



THE DRUM

DRUM THEATRE COVID SAFE PLAN

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Version Control

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VENUE AND ORGANISATION DETAILS

Drum Theatre, 226 Lonsdale Street, Dandenong VIC 3175

A service of **City of Greater Dandenong**

Venue Coordinator: Susan Strano Ph: 8571 1623 / 0413 135 446

COVID Safe Compliance Coordinator: Chris Le Miere Ph: 8571 1606 / 0466 579 285

COVID Marshal: Technical Supervisor as per rostering, reports to the COVID Safe Compliance Coordinator.

COVID Check-in Marshal: This role is no longer required under current Pandemic (Workplace) Order 2022 (No. 8).

INTRODUCTION

Current Situation

The Drum operates under the obligations and requirements issued by the Victorian State Government. This includes Pandemic (Workplace) Order 2022 (No. 8) commencing 23 April 2022.

Government and health authorities acknowledge that restrictions may change depending on the impact and level of COVID-19 cases in the community. This may create a challenging “stop/go” environment which The Drum will have to navigate and respond to.

Entertainment venues are open provided all workers (including volunteers) are fully vaccinated, or a valid medical exemption applies. Drum Theatre employees are not classified as Specified workers according to Order 2022 (no.8), but are encouraged to receive and register their booster (third) vaccination.

Summary

- No requirement for QR check in
- No requirement for patrons to show proof of vaccination
- No cap or density quotient.
- No group limit.
- Masks are strongly recommended, particularly where it is difficult to maintain 1.5m distance.
- Staff are strongly encouraged to wear masks during events. Staff serving from behind perspex are not asked to wear a mask in order to optimise communication.

COVID-19 (Coronavirus) transmission

Currently, it is understood that the virus can spread in the following ways:

- Direct contact with a person while they are infectious,
- Direct or indirect contact with respiratory droplets (such as when a person coughs or sneezes),
- Direct contact with object and surfaces which are contaminated by respiratory droplets.

Therefore, Greater Dandenong City Council, in line with current Victorian State Government Directions, have developed this COVID Safe Plan for The Drum to reduce the possibility of the spread of COVID-19 amongst staff, patrons and visitors.

Vulnerable groups

While every person has the same risk of contracting COVID-19, some persons are at a higher risk of more serious illness or complications if they are infected. These include:

- People aged 65 and older with chronic medical conditions,
- People aged 70 years or older,
- People with compromised immune systems,
- Aboriginal and Torres Strait Islander people aged 50 years and older with one or more chronic medical conditions.

COVID-19 symptoms

Some COVID-19 symptoms include:

- Fever
- Dry cough
- Sore throat
- Runny nose
- Chills or sweats
- Shortness of breath
- Loss of smell and taste senses

Review of Plan

This is an evolving situation, and this Plan will be amended as necessary. Update triggers may include:

- If the Victorian or Federal Government introduces, amends or revokes its COVID-19 orders, directions, regulations or public health laws.
- If the Federal or Victoria Department of Health & Human Services releases new guidance or amends its existing guidance on COVID-19
- If Worksafe Victoria releases new guidance or amends its existing guidance on COVID-19.
- If there is a confirmed case in the Performing Arts Sector and the resultant feedback leads to changes.
- General feedback from staff, hirers and patrons to improve the measures and processes in this document.

INFORMATION SOURCES

Acknowledgement

The Drum wishes to acknowledge the work and support of the Victoria Association of Performing Arts Centres (VAPAC), Performing Arts Connections Australia (PAC) Australia and Creative Victoria. The valuable resources provided by these organisations have contributed greatly to this COVID Safe Plan. VAPAC has worked with Members, State and National peak bodies and agencies to develop a set of principles and guidelines mapping a safe path to welcome audiences, producers and hirers back into our venues.

VAPAC has sought legal advice and referenced Government guidance where appropriate.

