

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



## Your COVID-19 Safety Plan

### Entertainment facilities

#### Business details

Business name	Shopfront Arts Co-Op PTY LTD
Business location (town, suburb or postcode)	Carlton, 2218
Select your business type	
Cinemas, theatres, concert halls	
Completed by	Tyler Fitzpatrick
Email address	<a href="mailto:tyler.fitzpatrick@shopfront.org.au">tyler.fitzpatrick@shopfront.org.au</a>
Effective date	18 October 2021
Date completed	19 October 2021

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### Wellbeing of staff and customers

**Exclude staff and customers who are unwell from the premises.**

Agree

Yes

### **Tell us how you will do this**

If staff or patrons are feeling unwell, we will request they leave the premises, even if they are vaccinated. In order to return, they will need to isolate and then provide us with a negative COVID test.

Staff members (including casuals) will not be financially or otherwise penalised for non-attendance due to illness. Staff members are urged to stay home if they are sick, even if symptoms are mild and they are vaccinated.

This is also extended to our tenants.

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

**Agree**

Yes

### **Tell us how you will do this**

A copy of this COVID safe plan will be distributed to all staff members and clear responsibilities defined. All policies and procedures developed by the company in relation to mandatory vaccination, risk assessments and individual cases will be shared and stored on the shared drive for all staff to access.

### **Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.**

**Agree**

Yes

### **Tell us how you will do this**

All signage will be updated to reflect the conditions of entry of that time. These will be displayed at each entrance to the building and given to tenants to display in their offices. These will also be communicated with our members, friends and their families. Our website will reflect our COVID safe policy and safety plan for public viewing.

Room capacities will be clearly displayed at the entrance to each room and will be updated as circumstances change.

**Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, customers and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of**

**evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>**

**Note: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to enter the premises.**

**Agree**

Yes

**Tell us how you will do this**

Developing a vaccination policy for all staff members. Ensuring posters outlining vaccination requirements are clearly visible around the building, checking the vaccination status of anyone over the age of 16 participating upon entry, and only accepting valid forms of evidence of vaccination.

Clearly outlining the requirement to any venue hirers and their participants.

**People aged under 16 who are not fully vaccinated must be accompanied by a fully vaccinated member of their household.**

**Note: This does not apply to a person aged under 16 who is on the premises to carry out work.**

**Agree**

Yes

**Tell us how you will do this**

For public events, unvaccinated young people under 16, will need to be accompanied by a fully vaccinated member of their household.

For face-to-face workshops to return, young people under the age of 16 will not be required to be vaccinated (like school), but will be required to social distance and wear a face mask where possible. Risk assessment for young people aged over 16 will be on a case-by-case basis to allow the return to onsite learning.

For those who are not comfortable returning to in-person learning or may be unwell, Shopfront will offer hybrid workshops for the remainder of the year, giving the young people the option to attend in the digital space.

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## **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**

All spaces have been measured and capped at the 1 person per 4 square metre rule in every space. If a public event were to occur, a fixed seating capacity of 75% will be in place.

Room capacities are displayed on the front of each entrance and all hirers are made aware before their booking.

**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**

In-person workshops are capped to allow for social distancing. Continuing the digital workshop offering for the remainder of the year. Clearly displaying signage to remind visitors and participants of social distancing requirements.

All staff members desks are positioned to allow for 1.5m between each staff member when seated.

Workshops restructured to avoid physical contact

## **Avoid congestion of people in specific areas where possible.**

### **Agree**

Yes

### **Tell us how you will do this**

Workshop participants staggered exiting to avoid congestion in the foyer and a no partents allowed past the front doors (when possible). Young People will be collected at the door.

When public events begin, doors will be open 15minutes prior to the event starting to minimise congestion in the foyer and allow queuing outdoors.

Creating additional spaces for tutors and staff to use, to avoid congestion in the office.

## **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**

Pick-up and drop-off zones enforced when workshops return to in-person. Tutors will ensure that the young person is accounted for and that social distancing amongst parents/care givers is practiced.

## **All patrons must be assigned to specific seats and, as far as is reasonably practicable, remain seated.**

**Singing by audiences is not allowed in indoor areas.**

## Agree

Yes

### Tell us how you will do this

Decal will be laid out on the seats to advise where sitting is permitted. Seats will be assigned to tickets for all public events. Doors are closed at the beginning of each performance and the front of house speech will advise audience to remain seated unless it is a relaxed performance. A signing perimeter will be established for shows where this is necessary.

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## Ventilation

**Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> 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

{Empty}

### **Use outdoor settings wherever possible.**

## Agree

Yes

### Tell us how you will do this

Offering the terrace space for people to meet rather than inside

### **In indoor areas, increase natural ventilation by opening windows and doors where**

**possible.**

**Agree**

Yes

**Tell us how you will do this**

Keeping doors open to increase natural airflow

Opening windows in office spaces including roller door windows used by tenants.

**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**

Optimising air conditioning and installing HEPA filters in spaces with limited ventilation

**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**

Booking regular filter cleaning or filter changes throughout the year

**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**

{Empty}

## 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**

Face masks will be worn by all staff and tutors when speaking with members of the public or delivering workshops. Masks will be made available to staff, participants and audiences at all times. Masks will be made mandatory for all public events.

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

**Agree**

Yes

**Tell us how you will do this**

Hand sanitiser bottles are mounted to multiple general areas in the venue. Each space also has a bottle available for users.

Refills are regularly purchased and stored in an accessible cupboard.

Displaying signage in the bathrooms to encourage 20 second hand washing and reminders to sanitise throughout the building. All workshop participants (unless allergic) must sanitise as they enter the premises. Gloves are also available for anyone who would like them.

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

**Agree**

Yes

**Tell us how you will do this**

All hand soaps, and paper towels are restocked regularly. A cleaner is engaged to clean onsite three times a week to replenish soap and paper towels in the bathroom and

kitchen. This is increased during a busy period, before and after an event.

**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**

High touch areas are wiped down several times a day, this includes door handles, light switches and railings. Any surfaces i.e. tables/chairs are wiped before and after every use. Seating banks are cleaned before and after every public performance.

Where possible, doors will be left open, to avoid excessive handling.

Commerical cleaner will disinfect all surfaces in the bathroom and kitchen, three times a week. Staff and tenants will fulfil this duty when the cleaner is not in.

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## **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**

Enforcing all staff, tenants and members to sign in using the NSW Government QR code system.

For young people participating in our workshops, detailed records of their attendance will be made by tutors in their registers.

Where vistors are unable to scan the QR code, a tablet is available at the entrance on High Street.

**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**

Staff are responsible for checking that all visitors have signed in and reminding them to do so if they have not. Tenants are responsible for ensuring that their visitors and clients also sign in using the QR code and to also keep record themselves.

**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**

Young People will be recorded in their workshops registers, outlining their emergency contact information and time of visit.

All hirers are required to ensure signing in via the QR code is done, but to also keep names and contact information for their own records.

We will aim to display COVID information including check in requirements in languages other than English to ensure our community is able to follow these guidelines.

**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.**

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

Yes