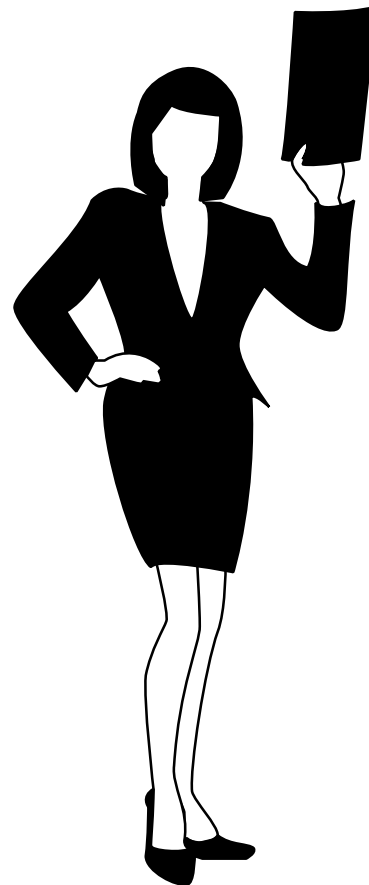




COVID SAFE PLAN

ANGLESEA MEMORIAL HALL

18, 19 & 20 MARCH 2021



CONTENTS

OVERVIEW	PAGE 3
PLANNING PRIOR TO THE EVENT	PAGE 3
COVID SAFE PLAN IMPLEMENTATION DURING LIVE SHOWS	PAGE 4
PERFORMER PROTOCOLS	PAGE 5
POST EVENT - REVIEWING THE COVID 19 SAFE EVENT PLAN	PAGE 5
APPENDIX A - EVENT CONTACT LIST	PAGE 6
APPENDIX B - RISK IDENTIFICATION AND MITIGATION	PAGE 7
APPENDIX C - SEATING PLANS	PAGE 8
APPENDIX D - SIGNAGE AND SANTISER LOCATIONS	PAGE 9

OVERVIEW

The Sound Doctor Presents is a not-for-profit group that produces original live music at Anglesea Memorial Hall. The first ticketed shows for 2021 will take place on three consecutive nights 18-20 March 2021. A bar will operate in the adjoining room but will not operate during the actual performances. A mix of industry-skilled volunteers and paid technicians deliver the events and The Sound Doctor is well resourced to fulfil the requirements of a COVID-safe plan with up to 12 staff and volunteers present to assist a maximum patron attendance of 125.

Summary of COVID-Safe Measures

- ❖ March 2021 will be seated-only shows
- ❖ A maximum of 125 patrons will be allowed in the main hall and 54 in the youth room (bar)
- ❖ Each patron will provide their name and phone number when booking their tickets and will be required to check in using a Service Victoria QR code on arrival at the venue
- ❖ Seating will be arranged to support social distancing
- ❖ Patrons are required to maintain a distance of 1.5m and if at any time that is not possible, then masks need to be worn.
- ❖ One-way patron flow only between rooms will be managed at each show

PLANNING PRIOR TO THE EVENT.

The following commitments have been made through the Victorian State Government COVID-Safe Events checklist to ensure staff, volunteers and patrons are aware of the COVID protocols, and that public health can be protected at the live shows.