VAPAC – COVID-19 Resources including a Safe Guide for reopening performing arts venues

www.vapac.org.au/resource_category/covid-19/

PAC Australia – Guidelines for COVID-Safe Theatres

www.paca.org.au/covidsafetheatres/

Creative Victoria – Arts and Culture Return to Business Guidelines

www.creative.vic.gov.au/coronavirus/return-to-business

COVID SAFE COMPLIANCE COORDINATOR

Compliance with measures implemented to reduce the spread of COVID-19 is the responsibility of **every** individual who works in or visits our venues, including management, staff, contractors and patrons. However, the COVID-Safe Compliance Coordinator is responsible for overseeing the implementation of measures and reporting back to the Drum leadership team and Council COVID-19 working group regarding the effectiveness or otherwise of the measures.

COVID SAFE PRINCIPLES

The following COVID Safe Principles are integral to this COVID Safe Plan:

1. Physical Distancing
2. Carry a fitted Face Covering / Mask
3. Practice Good Hygiene and Cleaning
4. Keep Records and act quickly if someone becomes unwell (Response Plan)
5. Avoid Enclosed Spaces
6. Heating, Ventilation and Cooling (HVAC) considerations

Mandatory check in and provision of vaccination information

- It is no longer a condition of entry that all patrons, visitors, performers, hirers and contractors check in using the Service Victoria QR code. These have been removed from entrances.
- It is no longer a condition of entry that patrons and visitors show evidence of vaccination.

Physical Distancing

The Victorian Government has advised that Coronavirus is most likely to spread from person to person when we come into close contact with one another. This means do not shake hands, or exchange physical greetings, and wherever possible, stay at least 1.5 metres away from others.

If this is not possible for any reason control measures should be put in place:

- Minimise the number of person-to-person interactions that need to be completed within 1.5 metres.
- Minimise the number of individuals involved in activities that need to occur within 1.5 metres of each other. eg. Essential work in control room, wings, grid or box office.
- Limit close contact between workers/other people to not longer than 15 minutes face-to-face or more than 2 hours cumulative over the course of a week in a shared closed space. If this is not possible, utilise PPE.
- Arrange furniture in a layout that is consistent with physical distancing and the square metre rule or remove entirely.
- Provide personal protective equipment (PPE) where necessary (eg. gloves, masks, glasses). It should be noted that the primary purpose of masks is to prevent the wearer from spreading infection to other people. This may occur if the person is infected but unaware or asymptomatic.

Venue Capacity

As of 06:00pm on 25 November 2021, restrictions eased to allow a seating capacity indoors (auditorium) of 100% up to 30,000.

The Drum Theatre capacity is 518 in the auditorium.

If restrictions become re-introduced, the capacity of various spaces within The Drum will vary according to the level of restrictions in place at any given time. These are:

- Mass gathering limit
- Density Quotient (DQ)
- Industry Guidelines for venue capacity
- Physical distancing requirements

Signage

Signs, floor decals and other notices are in use throughout the venue, with mandated COVID-19 information including floor distancing, stay home if unwell notices and information on COVID-19 symptoms.

Circulation

As of 06:00pm on 18 February 2022, density quotient and patron caps have been removed. However, the following can be implemented to control circulation as required:

- Entry to, and egress from the auditorium is monitored and staggered, where possible, to ensure compliance with the limits that apply
- Electronic registration of all attendees, whether ticketed or not
- Pathways, stairwells or lift access have public signage regarding distancing, floor markings for safe queuing.
- Opening of additional space (eg Magistrates Room) to accommodate patrons waiting to enter the venue or as additional foyer space.
- Where possible, patrons will exit separately from the entrance, to avoid 'two way' congestion. Alternatively, event timing will be scheduled to avoid large numbers of people leaving while others are arriving. This can involve one or more of the following strategies:
 - Queueing using common methods such as lines marked on the ground, rope and stanchions in combination with staff who provide information about anticipated wait time and entrance procedure and also enforce social distancing.
 - Open auditorium doors as soon as possible once the venue / box office is open, and at least 30 minutes prior to the performance, placing patrons within the controlled allocated seating environment.
 - Egress from Nearest Exit to Last.

