

COVIDSafe Plan v5 22/8/21



Latrobe Valley Eisteddfod Traralgon Inc- Performing Arts Festival

About the COVIDSafe Plan

The COVIDSafe Plan has been developed to support businesses to maintain a COVIDSafe workplace and prepare for a suspected or confirmed case of COVID-19 in the workplace.

In order to be compliant with public health direction:

- All Victorian businesses with on-site operations must complete a COVIDSafe Plan.
- This COVIDSafe Plan should be developed in consultation with workers and any relevant Health and Safety Representatives (HSRs).
- In addition to completing a COVIDSafe Plan, you are still required to meet your obligations under the Occupational Health and Safety Act 2004.
- You must comply with a request to present or modify your 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.

High Risk COVIDSafe Plans are no longer mandatory, but industries with higher levels of risk may have additional requirements beyond those listed in this document. For more information, see:

coronavirus.vic.gov.au/additional-industry-obligations.

If you have an up-to-date High Risk COVIDSafe Plan, you do not need to write a new COVIDSafe Plan, but you should ensure your existing plan reflects current restrictions.

How to develop your COVIDSafe Plan

1. Understand your responsibilities

Information on public health directions applying to employers is available at coronavirus.vic.gov.au.

2. Prepare your plan

Below is the COVIDSafe Plan template which you will need to complete. The COVIDSafe Plan is grouped into six COVIDSafe principles. These include:

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

6. Create workforce bubbles

When completing your plan, under the 'actions' column of each COVIDSafe principle, you must outline the actions you will take to meet the listed requirement. You will note that additional requirements apply to some industries. For more information on additional industry obligations, see: <https://www.coronavirus.vic.gov.au/additional-industry-obligations>.

Mandatory requirements under public health direction feature this symbol:



- All other points are highly recommended for keeping your workers safe and workplace open but are not mandatory.
- Some of the requirements in the COVIDSafe Plan may not apply to your business. Where the requirement does not apply to your business it should be marked N/A (not applicable).

3. Keep your plan up to date

Your COVIDSafe Plan must be reviewed and updated routinely and when restrictions or public health advice changes. Organisations with multiple worksites must complete a COVIDSafe Plan for each worksite.

You do not have to lodge your COVIDSafe Plan with the Victorian Government, however, you may need to provide your COVIDSafe Plan to an Authorised Officer or WorkSafe Inspector upon request, or in the event of a confirmed positive case at your workplace. There will be virtual and physical inspections as well as desktop audits to ensure the implementation of and compliance with your COVIDSafe plan.

4. Share your plan

Your workforce needs to be familiar with this plan. Where possible it is recommended that you discuss the plan with your workers before you finalise it. Once you have completed the plan, share it with your workers and occupational health and safety representatives.

For further guidance on how to prepare your COVIDSafe Plan or any other questions, please visit [coronavirus.vic.gov.au](https://www.coronavirus.vic.gov.au) or call the Business Victoria Hotline on 13 22 15.

Your COVIDSafe Plan

Business name: **Latrobe Valley Eisteddfod Traralgon Inc**

Plan completed by: **Ian Round**

Date last reviewed: **24/8/21**

For the latest information on restrictions in Victoria, visit [coronavirus.vic.gov.au](https://www.coronavirus.vic.gov.au)



Practice physical distancing

Requirements and recommendations	Action
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You must apply the relevant density quotient to configure shared work areas and publicly accessible spaces.

- Shared work areas are only accessible to workers, and should only include workers in the density quotient.
- Publicly accessible spaces should include members of the public, and may include workers if they share the space on an ongoing basis.
- Further information can be found at coronavirus.vic.gov.au

Foyer areas:

- Provide QR signage. All patrons and staff to sign in.
- Provide device for patrons who do not have a smart phone.
- Ensure density quotient does not exceed restrictions applicable on the day.
- Allow 30 minutes between sessions to avoid crowding

Auditorium

- Auditorium capacity to be limited to the number of seats provided and/or restrictions at the time. Control number of patrons entering.

