

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

Your COVID-19 Safety Plan

Entertainment facilities

Business details

| | |
|--|--|
| Business name | Joan Sutherland Performing Arts Centre |
| Business location (town, suburb or postcode) | Penrith |
| Select your business type | |
| Cinemas, theatres, concert halls | |
| Completed by | Dave Garner |
| Email address | dave.garner@penrith.city |
| Effective date | 11 September 2021 |
| Date completed | 7 October 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

All visitors to adhere to Conditions of Entry displayed on posters throughout The Joan.
Staff asked to leave if they present as unwell.

Visiting contractors, cast and crew, as per agreement clauses, asked to leave and relevant testing of exposed people as per Public Health Orders.

Patrons to be asked to leave if present unwell and to be reminded of health requirements at booking

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

Agree

Yes

Tell us how you will do this

New staff inductions to include relevant COVID-19 information. Relevant training provided for staff as required.

Agree

Yes

Tell us how you will do this

Conditions of Entry are displayed at all staff and public entrances.

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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

Not Applicable. Capturing of contact details occur at staff and public entrances.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

All staff communications and team meetings. Register of vaccination certificates from those who are vaccinated.

Physical distancing

Capacity at an entertainment facility must not exceed 1 person per 4 square metres in the premises, or 75% of fixed seating capacity of the facility.

Agree

Yes

Tell us how you will do this

Capacities are displayed with posters to each venue and studio.
Capacities discussed with producers and hirers as a part of standard event negotiations and included in agreement clauses.

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

Staff to ensure, where practicable, distancing at:

- points of gathering for lining up
- entering and exiting theatres and Centre
- bars

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Staff to monitor common public areas for the distancing of parents/carers waiting for lessons to finish. Staff to monitor congestion in foyers.

Have strategies in place to manage gatherings that may occur immediately outside the premises, such as pick-up and drop-off zones.

Agree

Yes

Tell us how you will do this

As above and staff to monitor areas immediately adjacent entrances/exits immediately before and after the event.

Singing and dancing by audiences is not allowed in indoor areas.

Patrons can only consume alcohol when seated in indoor areas.

Agree

Yes

Tell us how you will do this

Posters, pre-event PA announcements and front of house staff to communicate the

singing restrictions.

Staff to monitor alcohol consumption in indoor areas.

Ventilation

Review the 'COVID-19 guidance on ventilation' available on nsw.gov.au 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

Continued regular maintenance of the HVAC system.

Continued training on HVAC system control.

HVAC system at centre has recently been fitted with UCV filtering.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Not Applicable.

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

Agree

Yes

Tell us how you will do this

Relevant for foyers and studios.

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

Venue staff to ensure the system is operating as efficiently as possible.

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

As per service agreements.

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

Venue Manager to liaise with Penrith City Council for most recent advice bi-monthly.

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

Staff reminded through organisation-wide communications and Venue Manager

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

Agree

Yes

Tell us how you will do this

Completed. Ensure replenishment through cleaning staff.

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

Agree

Yes

Tell us how you will do this

Completed and ongoing through cleaning and venue staff.

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

Ongoing from previous Safety Plan. Cleaning staff to continue best practice.

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

Implemented and ongoing.

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

Where practicable, venue staff to confirm the use of QR system. QR codes in place.

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

Implemented and ongoing.

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

Yes