



## Shopfront Arts Co-op COVID Safety Plan

UPDATED: 02/03/2022

### **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
- Reminders to sanitise
- Signing in via the QR Code (not mandatory but appreciated)

### **Supporting Physical Distancing**

NSW Public Health Orders no longer prescribe density limits to venues. However, maintaining social distancing practices of 1.5m will be encouraged. This will be done through:

- Ample signage around the building
- Masks are encouraged in spaces where physical distancing is not possible
- Workshop planning considers physical distancing protocols and are capped to allow space within the venue
- Outdoor gathering is encouraged with seating made available in the foyer, terrace, and the deck (once completed)
- During shows, the foyers will be monitored and if necessary, the doors to the theatre will be opened early to alleviate queuing.
- Parents are asked to wait outside to collect young people instead of entering the premises
- Workshop program is staggered this year, lowering the amount of young people entering and exiting Shopfront at any given time

### **Wellbeing of staff and customers**

Visitors and staff who feel unwell, are urged to stay at home, even if they are presenting mild symptoms. Testing via PCR or RAT is recommended. Staff can also work from home when necessary.

Shopfront has a 10-day isolation requirement for COVID positive cases and those deemed close or household contacts. NSW Health Guidelines stipulate that 7-day isolation is required; however, they cannot return to Shopfront until 10 days after they are deemed COVID positive or a close contact.

Casual contacts are reminded to monitor for symptoms and isolate if they deem necessary, following the NSW Health Guidelines.

All Shopfront Staff are fully vaccinated and will be required to be as a term of their employment. In the same way, artists engaged in our programs (e.g. Open Shop, ArtsLab, etc) are also required to be fully vaccinated.

Vaccination is not required for workshop participants, young people or audiences although encouraged where possible.

Venue hirers will be required to submit a COVID safe plan and adhere to the Shopfront's plan. For venue hirers and tenants, vaccination requirements will be discussed with Shopfront staff.

### **Managing Visitors & Conditions of Entry**

Upon entry to the Shopfront Premises, visitors are encouraged to 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.

Spaces must be hired prior to use and hirers are issued this document and agree to be bound by it. The calendar will be used as a record of people using the rehearsal and performing spaces, and the meeting room. All bookings must be in the calendar.

### **Ventilation**

When Shopfront spaces are in use, doors and windows must be opened to generate airflow. All spaces are fitted with air conditioning units that will also assist with this. It is advised that air intake is switched to external rather than recirculating internal air. All air conditioning units will be serviced throughout the year and their filters changed.

Air purifiers are installed in all spaces where ventilation is minimal (Theatre, Studio, Nicholas Hogan Studio and Meeting Room). Filters will be replaced when necessary.

In office spaces, roller doors will be used to encourage airflow, otherwise windows and doors to remain open.

### **Hygiene and Cleaning**

All cash donation points will be removed from the premises.

A commercial cleaner will be engaged three-days a week to clean spaces. When an event is on, the frequency will be increased. 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. All spaces are equipped with a COVID cleaning box for easy access.

### **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. All staff are fully vaccinated. Artists engaging in Shopfront programs, including Open Shop will need to be vaccinated.
- Masks are encouraged in areas where physical distancing is not possible, or at personal discretion.

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

