



# COVIDSAFE Plan

<b>Registered company / business name</b>	City of Port Phillip
<b>Trading company / business name</b>	City of Port Phillip
<b>Business address</b>	99a Carlisle Street St Kilda 3182
<b>ABN</b>	21 762 977 945
<b>Location</b>	St Kilda Town Hall Auditorium / Foyer
<b>Activity</b>	Hire out of auditorium to community groups / commercial operators. Activities which may occur in auditorium are varied and can include, weddings, dinner dances, concerts, school functions, food and wine tastings, retail sale functions.

## Authorisation

<b>HSR</b>	Jacek Przybylski	<b>Signature</b>	
<b>Coordinator name</b>	Rod Pringle	<b>Signature</b>	 Rod Pringle (May 11, 2021 10:58 GMT+10)
<b>Dept manager</b>	Joanne McNeill	<b>Signature</b>	 Joanne McNeill (May 13, 2021 09:16 GMT+10)
<b>Date</b>	22 April 2021	<b>Rev No</b>	3

# Physical distancing plan

## Capacity of the workplace

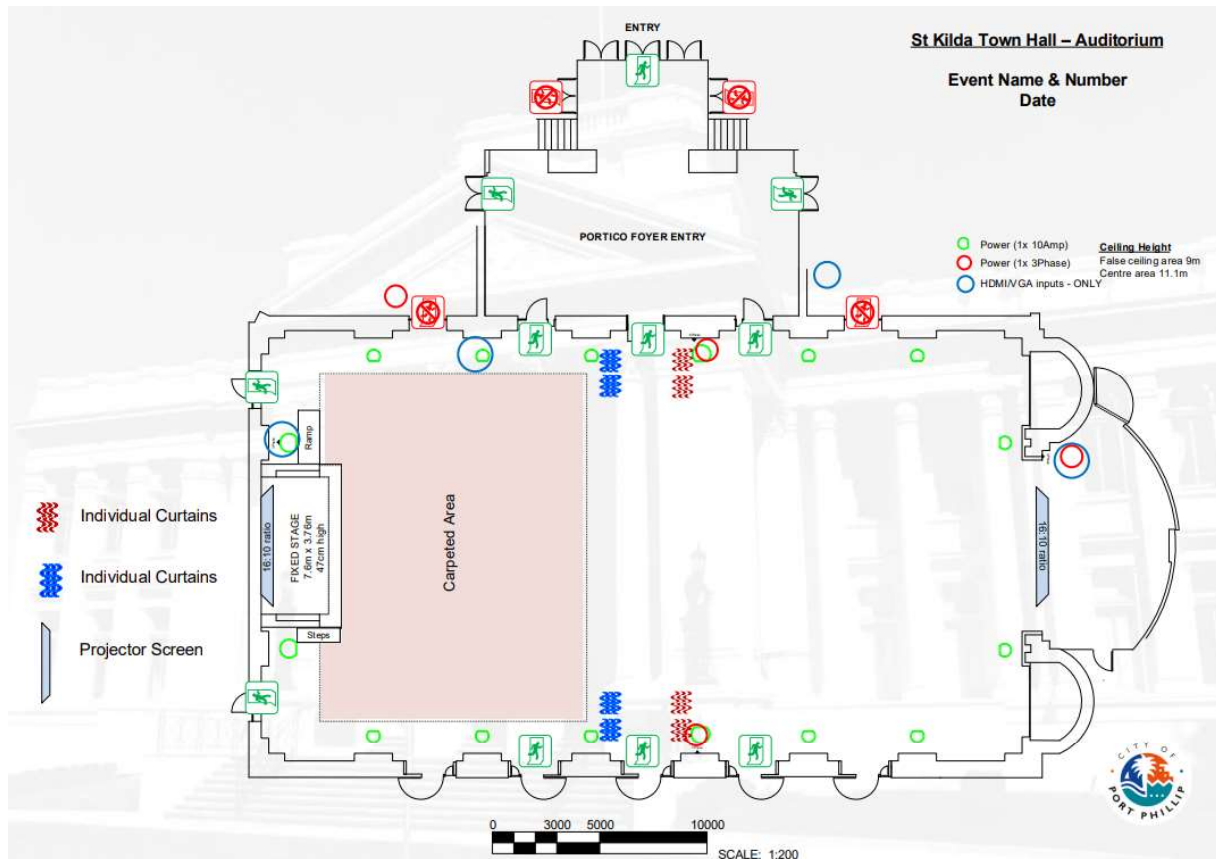
<b>Occupancy limit of auditorium</b>	700	
<b>Calculated maximum number of people permitted in the workplace:</b>  <b>Electronic record keeping only</b>	<b>Seated events</b> 100% of occupancy limit	700
	<b>Non-seated events</b> Up to 75% of persons allowed based on occupancy permit Density quotient of one person per 2m <sup>2</sup> applies.	525
<b>Foyer</b>  <b>Density quotient of one person per 2m<sup>2</sup> applies</b>	66	

