



Shopfront Arts Co-op COVID Safety Plan

UPDATED: 27/10/2021

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 of 1.5m
- Capacities of each space
- Reminders to sanitise
- Signing in via the QR Code
- Showing proof of double vaccination (in line with Public Health Orders)

Limit to people in the space

Due to the evolving Public Health Order, all space capacities are listed below, following all three rules.

These will shift depending on the space requirements and the Public Health Order at the 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>

4 square metre rule

Space	Size	Rule	PAX
Theatre	20.20m x 10.35m = 209.07m ²	4m ²	50 pax
The 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
Bus Stop Films	4.3m x 4.05m = 17.42m ²	4m ²	4 pax
Office Space	4.3m x 4.3m = 18.49m ²	4m ²	4 pax

2 metre square rule

Space	Size	Rule	PAX
Theatre	20.20m x 10.35m = 209.07m ²	2m ²	104 pax
The 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
Bus Stop Films	4.3m x 4.05m = 17.42m ²	2m ²	7 pax
Office Space	4.3m x 4.3m = 18.49m ²	2m ²	7 pax

Performance Spaces with Fixed Seating at 75%

Space	Size	Seating Capacity	COVID Capacity
Theatre	20.20m x 10.35m = 209.07m ²	80	60 pax
The Studio	15.02m x 5.28m = 79.31m ²	40	30 pax

Managing Room Limits

Room capacity 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.

Workshop registers will be used to keep accurate record of Young People attending workshops as they will not be required to sign in via the Service NSW app.

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.

All staff, tenants, hirers, and artists will be required to conduct their own cleaning after the space is used. This includes wiping down surfaces and high touch points such as tables and door handles.

Air purifiers will be installed in the Theatre, Studio, Nicholas Hogan Studio and the Office. Where possible, doors and windows should remain open to allow air flow.

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.
- Shopfront has implemented a Workers Vaccination Policy, and all staff must be double vaccinated before returning to work onsite
- Masks will be required by everyone above the age of 12. Exceptions to this will be Yoga and Dance, where the activity is considered too strenuous, and when Young People in acting and drama are on the floor rehearsing scenes. Anyone is welcome to wear a mask should they feel more comfortable.

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