Where possible within the workplace, aim for workers and visitors to maintain physical distancing of 1.5 metres. This can be done by:

- Displaying signs to show patron limits at the entrance of enclosed areas where density quotients apply for your workplace

You may also consider:

- Minimising the build-up of people waiting to enter and exit the workplace.
- Using floor markings to provide minimum physical distancing guides.
- Reviewing delivery protocols to limit contact between delivery drivers and workers.

- Provide appropriate signage
- Provide floor markings (tape on floor) at queuing locations - ticket desk, kiosk and auditorium entrances.
- Eisteddfod volunteers to oversee this.
- Rope bollard will only be provided where it is necessary to maintain a separation.

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. This can be found at coronavirus.vic.gov.au

- Provide training

You may be required to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions.

- Committee will stay up to date with current restrictions and adjust plans accordingly.



Wear a face mask

Requirements and recommendations	Action
 <p>You must ensure all workers adhere to current face mask requirements, as outlined at coronavirus.vic.gov.au/face-masks</p>	<ul style="list-style-type: none"> • Face masks to be worn as per Victorian Government regulations current at the time. • Have available face masks that can be given to patrons in the event that they do not have one.
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p> <p>You should inform workers that reusable face masks should be washed each day after use. However, if during the day the face mask is visibly dirty or wet, it needs to be replaced with a clean face mask immediately.</p>	<ul style="list-style-type: none"> • Provide PPE (gloves) for workers cleaning toilets and for ticket desk staff handling cash. • Provide temporary shields at the desks used by volunteers and adjudicator.

If your industry is subject to additional industry obligations, you may also be required to:

Adhere to additional face mask requirements.	<ul style="list-style-type: none"> • Refer to separate details for kiosk operations
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Practice good hygiene

Requirements and recommendations	Action
 <p>You must take all reasonable steps to frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.</p> <p>You should:</p> <ul style="list-style-type: none"> • Clean high-touch surfaces with appropriate cleaning products, including detergent and disinfectant. 	<p>At end of each session, clean high-touch surfaces with appropriate cleaning products, including detergent and disinfectant as follows:</p> <ul style="list-style-type: none"> • Toilet doors, handles, vanities, taps, hand dryers, paper dispensers. • Auditorium touch surfaces • Adjudicator and Convenor tables • Ticket desk and check-in tables

<ul style="list-style-type: none"> • Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so. • Clean between shifts. 	<ul style="list-style-type: none"> • Kiosk servery, benches and tables. • Backstage announcers table and entry doors • Prepare and sign a checklist at each clean. Designated person to oversee this. <p>Additional requirements for Kiosk.</p> <ul style="list-style-type: none"> • Utensils and containers to be sanitised regularly. • Provide temporary shields in serving areas.
<p>You should display a cleaning log in shared spaces.</p>	<ul style="list-style-type: none"> • Cleaning logs will be supplied in the Kiosk, backstage and at the Conveners desk.
<p>You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.</p>	<ul style="list-style-type: none"> • Sufficient hand sanitizing units will be distributed throughout the venue and maintained by the venue owner" • All volunteers in the kiosk will use gloves for all food handling.

If your industry is subject to additional industry obligations, you may also be required to:

<p>Ensure all areas where workers are working are cleaned at least daily.</p>	<ul style="list-style-type: none"> • LCC will clean the auditorium at least daily, more often if required. This to be signed off on cleaning checklist
<p>Adhere to additional hygiene training requirements.</p>	



