

COVID SAFE PLAN

Bunjil Place – City of Casey 22/04/2022 - Version 13

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Document Purpose

This Covid Safe Plan, (CSP), outlines the process Bunjil Place will implement where relevant to mitigate transmission of Covid-19 and build guest confidence at events held at its various venues. This plan has been developed considering current government Covid-19 Alert Levels and is grouped into six COVIDSafe Principles; 1-6 as noted above.

It is important that Bunjil Place have a plan in place that is regularly updated as the State Government restrictions change and to address the complexities in running performances, rehearsals, exhibitions, installations, activities, and events in accordance with legislative and other obligations.

Please note: this document should be treated as a living document to be updated as the COVID-19 environment develops and changes.



COVIDSafe Principles:

1. Vaccination

From Saturday 23 April visitors and employees are no longer required to check-in or show their vaccination status to enter Bunjil Place. The existing two-dose and three-dose vaccination mandates for workers are retained.

2. Physical Distancing

There are currently no density quotients within Bunjil Place or the Plaza, however physical distancing is recommended where possible in all areas.

- Where possible aim for workers and visitors to maintain physical distancing of 1.5 metres.
- Minimise the build-up of people waiting to enter and exit the workplace, (through various methods such as pre-booking times, staggered entrance times for events)
- Manage egress from auditorium, (depending on audience capacity consider pre and post show announcement, foh staff to allow patrons to exit in rows)

Quarantine and Isolation

- Close contacts will no longer have to quarantine – provided they wear a face mask indoors and avoid sensitive settings. They will also need to undertake at least five negative rapid tests over the seven days that would previously have been the self-quarantine period.
- People are exempt from testing or quarantine for 12 weeks if they've had COVID-19 – up from 8 weeks.
- The essential requirement to isolate for seven days following a COVID-19 diagnosis is retained.
- It is recommended to work from home if you're a close contact exempt from quarantine.

3. Fitted Face Covering

From Saturday 23 April, face masks are no longer required to be worn within Bunjil Place. You may wear a facemask at your discretion.

- Face masks are strongly recommended when you can't physically distance.

4. Hygiene

The risk of community transmissions of COVID-19 can be minimised through a good standard of general cleaning. It is imperative that Bunjil Place practices are not only compliant and adhere to all the regulations but are above public expectations as this is a key measure in building patron confidence.

Everyone should be taking the following hygiene actions:

Wash your hands

- Wash your hands regularly.
- Wash your hands after blowing your nose, coughing, sneezing, or using the toilet



Cough and Sneeze Etiquette

- Cover your nose/mouth with a tissue, then throw it away & wash hands thoroughly
- If you don't have a tissue, cough or sneeze into your elbow or upper sleeve.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

General Hygiene

- Do not share drink bottles, glasses, crockery, or cutlery other than with people you live with.
- Avoid sharing of equipment such as desks, headsets, tools or other equipment.

Cleaning guidelines.

- All 'high touch areas' of the venue where there is regular human contact with surfaces will be cleaned regularly. Cleaning will focus on frequently touched surfaces.
- Monitor supplies of cleaning products and regularly restock
- Make soap and hand sanitiser available for all workers and customers throughout the worksite, including all exits and entry points and encourage regular handwashing.

Cleaning Frequency

General Venue

The below general venue high touch areas to be cleaned during peak times:

- Door handles, handrails, push plates
- Handrails for stairs & ramps
- Elevator buttons – inside and out
- Reception desks and ticket counters
- Point of sale keypads
- Hard services of tables and chairs
- Bin touch points (if any)

Toilets

The below toilet high touch areas to be cleaned during peak times:

- Door handles and push plates
- Sink taps and counters, and toilet handles
- Lids of containers for disposal of women's sanitary products
- Soap dispensers and towel dispenser handles
- Baby changing stations
- Bin touch points (if any)

Auditorium

The below high touch areas in Bunjil Place to be cleaned between shows/audiences:

- Door handles and push plates
- Handrails for stairs & ramps
- Bin touch points (if any)
- Arm rest of seats



Food and Beverage Areas

The below high touch areas in the Bunjil Place event food and beverage areas are to be cleaned during peak times:

- Bottle openers
- Ice buckets and scoops
- Tabletops
- Point of sale PIN pads
- Knives

Back of House Offices, Dressing Areas, Green Rooms, Production Areas

The below high touch areas to be cleaned regularly:

- Door handles, push plates, doorways, railings
- Light switches and thermostats
- Microphones – to be done by production staff only
- Backstage and technical equipment – to be done by production staff only
- Bin touch points (if any)

5. Record keeping

There is no longer a requirement for staff and patron of venues to check-in using the Service Victoria app. Bunjil Place is not required to keep any attendance records or maintain a COVID-19 Check-in Marshal.

