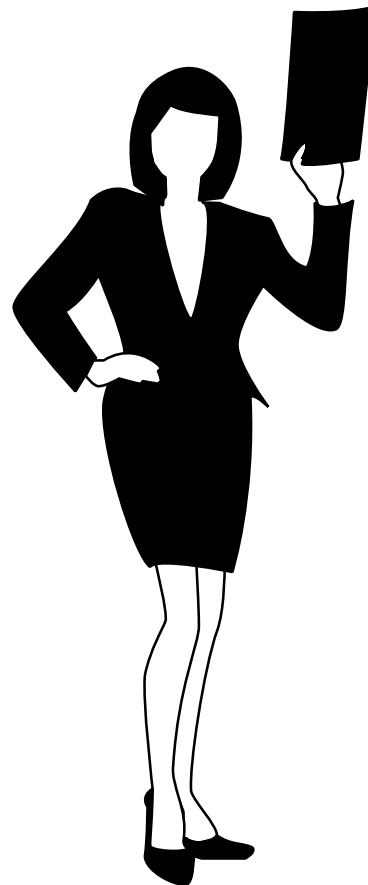




COVID SAFE PLAN

ANGLESEA MEMORIAL HALL

16 and 16 JULY 2021



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OVERVIEW

The Sound Doctor Presents is a not-for-profit group that produces original live music at Anglesea Memorial Hall. The next ticketed shows for 2021 will take place on two consecutive nights, July 16 and 17 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 167.

Summary of COVID Safe Measures

- ❖ July shows 2021 will be seated-only shows
- ❖ A maximum of 125 patrons (seated) will be allowed in the main hall and 54 (standing) 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
- ❖ A dedicated COVID Officer will be present and will dedicated staff to ensure QR checkin is completed by all patrons
- ❖ patron flow between rooms will be managed at each show and a break out “courtyard” will support youth room capacity restrictions
- ❖ Signage and sanitiser stations will be set up for patrons

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)

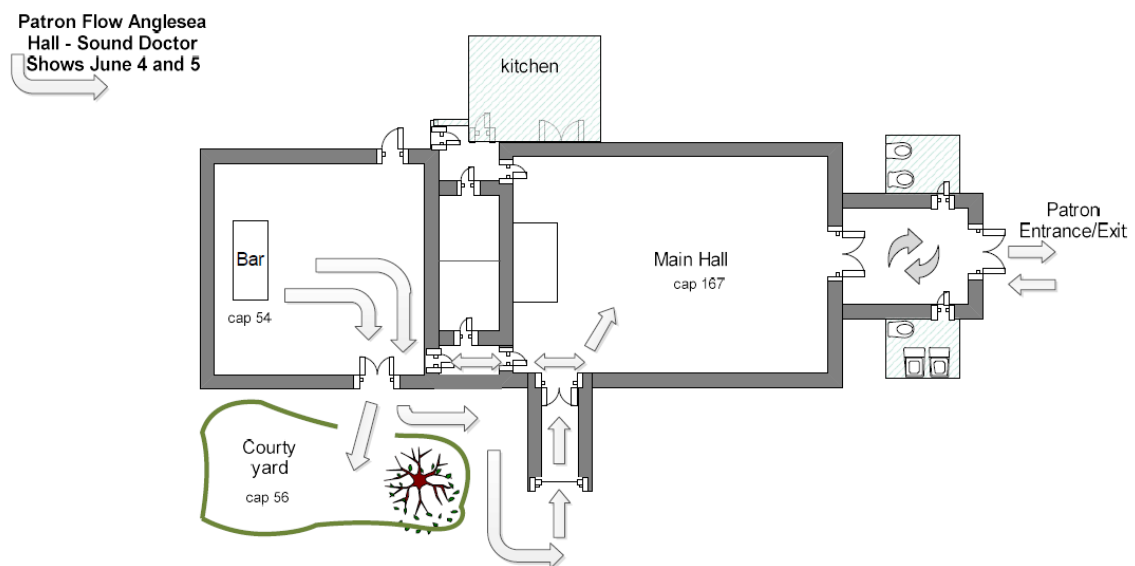
- ❖ Public health measures and COVID Safe requirements at the live shows will be communicated via two newsletters to all ticket purchasers, staff and volunteers in the lead-up to the event. In the last email communication, each attendee will be asked to do a symptom self-assessment prior to leaving home 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.

COVID SAFE PLAN IMPLEMENTATION DURING THE LIVE SHOWS.

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

- ❖ Signage including ground decals will ensure space 1.5m is maintained while ticketing checks and scanning take place and at bar service
- ❖ On arrival all patrons will scan in and name, phone number and health status and this will be held for 28 days.
- ❖ Patrons will be asked to wear masks when inside the venue

NOW July 16 and 17



- ❖ 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, 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