Wear a Fitted Face Covering / Mask

As of 11:59pm on 22 April 2022, masks are no longer required indoors except in certain circumstances, including if a person is a close contact of a COVID-19 positive case and is exempt from quarantine. However, the Drum will continue to recommend the wearing of masks to increase safety and comfort levels for our patrons.

- Wearing a fitted face mask is recommended for patrons and visitors.
- Close contacts exempt from quarantine are required to wear a facemask while indoors.
- Guidelines on wearing facemasks are available from the Victorian Government Coronavirus website www.coronavirus.vic.gov.au/face-masks.
- Cleaning at The Drum is undertaken by Council's approved contractor. This contractor is responsible for ensuring the supply of masks to their staff when onsite at The Drum.
- Training and guidance in the correct use of masks has been provided to staff via CEO demonstration in an all-staff video communication.

- Compliant masks are available for workers / patrons if needed and are located in the technical operations office and box office.
- There are a number of lawful reasons for not wearing a face mask and can be referenced on the Victorian Government Coronavirus website www.coronavirus.vic.gov.au/face-masks-when-wear-face-mask#exceptions-for-not-wearing-a-face-mask. This includes the case of someone working on their own in an enclosed space such as an office who does not need to wear a face mask unless another person enters the room.

Practice Good Hygiene and Cleaning

Hand Washing & Personal Hygiene

Good hygiene is critical for slowing the spread of coronavirus (COVID-19). **Everyone** should be taking the following hygiene actions:

Wash your hands

- Wash your hands regularly for at least 20 seconds, using soap and water or use a hand sanitiser that contains at least 60 percent alcohol.
- Wash your hands when you get home, arrive at other people's homes, at venues or at work.
- Wash your hands after blowing your nose, coughing, sneezing, or using the toilet.

Cough and Sneeze Etiquette

- Cover your nose or mouth with a tissue, then throw it away and wash your hands thoroughly.
- If you do not have a tissue, cough or sneeze into your elbow or upper sleeve.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- If you are wearing a face mask, leave it on.
- Do not share drink bottles, glasses, crockery or cutlery other than with people you live with.

Return to work induction will include training in effective, frequent hand washing with soap and use of sanitiser.

Cleaning regime & Hygiene

Cleaning and disinfecting common contact surfaces will help to slow the spread of coronavirus (COVID-19).

- Cleaning services at The Drum are provided by Council's approved contractor.
- Office spaces are cleaned once daily where normal administration activities are taking place and while most of the workforce are working from home.
- Spaces used for events are cleaned prior to and directly after each session.
- All 'high-touch areas' of the venue where there is regular human contact with surfaces will be cleaned *and* sanitised after each public event / performance. Both steps are essential.
- In some cases, additional cleaning may be required during the event.
- If "hot desking" cannot be avoided, the equipment and desk space must be thoroughly cleaned and sanitised between users.
- "Desk sharing" is considered to be when staff use the same desk equipment on different days. This should be avoided where possible. The equipment must be thoroughly cleaned and sanitised after use.

RESPONSE PLAN

This plan is the key to managing a local coronavirus incident when any person who has tested positive for COVID-19 has been at our venue. The infected person may be a patron, a staff member or visiting producer/hirer, performer or crew person, or contractor.

Incident Management

Refer to Council's [COVID Guidance for staff page](#) (staff only accessible internal link) page and Council's **Staff Member Discloses COVID-19 Virus Infection Procedure** (staff only accessible internal link located in [Objective](#)) which should be applied immediately if a COVID-19 case is disclosed by a member of staff or user of the facility.

If a patron or hirer reports they may have been infectious while at the premises, staff may be notified so they can monitor for symptoms and test if required. A supply of Rapid Antigen Tests have been made available for staff for this purpose.

What to do if someone displays symptoms of coronavirus

If any customer, visitor, contractor or staff member displays symptoms (fever, coughing, sore throat, fatigue and shortness of breath) consistent with COVID-19 infection, staff should report this to their supervisor. The supervisor will request the person to leave the premises.

