

COVID-SAFE POLICY



Business Name La Mama Courthouse Theatre
Site Location 349 Drummond Street, Carlton
Contact Person Hayley Fox
Contact Person Email Hayley@lamama.com.au

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Overview

La Mama Courthouse is reopening in line with the Victorian Government's Summer Season guidelines (in place from 11:59pm December 6, 2020).

While we continue to work towards a safe environment for all, the situation is constantly evolving, and so too our Covid-Safe plan. We will continue to be informed by the Victorian Government, VAPAC and the LPA. This document outlines the steps we will take to ensure the safety of our staff, artists, patrons and visitors during this time of crisis and into the future.

La Mama's Covid-Safe Plan is based on 6 identified principles.

1. Physical Distancing (1.5m)
2. Wear a Face Covering
3. Practice Good Hygiene
4. Keep Records and Act Quickly if Staff or Patrons become Unwell
5. Avoid Enclosed Spaces
6. Workforce Bubbles

Steps to a Safe Re-Opening

(A more detailed breakdown can be found under 'Covid-Safe Plan' below.)

Covid Safe Summer (from 7 Dec 2020)

Entertainment venues will be open, under lighter restrictions. These include density quotient and capacity percentage caps.

La Mama staff will continue to operate under a 'if you can, work from home' rule.

LM Courthouse theatre has a pre-covid capacity of 75 people. Under the 75% capacity rule, the Courthouse can therefore safely hold 56 patrons. The number of media and 'comp' tickets will be limited and carefully controlled to allow for the largest possible audience numbers.

The foyer area, coming under both 'Outside areas' and 'hospitality', is governed by the 2m/person rule. The footprint of publicly accessible space is 60m², meaning we can safely accommodate 30 people.

Performers must remain 1.5 metres from audience.

Cleaning, hygiene and safety practices will be undertaken as per 'Covid-Safe Plan' (i.e. employee health questionnaire to be completed before each shift, contact tracing register to be completed, regular cleaning conducted and logged as per schedule, hygiene/sanitising stations provided, prominent informational signage displayed). There will be a thorough clean in the theatre space and dressing room after each performance. (Cleaning to be undertaken as per our internal cleaning roster.)

Covid Normal - date TBC ("Trigger point: when there are no new cases for 28 days and no active cases (state-wide) and no outbreaks of concern in other States and Territories.")

La Mama Courthouse will be open to the public with few to no capacity restrictions. We will continue to employ Covid-Safe policies into the future with regards to cleaning and hygiene, and as per government guidelines, will continue to keep contact tracing records.

Employee Guidelines

From re-opening onwards, the following guidelines will be in place. (Please note, the guidelines also apply to volunteers and interns.)

- Before each shift, staff will fill out the 'Staff Health Questionnaire' (provided by the Victorian State Government and available on staff computers).
- Wash your hands thoroughly with soap and water for at least 20 seconds:
 - On arrival at work
 - Before handling food and at the start and end of each meal break
 - Before and after touching a customer or their belongings
 - After handling money or bank cards
 - Before leaving work
 - After smoking, coughing, sneezing, blowing their nose, eating or drinking, and using the toilet
 - After touching hair, scalp, mouth, nose or ear canal
 - After handling rubbish and other waste
 - Before and after cleaning
 - Before and after removing gloves (if used).
- Do not come to work if you have a fever (a temperature of 37.5°C or greater), or if you have any symptoms.
- If you have symptoms, get tested for coronavirus. Stay in isolation at home until you get the result and it is negative for COVID-19.
- Be rigorous in maintaining the new cleaning and sanitising schedule.

Covid-Safe Plan

Hygiene	
Guidance	Action to mitigate the introduction and spread of COVID-19
Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff. Sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	Automatic hand sanitiser will be provided at the Box Office (first point of contact) and between the foyer and theatre space (first internal contact). There will be a pump sanitiser in the dressing room. Handsoap and dryers are provided in each of our bathrooms and will be checked before and after each performance.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	The office and dressing room doors and windows can be opened as needed. The air conditioning units in the theatre can be used to increase airflow.
In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.	Disposable masks and gloves will be provided for cleaning purposes.
Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).	All staff will be provided with written direction as to the correct use of face masks, good hygiene practices and slowing the spread of COVID-19.
Replace high-touch communal items with alternatives.	Tap and go payment will be encouraged. Marketing materials will specify that cash payments will not be accepted. Eftpos terminal key pad to be disinfected regularly using disposable wipes. Tea, coffee and water will still be available, but will no longer be self-service. Programs will be available online. A small number of single-use paper programs will be available for those without digital access.

