

COVID-19 Safety Plan - Theatres



We've developed this COVID-19 Safety Plan to help create and maintain a safe environment at our Theatres. This plan is informed by the NSW Health COVID-19 Safety Plan Template for Entertainment Facilities and covers the most common activities held within our theatres, including:

Community – Dance Performance, Community – Musical Performance, Community – Theatre Performance, Community – Film Presentation, Commercial – Theatre/Film/Performance

Hirers may be subject to developing additional COVID-19 Safety Plans to support the safe conduct of their activity. This includes Conferences, Functions and Events, or Indoor recreation activities.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au.

Lake Macquarie City Council Version Tracking
Plan completed by: Melanie Stanton – Performing Arts Officer
Approved by: Jacqui Hemsley, Manager – Arts, Culture and Tourism
Date: 9 October 2020
Updated 21 July 2020 to include updated government Covid Safe regulations from 12:01am Friday, 24 July 2020
Updated 17 August 2020 to include food service requirements
Updated 25 August to include sporting activities and dance references and updated hire agreement
Updated 7 October after consultation with LMCC Safety and Risk staff
Updated 10 December to reflect increased capacity and revised attendance detail collection with QR code
Updated 13 August 2021 to generalise the plan to adapt to changing guidelines, informed by current NSW Health template. Venue capacities table reviewed and updated. COVID 19 Hirer Agreement updated.
Updated 7 October 2021 to simplify capacity of public areas, updates on vaccination requirements
Updated 4 February 2022 to reflect updated NSW Health template
Updated 6 April 2022 to reflect updated NSW Health Template

Business Details
Warners Bay Theatre – 39 Lake St, Warners Bay NSW 2282
Rathmines Theatre – 25 Stilling St, Rathmines NSW 2283
Business Type: Local Government owned and run theatres

Wellbeing of Staff, Hirers and Visitors	
Requirement	Actions taken
Exclude staff and customers who are unwell from the premises	<p>Council has posted conditions of entry and service restriction signs at all sites, and included in ticketing information as applicable.</p> <p>Council Infection Control Policy sent to staff (D09643524)</p> <p>Council staff monitor attendees to Council events and exclude if unwell.</p> <p>Hirers must ensure processes are in place to exclude attendees or participants that are unwell.</p>
Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning.	<p>Council staff have been provided with information on COVID-19, including testing, isolation, vaccination, physical distancing and cleaning requirements.</p> <p>Mask requirement signage displayed in venue and in ticketing information where applicable.</p> <p>Disposable masks available at theatres.</p> <p>Hirers to provide staff and participants on information regarding vaccination and testing, support physical distancing during their event, enforce mask wearing when mandatory and conduct cleaning throughout their hire period.</p>
Display conditions of entry such as requirements to stay away if unwell and record keeping where applicable.	<p>Signage displayed at venue entries as per NSW Health templates, and information relating to current restricted operations is available on website.</p> <p>Conditions of entry included in ticketing information as applicable.</p> <p>QR code displayed and webform link and iPad available to theatre users for attendees unable to use QR code check in.</p> <p>Hirers are to ensure that signage is in place and visible to attendees during hire period.</p>
<p>Businesses can require proof of COVID-19 vaccination in line with their COVID-19 vaccination policy.</p> <p>An occupier of premises at which a music festival is being held in an indoor area must take reasonable steps to ensure that only fully vaccinated or medically exempt persons are allowed to attend the festival if there are more than 1,000 persons attending the festival.</p>	<p>Vaccination proof not required.</p> <p>Maximum venue capacity is 300 so music festival conditions do not apply</p>

Physical Distancing	
Requirement	Actions taken
<p>Support 1.5m physical distancing where possible, including:</p> <ul style="list-style-type: none"> • at points of mixing or queuing • between seated groups • between staff 	<p>Floor stickers available to indicate safe distance for queuing.</p> <p>Manage crowds by allowing entry to foyer in small groups to avoid queues before being seated.</p> <p>Sell to under capacity and place seats above the attendee numbers to allow seats to be left between groups.</p> <p>Space desks and work areas 1.5m apart where possible.</p> <p>Hirers to encourage physical distancing by participants, attendees and staff. Hosting multiple smaller sessions and cleaning in between is recommended where possible to reduce the number of people in attendance at one time.</p>
<p>Avoid congestion of people in specific areas where possible</p>	<p>Minimise queues for ticketing and bar by encouraging people to wait in their seats or outside to be served if space is congested.</p> <p>Layout front of house areas to minimise congestion.</p> <p>Increase length or number of breaks/intervals where possible.</p> <p>Monitor bathroom queues or front of house areas where multiple queues may need to be managed.</p> <p>Encourage people to take their seats rather than mingling in foyer areas.</p> <p>Hirers to limit the number of people in backstage areas, including dressing rooms and wings to avoid congestion of participants and staff.</p>
<p>Have strategies in place to manage gatherings that may occur immediately outside the premises</p>	<p>Open doors as early as possible before show start to allow a staggered arrival of audience.</p> <p>Provide access to multiple outdoor spaces where possible for pre-show, interval and post show.</p> <p>Disperse gatherings that may occur outside the premises post show by moving patrons along. Security guard to assist as applicable/available.</p>