Managing Outbreaks; Refer to City of Casey Pandemic Response Team, (PRT), business contingency plan to manage any outbreaks.

- The key to managing a confirmed case when any person diagnosed with COVID-19 has been onsite is to ensure there is a plan in place in advance. The infected person may be a staff member, contractor, member of public, performer etc. Please refer to the Promapp - for [Managing a confirmed case of COVID19 in a Casey Facility or Service](#)
- Individuals will be required to notify their workplace contacts, in addition to informing their social contacts.
- Workplaces won't have to individually identify and notify each potentially exposed worker.
- It is recommended to work from home if you're a close contact exempt from quarantine.

6. Enclosed spaces and ventilation

Reduce the amount of time workers are spending in enclosed spaces. This could include:

- Enhance airflow by opening windows and doors where possible
- Make sure that windows and air conditioning are set for optimum air flow at the start of each workday or shift



Further Information

Patron Communications

Given the change in venue operations considering patron expectations will be critical to both a positive venue experience and to ensure transmission controls are properly adhered to. Relevant components of this safety plan in addition to general event information will be communicated to patrons via the below pre-event channels where appropriate:

- Specific venue websites
- Use of Digital Screens in foyer to convey Covid Safe messaging
- Social media channels
- Ticket purchase page
- Ticket headers and logos – where possible
- EDM to go out to all ticket holders shortly before event to include latest COVID restrictions and requirements.
- Patron emails
- SMS – where appropriate

The following specific patron communications (mainly signage) will be implemented in relation to Covid-19 controls:

- Promoting cough etiquette and respiratory hygiene – general venue
- Handwashing – in toilets
- Cartoon messaging relating to Covid-19 controls – venue digital screens
- Encourage the use of hand sanitizers – general venue
- Stay home if unwell – entry

Ticketing

When developing a ticket manifest the following will be considered and implemented where relevant:

- Use of digital ticketing is to be encouraged, however, for each event patron demographic to be considered and alternative ticket delivery methods to be made available.
- Client led subscription services must also be considered as part of the ticket build and delivery process.
- Listing of specific arrival times for patrons, if relevant, to manage Ingress System capacity.
- Communication of venue expectation on purchase pages relating to any relevant Covid-19 controls.
- Exchanges & Refunds: Update policies so unwell patrons do not attend.



- Updated ticketing terms and conditions for COVID cancellations and refund policy
- Online and phone cashless transactions preferred methods
- Cash handling hygiene process

Café/Food and Beverage Service

The following general principles will be considered as part of any event specific food or beverage operation.

- Avoiding self-service style bar service.
- Encourage patrons to use cashless payment options.
- Implementation of Bunjil Place beverage pre-ordering system to reduce the creation of bar queuing per show and at intermission.
- Consider pre-packaged individual serves for patrons.
- FOH Systems in place to support social distancing
- Cashless sales transactions to occur
- Online ordering options to reduce/remove queuing
- Order paging system in place

Merchandise

- Patrons will not be permitted to try on merchandise such as T-Shirts.
- Queuing systems around merchandise locations must be considered, not only in relation to the merchandise area but to other traffic flows within the space.
- Encourage patrons to use cashless payment options.
- Staff selling merchandise must be provided with a physical barrier between themselves and patrons, such as a trestle table.
- Merchandise range to be kept to a minimum to reduce the likelihood of a queue forming.

Back of House

The below action will be considered when planning and delivering the technical production element of an event.

- When booking events, discussion with client to include total back of house numbers.
- During pack in and pack out, crew are to wash / sanitise their hands frequently.
- Where possible microphones will only be used by one person for the duration of the day, (including rehearsal and performance), and then retained for cleaning. If this is not possible, they will be sanitised between use.
- Hand sanitiser located within all rehearsal spaces, all dressing rooms, side of stage and stations spaced through back corridor



- Where possible when more than one client back of house, separate them as much as possible, consider setting up second green room back of Studio/dressing room 3.
- Cleaning products stored in internal Stage Door so not reliant on cleaners to do this task

Emergency Response

In the event a venue is to be evacuated due to an emergency situation the primary consideration will be patron and staff welfare and the preservation of life, as such any physical distancing measure and other Covid-19 controls will become secondary considerations.

Plan Review

The COVID Safe Plan will be reviewed every three months, or when changes to DHHS guidelines are made. The Team Leader Production is responsible for this review, which is to be submitted to the Pandemic Response Team for approval

