

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



Your COVID-19 Safety Plan

General

Business details

Business name	STAGEFLIGHT
Business location (town, suburb or postcode)	2549
Completed by	LIS SHELLEY
Email address	info@stageflight.com.au
Effective date	8 November 2021
Date completed	3 December 2021

Wellbeing of staff and customers

Exclude people who are unwell from the premises.

Agree

Yes

Tell us how you will do this

Signage, conditions of participation on website.

Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks, and cleaning.

Agree

Yes

Tell us how you will do this

Tutors undertake training when inducted. Website contains information.

Display conditions of entry including requirements to stay away if unwell and record keeping.
Agree

Yes

Tell us how you will do this

Signage at venues used. Event marketing includes conditions of entry.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

Staff have been vaccinated.

Physical distancing

Capacity must not exceed 1 person per 2 square metres of space of the premises.

Agree

Yes

Tell us how you will do this

Limit enrolments in workshops and ticketing to events.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**

- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

Limit participant numbers, space chairs/tables beforehand, remind participants of requirements, signage.

Agree

Yes

Avoid congestion of people in specific areas where possible.

Tell us how you will do this

Open doors early to avoid queues. Stagger use of toilets/kitchenette.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Agree

Yes

Tell us how you will do this

Remind participants not to gather after the event.

Request parents picking up participants to not congregate outside the door.

Agree

Yes

Tell us how you will do this

Participants required to be vaccinated if event before 15 Dec/95% vaccination date.

Participants who are performers are exempt. Participants spaced apart during rehearsal and wearing masks when not performing.

Ventilation

Review the COVID-19 guidance on ventilation available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

Use ceiling fans or aircon.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

If weather permits, hold at least part of class outside.

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

Keep doors open (windows cannot be opened)

In indoor areas, 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).

Agree

Yes

Tell us how you will do this

Turn on ceiling fans with doors open, set aircon to fresh air.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

(we do not control building maintenance, hiring from local council)

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

Follow council requirements

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

Unless performing/rehearsing/presenting, staff to wear masks.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

Hand sanitiser available

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

Agree

Yes

Tell us how you will do this

Council provides this in venues.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

Agree

Yes

Tell us how you will do this

Sanitising fluid brought to each session to clean down surfaces.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, customers and contractors.

Agree

Yes

Tell us how you will do this

QR Code on entry and checking checkins

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

QR Code available at each event, staff to check checkins.

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 it is not possible for check-in to occur, 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. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

Manual checkins to be entered in paper and uploaded via console.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

Not applicable to venues used by our workshops

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

Yes