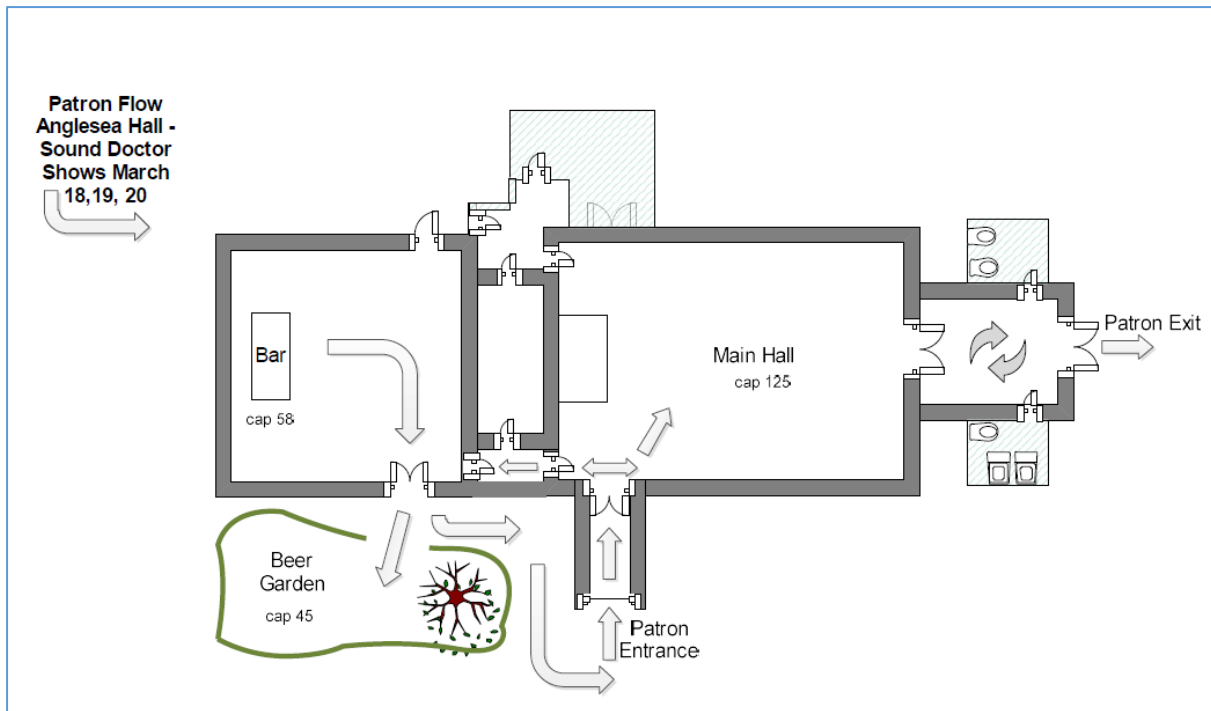
- ❖ Daily checks on the Victorian Government's coronavirus website in the week leading up to the event (<https://www.coronavirus.vic.gov.au>) will take place to identify current legislative requirements and specific restrictions that may apply.
- ❖ Room capacity requirements will be monitored and modified (if necessary) as live show date approaches.
- ❖ A designated COVID-19 (or wellbeing) officer will be in place for ensuring risk mitigation strategies are being implemented effectively (see appendix A for staff contact list and roles)
- ❖ Key staff and volunteers will be selected to be responsible for implementing COVID-safe strategies (see appendix A for staff contact list and roles)
- ❖ Contingency planning will be developed in the scenario that an event needs to be cancelled, including communicating the cancellation to patrons.
- ❖ An event risk plan to capture specific site/venue risks associated with COVID-19 transmission (eg; venue pinch points where social distancing can be compromised) will be developed (see Appendix B)

- ❖ Public health measures and COVID-safe requirements at the live shows will be communicated via two newsletters to all ticket purchasers, staff and volunteers in the lead-up to the event. In the last email communication, each attendee will be asked to do a symptom self-assessment prior to leaving home and not attend if they are unwell or have been instructed to isolate or quarantine. Tickets will be refunded in full in these cases
- ❖ Record keeping of all ticket purchasers will begin when show goes on sale via Trybooking and this will be a backup to the more complete records captured at each live show
- ❖ Cleaning schedule for bathroom facilities will be developed prior to doors opening for each live show.
- ❖ A seating plan in the main hall will be developed to reflect ticket purchase patterns and ensure social distancing is maintained. Groups who booked tickets together can sit together but they will be spaced at least 1.5m from other groups.

COVID SAFE PLAN IMPLEMENTATION DURING THE LIVE SHOWS.

The following commitments will be implemented to protect public health at the live shows.

