

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

Your COVID-19 Safety Plan

Entertainment facilities

Business details

Business name	Darlinghurst Theatre Company
Business location (town, suburb or postcode)	39 Burton Street, Darlinghurst, 2010
Select your business type	
Theatre	
Completed by	Lucy Glynn
Email address	lu@darlinghursttheatre.com
Effective date	1 November 2021
Date completed	10 November 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

1. Conditions of Entry displayed at venue entrance that acknowledge CoViD-19 conditions such as any visitor/staff displaying CoViD-19 symptoms are instructed to not to enter the venue.
2. Include the information "if you are unwell, you must not attend the venue/theatre", on venue signage, noticeboards, website, event & hire guides.
3. Reinforce through staff training and client inductions upon entering the site.

4. Darlinghurst Theatre Company terms and conditions for ticket holders have been updated to include the messaging “if you are unwell, you must not attend the venue/theatre”.

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

1. Darlinghurst Theatre Company staff must complete the online training module on CoViD-19 Infection Control by the Australian Government Department of Health:

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control>

An acknowledgement of attainment is received upon completion.

Training includes reinforcing to stay at home if you are sick, outlines when to get tested, how to stop the spread of CoViD-19, and practical tips to stay safe including social distancing, cleaning, hand washing and respiratory hygiene.

2. Darlinghurst Theatre Co. to conduct face to face CoViD-19 briefing for staff covering:

- understanding our restrictions,
- overview of our CoViD-19 Safety Plan,
- overview of our CoViD Safe Risk Management Plan,
- overview of venue hygiene and cleaning regime
- CoViD Safe staff work practices,
- responsibilities of the DTC CoViD-19 Safe Hygiene

3. Staff instructed in how to deal with a suspected case of CoViD-19 on premises

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

1. Conditions of Entry displayed at venue entrances and on the Darlinghurst Theatre Co. website plus the inclusion of additional health and safety measures in response to CoViD-19.

2. Pre-attendance communications provided to all visitors to Darlinghurst Theatre Co. via website & email to include: Conditions of Entry; outline of safety measures; visitor obligations, such as to stay at home if symptomatic; and any new procedures.

3. Information is also displayed throughout the venue on signage which includes key messages; stay at home if you are sick, practice social distancing, wash hands thoroughly, check in using

QR codes and that patrons will not be permitted to enter the venue unless they are vaccinated.

4. Artists, contractors, presenting partners, resident companies and hirers to be sent the conditions of entry directly via the Darlinghurst Theatre Company's team.

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, 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 for businesses is available at:

<https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Agree

Yes

Tell us how you will do this

1. Encourage any and all staff members working within the venue to be fully vaccinated, or to obtain an official medical exemption in line with NSW Health requirements.
2. Use of QR codes to check in upon entry reflecting vaccination status (patrons who are not fully vaccinated and do not have an official medical exemption will not be allowed to enter the venue).
3. Train staff to view vaccine certification upon patron check-in.
4. Use of marketing materials on various platforms, posters outside and within the venue and notifications on ticketing platform to announce to patrons that they must be vaccinated to enter the building.

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

1. Confirm potential patron has an appointed guardian or chaperone who is fully vaccinated before entry is granted to the building.
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Physical distancing

Capacity must not exceed the greater of 1 person per 2 square metres of space of the premises, or 100% of the fixed seating capacity of the facility.

Agree

Yes

Tell us how you will do this

1. Darlinghurst Theatre Co. complies with maximum capacities for all spaces/rooms located within the venue based on current NSW State Government restrictions which is currently 100% for an indoor entertainment facility, the greater of the following:

- the number of persons equal to 100% of the fixed seating capacity of the entertainment facility, or

- the number of persons equivalent to 1 person per 2 square metres of outdoor space or 1 person per 2 square metres of indoor space in the entertainment facility. Therefore, venues and area capacity within Darlinghurst Theatre Company have been calculated to the following:

Auditorium: 200 maximum patrons. Foyer: 200 maximum patrons. Outdoor dining area: 32 patrons (COVID19 NSW regulations and outdoor dining.) Stage areas & back of house spaces: are not accessible to the public and are not included in the operating patronage capacity for the venue.

Ticket sales and venue bookings will be limited to the COVID-19 Safety Plan maximum capacity of each area as outlined above.

1. Develop specific venue seating maps for the foyer which adheres to relevant current health guidelines and restrictions.