## Co-located workplaces

Is the workplace / work area shared with other CoPP Departments or non-COPP organisations?	<p>Yes - The SKTH is shared with Council staff and includes shared walkways, meeting rooms, kitchen facilities and toilet facilities.</p> <p>Use of the auditorium is through venue management booking system. It is not a regular workplace for Council staff, except for those persons involved in venue management and the management of Councillor activities.</p> <p>Access to the auditorium is controlled through the Venues Management Team and the Councillor and Executive Support function</p>
If yes, detail the consultation that has occurred with the other user groups to ensure communal transmission risks are identified and minimised?	Yes, consultation and communication as occurred with all St Kilda Town Hall employees, regarding the use of spaces and the management of COVID transmission risks
Have these requirements been included in this plan?	Yes

<p>Detail the communication that has been conducted with site personnel. Update the site induction</p>	<p>COVIDSafe information and updates have been distributed through routine email communications from the CEO and other members of the executive.</p> <p>Information is also available on the COVID intranet pages. Signage is in place across SKTH advising of COVIDSafe practice. Key messages including:</p> <ul style="list-style-type: none"><li>• Do not attend if persons are feeling unwell</li><li>• Practice physical distancing,</li><li>• Maintain good hygiene and sanitize on entry</li><li>• Screen visitors by asking basic questions and advising not to attend if they are feeling unwell</li><li>• Collection and storage of contact details for all visitors</li><li>• Maintaining a clean desk and clean touch points before leaving.</li><li>• Advising that regular cleaning and disinfecting of work stations and communal touch points are in place</li></ul>
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# Event Site Map



# 1. Ensure physical distancing

Requirement	Action	Who is responsible?
<b>You must ensure all persons in the work environment are kept 1.5 metres apart as much as possible.</b>		
Ensure workers and workplace visitors are always 1.5 metres apart. Where this is not possible, the duration of the close contact should be minimised.	Physical distancing markers are in place at the entry to Portico, within the foyer, in corridors and in toilets.	Facilities Assurance Manager
Display signs to show density limits at the entrance of the workplace and enclosed areas.	Density limit signage in place in the Foyer and the toilets. Occupancy limit of auditorium managed through venue booking system and by event organiser	Facilities Assurance Manager  Venue & Event Lead,
Use floor markings to provide minimum physical distancing guides.	Floor markers in place where required, depending upon event	Facilities Assurance Manager
Review delivery protocols to limit contact between delivery drivers and staff.	Deliveries during bump in of event will be coordinated with Venue & Events team and Production Lead prior to the event date.  On event day, Duty Officer will need to open loading bay gate to allow trucks to reverse to unload goods with social distancing considered.  Any catering will be collected from the door via trolley.  Laundry will be collected by the contactor from the portico entry with the Contractor not required to enter the facility.  Duty officers are not to assist with bump in of contractor items	Venue & Event Lead, Production Lead, Duty Officer
Management of seated events	100% of seating capacity permitted up to 700 people in accordance with Restricted Activities Direction.  Set-up of auditorium will be in accordance with the <i>"Industry Restart Guidelines Indoor Entertainment Venues (including Cinemas, Performing Arts and Music Venues)-26 February 2021"</i>	Venue & Event Lead, Production Lead, Duty Officer
Management of non-seated events	75% of capacity permitted up to 525 people permitted for non-seated events.  Events will be run in accordance with the relevant Industry Restart Guidelines,	Venue & Event Lead, Production Lead, Duty Officer

Requirement	Action	Who is responsible?
	dependent upon the type of event that is being held	