- ❖ Ingress and egress to the site/venue will be separated and signed. All patrons will enter via the side entrance (accessible entrance) and depart via the front entrance. Signage including ground decals will ensure space 1.5m is maintained while ticketing checks and scanning take place
- ❖ On arrival all patrons will scan in and name, phone number and health status and this information will be held for 28 days
- ❖ Patrons will be asked to carry masks and use them if they cannot maintain a safe distance of 1.5m (unless wearing masks inside is compulsory)
- ❖ Movement between the hall and bar area and beer garden will be one way only and reinforced with signage and volunteers



- ❖ Counters will be used to ensure bar numbers remain within capacity restrictions (54)
- ❖ There will be visual cues to facilitate physical distancing, this includes A Frames, ground decals and wall signage
- ❖ Bar decals will assist with maintaining physical distance at bar service times
- ❖ Hand sanitiser stations will be present at the entrance to the venue, in the Main Hall, bathrooms and bar

Performer Protocols

- ❖ Sound Doctor artist liaison will request that each artist complete a symptom self-assessment prior to arriving at the hall
- ❖ Artists and entourage will complete QR check in on arrival
- ❖ Separate partitioned dressing rooms will be provided for each act and cleaned between shows
- ❖ Stage will be set up to best support social distancing
- ❖ Vocal microphones sterilised/changed between acts

POST EVENT – REVIEWING THE COVID 19 SAFE EVENT PLAN

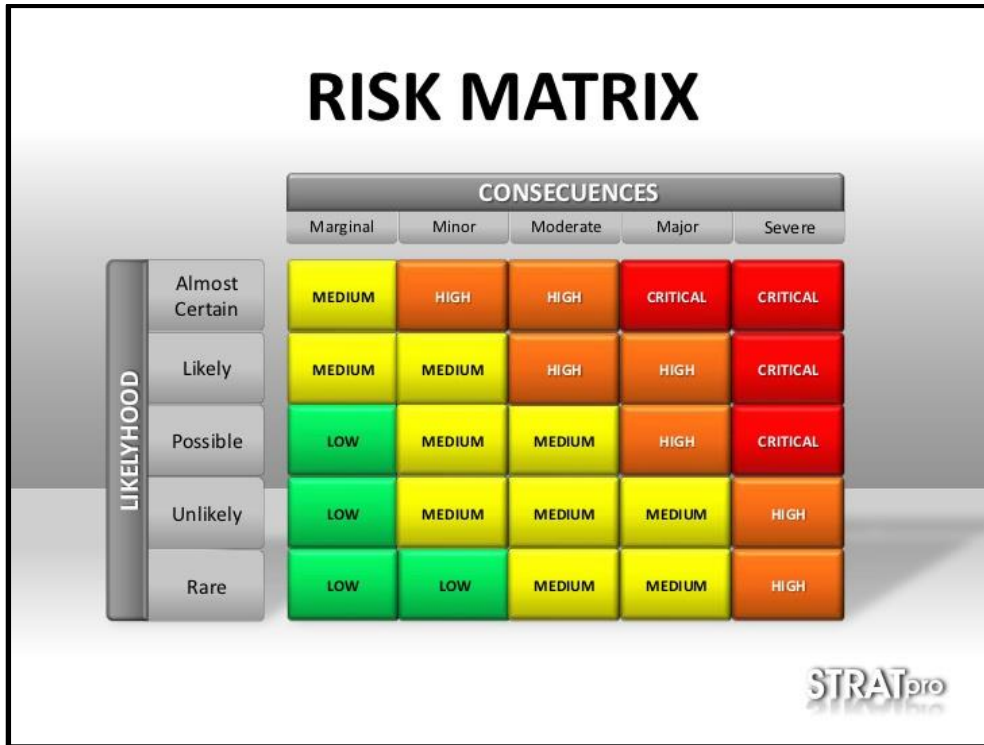
- ❖ All patrons will be contacted via an e-newsletter to check in on any health concerns and get feedback on the implementation of the COVID-19 plan
- ❖ Feedback on COVID-safe implementation will be sought from staff, volunteers and key stakeholders

APPENDIX A**COVID SAFE EVENT CONTACT LIST**

Role	Responsibility	Name
COVID SAFE OFFICER	Ensuring COVID-safe plan is being implemented at live shows	Doctor David Corbet
QR CODE Check in	Ensuring all patrons check in via QR code outside hall or at the box officer manually	To be assigned
Patron Flow Monitor	Ensuring patrons are moving only in the designated one-way direction between main hall and bar (youth room)	To be assigned
Patron Flow Monitor		To be assigned
Patron Flow Monitor		To be assigned
Patron Flow Monitor		To be assigned
Patron Flow Monitor		To be assigned
ONSITE CLEANER	Cleaning coordination between shows and high contact areas during shows	Jim Lawson

