

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



Your COVID-19 Safety Plan

Cinemas, theatres, concert halls, drive-in cinemas

Business details

| | |
|----------------------------------------------|------------------------------------------------------------------------------|
| Business name | Central Coast Dance Festival |
| Business location (town, suburb or postcode) | C/o Kincumber High School, Kincumber, NSW 2251. Laycock St Theatre, Gosford |
| Completed by | Kirsty McRae |
| Email address | kirsty.mcrae@det.nsw.edu.au |
| Effective date | 6 May 2021 |
| Date completed | 10 May 2021 |

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

Staff and customers are asked to refrain from attending if you feel unwell, have flu like symptoms or waiting COVID 19 results or returned from overseas.

Patrons are asked not to attend the festival if they or their children performing have flu like symptoms

Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning.

Staff are to follow COVID 19 advice at the time of the festival, from NSW Health, Department of Education, Laycock St Theatre staff.

Get tested if you have any flu like symptoms and do not return until a negative result has been issued. Ensure physical distancing between staff and others at all times, practice good hygiene by regular washing of hands.

Wearing of masks when advised by NSW Health and by the venue.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

If staff are sick they should apply for leave through the SAP portal as usual.

Report any positive COVID 19 result to their home school and Chairperson of the Central Coast Dance Festival

Display conditions of entry (website, social media, venue entry).

Conditions of entry will be displayed on website, social media pages and on entry to Laycock St Theatre.

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).

If customers are unwell and have to cancel due to COVID 19 factors, contact should be made with the box office at Laycock St Theatre, to organise a re-scheduling or refund.

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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

Contact name list of performers and teaching staff will be collected on a daily basis for those involved with the Central Coast Dance Festival.

Sign on for all teachers and Central Coast Dance Festival staff will be required each day of attendance as well as completing the QR check in backstage.

All patrons, watching the performances, are to QR code check in on entry to Laycock St Theatre

Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for the event.

NA

Physical distancing

Capacity must not exceed 100% of seated capacity if ticketed and seated. Children count towards the capacity limit.

Ticketed seating will not exceed 100% capacity, this is coordinated through and monitored by Laycock St Theatre staff.

Venues should, in so far as is reasonably practicable, ensure the audience is spread evenly throughout the venue to maximise physical distance between groups. If a venue is has multiple sections, no section should be at more than 100% capacity.

Ticket booking arrangements have been coordinated with Laycock St Theatre. Ticketing staff to ensure these guidelines are met.

Consider having face masks available for customers should they choose to wear one, particularly in indoor areas where it may be difficult to maintain physical distancing.

Audience members will be subject to the current NSW Health requirements at the time of performances. Advice is to plan ahead and wear a mask if required, remain diligent about social distancing in the venue. Avoid congregating and mingling in the foyer areas, organise meeting place with child's teacher outside the venue for pick up and drop off. Ensure 1.5m physical distancing where possible, including: at points of mixing or queuing such as the food kiosk, toilets, entrance and exit points, between seated groups, between staff.

Bookings will allow a space between each booking, assisting with social distancing.

Teachers must encourage their school group NOT to mingle with other school groups in the holding rooms, but to remain in their allocation section as much as possible. Avoid congregating and mingling in the foyer areas, organise meeting place with child's teacher outside the venue for pick up and drop off.

If a venue has multiple theatres, consider staggering the start and end times of different shows where possible to minimise crowding.

2021 show structure accommodates the social distancing and COVID safe regulations, by two short shows at 5:30pm and 8:15pm.

To avoid overcrowding in foyers, holding rooms and mixing with the general public before and after shows.

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 where this is available. Use separate doors or rope barriers to mark the entry and exit wherever practical.

To reduce crowding in the holding areas, schools will have designated labeled areas to adhere to, chairs and rope barriers will assist with this. There will be less schools each holding space, which will also assist with over crowding.

Online ticketing will be promoted to schools to avoid queue lines for tickets at Laycock St Theatre Box Office

The 5:30pm audience will enter via the box office doors and enter the auditorium. The theatre foyer will be closed during the show to the general public. At the conclusion of the show, the 5:30pm audience will exit the theatre via the Pacific Hwy doors. The theatre will be opened after cleaning for the 8:15pm audience to enter via the box office doors - again the foyer will be closed to the general public during the show.

