

## Covid 19 Safety Plan – Education Workshops

This plan is a requirement from the NSW Government to ensure we operate safely and in accordance with Health Orders at all times. PP&VA is committed to the ongoing safety of our diverse staff, visitors and participants and in the absence of health certainty, the Plan may reflect caution over and above regulations at times.

This plan will be reviewed and updated as Health Orders change.

This plan is current as at **24 February 2021**.

Note for the purposes of this activity the following apply:

The activity occurs within an Entertainment Facility (Theatres) or a Museum/Gallery. In the absence of a specific order the same rules are applied across both sites.

Any activity must maintain physical distancing at all times: 1.5 metres between people and not exceed the 2 metres squared rule per space/room

Requirement	Actions	Responsibility
Wellbeing of staff and visitors		
Exclude staff, contractors and visitors who are unwell	Staff, contractors and enrolling students to complete relevant online Risk Assessment via QR code provided upon entry. Declaration of wellness and commitment to not present if unwell before attending as part of enrolment process	Operations Director to supply checklist and risk assessments. Enrolment Terms and Conditions to include additional questions. Activity Manager to ensure enrolled students have completed safety check as part of enrolment. FOH staff to ensure tutors have checked in and safety checked at key collection Tutor to check QR Code check in completed each lesson

## PENRITH PERFORMING & VISUAL ARTS

THE JOAN  
Q THEATRE  
PENRITH CONSERVATORIUM  
PENRITH REGIONAL GALLERY

<p>Where mandated by NSW Government health order, tutors and students involved in an individual tuition class must wear masks in enclosed spaces (such as music studios) at all times. Where this is impractical for education reasons, one person is permitted to remove the mask providing they are more than 1.5 metres (3 metres for vocal/flute work) from the other</p>	<p>Signage and communications stating the wearing of masks is a condition of entry</p>	<p>Conservatorium staff to discuss with tutors; Conservatorium and Front of House staff to perform random checks</p>
<p>In a group education situation tutors must wear a mask at all times. In accordance with NSW Government health regulations (at time of printing) any student under the age of twelve years is not required to wear a mask.</p>	<p>When demonstration purposes require, the tutor may remove the mask providing they are more than 1.5 metres from all students</p>	<p>Activity manager to discuss with tutors, activity staff and venue staff to perform random checks</p>
<p>Parents /carers must wear a mask while waiting to collect students whenever onsite</p>	<p>Communications and signage stating that the wearing of masks is a condition of entry</p>	<p>Venue staff to ensure compliance</p>
<p>All visitors to the centre to “scan in” via the provided QR code and complete the online risk assessment</p>	<p>Use of Service NSW QR code system. Venue staff to ensure</p>	<p>Venue Manager to brief staff</p>
<p>Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning</p>	<p>Include in <i>infection control</i> part of the induction checklist</p>	<p>Operations Director to supply checklist and ensure cleaning schedule is organised Venue Manager to ensure information is distributed and cleaning is maintained throughout Activity manager to ensure WHS induction occurs for new staff/activity</p>

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All visitors entering the building via public access must do so at the eastern end (doors adjacent to box office). Ability to exit must be maintained via public doors	Venue staff to ensure signage and appropriate access. Marketing for comms around any changes to access	Venue Manager to brief staff before term commences.
Display conditions of entry (website, social media, venue entry)	Poster boards. Standing notices. Community notice board. Venue doors All web sites and periodic social media as relevant to activity	Operations Director to supply approved information Venue Manager for onsite display Marketing Director for online and any design matters Team to ensure information is appropriate and targeted
Ensure QR code posters are provided throughout the Foyers and Conservatorium areas	Venue Manager to ensure placement and relevant updates to online risk assessment	Tech manager and other backstage staff to monitor placement
Accompanying adults are to wait outside of the studio / group lesson room. If accompanying adult wishes to speak to tutor this can be arranged via phone. Chairs to be provided and appropriately distanced and regularly cleaned for accompanying adults.	Activity manager to discuss with accompanying adult in need. Venue Manager to facilitate chairs and waiting space set up	Activity manager for communication to accompanying adult in need. Venues teams to assist in set up

### *Physical Distancing*

Capacity must not exceed one person per 2 square metres	Each venue has a poster with maximum capacity indicated. Calculations to be updated as restrictions change	Operations Director to ensure posters are visible and correct. Activity Manager to ensure maximums are not exceeded.
Consider if the activity requires people to be present	Activity manager to consider online v onsite	If onsite, this checklist must be completed and authorised before the activity commences.