2. For hires and other events ensure that the ticketing allocation process adheres to point 1.

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

1. Foyer: Floor stickers have been placed at venue entries and where congestion may occur including box office.

2. Put up banner signage has been placed at the entrance of the venue with “please keep 1.5m apart” messaging
3. Front of House to assist in the managing of physical distancing if any queues become unavoidably high.
4. Internal signage provided to outline physical distances, maximum capacities in venues, dressing rooms, offices and shared spaces.
5. Stages, back of house rooms (dressing rooms, hallways, green room, offices etc) admin offices, shared spaces, control rooms and meeting rooms are limited in their capacities by 1 square metre per person to ensure enough space for physical distancing and not overcrowding. This is reinforced with signage.
6. No shared food or beverages.
7. Crew and artists to maintain physical distancing, including during rehearsal, performances, side of stage and in dressing rooms.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

1. Ticketing and Box Office:

- Darlinghurst Theatre Co. Marketing to encourage online booking/payment. -For hirers and outside events, align this process with any authorised external ticketing if applicable.
- Offer easy post-sale care for booking changes and reissuing of lost or missing tickets.

2. Queue management:

- Use appropriate queue management to manage the patrons approaching front doors for tickets scanning and entry.
- Promote physical distancing messaging within foyer announcements and / or pre-show announcements if applicable.

3. Bathrooms:

- Provide clearly indicated maximum space limit signage in bathroom entrances and main bathroom spaces
- Monitor queuing and use Front of House staff to redirect patrons to other bathroom facilities.

4. Food and Beverage

- Allow drinks inside the auditorium for performances to lessen gatherings in foyers.
- Barriers and signage in foyer as appropriate to control the flow of patrons to the bar.
- Use of alternate/second bar facility so patrons can distance from the main bar.
- Use of outdoor dining facilities as well as restaurant area.
- Utilise online food & beverage pre ordering for events and performances.
- Provide and use online ordering & payment facilities at tables in the foyer, in the outdoor dining area and at stations in the auditorium to promote distancing from the main bar where

possible.

- Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing or to order food or drinks. Promote online ticket purchasing and electronic ticket checking

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

Agree

Yes

Tell us how you will do this

1. Front of House to welcome and farewell patrons at the venue exit for all performances and events and to provide information and support for audience members.
 2. External events and venue hirers must provide planning as part of their COVIDSafe Plan on how they will manage performer/or staff pickups outside of the venue if applicable.
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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

1. Use of air conditioning system (optimised to intake outside air) in venue
2. Use of fans in foyer
3. Where applicable, keeping doors open to encourage air intake.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Provide outdoor seating within assigned licence times, and especially at high patron traffic times to discourage bottlenecking of patrons and provide adequate ventilation

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

Agree

Yes

Tell us how you will do this

1. Where applicable, keeping doors open to encourage air intake.

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

1. Use of venue air conditioning system and ceiling fans to maximise intake of outside air.

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

1. Ensure air conditioning system is maintained and cleaned regularly.

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

1. Where applicable, consultation of relevant experts to to optimise indoor ventilation.

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

1. Internal communications to staff on mandatory mask wearing
2. Signage provided at entry points noting mandatory masks unless medically exempt for all patrons

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

Agree

Yes

Tell us how you will do this

1. Front of House: Hand sanitisation stations are installed at the entrance to the venue in the foyer and hand sanitiser stations at key points across the site.
2. Back of House & Admin Offices: hand sanitisation stations are at frequently accessed areas including stage door, office kitchen, dressing room and green room kitchen.

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

Agree

Yes

Tell us how you will do this

1. Front of House to monitor levels of hand soap and paper towels in all relevant areas
2. Increase in the cleaning regime and frequency of professional cleaning on-site to ensure sanitising practices and topping up of hand soap/paper towel stocks. The frequency of cleaning has been increased during the trading hours of a performance, event or hire.

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

1. Darlinghurst Theatre Co. Management has upgraded the venue cleaning standard operating procedures to include routine disinfection as well as using the recommended approved disinfectants that kill COVID-19.
 2. Increase in the cleaning regime and frequency of professional cleaning on-site to ensure sanitising practices to include all major paths of travel (foyers, hallways) and within frequented spaces (bathrooms, dressing rooms, green room, etc). The frequency of cleaning has been increased during the trading hours of a performance, event or hire.
 3. Non-fire doors to be “held open” in all major paths of travel to minimise touch points.
 4. Front of House end of night / show reports to outline key rooms and paths of travel used by audiences, performers and crew and to flag additional cleaning requirements to be reviewed and actioned by the Darlinghurst Theatre Co. Management
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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

1. QR codes stationed at all entry points to venue
2. Use of paper contact tracing form provided in the event QR codes cannot be accessed

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

1. Ensuring Front of House staff stationed on doors to welcome patrons/event hires are trained in check-in procedures in accordance with Darlington Theatre Company's Covid Safe Plan
2. Directing and assisting patrons/event hires in check-in procedures
3. Use of paper contact tracing form where applicable

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

1. Use of paper contact tracing form if no QR code can be used
2. All records kept for a minimum of 28 days in compliance with Public Health Orders

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. 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