If an emergency, such as a person having difficulty breathing, 000 should be called to summon urgent medical help.

Staff should not report to work if they have symptoms and should get tested immediately and isolate until they receive their results.

The National Coronavirus Helpline phone number 1800 020 080, which operates 24 hours a day, seven days a week can be called to seek any medical help related to COVID-19.

If a staff member develops symptoms while at work, they should notify their supervisor and leave the workplace. After reaching home they must follow the latest advice on testing (seek a PCR or Rapid Antigen Test) and isolate while awaiting results. Steps required can be found on the Council's [COVID Guidance for staff page](#). For further advice contact the Department of Health and Human Services (DHHS) coronavirus (COVID-19) hotline on 1800 675 398.

Getting tested for COVID-19

The current DHHS advice is that if a person has symptoms of coronavirus, they should get tested and remain in isolation until test results are confirmed.

Avoid Enclosed Spaces

- Work areas have been rearranged where possible to enable staff to maintain physical distancing whilst at work.
- This is not always possible in areas such as the Control Room, Box Office and Storerooms. People in these areas should minimise the time spent working together. Additional cleaning and sanitising of surfaces will be carried out.
- Ventilation and the introduction of fresh air is being increased where possible. All Heating, Ventilation and Air Conditioning (HVAC) systems have been set to use outside air instead of the normal economy dampened systems. Exhaust fans in all bathrooms have been set to highest volume settings. All HVAC systems will be on when the building is in use.
- The Loading Dock door can be opened where possible to further facilitate air flow.

Workforce Bubbles

- Where possible, “work teams” are formed in which people routinely work together but keep their distance from everyone else. It is recognised that there may not be sufficient staff to create a complete Team A and Team B, however the amount of “crossover” is kept to a minimum both in terms of time and physical space.
- Back of House and Front of House spaces, staff and people movement to be isolated as far as possible.
 - Clients must be briefed to ensure performers, crew and audience movement is limited, as guided by Drum staff.
 - Ushers must clear the auditorium following a performance and ensure that all patrons exit to the foyer and are not permitted backstage or in technical operating areas.
 - BOH Supervisor must ensure that performers and crew follow instruction to limit movements.
 - Backstage / loading dock areas to be marked with tape (in liaison with client) to assist with cast waiting areas, avoiding overcrowding in the wings.
- Staff should only work at a single site on one day. Those who work elsewhere, such as casual employees, have been required to declare this work. When rostering staff, they will be required to confirm/declare whether they will be working from other sites. Staff who are required to work at Drum Theatre on a particular day will be advised that they cannot work at a different site on that day.

Heating, Ventilation and Cooling (HVAC) considerations

Adjustments have been made to the facility’s HVAC systems to ensure that as much outside fresh air is used as possible (where this function exists) rather than recirculating air. Exhaust air systems have also been enabled in spaces where this feature is available.

Any space that is being utilised will have the HVAC system engaged for the entire period of use.

Filters in all HVAC systems in the facility are checked and maintained on a monthly basis as part of our cyclic maintenance plans.

The Loading Dock door can be opened where possible to further facilitate air flow.

STAFF

Mandatory Vaccination Requirement

Under the **Pandemic (Workplace) Order 2022 (No. 8)** as at 23 April 2022, all workers must be fully vaccinated with information collected, recorded and held by the employer. An operator of an open premises must not permit any person to work at the premises unless the person is fully vaccinated or an excepted person.

Third dose (boosters) are mandatory for Specified Workers. Despite Drum staff not being in this category all staff are encouraged to receive and register their booster.

Working from home

The City of Greater Dandenong has implemented its return to the workplace plan to enable staff to safely return to the workplace three days/week by the end of March 2022.

