

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



Your COVID-19 Safety Plan

Entertainment facilities

Business details

Business name	Castle Hill Players inc
Business location (town, suburb or postcode)	Pavilion Theatre, Castle Hill Showground, Castle Hill
Select your business type	
Cinemas, theatres, concert halls	
Completed by	Stephen Snars
Email address	playmail@bigpond.com
Effective date	11 October 2021
Date completed	7 October 2021

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

Agree

Yes

Tell us how you will do this

Poster at QR entry reminding persons who are unwell or showing Covid like symptoms not to enter.

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

Theatre Covid safe policies emailed to all staff and Castle Hill Players members

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

Posters plus printed copy of policies in folder on Box Office desk

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, 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 work until 1 November 2021 when they need to be fully vaccinated.

Agree

Yes

Tell us how you will do this

Each key holder (director, stage manager or Management Committee member) is responsible for sighting Vaccination certificate or medical exemption certificate of any persons admitted to the theatre for auditions, rehearsals, set building etc
Front of House staff responsible for sighting of certificates of patrons.

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

As above

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

Ticket sales capped by blocking seats from sales map

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

Ushers outside entrance to supervise queuing. Directors to supervise during rehearsals/play readings

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Front of House Ushers to keep people moving and to keep spaces when queuing.

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

Signage at entrances. FOH to supervise before and immediately after performances.

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

Singing and dancing by audiences is not allowed in indoor areas.

Patrons can only consume alcohol when seated in indoor areas.

Agree

Yes

Tell us how you will do this

Seats always ticketed. FOH to supervise foyer to direct patrons with alcohol to their seats

and to discourage mingling and to maintain 1 person psqm

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

Air conditioning runs during all performance times.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Not applicable unless cutting set materials or painting on fine days

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

Agree

Yes

Tell us how you will do this

Doors open before and after a performance. During performances (not currently) open during interval.

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

Air conditioning already optimised

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

Air conditioning serviced on regular scheduled intervals. Twice yearly plus monthly filter change.

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

Periodic discussions with Frost Air Conditioning (service contractor) and Hills Shire Council.(building owner)

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

Notices placed. Supervision by Directors, stage managers, committee members and other key holders of whoever they have admitted to the building.

During performance times supervision of patrons by front of house volunteers.

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

Agree

Yes

Tell us how you will do this

Sanitiser available in foyer, box office, FOH kitchen, green room, workshop and both wings backstage.

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

Agree

Yes

Tell us how you will do this

Bathrooms cleaned and serviced weekly by cleaner. During performance times daily and checked by FOH volunteers.

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

As above, plus FOH kitchen cleaned after use. Director/Stage manager responsible.

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

Qr code posters at the inside and outside of all entrances

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

Key holder (director, stage manager or Management Committee member) responsible for checking for compliance of members.

During performances the responsibility for patrons is with the FOH manager and volunteers

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

Patron information kept by FOH manager. Details lodged with service NSW app directly. Key holders responsible for recording in a log book any person unable to QR in person or by proxy.

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