Keep records and act quickly if workers become unwell

Requirements and recommendations	Action
 You must support workers to get tested and stay home even if they only have mild symptoms.	<ul style="list-style-type: none"> • Inform volunteers/performers/audience that they must go home in the event they are not feeling well and must get tested. Announce at the start of each session. • All performers will be emailed (before attending) a COVID health questionnaire and informed they must not attend if displaying any flu like symptoms.
 You must develop a business contingency plan to manage any outbreaks. This includes: <ul style="list-style-type: none"> • Having a plan to respond to a worker being notified they are a positive case or a close contact while at work. • Having a plan in place to clean the worksite (or part) in the event of a positive case. • Having a plan to contact the Department of Health 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 COVID-19 at your workplace. • Having a plan in the event that you have been instructed to close by the Department of Health. • Having a plan to re-open your workplace once agreed by Department of Health and notify workers they can return to work. 	<ul style="list-style-type: none"> • All volunteers are required to complete an "Infection Control" training module and will be trained on their roles and responsibilities to maintain a COVID Safe event • Venue Duty Technician will be informed immediately. • Allow person to go home immediately • Venue Duty Technician to contact Dept Health and Worksafe Vic • Provide contact details to all conveners. • Event will be closed on advice from Dep Health and Worksafe and we will reopen on their instructions. • Provide wording for announcement to patrons in the event of being advised of a positive case. Orderly vacate the venue.
 You must keep records of all people who enter the workplace for longer than 15 minutes for contact tracing.* Electronic record keeping using the free Victorian Government QR Service is mandatory for some businesses. See https://www.coronavirus.vic.gov.au/qr-codes-and-digital-record-keeping-contact-tracing for more information.	<ul style="list-style-type: none"> • All people participating in the Eisteddfod are to sign in with the Victorian Government QR code or sign in with Kiosk check-in device device.

* Exemptions apply for some industries. At the time of publication, markets, market stalls, retail facilities, and shopping centres do not need to keep customer records if it is not practicable to do so. Exemptions apply to other industries - check record keeping requirements in the Workplace Directions for more information <https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>.



Avoid interactions in enclosed spaces

Requirements and recommendations	Action
<p>You should reduce the amount of time workers are spending in enclosed spaces. This could include:</p> <ul style="list-style-type: none"> • Enabling working in outdoor environments. • Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunch breaks and locker rooms. • Enhancing airflow by opening windows and doors. • Optimising fresh air flow in air conditioning systems. 	<ul style="list-style-type: none"> • Not Applicable to LVE, as volunteers must be indoors. • Ensure that all precautions are taken to comply with physical distancing, mask wearing and observing COVIDsafe practices.

If your industry is subject to additional industry obligations, you may also be required to:

<p>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.</p>	<ul style="list-style-type: none"> • Include appropriate wording on the worker sign-in sheet each day or session as applicable.
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Create workforce bubbles

Requirements and recommendations	Action
You should consider keeping groups of workers rostered on the same shifts at a single worksite and avoid any overlap of workers during shift changes where it is practical to do so.	Not Applicable to LVE

If your industry is subject to additional industry obligations, you may also be required to:

Limit or cease the number of workers working across multiple work sites where reasonably practical.	Not Applicable to LVE
Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.	Not Applicable to LVE



COVIDSafe Plan Guide

This guide has been designed to accompany your COVIDSafe Plan and provides a number of suggestions / example actions for how to implement requirements.

Please use this guide to help you complete your COVIDSafe Plan. For further information go to <https://www.coronavirus.vic.gov.au/covidsafe-plan>



Practice physical distancing

Requirements and recommendations	Action
 You must apply the relevant density quotient to configure shared work areas and publicly accessible spaces. <ul style="list-style-type: none"> Shared work areas are only accessible to workers, and should only include workers in the density quotient. Publicly accessible spaces should include members of the public, and may include workers if they share the space on an ongoing basis. Further information can be found at coronavirus.vic.gov.au 	<ul style="list-style-type: none"> Rearrange, remove or cordon off furniture in the foyer in areas to practise physical distancing. Stagger seating so patrons are not facing one another. Comply with relevant density quotient and signage requirements in the Workplace Directions. Section programming will ensure 30 minutes between sessions to avoid crowding in foyers. Audience numbers will be limited to two family members per (non dance) performer for solos, duos/trios. For dance it will be one person per performer. No audience will be permitted for groups, ensembles, bands, troupes etc
<p>Where possible within the workplace, aim for workers and visitors to maintain physical distancing of 1.5 metres. This can be done by:</p> <ul style="list-style-type: none"> Displaying signs to show patron limits at the entrance of enclosed areas where density quotients apply for your workplace <p>You may also consider:</p>	<ul style="list-style-type: none"> Ensure density complies with current regulations. LPAC Foyer = 252m² Kernot Hall Foyer = 260m². <p>Refer to the attached floor plan that shows the entry and exit paths to the Little Theatre, Main Hall, ticket box and Kiosk, and the location of floor markings and roped barriers.</p>

<ul style="list-style-type: none"> ● Minimising the build-up of people waiting to enter and exit the workplace. ● Using floor markings to provide minimum physical distancing guides. ● Reviewing delivery protocols to limit contact between delivery drivers and workers. 	<ul style="list-style-type: none"> ● Refer to the attached floor plan that shows the entry and exit paths to the Kernot Hall auditorium and change rooms. ● Allow 30 minutes between sessions to avoid crowding. ● Floor markings (tape on carpet) to be provided at queuing locations - ticket desk, kiosk and auditorium entrances as shown on the attached floor plan. ● Patrons to enter and exit auditoriums as contactless and and quickly as possible. <p>Little theatre.</p> <ul style="list-style-type: none"> ● Auditorium seating capacity at 100% is 212 people. ● Patrons to follow signage and floor markings at the entrance doors to assist the separation of patrons who are entering and exiting at the same time. LVE worker controlling the door to ensure physical distancing is practised . ● Performers enter stage via wings and exit via steps and sit in reserved areas. <p>Town Hall.</p> <ul style="list-style-type: none"> ● Auditorium seating capacity at 100% is 280 people. ● Patrons to enter at rear right, exit at front right. Provide floor markings and roped bollards to delineate as shown on the floor plan attached. ● Performers enter left back stage via the Little Theatre stage. Performers exit the stage through dressing rooms, then through the Little Theatre as shown on the attached plan. <p>Kernot Hall</p> <ul style="list-style-type: none"> ● Auditorium seating capacity at 100% is 400 people. ● At start and end of each section, Door Person to ensure both doors are open and patrons maintain separation. ● Performers will be instructed to maintain safe separation and numbers backstage will be strictly controlled. ● Provide staff to direct the above. ● Provide floor markings to assist minimum physical distancing guides at entrances and exits as shown on the attached plan. ● Provide signage at the main foyer entries and at the entry to the Little Theatre, Main Hall and Kernot Hall that states the maximum occupancy of areas that are open to the patrons and performer.
<p>You should provide training to workers on physical distancing expectations while working and socialising. This should include:</p>	<ul style="list-style-type: none"> ● A “Responsibilities and Duties” training package has been developed for all volunteers and they must study the information before attending”.

<ul style="list-style-type: none"> • Informing workers to follow current public health directions when carpooling. This can be found at coronavirus.vic.gov.au 	<ul style="list-style-type: none"> • Reinforce messaging to workers that physical distancing needs to be maintained during work and during social interactions. • Educate volunteers on hand and cough hygiene, including how to wash and sanitise their hands correctly. • Reinforcing the importance of not attending if unwell. • Ensuring appropriate information on the use of face masks and PPE.
<p>Numbers will be adjusted based on restrictions in place at the time.</p>	<p>Numbers will be adjusted based on restrictions in place at the time.</p>



Wear a face mask

Requirements and recommendations	Action
 <p>You must ensure all workers adhere to current face mask requirements, as outlined at coronavirus.vic.gov.au/face-masks</p>	<ul style="list-style-type: none"> • Face masks to be worn as per Victorian Government regulations current at the time. • Provide a temporary shield to the ticket and Music Check in desks. • Have available at the ticket box face masks that can be given to patrons in the event that they do not have one. • Monitor use of face coverings in all workers, unless a lawful exception applies.
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p> <p>You should inform workers that reusable face masks should be washed each day after use. However, if during the day the face mask is visibly dirty or wet, it needs to be replaced with a clean face mask immediately.</p>	<p>These requirements to be included in the training session at the beginning of each session.</p>

If your industry is subject to additional industry obligations, you may also be required to:

Adhere to additional face mask requirements.	NA to LVE.
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Practice good hygiene