Consider strategies to manage crowding during an intermission, such as a longer intermission period, encouraging people to take their food or drinks back to their seated area, adding additional food and drink service points and allowing customers to leave and return to the premises during this period.

Food and drink sold at the performance will be pre-packaged.

An announcement should occur by Front of House Laycock St Theatre staff for patrons to remain in their seated area as much as possible and to avoid gatherings of people.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask, if practical.

Where reasonably practical, staff are to maintain 1.5 metres physical distancing at all times.

Wear a face mask if you feel you cannot physical distance.

Use telephone or video for essential staff meetings where practical.

Zoom meetings are scheduled for staff/committee meetings

Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.

Break times will be socially distanced across a number of holding spaces, arranged to minimise close contact.

Consider physical barriers such as plexiglass around counters with high volume interactions with customers.

Merchandise is not being sold in 2021

Review regular deliveries and request contactless delivery and invoicing where practical.

NA

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

Have a safety marshall for the dress rehearsals and performances, to ensure no large gatherings of the cast and crew.

Patrons attending will be managed by the Laycock St Theatre Staff.

Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue for larger shows, if crowding on public transport may occur.

School buses may be used for school groups to attend rehearsals, teachers must ensure social distancing and the wearing of masks as a requirement at the time of transport - where deemed necessary by NSW Health.

Encourage private transport options to minimise crowding on public transport where practical. Consider whether parking options close to the venue could be discounted or included in the ticket price to support this.

NA

No more than 5 performers should sing indoors. There is no recommended cap on performers singing outdoors. All performing singers should face forwards and not towards each other, have physical distancing of 1.5m between each other and any

other performers, and be 5m from all other people including the audience and conductor, where practical. In indoor areas, audience members should not participate in singing or chanting.

There is no singing within the festival only dance.

In indoor areas, alcohol should only be consumed by seated customers. There should be no dancefloors.

Service of alcohol will be organised and overseen by Laycock St Theatre management and staff.

Hygiene and cleaning

Adopt good hand hygiene practices.

Reinforce through posters, email communication and verbal announcements during the festival for good hand hygiene practice to keep everyone safe. Posters located in dressing rooms, holding rooms, theatre.

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

Regular communication with venue staff to ensure bathrooms are well stocked.

Have hand sanitiser at key points around the facility, such as entry and exit points.

Hand sanitising stations available on entry and exit to the venue, as well as in dressing rooms, holding rooms and ensure soap holders in public toilets is regularly filled.

Clean frequently used indoor hard surface areas at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

Cleaning will be by venue staff between shows and handrails near stage will be cleaned regularly by Central Coast Dance Festival committee with cloth and hand sanitiser provided by the venue.

Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.

Will use hospital grade hand sanitiser, used in DOE schools.

Develop strategies to address cleaning of very high-touch surfaces such as handles and chair arms. Consider having disinfectant wipes available for customers to use.

Front of house staff will clean high touch surfaces of railings and chairs between shows. Disinfectant wipes will be used during the rehearsal days once a group leaves the venue and new group arrives. CCDF committee to complete this whilst ushering groups to stage rehearsal.

Staff are to wash hands thoroughly with soap and water before and after cleaning.

CCDF committee should remember to thoroughly wash hands before and after cleaning.

Encourage contactless payment options.

NA

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

Will optimise air conditioning in the venue for ventilation.

Record keeping

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. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

For school, child care, aged care and disability groups, contact details only need to be collected for two of the group organisers. The group organisers must have an electronic record of the name and phone number of all members, and parent or carer of any child, and be contactable at anytime for a period of at least 28 days.

Note: 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 there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

Teachers are to QR code into the venue backstage on arrival to dress rehearsals and performance and sign in using the CCDF sign in procedures.

Teachers are to provide for each day a separate student evacuation list, submitted online to the festival committee and updated on arrival to the venue.

Teachers email and contact numbers will be provided on the application and successful package electronic database.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au

Contact details will only be used for contact tracing and will be stored confidentiality and securely. Only relevant committee personnel have access.

Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.

Staff should be aware of making use of the COVIDSafe app.

Cinemas, theatres and concert halls should consider registering their business through nsw.gov.au

Laycock St Theatre has registered their business through nsw.gov.au

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

Central Coast Dance Festival will cooperate with NSW Health and if connected to a positive case of COVID 19 at the festival, will notify SafeWork NSW on 131050

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes