

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



Your COVID-19 Safety Plan

Function centres

Business details

Business name	The Crossing Theatre
Business location (town, suburb or postcode)	Narrabri
Completed by	Emily McFetridge
Email address	eventcoordinator@narrabri.nsw.gov.au
Effective date	7 December 2020
Date completed	7 December 2020

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

Anyone who presents with flu-like symptoms can be asked to leave the venue and will be encouraged to get tested. Signage displayed to promote staying home if feeling unwell.

Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, and cleaning. Train staff in the process of how to

collect and store contact details of patrons.

'COVID-19 awareness for food service' is a free, voluntary online course which covers all measures required to become a COVID Safe retail and food service business in NSW. It is available through the NSW Food Authority website [foodauthority.nsw.gov.au/covid-training](https://www.foodauthority.nsw.gov.au/covid-training)

Staff have been provided with fact-sheets on COVID-19 and are aware of physical distancing and cleaning requirements. Staff have also been informed and provided with face masks which can be worn where physical distancing may not be possible. Staff have been informed that contact details need to be collected by all event attendees via QR code only and need to be kept for at least 28 days.

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

Council staff will need to take sick leave while waiting for their test results or while self-isolating after a positive result. Working from home arrangements can be made for staff who are required to self-isolate as a close contact.

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

Conditions of entry will be printed and displayed in poster boxes on the outside of the venue as well as on our website.

Function centres are exempted from the requirement for a COVID-19 Safe Hygiene Marshal, but should still have strategies in place to ensure the venue COVID-19 Safety Plan is implemented.

Venue staff will be responsible for implementing COVID-19 safety plan in communal areas such as entry foyer and bathrooms. Event Organisers/Clients will be responsible for the implementation of the plan inside the function room, cleaning products will be provided by the venue.

Physical distancing

Capacity must not exceed one customer per 2 square metres of publicly accessible

space. The density limit does not apply if there are 25 customers or less at the premises. Children count towards the capacity limit.

Room capacities are as follows: Auditorium 300pax, Riverside Room 80pax, Exhibition Room 50pax, Gallery Lounge 30pax.

Capacity on dancefloors must not exceed one person per 4 square metres to a maximum of 50 people indoors, or 500 people outdoors. Alcohol should not be taken onto dancefloors.

Dancefloors at indoor functions will have no more than 50pax on at a time. Staff will monitor numbers throughout the night. Alcohol is banned from dancefloors.

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

All weddings, funerals, corporate events and school events must provide an acceptable COVID-19 Safety Plan prior to confirmation of the event.

Reduce contact or mingling between customer groups and tables wherever possible.

Signage on display to remind attendees/guests to remain seated and not 'table-hop', spread tables out to defer people from turning around and mingling with other tables.

Support 1.5m physical distancing where possible, particularly at points of mixing or queuing such as toilets and entrance and exit points. There should be 1.5m physical distance between seated groups where practicable.

Floor markers will be used to support physical distancing at entry/exit points. Sinks in the bathrooms are already adequately spaced. Floor plans will be developed to keep 1.5m of distance between seated groups.

Reduce crowding and promote physical distancing with markers on the floor where people are asked to queue, such as at the bar.

Floor stickers provided and set up and entry points, in front of bar and at food stations.

Where possible, ensure staff maintain 1.5 metres physical distancing (including at meal breaks and in office or meeting rooms) and assign workers to specific workstations. 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.

Remind staff to maintain 1.5m apart where possible. Masks are provided for staff who are

unable to physically distance with other staff members or guests.

In indoor areas, alcohol can only be consumed by seated customers. Alcohol should not be taken onto dancefloors.

Ensure all indoor events that include the sale or provision of alcohol are sit-down only. Alcohol is banned from the dancefloor.

Where reasonably practical, stagger start times and breaks for staff members.

Use roster to determine separate break times for staff and encourage staff to follow roster as closely as possible.

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

Floor stickers will be in place to stop customers from reaching/leaning on bench tops/counters/bar.

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

Only necessary deliveries are accepted. Clients are discouraged from sending print material, function equipment or promotional materials to the venue.

All in-house deliveries will be invoiced and paid electronically.

Introduce strategies to manage gatherings that may occur outside the premises and in any designated smoking areas.

Where practical, place signs around the outside of the venue encouraging guests to move on and not hang around. Staff to periodically check the outside of the venue for gatherings. Place a limit on people allowed in the smoking area at a time.

Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers as much as possible and encourage passengers to wear masks whilst in the vehicle.

Courtesy vehicles are not provided by this venue.

Hygiene and cleaning

Adopt good hand hygiene practices.

Wash hands for 20seconds with soap consistently throughout the day and especially after touching high-traffic areas. Posters on "how-to wash" are displayed in public bathrooms and staff areas.

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

Soap, paper towel and hand dryers are provided in all bathrooms.

Reduce the number of surfaces touched by customers wherever possible.

Remove unnecessary items (ie water coolers) from function rooms to reduce number of things that can be touched. Leave doors open, where appropriate, to minimise the number of people touching door handles.

No self-serve buffet style food service areas, communal bar snacks, or communal condiments. If condiments are on individual tables, such as salt and pepper shakers, these should be cleaned between each customer.

All food items will be pre-plated and handed out by gloved staff members. Individual butters, and salt and pepper sachets will be handed out.

Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.

All cutlery and tableware will be washed in a commercial grade dishwasher after each use.

Menus should be laminated (clean between use), displayed or be single use. Place takeaway menus outside the venue where possible.

Use of menus at events is strongly discouraged. If required, menus will be single use.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent and disinfectant. Clean frequently touched areas and surfaces several times per day. Clean tables, chairs and any table settings between each customer. If using a paper sign in system, ensure the pen is wiped down with a

disinfectant solution or wipe between use.

Childrens area will remain packed away to avoid transmission through children. All furniture and equipment used during an event will be cleaned at the conclusion of the event. Pens will be cleaned between each use. Disinfectant wipes will be provided to clean AV equipment between speakers.

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

Spray sanitiser has a 1:1 ratio of disinfectant to water. Pump sanitisers are ready-to-use and should not be diluted.

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

Inform and remind staff to wash their hands before and after cleaning. Gloves will be provided for staff to wear while cleaning.

Encourage contactless payment options.

Event Invoices will be sent via email and payment options are restricted to eftpos and BPAY.

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).

During summer air conditioning will be used to assist ventilation of the event room.

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.

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.

QR codes are provided at the entrance to every event and sign in is mandatory for all attendees. Contact details provided to the venue are to be used for contact tracing purposes only.

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

Records collected for COVID-19 contact tracing purposes will be used for this purpose only. The app, we have selected is a trustworthy brand and the information is stored securely.

Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.

Ensure staff are aware of the COVIDSafe app and it's benefits.

Function centres hosting a significant event (e.g. a corporate event, funeral, wedding, or religious service) must register their business through nsw.gov.au.

The Crossing Theatre is a registered COVIDSafe business.

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.

Full cooperation will be provided to NSW Health.

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

Yes