## 2. Wearing face coverings

Requirement	Action	Who is responsible?
<b>Wear face masks where physical distancing cannot be maintained and where required by DHHS.</b>		
Provide adequate face masks and Personal Protective Equipment (PPE) to workers that do not have their own	<p>Face masks and other PPE have been issued to all employees.</p> <p>COVIDSafe webpage on intranet is updated as per most recent health advice on requirements for mask wearing.</p> <p>Venue hirers required to comply with DHHS guidelines, requirements must be included in event organiser COVIDSafe Plan</p> <p>Changes in DHHS guidelines are communicated to all persons via email and web page message.</p>	<p>Team Leader, Venue Management</p> <p>Safety and Wellbeing Team</p>
Install screens or barriers in the workspace for additional protection where relevant	NA	
Provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.	Online training has been provided in ensuring staff know how to wear masks correctly and manage personal hygiene	Team Leader, Venue Management
Include additional controls as required		

### 3. Practice good hygiene

Requirement	Action	Who is responsible?
<b>Frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.</b>		
Clean surfaces with appropriate cleaning products, including detergent and disinfectant.	Contract cleaner have been engaged to clean the auditorium  Cleaning regime includes the use of detergent and disinfectant	Building Maintenance Officer
The auditorium is cleaned between venue users, including foyer and amenities	Contract cleaner have been engaged to clean the auditorium  Cleaning regime includes the use of detergent and disinfectant	Production Lead
Establish a process to ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily)?	Venue hirers are required to have a cleaning regime in place and clean high touch surfaces at the conclusion of the event.  A touch point cleaning checklist has been created to assist the duty officers to ensure all equipment touch points are appropriately cleaned after an event.	Team Leader, Venue Management
Make soap and hand sanitiser available for all workers and customers throughout the workplace and encourage regular handwashing.	Hand sanitising stations installed in foyer.  Topped up daily by Council contracted cleaners  Toilets cleaned on a daily basis, supplies of soap and paper towel checked daily	Facilities Assurance Manager  Building Maintenance Officer
Are personnel provided with information about the spread of infection, e.g. not touching their face, handwashing, coughing/ sneezing into elbow, and staying home if feeling sick??	Signage has been installed throughout the area reminding persons to comply with hygiene requirements	Facilities Assurance Manager
Where possible has airflow been enhanced to increase changeovers?  <ul style="list-style-type: none"> <li>• By opening windows</li> <li>• By adjusting air conditioning</li> </ul>	Doors can be opened in the auditorium to ensure adequate air flow is provided throughout the event as needed.  Security stationed at the portico doors can monitor the entry point and keep the doors open throughout the event	Production Lead
Are personnel provided with information about the spread of infection, e.g. not touching their face, handwashing, coughing/ sneezing into elbow, and staying home if feeling sick	Yes staff, hirers and contractors have been provided with this information, directed to the DHHS website and additional information signage has been installed around the venue	Team Leader Venue Management, Venue & Events Lead, Production lead

## 4. Keep records and act quickly if workers become unwell

Requirement	Action	Who is responsible?
<b>Support workers to get tested and stay home even if they only have mild symptoms.</b>		
Keep records of all people who enter the workplace for contact tracing.	Record of employee attendance to the workplace is managed through swipe card access and working rosters.  QR codes have been registered for the auditorium. QR codes displayed at the foyer entrance and within the foyer	Team Leader, Venue Management
Ask workers to declare before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate	Communication has been distributed to employees indicating that by attending the workplace they are confirming they are not well and are free of symptoms, they are not required to self-isolate and they are not a close contact of a person diagnosed with COVID-19	All employees
Ask visitors to the worksite to declare they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate	Visitors are required to use the SINE system to register their attendance at SKTH.  The person who is hosting the visitor is responsible for ensuring the visitor signs into the building and verifying they are fit and well to attend the workplace.	All employees  Venue hirer
Employees are aware of leave provisions if they become unwell	Employees can access personal or special leave in the event they contract COVID-19. Leave provisions are documented at Covid-19-leave-arrangement	
<b>Provide training to workers on how to maintain a COVIDSafe workplace</b>		
Provide all workers with training and guidance on physical distancing expectations while undertaking work tasks and socialising during breaks	Training has been provided to workers on COVIDSafe management.	Team Leader, Venue Management
<b>Develop a business contingency plan to manage any outbreaks. This includes:</b>		
Have a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results	<a href="#">Refer to Building Closure Flowchart COVID-19 Confirmed Cases</a>	