Sick Workers

- The simple message is: if you are unwell, you must stay at home.
- Staff must notify their Supervisor and stay at home from work if they have symptoms consistent with COVID-19 – such as fever, cough, chills, muscle pain, headache, sore throat

or shortness of breath. As per the advice for all Victorians, even if staff have only mild symptoms like tiredness or a sore throat, they should test using a Rapid Antigen Test (RAT) or attend a coronavirus (COVID-19) testing location. Your supervisor and/or COVID Safe Compliance Coordinator should be informed of all such cases.

- If staff record temperatures of 37.5 degrees or above whilst they are at home, they are considered to have a fever and should not come to work.
- Symptomatic Workers. If a worker exhibits any symptoms of COVID-19 at any time while at work, they will be sent home and the Response Plan will be activated immediately.
- Staff members who have a suspected or diagnosed case of COVID-19 must provide evidence of a negative test and be cleared to work before returning.

Quarantine

With the end of the vaccinated economy and change to pandemic orders as of 11:59pm on 22 April 2022, there is no longer the need to quarantine if you are a close contact of a COVID-19 case but are not symptomatic.

However, close contacts must:

- Wear a mask indoors
- Avoid sensitive settings
- undertake at least five negative rapid tests over the seven days that would previously have been the self-quarantine period (no more than once in 24 hours).

PPE for staff

While PPE is currently not in widespread use, the Drum Theatre will continue to follow protocols according to risk assessments for events.

In general, government advice is that control measures such as good hygiene and physical distancing are more effective than PPE. However, fitted masks continue to be an important part of managing risk and guidance will be taken from the Victorian Health Department and Council regarding type of masks and other PPE or risk control measures required.

Gloves

- Gloves must be worn when sanitising of equipment is being completed.
- Gloves will be supplied by the COVID Safe Compliance Coordinator
- Staff should also wear gloves in some instances e.g. Fitting radio mics to performers

Staff Risk Assessments

Risk assessments will be undertaken where there is a staff scenario that differs greatly from the normal, such as but not limited to, staff attending the workplace after having had COVID-19 and having an exemption from being vaccinated. These assessments will be carried out considering health directions at the time.

CUSTOMERS & PATRONS

Warnings and Advice

Up to date information on visiting The Drum and information for ticket holders relevant to coronavirus (COVID-19) is available at drum.greaterdandenong.vic.gov.au/visit/coronavirus-covid-19-update-drum-theatre.

Patrons will be asked when purchasing tickets only to attend the venue if they are in good health and to agree to the terms and conditions outlined. This will be done via the website, on ticket confirmation emails and by box office personnel.

Tickets, refunds and exchanges

Tickets will be sold according to current density quotient / physical distancing / mass gathering restrictions in place in the state of Victoria.

Ticket sales may be suspended if it is unclear how many seats can be sold and what distancing is required.

Our refund policy has been extended so that refunds may be given anytime up to the “last minute” to a patron who cancels their attendance because they have developed symptoms, contracted coronavirus or are self-isolating. This is to encourage patrons to put the safety of other patrons and staff ahead of financial considerations. This will be communicated to all Venue Hirers.

Patrons will be advised when they purchase tickets that in the case of an event not proceeding for reasons related to COVID-19, they will be offered a full refund. Existing patrons may be asked to move to different seats to ensure appropriate physical distancing; if those new seats are not acceptable to the patron, the patron will be offered a full refund.

If an event is postponed and rescheduled to another date for reasons relating to COVID-19, ticket holders will have their bookings transferred to the new date. If the new date does not suit the ticket holder, they are entitled to a full refund.

Children over the age of 12 months on the day of the performance must have a ticket and their own seat. If a child was under the age on the original performance date and will be over 12 months on the new performance date, they will require a ticket. Parents must contact the box office to make necessary arrangements.

Patron Compliance

The Drum has the right to refuse entry or ask a patron to leave if they are not complying with Victorian State Government directions or with the published terms and conditions of venue entry.

Patron screening options

Under the current Pandemic (Workplace) Order 2022 (No 8) no screening of patrons is required.

COMMUNICATION

Disability Access

We will continue to provide full accessibility for all patrons including those with disabilities.