Requirements and recommendations	Action
 <p>You must take all reasonable steps to frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.</p> <p>You should:</p> <ul style="list-style-type: none"> • Clean high-touch 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 	<ul style="list-style-type: none"> • Identify high touch surfaces (lift buttons, door and cupboard handles, kitchen counters, touch screens, shared work equipment). • Provide information about workplace cleaning schedule and how to use cleaning products. • Identify which products are required for thorough cleaning. • Monitor supplies of cleaning products and regularly restock. • Installing no touch amenities such as contactless taps, rubbish bins and soap dispensers. • Avoid sharing of equipment such as phones, desks, headsets, offices, tools or other equipment. • Provide workers with their own personal equipment, labelled with their name.
<p>You should display a cleaning log in shared spaces.</p>	<p>A cleaning roster has been developed.</p>
<p>You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.</p>	<ul style="list-style-type: none"> • Location of hand sanitiser stations throughout the worksite. • Ensuring rubbish bins are available to dispose of paper towels. • Ensuring adequate supplies of soap and sanitiser. • Ensuring workers have information on how to wash and sanitise their hands correctly.

If your industry is subject to additional industry obligations, you may also be required to:

<p>Ensure all areas where workers are working are cleaned at least daily.</p>	
<p>Adhere to additional hygiene training requirements.</p>	



Keep records and act quickly if workers become unwell

Requirements and recommendations	Action
 You must support workers to get tested and stay home even if they only have mild symptoms.	Train all volunteers to get tested and stay home even if they only have mild symptoms.
 You must develop a business contingency plan to manage any outbreaks. This includes: <ul style="list-style-type: none"> • Having a plan to respond to a worker being notified they are a positive case or a close contact while at work • Having a plan in place to clean the worksite (or part) in the event of a positive case • Having a plan to contact the Department of Health 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 COVID-19 at your workplace • Having a plan in the event that you have been instructed to close by the Department of Health • Having a plan to re-open your workplace once agreed by Department of Health and notify workers they can return to work 	<ul style="list-style-type: none"> • If a COVID case is suspected, the Duty Tech will be advised and venue protocols implemented. • LPAC staff will attend to the following requirements: • Notify workers and close contacts about a positive case in the workplace. • Implement their cleaning process in the event of a positive case. • Notify the Department of Health, WorkSafe and their health and safety representative. • Any volunteer displaying COVID symptoms will be asked to provide a negative test result before returning to the venue. • LPAC will notify Worksafe that the venue is reopening.
 You must keep records of all people who enter the workplace for longer than 15 minutes for contact tracing.* Electronic record keeping using the free Victorian Government QR Service is mandatory for some businesses. See coronavirus.vic.gov.au for more information.	<ul style="list-style-type: none"> • Sufficient QR codes will be provided around the entrance and a COVID Marshal will encourage all attendees to sign in with their smartphones. For attendees without a smartphone, the venue operator will provide a device with the Vic Govt. Kiosk check in app. Volunteers will be trained to assist attendees enter their details on this device. • Ask volunteers to complete a health declaration before starting their shift. • Committee will regularly review the Sign In sheet to ensure it is up to date.

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| | <ul style="list-style-type: none">• All information will be retained for the required duration. |
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* Exemptions apply for some industries. At the time of publication, markets, market stalls, retail facilities, and shopping centres do not need to keep customer records if it is not practicable to do so. Exemptions apply to other industries - check record keeping requirements in the Workplace Directions for more information <https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>.



Avoid interactions in enclosed spaces

Requirements and recommendations	Action
<p>You should reduce the amount of time workers are spending in enclosed spaces. This could include:</p> <ul style="list-style-type: none">• Enabling working in outdoor environments.• Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms.• Enhancing airflow by opening windows and doors.• Optimising fresh air flow in air conditioning systems.	<ul style="list-style-type: none">• Venue owner will ensure windows and air conditioning are set for optimum air flow at the start of each workday or shift..• No kiosk seating will be provided.

If your industry is subject to additional industry obligations, you may also be required to:

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.	Volunteers to declare they are free of symptoms as part of the sign in procedure.
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Create workforce bubbles

Requirements and recommendations	Action
You should consider keeping groups of workers rostered on the same shifts at a single worksite and avoid any overlap of workers during shift changes where it is practical to do so.	<ul style="list-style-type: none">• Encourage workers to minimise time in shared facilities when taking breaks.

If your industry is subject to additional industry obligations, you may also be required to:

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

N/A