Requirement	Action	Who is responsible?
Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period	<a href="#">Refer to Building Closure Flowchart COVID-19 Confirmed Cases</a>	Facilities Assurance Manager
Having a plan in place to clean the worksite (or part) in the event of a positive case	Rapid response cleaning team to be mobilised to work site, following notification of a positive case	Building Maintenance Officer
Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts	The Safety and Wellbeing Team will coordinate the notification to DHHS in the event an employee at the workplace contracts COVID-19	Safety and Wellbeing Team
Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace	The Safety and Wellbeing Team will coordinate the notification to WorkSafe Victoria in the event an employee at the workplace contracts COVID-19	Safety and Wellbeing Team
Having a plan in the event that you have been instructed to close by DHHS	Refer to Building Closure Flowchart COVID-19 Confirmed Cases Business continuity plan in place should a full building closure be required] Prevention-of-covid-19-exposure-in-the-workplace-guideline	Facilities Assurance Manager  Manager, Organisation Performance

## 5. Hiring of Auditorium

Requirement	Action	Who is responsible?
<b>Ensuring hiring of auditorium is compliant with COVIDSafe requirements</b>		
<p>Hiring of auditorium in accordance with requirements under Restricted Activities Directions</p>	<p>All hirers must book the auditorium through the events booking system. All hirer / contractor information is recorded in event details in Pathway to ensure attendance history is kept in line with legislative requirements.</p> <p>Requirements regarding the hiring of the auditorium is communicated to hirers as part of the conditions of hire. This includes:</p> <ul style="list-style-type: none"> <li>• Hirers provides a COVIDSafe Plan</li> <li>• Ensuring they are compliant with current public health measures</li> <li>• Evidence they have a process to screen employees and patrons for COVID symptoms</li> <li>• Providing evidence that event is ticketed (non-private events)</li> <li>• Providing evidence, they have a compliant electronic contact tracing system</li> <li>• Regular cleaning of high touch surfaces occurs during and at the conclusion of the event</li> <li>• Cleaning of the auditorium occurs at the conclusion of the hire</li> <li>• Having processes to minimise queueing at the start of the event and avoid persons congregating at the conclusion of the event</li> <li>• They have processes to communicate to attendees not to attend if feeling unwell or where they are required to self-isolate</li> <li>• Ensuring tickets are refundable where persons are unable to attend</li> <li>• Arrangements are in place to quarantine persons who become unwell during the event and arrange their transport home</li> </ul>	<p>Team Leader, Venue Management, Production Lead</p>

Requirement	Action	Who is responsible?
Hiring of auditorium in accordance with requirements under Public Events Framework (Tier 2 Event)	<p>Hiring of auditorium under Public Events Framework is assessed for each hire to determine the COVIDSafe requirements of the event.</p> <p>Requirements regarding the hiring of the auditorium is communicated to hirers as part of the conditions of hire. This includes:</p> <ul style="list-style-type: none"> <li>• Hirers providing evidence they have approval to run the event from DHHS</li> <li>• Providing a copy of the COVIDSafe Events Checklist</li> <li>• Providing a copy of their COVIDSafe Event Plan</li> </ul>	
Cleaning of venue between hires	<p>Post event clean scheduled with contracted cleaners,</p> <p>Touch point cleaning of equipment to be undertaken by duty officers after an event.</p>	Team Leader, Venue Management, Production Lead
Establish a process to respond to a suspected case of COVID-19	<p>Hirers/contractors have been advised to contact the organising officer if a suspected case of COVID-19 has been highlighted to them</p> <p>Venues and Event booking staff member to notify direct report advising date, time, person they meet with.</p> <p>Venues and Event TL to report this information upwards Head of Property &amp; Workplace Operations, HWP&amp;O to report to Level 3 Manager</p> <p>Level 3 Manager to contact all in Council and COVID response team to implement and actions to immediately take affect</p>	Venue & Events team Leader, Head of Property & Workplace Operations, Level 3 Manager, Council COVID Response Team

## 6. Resources

<a href="#">Prevention of Exposure</a>
<a href="#">Scheduling Work On-Site</a> (Please copy and paste this address into Edge or Chrome <a href="https://intranet.portphillip.vic.gov.au/working-here/coronavirus-covid-19/scheduling-work-onsite">https://intranet.portphillip.vic.gov.au/working-here/coronavirus-covid-19/scheduling-work-onsite</a> )
<a href="#">Leave scenarios</a>
<a href="#">Working at a CoPP office</a> (Please copy and paste this address into Edge or Chrome <a href="https://intranet.portphillip.vic.gov.au/working-here/coronavirus-covid-19/returning-to-work-onsite">https://intranet.portphillip.vic.gov.au/working-here/coronavirus-covid-19/returning-to-work-onsite</a> )
<a href="#">If you are unwell</a>
<a href="#">PPE Guidelines</a>