles. These include:

1. Ensure physical distancing
2. Wear a face covering
3. Practise good hygiene
4. Keep records and act quickly if workers become unwell
5. Avoid interactions in enclosed spaces
6. Create workforce bubbles

In our plan we have outlined the actions we will take to meet the listed requirements of each COVIDSafe principle to keep our staff and visitors safe.

Our actions relate to mandatory requirements under public health directions as well as other highly recommended actions for keeping our staff and patrons safe and our facility open for community enjoyment.

Our COVIDSafe Plan is reviewed and updated when restrictions or public health advice changes and as routine. In addition to this COVIDSafe plan for our Venue Hire business, Abbotsford Convent has a COVIDSafe plan for its staff, offices and precinct.

In the event of a confirmed positive case within our venues, we will provide our COVIDSafe Plan to an Authorised Officer or WorkSafe Inspector upon request. After which there will be virtual and physical inspections as well as audits, to ensure the implementation of and compliance with our COVIDSafe plan.

Our workforce and occupational Health and Safety Representatives are familiar with this plan which has been discussed with our workers before it was finalised.

Abbotsford Convent Venues COVIDSafe Plan

Business name: ABBOTSFORD CONVENT – VENUE HIRE

Plan completed by: Leonie Wray – Acting Venues Manager

Date reviewed: 11/11/2020

1. Ensure physical distancing

Requirements: You must ensure workers and visitors are 1.5m apart as much as possible.

Our Actions:

- ✓ All venue hirers will receive a COVIDSafe Use of Venues Guideline as part of their venue use agreement.
- ✓ All venue users and hirers will receive a safety induction 15 minutes prior to their booking including a briefing on key COVID Safe principles including physical distancing. Admittance to the venue will be permitted after this briefing.
- ✓ Capacity signage, to allow for a least 4m² per person, is displayed at the entry to each venue.
- ✓ Signage at entry to venues reminds people to social distance and avoid queuing whilst waiting.
- ✓ Where possible entry and exit doors are clearly signposted. Single doors will be marked to divide entry and exit sides.
- ✓ Where outdoor areas are hired, there will be clear separation marked between 'field of play' and spectator/visitor areas.

Requirements: 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.

Our Actions:

- ✓ All bookings must comply with venue capacity limits. Current capacity limits are being communicated to all users and hirers via the COVIDSafe Use of Venues Guideline and being constantly updated according to changes to Victorian Government Directions.
- ✓ Maximum capacity of X venue is calculated to provide 4m² per person.
- ✓ Access to other indoor areas will not be permitted to users and hirers over the course of their booking, with the exception of essential public amenities such as toilets and elevators.
- ✓ There are several rest rooms across the precinct. All users and hirers will be directed to a restroom most suitable to their venue.
- ✓ Outdoor grounds and gardens have been made available for hirers to access for breakout activities.
- ✓ Capacity limits are displayed at the entry to restrooms.
- ✓ Signage reminding visitors to maintain physical distancing is displayed in the venue and throughout the precinct.
- ✓ Furniture will be made available for use inside venues to create distancing markers.
- ✓ Floor markers will be made available for queuing entry points outside venues where required.
- ✓ Capacity limits are displayed clearly on all lifts.

Requirements: 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. vic.gov.au.
Informing workers to work from home wherever possible

Our Actions:

- ✓ All hirers will receive a COVIDSafe Use of Venues Guideline as part of their venue use agreement.
- ✓ All hirers are required to submit either a COVIDSafe Plan for their event or respond to a COVIDSafe checklist in order to demonstrate their understanding of the COVIDSafe Use of Venues Guidelines and the requirement that

they must comply with Government Directions applicable to their venue use to protect their staff and patrons during bookings. Where a venue use or event is part of an ACF led program the ACF will complete the COVIDSafe event plan.