Administration Offices

All workplaces are encouraged to apply the density quotient rule wherever possible and staff should remain 1.5m apart.

Combined with increased protocols, risk management, cleaning and sanitisation this will necessitate a change to work practices. It may also increase the time taken to perform some duties.

The Drum will:

- Identify the appropriate capacity per office/meeting space based on the square metres per person rule and provide this through signage at each entrance.
- Discourage ‘hot desking’ and carry out appropriate sanitising/cleaning of all equipment such as keyboards and phones between users if hot desking cannot be avoided.

- Provide appropriate signage about good hygiene practices.
- Provide hand sanitiser in key locations.
- Minimise face to face meetings where possible (utilise online meeting facilities) – this applies both to staff and external stakeholders.
- Staff mental wellbeing will be supported through appropriate consultation, making signage and printed/online materials available and communicating information about the Employee Assistance Program within the organisation.
- Manage hygiene, mitigate the sharing of utensils and crowding of common areas.

Technical and Back of House

As with all workplaces, the technical, production, performance and back of house / administration areas of venue must also comply with the current physical distancing regulations.

The 'square metre rule' will be applied wherever possible and staff are encouraged to remain 1.5m apart.

Combined with increased protocols, risk management, cleaning and sanitisation this will necessitate a change to work practices. It will also increase the time taken to perform most technical duties, from bump in to rigging and staging.

Appropriate operating procedures will be established that are suitable for this area.

Where it is not possible to undertake necessary work tasks and maintain physical distancing, or staff need to work in confined areas such as the control room, other control measure will be implemented.

- Where crew and staff must work in close proximity, they should minimise the time they are in close contact.
- Where there is unavoidable close contact between workers / other people for longer than 15 minutes face-to-face cumulative over the course of a week or more than 2 hours in a shared closed space, PPE such as facemasks should be utilised

The Drum has taken the following measures to facilitate safe operations in the Technical and Back of House:

- Touring companies and Hirers will be informed of our COVID Safe Plan (published on website) and will be requested to submit their own plan to us. Hirers and users of the venue must sign off and acknowledge that they have read and agree to our COVID Safe measures.
- Touring companies and Hirers must provide Drum Theatre a copy of their COVID Safe plan at least three weeks prior to the date of their event where practicable, understanding that regulations may change quickly that may require updates to be made.
- Touring Company and Hirer plans will be expected to take into consideration distancing requirements for their performers, their touring party, and from our audience both on and off stage.
- Single entry where feasible for all staff/contractors/performers/volunteers/deliveries. This will be the Loading Dock Pedestrian Access Door.
- Under the current Pandemic (Workplace) Order 2022 (No 8) no on site screening of contractors or visiting personnel is required.
- Hirers and Contractors who are working in the workspaces (including backstage) are still required to be fully vaccinated. This is to be signed off with the Supervisor on duty or in the hire agreement.
- Contactless delivery of goods where possible.

Commented [SS1]: @Scot Walker Please confirm this is correct. Our sector is advising this is the case and that hirers and contractors should be expected to be vaccinated as are staff and volunteers)

- Hand Sanitiser stations provided at key points including entrances, and other areas as required.
- Signage at all entrances regarding venue / back of house protocols for staff and visiting production crew to observe.
- Supervisor to brief all personnel regarding venue policy and process on arrival.
- Back of House and Front of House spaces, staff and people movement to be isolated as far as possible.
 - Clients must be briefed to ensure performers, crew and audience movement is limited, as guided by Drum staff.
 - Ushers must clear the auditorium following a performance and ensure that all patrons exit to the foyer and are not permitted backstage or in technical operating areas.
 - BOH Supervisor must ensure that performers and crew follow instruction to limit movements.
 - Backstage / loading dock areas to be marked with tape (in liaison with client) to assist with cast waiting areas, avoiding overcrowding in the wings.

Dressing rooms and Green Room

- Display room capacity limits set according to distancing guidelines at entrance to each room (if required).
- Provide hand sanitiser stations.
- Establish restroom occupancy limits and entry controls for toilets within dressing rooms and backstage
- Utilise additional rooms for overflow if required.

