



Shopfront Arts Co-op COVID Safety Plan

Communicating Shopfront's Commitment to Safety

Shopfront will clearly display our health and safety protocols and conditions of entry on the Shopfront website, online ticketing platforms, social media platforms and at all entrances to the premises.

This information will also be emailed to relevant tenants, hirers, members, parents and friends.

Shopfront will display safety posters around our venue to help communicate community messages about:

- physical distancing (<https://www.nsw.gov.au/covid-19/social-distancing>)
- hand hygiene, cough and sneeze behaviour (<https://www.nsw.gov.au/covid-19/how-to-protect-yourself-and-others>)
- posters in community languages where appropriate (<https://www.nsw.gov.au/covid-19/resources-other-languages>)

Limit to people in the space

Shopfront spaces can be categorised in multiple ways. 4 square metre rule, 2 square metre rule and 50% of fixed seating capacity.

Below is a table to show how many people are permitted in each Shopfront space at any one time. As per NSW health guidelines, people who are working on the premises and people on the premises due to an emergency do not count.

<https://www.nsw.gov.au/covid-19/rules/square-metres-rules>

Level 1: All spaces 4 square metre rule

Space	Size	Rule	PAX
Theatre	20.20m x 10.35m = 209.07m ²	4m ²	50 pax
Studio	15.02m x 5.28m = 79.31m ²	4m ²	20 pax
Nicholas Hogan Studio	15.79m x 10.05m = 158.69m ²	4m ²	40 pax
Foyer	3.40m x 17.05 = 57.97m ²	4m ²	15 pax
Meeting Room (in old house)	3.65m x 3.89 = 14.20m ²	4m ²	4 pax
Lounge Room	4.3m x 4.05m = 17.42m ²	4m ²	4 pax
Office Space	4.3m x 4.05m = 17.42m ²	4m ²	4 pax
Matriark Office	4.3m x 4.3m = 18.49m ²	4m ²	4 pax

Level 2: All spaces 2 metre square rule

Space	Size	Rule	PAX
Theatre	20.20m x 10.35m = 209.07m ²	2m ²	104 pax
Studio	15.02m x 5.28m = 79.31m ²	2m ²	40 pax
Nicholas Hogan Studio	15.79m x 10.05m = 158.69m ²	2m ²	80 pax
Foyer	3.40m x 17.05 = 57.97m ²	2m ²	29 pax
Meeting Room (in old house)	3.65m x 3.89 = 14.20m ²	2m ²	7 pax
Lounge Room	4.3m x 4.05m = 17.42m ²	2m ²	7 pax
Office Space	4.3m x 4.05m = 17.42m ²	2m ²	7 pax
Matriark Office	4.3m x 4.3m = 18.49m ²	2m ²	7 pax

Level 3: Performance Spaces with Fixed Seating at 50%

Space	Size	Seating Capacity	COVID Capacity
Theatre	20.20m x 10.35m = 209.07m ²	80	40 pax
Studio	15.02m x 5.28m = 79.31m ²	40	20 pax

Managing Room Limits

Room pax limits are clearly displayed at the entrance to each space. Staff members are expected to adhere to these guidelines. Spaces must be hired prior to use and hirers are issued this document and agree to be bound by it.

Managing Visitors & Conditions of Entry

Upon entry to the Shopfront Premises, visitors **must** sign in using the Service NSW App. A tablet with the sign in is also located at the entrance of the building for those without the means to sign in.

As a condition of entry, visitors must agree to inform Shopfront of a positive test result within two weeks of their visit. This information should be stored confidentially and securely for the purposes of only tracing COVID-19 infections.

Parents collecting participants from workshops will be asked to wait outside for their children. This way non-essential visitors are avoided. This will be communicated to parents via email at enrolment and prior to the workshop commencing.

Hygiene and Cleaning

All cash donation points will be removed from the premises.

A commercial cleaner will be engaged to clean spaces prior to each engagement. This cleaner has been instructed to clean and disinfect surfaces that are frequently touched, pay particular attention to all high contact areas such as:

- doors and handles.
- toilets (if regular cleaning cannot be maintained, consider closing access).
- point of sale and EFTPOS systems.
- counters and displays – including display cases.
- interactive displays and touch screens (consider removing these if regular cleaning is not possible).
- handrails - especially on stairs.
- phones
- back of house or staff access only areas.

Hand sanitiser will be made available to all workshop tutors and participants.

Participants are also encouraged to bring their own

Where safe and appropriate, doors will be kept open to avoid multiple people touching door handles.

Guidelines for Staff and Visitors

Staff and visitors should adhere to the below guidelines.

- Stay home if you are sick, even if your symptoms are minor, and seek medical advice if you have a fever, cough, sore throat or shortness of breath (call your doctor or healthdirect on 1800 022 222). Casual staff will not be financially or otherwise penalised for this.
- Stay 1.5m away from other people (two arms' length).
- Avoid touching your mouth, eyes, and nose with unwashed (or gloved) hands.
- Regularly clean your hands thoroughly for at least 20 seconds using soap and water, or with alcohol-based hand rub.
- When you cough or sneeze cover your nose and mouth with a tissue or a flexed elbow. Put tissues in the bin immediately.

If staff identify that these guidelines are not being adhered to, they may approach the person to explain our COVID safe guidelines, if they feel comfortable doing so. Alternatively, they may report the issue to the Creative Director or Executive Officer for action.

Contact Tracing

Please ensure all participants sign in via the Service NSW App and QR code or use the tablet at the front doors