- ✓ As part of the Conditions of Hire, all hirers are required to communicate all relevant information to their staff and patrons associated with the hire to keep them safe.
- ✓ The ACF will supply the link to current public health directions for car-pooling to all hirers which is found at vic.gov.au. Hirers are asked to communicate this information to their staff and patrons, as per above.
- ✓ The ACF will provide a COVIDSafe Notify Procedure to all venue users and hirers to guide them through what to do in the event of a confirmed COVID-19 diagnosis or if staff or patrons present with COVID-19 associated symptoms.
- ✓ All users and hirers will receive a COVIDSafe induction on the first day of their booking.
- ✓ Signage is displayed around all venues at the precinct to reinforce the need for physical distancing.
- ✓ ACF Venue Hire team and grounds staff are fully trained and educated on requirements to comply with public health directions including the need stay at home when unwell, and are informed of all relevant changes to directions..

If your industry is restricted or heavily restricted, you must also:

- Reduce workers levels in accordance with industry directions.
- Limit number of patrons in accordance with industry directions.
- Have no carpooling.

Our Actions:

- ✓ All current permissible venue hire activities are regularly updated on our website with limits and links to industry guidance for hirers.

2. Wear a face covering

Requirements: 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.

Our Actions:

- ✓ In accordance with the Victorian Government Directions, wearing a face covering is mandatory whilst onsite, unless a lawful exemption applies. All users, hirers and attendees are required to comply with this direction in accordance with the Venue Hire agreement.
- ✓ Venue users and hirers are asked to be aware that some members of the community may have issues with wearing masks due to health conditions. Hirers, and their staff and patrons, are asked to be respectful to others as reasons for not wearing a face covering are not always obvious. This is reiterated as part of the COVIDSafe induction to help ease uncertainty and anxiety.

Requirements:

- You should install screens or barriers in the workspace for additional protection where relevant.

Our Actions:

- ✓ Furniture will be provided in all ACF venues to enable appropriate arrangement for each event to meet 1.5m social distancing requirements.

Requirements:

- 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.

Our Actions:

- ✓ All ACF Staff have been trained and provided with guidance on how to correctly fit, use and dispose of face coverings.
- ✓ A short video link will be supplied to our users and hirers as part of the COVIDSafe induction.

3. Practise good hygiene

Requirements: 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.

Our Actions:

- ✓ A cleaning and disinfection regime has been implemented across all our indoor venues.
- ✓ All venue users and hirers are asked to remove/set aside any items or equipment they are using for their event to enable the venue to be cleaned and disinfected each evening.
- ✓ Any furniture or equipment belonging to the ACF used for hire will be cleaned and disinfected each evening.
- ✓ All venue water dispensers have been removed to discourage high contact.
- ✓ Bins remain open in venues or suitable pedal bins are provided to discourage high contact points.
- ✓ The ACF has identified all high touch areas in each venue. All high touch points including door handles, taps, sink areas and benches will be cleaned at the end of each hire.

You should:

- Display a cleaning log in shared spaces.

Our Actions:

- ✓ A cleaning log is displayed in each indoor venue
- ✓ A cleaning log is displayed in all restrooms

You should:

- Make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.

Our Actions:

- ✓ Cleaning products and paper towel is provided in each Venue.
- ✓ Venue users and hirers are informed that they should clean shared furniture/ high touch points during the course of their hire.
- ✓ Hand sanitiser is made available for each booking, and for extended bookings, hirers are encouraged to bring their own sanitiser and encourage participants to do same. If they do not bring their own this can be accessed through the Convent.

- ✓ Venue users and hirers are reminded to practice good hygiene at induction including the whereabouts and use of sanitiser, hand wash areas and reminded to practice cough and sneeze etiquette.
- ✓ Touchless hand sanitiser stations are available at precinct entry points.
- ✓ Signage is displayed at site entry points asking all visitors to use the sanitising station on entry.
- ✓ Signage encouraging good hand washing practice and hygiene are located throughout the precinct, staff offices, communal areas, toilets and venues.