Loading Dock

- Control occupancy to enable distancing within area limits.
- Ensure crew levels to not exceed spatial limits.
- Provide hand sanitiser / wipes to all appropriate areas

Fly Floor

- Disinfect touchable surfaces, weight stacks and ropes, control panels after each production.
- Hand sanitiser station and regular handwashing
- Provide hand sanitiser / wipes to all appropriate areas.

Control Room

- Reduce number of personnel where possible.
- Where possible do not allow touring company personnel access
- Disinfect touch surfaces and high use equipment after each use.
- Routinely disinfect common touch points in control and production areas
- Provide hand sanitiser / wipes to all appropriate areas / crew.

Orchestra Pit

- Orchestra pit use should be risk assessed for each use.
- Provide hand sanitiser to the entrance/exit of the pit.
- No instruments should be used by separate musicians unless a complete clean has been done on the instrument. This is particularly important for items like keyboards/pianos.
- During rehearsal and performances, performances should maintain 1.5 metres distance from each other, hand hygiene practices should be strictly followed, and the sharing of instrument that are played with a mouthpiece must be avoided.
- Orchestra Pit should also be cleaned with increased frequency.

On Stage – Personnel / Performers

- The 'Stage' area is considered a 'workplace'. Therefore, the square metre density rule does not apply, but where possible physical distancing of currently 1.5m should be maintained.
- Indicate clear limits to the number of personnel allowed on stage at any one time, including performers and production staff. Technical Supervisor to monitor.
- Limits large ensembles such as Choirs and Orchestras. The Senior Technical Operations Officer will work with them and their own COVID-Safe plan to manage close contact performer numbers safely both on stage and in back of house.
- During rehearsals and performances, performers should maintain 1.5 metres distance from each other, hand hygiene practices should be strictly followed, and the sharing of microphones or of instruments that are playing with a mouthpiece must be avoided. Rehearsal and performance areas should also be cleaned with increased frequency.
- Informed Consent – Close Proximity: producers / touring party / hirers will be required to have appropriate controls and strategies in place regarding close proximity performers, and if appropriate have written informed consent from performances to work in scenes that require close contact and what control measures are in place.
- The stage area and surrounding back of house is included in daily / each event cleaning schedules, including all high touch surfaces.
- Minimal use of communal areas including Green Room.

Equipment and Props

- A risk management / hygiene strategy has been established for all high touch / high risk and 'shared' staging, performance and technical equipment.
- This may include headsets, microphones, headphones, props and sets as well as audio and LX desks and equipment.
- Practical, safe equipment protocols and training to be implemented.
- Sanitise all high-risk equipment before / after each use with an alcohol-based disinfectant.
- Areas of colour coded tape have been established to quickly identify when equipment has been cleaned and is ready for next use or still required cleaning.
- Restriction of items like headsets and microphones to single allocated use by individuals or cleaning between uses.
- Where possible, artists should provide their own microphone / headsets for hand-held or close use.
- If body-worn radio mics are required (ie. Lapel mics) artists will be instructed by the venue technicians to fit their own microphone and should ensure that their clothing has a fixed collar/lapel position and a waistband/belt.
- The venue will provide appropriate PPE for crew when fitting equipment such as radio microphones to performers if this is necessary.
- Require cast/crew to handle hand-held props out of a sanitised bag and return then to the same bag when finished.
- Quarantine of Microphones and related high-risk equipment: until further evidence and advice is received, precautionary quarantine should be placed on such equipment for up to 72 hours where practical.

Client controls

Clients, including touring companies and local community groups, represent various levels of risk and are expected to have a COVID plan for:

- Ensuring no one arrives with any symptoms at all;
- Declaration of double vaccination for all;

- Reporting of numbers in attendance backstage to the Technical Supervisor;
- Mask wearing is recommended when not performing on stage;
- Movement of people - restrict as much as possible;
- Dressing room allocation;
- Sanitisation of own equipment and surfaces;
- Affixing of body mics and appropriate handling to avoid damage;
- Bump in and out – swift and safe movement of people;
- Operator distancing from venue techs

Drum staff can assist with the development of the plan with adequate information and notice.