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Move or remove tables, seating and workshop furniture as required to comply with 1.5 metres of physical distance	Activity manager to ensure that the activity can occur whilst maintaining 1.5m of physical distance at all times.	Venue Team to support set up Activity manager to ensure ongoing adherence.
Use signage at entrances to communicate the maximum safe capacity, arrows to direct the flow of visitors/attendees may be appropriate (entrance and exit separation).	Venues Team to designate entry points. All exits remain active.	Venue Team to support set up Activity manager to ensure ongoing adherence.
Reduce crowding wherever possible and promote physical distancing, for example with markers on the floor, where appropriate	Activity manager to consider markings if appropriate – and ensure entry/exits /flow maintain distance	Venue Team to support set up Activity manager to ensure ongoing adherence.
Workshops are organised through an online booking system which collects all required enrolment details	Centralise enrolment / check in in an area that allows physical distancing	Activity Director for session timing Venue Manager for onsite management of system Activity manager for program details
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks)	Activity manager to ensure appropriate activity – and distancing	Activity manager to ensure ongoing adherence
Use telephone or video for essential meetings where practical	Activity manager as part of planning process	Activity manager to ensure ongoing adherence
Where reasonably practical, stagger start times and breaks to minimise the risk of close contact	Activity manager as part of planning process	Activity manager with Venue Manager
Have strategies in place to manage gatherings that may occur immediately outside the premises	Communicate requirements to all activity staff and parents/ carers	Activity manager as part of delivery process Marketing Director as part of activity communications

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Staff visiting site must advise Director / Venue Manager and QR code sign in upon entry	Venue Manager to determine adherence to physical distancing if a number of staff wish to visit and use the same space	Director to determine priority visitation in need

<i>Hygiene And Cleaning</i>		
Adopt and advocate good hand hygiene practices for tutors and workshop participants	Activity manager as part of delivery process to ensure hand sanitizer is available	Venues Team for information sheets and supply of sanitizer
At the conclusion of the workshop - tutor to sanitise all art resources/ instruments/ props that participants have touched	Activity manager to ensure all art resources/ instruments/ props are wiped with appropriate cleaning product	Activity manager to ensure tutor is trained in cleaning protocols for resources Venue manager to supply cleaning products
At the conclusion of a workshop tutors must sanitise all high touch areas before the next session.	Activity manager to brief tutors on duties	Venue manager to spot check and ensure ongoing adherence
If teaching in an enclosed area, tutors MUST clean education materials (including piano keyboards) at the end of each lesson irrespective of their use during the lesson	Venue staff to provide cleaning materials	Conservatorium staff to discuss with tutors. Conservatorium and venue staff to perform random checks
Ensure bathrooms are well stocked with hand soap and paper towels	Venues Team	Operations Director to ensure cleaning schedule is appropriate and actioned.
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day	Venues Team	Operations Director to ensure cleaning schedule is appropriate and actioned.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions	Venues Team	Operations Director to ensure cleaning solutions are appropriate and used.

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Venues team are to wear gloves when cleaning between workshops and wash hands thoroughly before and after with soap and water	Venues Team	Venue Manager to ensure appropriate cleaning and hygiene. Sanitizing wipes to be used on high traffic/touch surfaces (including piano keys)
As part of a COVID safe workshop enrolment practice – all enrolment forms must be completed digitally and returned by email prior to commencement of workshop.	Activity Director and Venues Team	Venues team and Activity Director to prepare embedded digital enrolment process including COVID safe protocol document
Encourage contactless payment options	Venues Team	Venues Team
Recommendations for workshop participants' personal hygiene: <ul style="list-style-type: none"> <li>regularly washing hands</li> <li>avoiding sharing drinks or food</li> <li>coughing or sneezing into your elbow, or a tissue which should be discarded immediately</li> <li>individual water bottles</li> </ul>	Activity manager	Activity Director
Recommendations for workshop materials management <ul style="list-style-type: none"> <li>Provided art materials/instruments/props to be distributed to each student at commencement of class</li> <li>Tutor to manage collection of materials to avoid breaking physical distancing rules</li> <li>Consider impact of various art materials and select materials that reduce sharing and maintain physical distancing</li> <li>Consider requirement to bring in materials for personal use as an alternative to supply as part of enrolment conditions</li> </ul>	Tutors/Activity manager to ensure sanitization of shared tools/materials between participants using them	Activity manager

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<i>Record Keeping</i>		
<p>Keep a record of name and a mobile number or email address for all staff, and workshop participants (or workshop participants' legal guardian when participant is under 18 years of age) and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely</p>	<p>Administration Manager to ensure contracted staff records are accurate and have required details.</p> <p>All staff, students, tutors and visitors to QR code check in upon entry.</p> <p>Activity manager to ensure all participants records are maintained and QR code check in is completed.</p>	<p>Activity manager as part of planning process to ensure process is clear and communicated.</p> <p>Venue Managers to maintain QR code.</p>
<p>Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required</p>	<p>Include in induction pack information</p>	<p>Operations Director</p>