If your industry is restricted or heavily restricted, you should also:

- Conduct an audit of cleaning schedules.

Our Actions:

- ✓ A daily audit of cleaning schedules in our venues and public amenities will be carried out.

4. Keep records and act quickly if workers become unwell

Requirements: You must support workers to get tested and stay home even if they only have mild symptoms.

Our Actions:

- ✓ All venue users and hirers are asked to stay home when unwell as part of their Venue Use Agreement and are reminded during COVIDSafe induction. The hirer, is asked to monitor this requirement within their own group.
- ✓ A COVIDSafe Notify Procedure is featured as part of the onsite induction to our venues.
- ✓ Attendees are directed to stay home if unwell or go home if symptoms appear.
- ✓ Attendees are notified to get tested ASAP.
- ✓ All ACF staff servicing venue hire are directed stay at home when unwell and are required to complete a COVID Health Questionnaire at the start of each shift.

Requirements: 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.

Our Actions:

- ✓ A COVIDSafe Notify Procedure has been developed and implemented for all ACF staff, contractors, visitors, tenants and venue hirers which provides a process to manage a person who presents with COVID-19 associated symptoms or in the event they ACF is notified of a confirmed positive diagnosis.
- ✓ Our COVIDSafe Notify Procedure includes a process for:

- Isolating and directing those with symptoms regarding returning home, getting tested and not returning to event until cleared.
- Cleaning and closure of impacted areas.
- Risk assessment.
- Identifying, recording and notifying those who have been in close contact associated with the event.
- Notifying WorkSafe Victoria & DHHS.
- A COVIDSafe Resource Kit is at the ready for any staff notified of an incident or symptoms.

Requirements: You must keep records of all people who enter the workplace for contact tracing.

Our Actions:

- ✓ All venue users and hirers are required to sign in on arrival to all indoor venues via a contactless QR code system and are required to provide their first name and phone number.
- ✓ All visitor records are stored for 28 days, prior to being destroyed.
- ✓ Information collected by patrons is not shared with any other third party with the exception of The DHHS for the purpose of making contact with exposed individuals requiring notification and instruction.

Requirements: You should implement a screening system that involves temperature checking upon entry into a workplace.

Our Actions:

- ✓ Venue Hirers and other group leaders are asked to consider verbal health checks of each patron on entry.
- ✓ Hirers are asked to include the requirement to stay home if feeling unwell in communications to their attendees close to the event day.

If your industry is restricted or heavily restricted, you must also:

- **Restricted Industries**
Ask workers to declare verbally before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.
- **Heavily Restricted Industries**
Ask staff to declare in writing or electronically before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.

5. Avoid interactions in enclosed spaces

Requirements: You should reduce the amount of time workers are spending in enclosed spaces. This could include:

Our Actions:

- ✓ Common entry doors that do not compromise security and safety of any indoor venue will remain permanently open to enhance airflow.
- ✓ All occupied internal and external spaces are closed/ screened against entry from public or other visitors.
- ✓ Venue windows will be opened for each use, and we encourage users and hirers to keep windows open throughout the time of the booking as stipulated in the Venue Use Agreement.
- ✓ Venues for use and hire also include outdoors spaces, including covered areas with suitable marquees to enable safe breakout in open space.

There are no additional requirements for restricted or heavily restricted industries

6. Create workforce bubbles

Requirements: You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.

Our Actions:

- ✓ Venue users and hirers are asked to ensure their attendees maintain 1.5 distancing throughout the day, including when breaking out for activities or lunch.
- ✓ Venue users and hirers are informed that the 1.5 rule does not apply for people of shared households or already formed social or work bubbles.
- ✓ Only one ACF representative will be permitted to attend your event on the day.

Requirements: You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.

Our Actions:

- ✓ The ACF grounds workers and VH team operate in safe workforce bubbles.

If your industry is restricted or heavily restricted, you must also:

- Limit or cease the number of workers working across multiple work sites.
- Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.