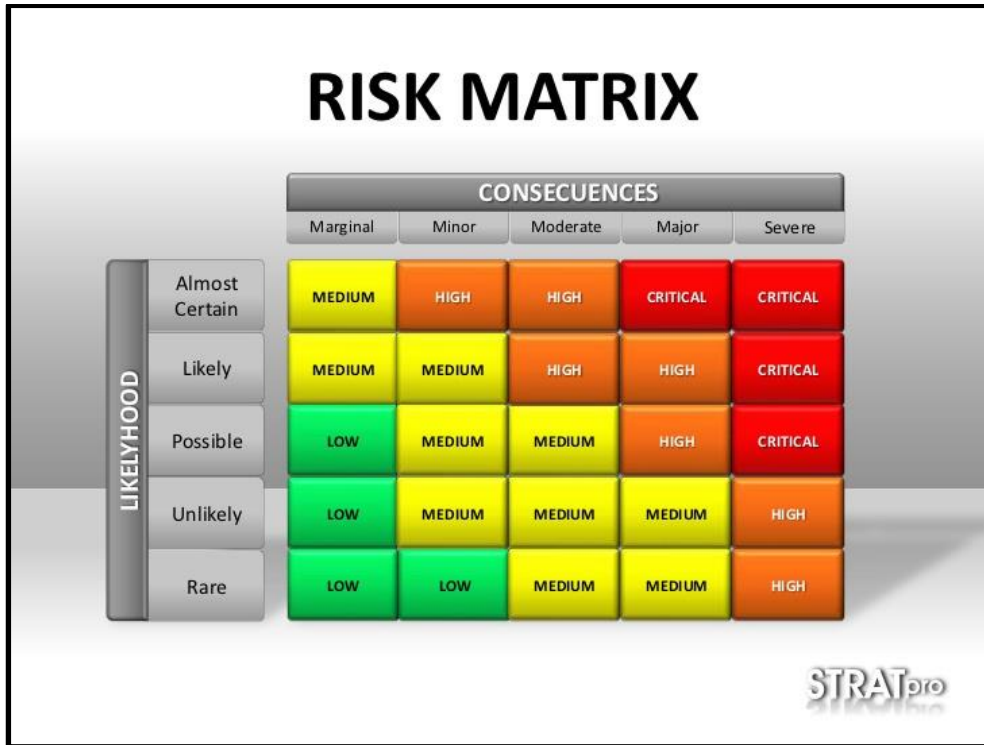
APPENDIX A

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	Katie Boag
QR car park QR wrangler	Encouraging early QR checkin in carpark	Narelle Day
Bar capacity Counter	Ensuring bar area does not exceed 54	Narelle Day
Patron Flow Monitor	Assessing that flow in and out of bar area is safe	Kate Umbers
ONSITE CLEANER	Cleaning coordination between shows and high contact areas during shows	David Corbet

APPENDIX B

SPECIFIC RISK IDENTIFICATION FOR EVENT AT MEMORIAL HALL DURING COVID PANDEMIC

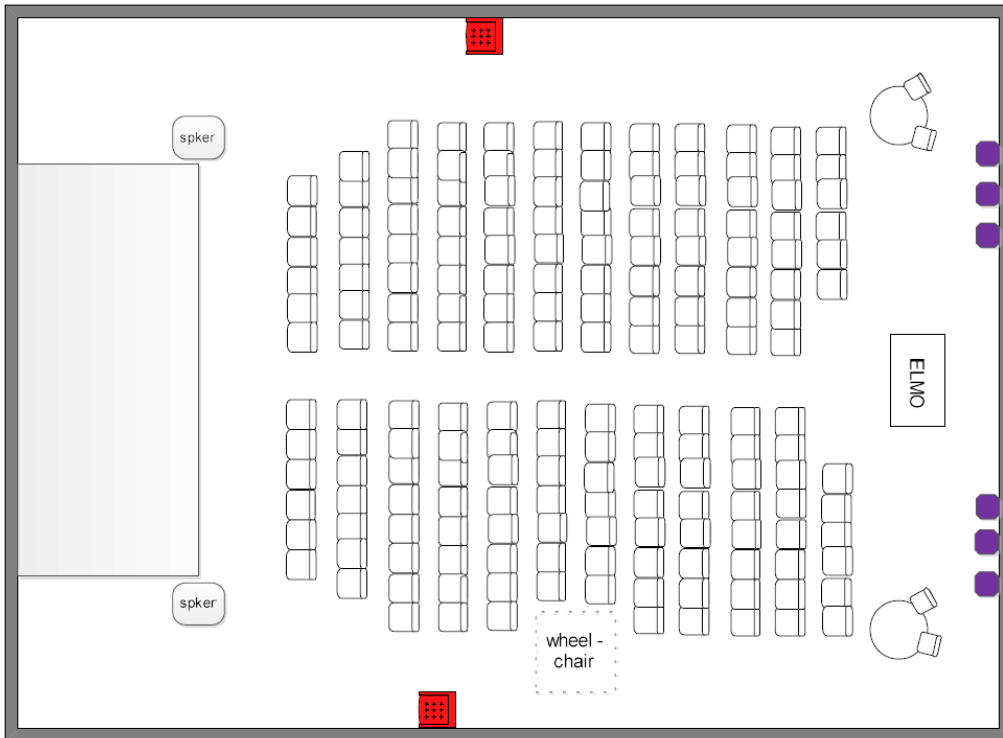


Risk	Likelihood	Consequence	Rating	Controls/Mitigation
Transmission could occur at pinch point between main room and bar (youth room)	Rare	Critical	High	Staff monitoring flow between main hall and youth room and holding patrons if necessary

APPENDIX C

SEATING PLANS

Seating layout June 2021 Shows



APPENDIX D

SIGNAGE, SANITISER AND STAFF PLACEMENTS- NOW 16 and 17 July