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	Hirers encouraged to implement drop off and pick up procedures that minimise gatherings at the theatre entrance, including using alternate access doors for exiting on a different side of the theatre to those entering.
Consider whether appropriate cancellation or flexible booking is available where customers cancel due to COVID-19 factors (such as being unwell or awaiting test results).	Council does, and encourages hirers to, include flexible ticket cancellation where customers cancel due to COVID-19 factors (such as being unwell or awaiting test results).
Ventilation	
Requirement	Actions taken
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.	Guidance Reviewed. Ducted air conditioning at Warners bay Theatre and back of house at Rathmines Theatre.
Use outdoor settings wherever possible	Outdoor areas available around each theatre. Council to consider other venues for performances if a suitable outdoor setting is available. Hirers to consider using outdoor settings as suitable to their event.
In indoor areas, increase natural ventilation by opening windows and doors where possible	External doors to be opened when possible, particularly pre-show, during interval and post show to promote fresh air flow. Windows to be opened in dressing rooms and bathrooms as suitable. Windows to be opened in office spaces if multiple Council staff are working in venue.
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)	External contractor to adjust settings.
Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes)	Air conditioning systems regularly maintained by Council contractor.
Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation	Council BCaRT team has representatives from multiple departments to discuss Building Services requirements.

Hygiene and Cleaning	
Requirement	Actions taken
<p>Face masks are encouraged in indoor settings where it is difficult to maintain physical distance from others.</p> <p>Businesses can require workers and customers to wear face masks in line with their face mask policy.</p> <p>Note: Face masks must be worn by workers and attendees at music festivals being held in an indoor area with more than 1,000 attendees, unless exempt.</p>	<p>Disposable face masks are available on site.</p> <p>Hirers should make face masks available to attendees if they would prefer to wear one.</p>
<p>Adopt good hand hygiene practices. Have hand sanitiser at key points around the facility</p>	<p>Hand sanitiser available throughout the buildings, including entrance, bathrooms, kitchens and dressing rooms.</p> <p>Hirers encouraged to bring additional supply for their hire period</p>
<p>Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers</p>	<p>Cleaning contractor attends between hires to restock bathrooms and kitchens with soap and paper towel.</p> <p>Hand dryers available in all bathrooms at Rathmines Theatre.</p>
<p>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</p>	<p>Disinfectant spray available in COVID cleaning kit kept in kitchen at both theatres. Disposable alcohol wipes located at key locations in the venues.</p> <p>Hirers and staff required to complete touch point cleaning throughout and at the end of hire, including AV equipment used</p> <p>Contracted cleaner to clean hard surfaces between hires.</p>

Record Keeping	
Requirement	Actions taken
<p>Consider having a record keeping method in place to support contact tracing if a person with COVID-19 visits the premises.</p> <p>Note: Music festivals with more than 1,000 attendees must take reasonable steps to ensure that workers and attendees check-in using the NSW Government QR code system when they enter the premises.</p>	<p>Council displays Service NSW QR codes for each Theatre in the foyer.</p> <p>Webform link and iPad available to check in those not able to use QR code.</p>
<p>Review the 'guidance for businesses with a worker who tests positive for COVID-19' available at https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case and have protocols in place in the event that a worker who tests positive for COVID-19 has been in the workplace</p>	<p>Council procedures and updates communicated to staff regularly.</p> <p>Hirers to implement their own procedures to notify staff and participants.</p> <p>If Council informed by NSW Health of a positive case in their venue, hirers are contacted to inform them of advised requirements.</p>
<p>Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW if a worker has tested positive and is hospitalised or dies. Visit https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus for more information</p>	<p>Council will comply with any requests from NSW Health and report to SafeWork NSW, as included in Council procedures.</p> <p>Hirers to cooperate and advise Council of any known cases and follow instructions from NSW Health and SafeWork NSW.</p>

Appendix 1: Theatres Capacity

Current capacities will be confirmed closer to each hire booking. Hirers to note that capacities may increase or decrease in line with NSW Health Guidelines and latest Public Health Orders.

WARNERS BAY THEATRE

AREA	SIZE m²	4 SQM PERSON CAPACITY	2 SQM PERSON CAPACITY
Front of house			
Public areas	370	93	185
Kitchen	16	4	8
Back of house			
Stage	81	20	40
Dressing Room 1	24	6	12
Dressing Room 2	24	6	12
Meeting Room	20	5	10
Green Room	25	6	12
Orchestra Pit	68	17	34

Ticketed and allocated seating:

100% = 296

75% = 222

50% = 148

RATHMINES THEATRE

AREA	SIZE m²	4 SQM PERSON CAPACITY	2 SQM PERSON CAPACITY
Front of house			
Public areas	320	80	160
Kitchen	20	5	10
Heritage Centre	52	13	26
Boiler House	60	15	30
Back of house			
Stage	42	11	22
Backstage/Green Room	63	15	30
Dressing Room 1	32	8	16
Dressing Room 2	30	8	15
Meeting room	16	4	8
Ticket Office	6	2	3

Ticketed and allocated seating:

100%= 200

75% = 150

50% = 100

Appendix 2: Contact Tracing QR Code registration

A QR code is on display in the theatre foyers and all attendees should register their contact details through this code. The hirer should provide a staff member or volunteer to assist attendees unable to use the QR code (eg do not have a smart phone), and enter details on their behalf via the concierge link provided.