Cleaning	
Guidance	Action to mitigate the introduction and spread of COVID-19
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	High traffic public areas will be cleaned before and after each performance. The office, cast bathroom and dressing room will be disinfected at the end of each day. We will implement a 'Clear Desk' policy for office desks, dressing room tables, dressing room kitchen and FOH area to make regular cleaning and disinfecting easier. A cleaning log will be kept on display in each area.
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	Cleaning kits will be available in the office, dressing room, foyer, cast bathroom and cleaning cupboard. Instructions about how and how often to clean will be included in each kit.

Record keeping	
Guidance	Action to ensure effective record keeping
Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	A Contact Tracing Register is in place for anyone accessing the building. Patrons will be asked for contact details of everyone in their party when checking in at the box office or can also choose to sign in via QR code. Cast and crew will sign in when they arrive via the dressing room. Staff and volunteers will sign in at the beginning of each shift. Contractors and visitors will sign in at the office door. All staff will be responsible for enforcing the sign-in process and will explain that QR code is the preference, but a hard copy sign-in sheet is available, along with sanitiser.
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	All staff will be made aware of any changes to OHS policy.

Preparing your response to a suspected or confirmed COVID-19 case	
Guidance	Action to prepare for your response
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	Management Plan has been updated to include potential future closure due to Covid.
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	Contact tracing register will be kept and available upon request.
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	Professional cleaners would be contracted to ensure a deep clean and disinfection of the entire site.
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	The employee would be isolated until it was possible to safely get them home. All people they had been in contact with would be informed. Areas they had interacted with would be disinfected immediately, regardless of scheduled cleans.
Prepare to notify workforce and site visitors of a confirmed or suspected case.	With guidance from WorkSafe and the Victorian Government, all visitors will be notified via email or phone of a suspected or confirmed case.
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	WorkSafe Victoria would be notified immediately if there was a confirmed case of COVID-19.
Confirm that your workplace can safely re-open and workers can return to work.	With guidance from WorkSafe and the Victorian Government, we would reopen when it was safe to do so.

COVID-19 Risk Register

Location: La Mama Courthouse Theatre

Date: 07/12/2020

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Maintenance and review
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<p>COVID-19 from patrons who are infected</p>	<p>Staff or other patrons catching COVID-19 (could result in serious illness or death).</p>	<p>Moderate. While all care will be taken, it is possible.</p>	<p>Moderate. The consequences, though only moderately likely, may be severe.</p>	<p>Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority. Frequently touched surfaces including counters, handrails, doors and EFTPOS facilities are regularly cleaned. Self-service options are no longer available. Physical distancing – floor has markings to keep staff and patrons at least 1.5m apart. No more than 20 customers are allowed into the foyer at a time to allow for physical distancing. Customers are distanced from box-office staff by the width of the bar/counter. In the instance that masks hinder a performance, masks will not be worn by performers. Performers will remain 5 metres from the audience. Payments via tap and go are preferred. Touch-free hand sanitiser is provided at the box office and at the entrance to the theatre. Hygiene posters are prominent, and hand washing facilities are available in the bathrooms.</p>	<p>Ongoing consultation with staff on Covid-Safe practices.</p>
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COVID-19 from staff who are infected	Other staff or customers catching COVID-19 (could result in serious illness or death).	Moderate. While all care will be taken, it is possible.	Moderate. The consequences, though only moderately likely, may be severe.	<p>Cleaning and disinfecting is done in accordance with guidance from Safe Work Australia and Health authorities.</p> <p>Frequently touched surfaces including counters, handrails, doors, till, phones, keyboards, desks and EFTPOS facilities have all been identified for regular cleaning.</p> <p>Staff have been briefed on symptoms of COVID-19 and have been told to stay home if they aren't feeling well.</p> <p>Soap and water for hand washing and paper towel or air dryer for hand drying is available in bathrooms and bar with instructional signs on hand washing.</p> <p>Hand sanitiser is available in all staff areas including office, green room and bar.</p> <p>Notices and information sent by email where possible.</p> <p>Where desks are shared, sanitising to take place between users.</p>	Ongoing consultation with staff on Covid-Safe practices.
Customer aggression	Physical or psychological injury to staff.	Moderate.	Moderate.	<p>Patrons will be advised in advance via marketing materials of relevant policy changes.</p> <p>There is a counter to physically separate staff.</p> <p>Processes are in place to ban abusive and violent customers from the theatre or call police. This includes patrons who refuse to wear a mask.</p> <p>Staff have access to psychological support.</p>	Review if any occurrences reported.

Persistent use of hand sanitiser	Dermatitis	Moderate, many staff will not have used hand sanitiser regularly before	Moderate, affected individuals may have a significant reaction	Staff are encouraged to wash hands with soap and water for 20 secs where possible as an alternative to hand sanitiser.	
Persistent use of latex gloves	New or aggravated latex sensitivity	Low, most gloves will not be latex-based	Moderate, affected individuals may have a significant reaction	Staff to be provided with non-latex gloves or remove gloves when not necessary.	Review as needed.