Box Office

- Floor decals and suitable queuing measures to ensure physical distancing.
- Contactless payment options will be provided and preferred.
- Sneeze guards are deployed on the box office counter.

Merchandise

The following arrangements will be in place:

- Suitable queuing measures to ensure physical distancing. Floor decals, line markings, post/ropes etc.
- Only sellers to touch merchandise items until the sale is complete.
- Contactless payment options so sellers do not have to touch patron credit cards.
- No refunds or exchanges.
- Merchandise table to be placed where it will not impede movement of other patrons and create crowding.

Front of house – all events

Under the current Pandemic (Workplace) Order 2022 (No 8) capacity limits and vaccination requirements for visitors do not apply.

However, the Drum Theatre will continue to:

- Ensure there are clear notices, floor decals etc. to ensure physical distancing as customers arrive, collect tickets, visit toilets, make their way to the auditorium, function rooms etc.
- Provide hand sanitisers at key points in the venue and ensure adequate supplies of soap and paper towels are available in public toilets.
- Provide appropriate advice and information notices at entrances.
- Provide appropriate foyer and auditorium messaging to patrons and guests during the event.
- Open the house earlier to enable patrons to filter into the auditorium without crowding at the entrance.
- Consider ways of staggering entrance times and exit times (if practical).
- Instruct patrons to leave the auditorium at the end of the show in an orderly fashion without crowding the exits.
- Meet and greet events by arrangement.

COVID Safe Marshal

The Front of House Supervisor and Technical Supervisor fulfil the role of COVID Safe Marshals at events oversee the implementation of this plan.

The COVID Safe Compliance Coordinator will delegate appropriate duties to the COVID Safe Marshal and provide training where required.

COVID Check-in Marshal: Under the current Pandemic (Workplace) Order 2022 (No 8) this role is no longer required.

Ushers

Take instruction from the Front of House Supervisor regarding movement of patrons and guests to ensure physical distancing is maintained.

Ushers are not included in the capacity limits of the space as they are considered essential workers, however, they should maintain 1.5m distancing where possible.

Ushers are encouraged to wear a fitted face mask when working as they will not be able to maintain social distancing effectively when undertaking their duties (such as checking tickets for example).

Communications

All ushers must carry a two-way radio to enable them to be in contact with the Front of House Supervisor.

Emergency Evacuation

External emergency evacuation assembly points will need to be able to accommodate patrons / performers while maintaining distancing between unrelated groups.

Note: the goal of maintaining distancing between people becomes a secondary consideration if there is a clear an imminent danger requiring an emergency evacuation. Moving patrons away from imminent danger is the top priority.

Foyer

Under the current Pandemic (Workplace) Order 2022 (No 8) capacity limits for the foyer and function rooms no longer apply. However, it may be necessary to separate audiences or groups of people to ensure they do not overcrowd each area, dependant on the total number of patrons in the building. A pre-event risk assessment should identify this need, but it may arise as a result of evacuation or emergency. This will be the responsibility of the COVID Safe Compliance Coordinator although the task may be delegated to other staff such as the Front of House Supervisor to ensure that visitors move smoothly through each space whilst maintaining physical distancing. Each event may require its own planning to make this happen.

Toilets

Capacity limits for toilets no longer apply.

Lift

Sensible precautions should be taken by people using the lift, but capacity limits do not apply.

PLAN SIGN OFF

I acknowledge I understand my responsibilities and have implemented this COVID Safe plan in the workplace

Signed:



Name: Susan Strano, Coordinator Drum Theatre

Date: 27 April 2022

Signed:





THE
DRUM

Name: Chris Le Miere, Senior Technical Operations Officer
Date: 27 April 2022

Signed: 

Name: Tilla Buden, Acting Director Community Services
Date: 12 May 2022