Warners Bay:

[Service NSW | COVID Safe Check-in Concierge Webform](#)

Rathmines:

[Service NSW | COVID Safe Check-in Concierge Webform](#)



Please check in before entering our premises.

We're helping keep our community COVID safe by recording contact details.



It's easy to check in:

- 1 Scan the QR code with your smartphone camera or QR code reader.
- 2 Follow the prompts on the Service NSW app or on the Service NSW webform.
- 3 Show a staff member that you've signed in.

We respect your privacy

When you scan the QR code, the only personal information sent to Service NSW is your Customer ID, the location of the business you are visiting, time and the date of your visit. The business will not see or collect this information and it will only be used for contact tracing. We only keep this information for 28 days unless required for contact tracing related to a COVID-19 hotspot. Please refer to the collection notice in the app for more information.

This QR code is for Rathmines Theatre - Lake Macquarie City Council, located at 25 Sefton Street, Rathmines NSW



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This QR code is for Rathmines Theatre - Lake Macquarie City Council, located at 25 Sefton Street, Rathmines NSW



COVID-19 daily attendance sheet

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Appendix 3: Touch Point Cleaning Kit Checklist

Rathmines Theatre

COVID-19 - Touch Point Checklist

Definition – SANITISE – Use disinfectant spray supplied in the COVID-19 Touch Point Cleaning Kit. Spray on paper towel and wipe down, then spray with Glen 20

Disposable gloves MUST be worn for all cleaning and are supplied in the Covid-19 Touch Point Cleaning Kit.

People involved in cleaning or reorganising furniture should wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Further information on cleaning products can be found on the labels or Safety Data Sheet.

Before commencement of use, please follow use the provided cleaning kit following the instructions provided to sanitise the following

Door handles	Chairs (if being used)
Light Switch	Tables (if being used)
Power point switch (if being used)	Fan Switch (if being used)
Air Conditioner switch (if being used)	Benches (if dressing rooms being used)
Toilet Area	
Taps	Vanity tops
Door locks both front and back	Flush buttons
Toilet seats	
If kitchen area is to be used, include the following	
Bench surfaces	Taps
Fridge door hands	Zip hot water handle
Microwave (if being used)	Oven doors and tops (if being used)
NOTE: If kitchen area is not being used, access must be restricted except to access cleaning equipment. Keep the door closed if applicable.	

At conclusion of use, please repeat the same as listed above, with the addition of

Floors – Mop with detergent then with disinfectant. Mops, buckets, solution supplied

Garbage - All rubbish to be disposed of in a general waste bin located in bin store at the north-east end of the theatre building

Please ensure cleaning kit is put back in the kitchen after use.

If you come across any issues during your Covid-19 Touch Point Clean or any cleaning supplies are low, please email theatres@lakemac.nsw.gov.au.

Warners Bay Theatre

COVID-19 - Touch Point Checklist

Definition – SANITISE – Use disinfectant spray supplied in the COVID-19 Touch Point Cleaning Kit. Spray on paper towel and wipe down, then spray with Glen 20

Disposable gloves MUST be worn for all cleaning and are supplied in the Covid-19 Touch Point Cleaning Kit.

People involved in cleaning or reorganising furniture should wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Further information on cleaning products can be found on the labels or Safety Data Sheet.

Before commencement of use, please follow use the provided cleaning kit following the instructions provided to sanitise the following

Door handles	Chairs (if being used)
Light Switch	Tables (if being used)
Power point switch (if being used)	Fan Switch (if being used)
Air Conditioner switch or remotes (if being used)	Benches (if dressing rooms being used)

Toilet Area

Taps	Vanity tops
Door locks both front and back	Flush buttons
Toilet seats	

If kitchen area is to be used, include the following

Bench surfaces	Taps
Fridge door hands	Zip hot water handle
Microwave (if being used)	Oven doors and tops (if being used)

NOTE: If kitchen area is not being used, access must be restricted except to access cleaning equipment. Keep the door closed if applicable.

At conclusion of use, please repeat the same as listed above, with the addition of

Floors – Mop with detergent then with disinfectant. Mops, buckets, solution supplied

Garbage - All rubbish to be disposed of in the general waste skip bin located in the carpark at the rear of the building

Please ensure cleaning kit is put back in the kitchen after use.

If you come across any issues during your Covid-19 Touch Point Clean or any cleaning supplies are low, please email theatres@lakemac.nsw.gov.au.