APPENDIX B

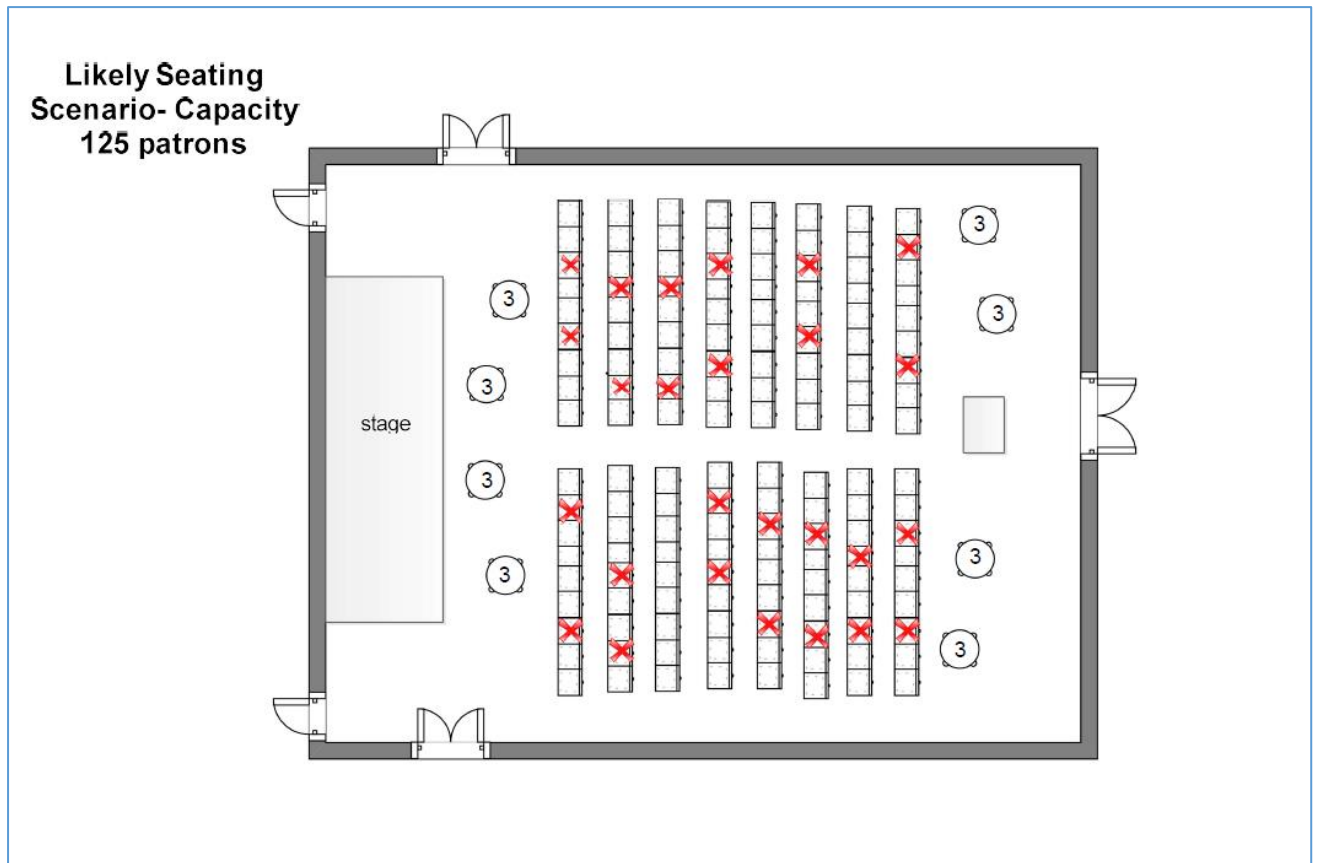
SPECIFIC RISK IDENTIFICATION FOR EVENT AT MEMORIAL HALL DURING COVID PANDEMIC



Risk	Likelihood	Consequence	Rating	Controls/Mitigation
Transmission could occur at pinch point between main room and bar (youth room)	Rare	Critical	High	Only one-way patron flow between main hall and bar (youth room) to reduce risk of people being unable to maintain social distancing supported by Patron Flow Monitor

APPENDIX C

SEATING PLANS



APPENDIX D

SIGNAGE, SANITISER AND STAFF PLACEMENTS

