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Entertainment facilities | COVID-19 Safety Plan

Safety Plan for cinemas, theatres, concert halls and drive-in cinemas.

Follow the steps below to ensure your business, staff and customers stay COVID Safe.

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- 1 **Keep your business COVID Safe** 
- 2 **Developing your COVID-19 Safety Plan** 
- 3 **How to complete the COVID-19 Safety Plan** 
- 4 **Keep your COVID-19 Safety Plan up to date** 

Effective 25 February 2022

Business details

Business name

Shopfront Arts Co-Op

Business location (town, suburb or postcode)

If your business has multiple premises, complete a Safety Plan for each location.

Carlton 2218

Select your business type

Theatre

Wellbeing of staff and customers



Exclude staff and customers who are unwell from the premises.

Explain how you will do this

Staff members will not be financially or otherwise penalised for non attendance due to COVID-19.
Staff members urged to stay home if they are sick, even if symptoms are minor.
Shopfront has a mandatory 10 day isolation period for COVID positive cases and anyone who is deemed a close/household contact. Even though NSW Health Regulations stipulate they can leave isolation after 7 days, they will not be able to come to Shopfront until they've completed 10 days of isolation, regardless if they are symptomatic.
Anyone deemed a casual contact, will not have to isolate as per the NSW Health guidelines unless they are symptomatic.

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

Explain how you will do this

A copy of this COVID Safe plan will be distributed to all staff, and members with clear responsibilities defined.
Ensuring staff are aware of the flexibility surrounding working from home where possible.
Relaying that Rapid Antigen Tests are available to staff members with stock being replenished when used.

Display conditions of entry such as requirements to stay away if unwell and record keeping where applicable.

Explain how you will do this

Conditions of entry will be displayed at each entrance to the building, on our website and emails to members, parents and staff. These will be translated to the 5 key languages in the area.

Businesses can require proof of COVID-19 vaccination in line with their COVID-19 vaccination policy.

An occupier of premises at which a music festival is being held in an indoor area must take reasonable steps to ensure that only fully vaccinated or medically exempt persons are allowed to attend the festival if there are more than 1,000 persons attending the festival.

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 is available at: <https://www.nsw.gov.au/covid-19/business/covid-19-vaccinations-and-businesses> (<https://www.nsw.gov.au/covid-19/business/covid-19-vaccinations-and-businesses>).

Explain how you will do this

Shopfront has a mandatory staff vaccination policy. This includes all facilitators, casuals and contractors.
Artists engaged with Shopfront through the Open Shop program are also required to be fully vaccinated.
Shopfront staff will work with venue hirers and tenants to discuss the requirements for their events and offices
Vaccination is not mandatory for participants or audiences, although encouraged where possible.

Physical distancing ^

Support 1.5m physical distancing where possible, including:

- at points of mixing or queuing
- between seated groups
- between staff.

Explain how you will do this

Signage encouraging social distancing practices to be placed around the building.
Where social distancing is not possible, masks are encouraged.
Workshop planning taking social distancing into consideration
Outdoor gathering encouraged and ample seating and areas made available to Young People, staff and visitors.
Workshops are capped to reflect manageable quantities of young people across all our spaces

Avoid congestion of people in specific areas where possible.

Explain how you will do this (optional)

Foyers will be monitored during show seasons to avoid congestion. When possible, doors will be opened earlier to alleviate queuing.
Parents asked to wait outside to collect young people instead of entering the premises (signage displayed at the front of the building and communicated with parents regularly)

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Explain how you will do this

Utilising the double doors on High Street where possible to avoid bottleneck effects.
Workshops staggered this year to prevent large masses of participants exiting and entering for workshops throughout the day.
Introducing the Outside the Lines drop in service. Young People are encouraged to come earlier or stay later than their workshop times and therefore, will alleviate congestion in the pick up/drop off zone.

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> (<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.

Explain how you will do this

Utilising the air conditioning external intake rather than recycling air from the space
Fans and air directed either at the floor or to the ceiling
Installing HEPA air purifiers in the theatre, studio, Nicholas Hogan studio, office and meeting room where there is limited ventilation.

Use outdoor settings wherever possible.

Explain how you will do this

Offering the terrace or the deck (once completed) as an outdoor meeting space. Encourage staff to eat in these outdoor areas.
Tables and chairs in the foyer where there is more airflow.
Programming Outside the Lines to be in an outdoor area

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

Explain how you will do this

All doors during rehearsals remain open (where possible) and latches installed to prevent them being shut by the wind.
In spaces with windows, these will also be opened.
Utilising the roller doors that are installed in some office spaces.

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).

Explain 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).

Explain 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.

Explain how you will do this

Discussing future renovations with air flow in mind

Hygiene and cleaning



Face masks are encouraged in indoor settings where it is difficult to maintain physical distance from others.

Businesses can require workers and customers to wear face masks in line with their face mask policy.

Note: Face masks must be worn by workers and attendees at music festivals being held in an indoor area with more than 1,000 attendees, unless exempt.

Explain how you will do this

Face masks are encouraged in indoor settings where it is difficult to maintain physical distance from others but otherwise not mandatory.
If any venue user feels more comfortable wearing a mask, they are encouraged to do so.

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

Explain 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 in the COVID cleaning box. 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.

Explain 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.

Explain 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. Commercial 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. Each rehearsal space is equipped with wipes, tissues, hand sanitiser and Glen20 and these stocks are regularly checked and replenished.

Record keeping

Consider having a record keeping method in place to support contact tracing if a person with COVID-19 visits the premises.

Note: Music festivals with more than 1,000 attendees must take reasonable steps to ensure that workers and attendees check-in using the NSW Government QR code system when they enter the premises.

Explain how you will do this

All visitors are encouraged to sign in via the Service NSW app and QR code. For young people participating in our workshops, detailed records of their attendance will be made by tutors in their registers. Detailed records of attendees for shows are kept via the Front of House team, tickets and door lists

Review the 'guidance for businesses with a worker who tests positive for COVID-19' available at <https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case> (<https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case>), and have protocols in place in the event that a worker who tests positive for COVID-19 has been in the workplace.

Explain how you will do this

Any staff member who tests positive for COVID-19 is required to isolate for 10 days, and must test negative on a RAT before returning to work. If they are still symptomatic, they will need to remain in isolation. This rule is inclusive of any artists, workshop participants or contractors who test positive. Close and Household Contacts (as defined by NSW Health isolation guidelines) will also need to follow this 10 day isolation from Shopfront rule. Casual contacts (in the offices, rehearsal room or in the building) are only required to isolate as per the NSW Health isolation guidelines and monitor for symptoms. A deep clean of the venue is ordered on the day the covid positive person/close contact came to work, before staff can return. Utilise any records available to us to notify anyone onsite of the positive case.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify [SafeWork NSW](#)

(<https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.safework.nsw.gov.au%2Fforms%2F9377&data=04%7C01%7CCraig.Fordham%40customerservice.nsw.gov.au%7C130ba982353a4d53008608d9e1f8c236%7C1ef97a68e8ab44eda16db570e2d7>)

a worker has tested positive and is hospitalised or dies. Visit <https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus> (<https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.safework.nsw.gov.au%2Fresource-library%2FCOVID-19-Coronavirus&data=04%7C01%7CCraig.Fordham%40customerservice.nsw.gov.au%7C130ba982353a4d53008608d9e1f8c236%7C1ef97a68e8ab44eda16db570e2d7>) for more information.

Explain how you will do this

Utilise any records available to us to work with NSW Health if a covid positive case was at the workplace.

Now that you have finished, select the print button to print the plan or save as a PDF.

Last updated: 25 February 2022