

Covid Safe Company Policy

1. OBJECTIVES

Coronavirus (Covid-19) exists in Australia, and as such, the working environment has changed.

The intention is to implement best practices with regard to prevention, protection and cleaning so that staff remain as safe as possible whilst managing Company resources and building staff morale. These measures are the responsibility of Melbourne Theatre Company (MTC), management and employees.

The principles of work plans remain, while processes will be adapted in accordance with Government direction and guidelines. It is also subject to change pending Government direction and guidelines, and MTC reserves the right to change any part of this policy as required.

Any required changes will be communicated and approved by management.

It is anticipated some staff, at any given time, will be working from home, in order to comply with Government direction and comply with health and safety responsibilities.

Social distancing measures will continue to be observed. Remain 1.5 metres apart.
Practice good hand hygiene.
Stay at home if you are feeling unwell to protect others.
Understand the risks and the symptoms of COVID-19.

Managers have developed departmental plans to account for social distancing within the workplace. MTC has directed all employees to practice recommended hygiene protocols in the workplace. Managers are to supervise and direct their teams in order to meet Company policy and procedures.

Work Plan Principles

- Maintain and adhere to State and Federal Government guidelines and restrictions regarding Social Distancing requirements, as outlined in this policy
- Where required, increase and improve workstation/ equipment cleaning
- Minimise occupancy numbers by utilising rotating rosters, staggered commencement and finish times and work from home capability. Any employee who can continue to work from home effectively should continue to do so, until Government Directives change.
- Develop and actively manage rosters to ensure effective use of staff resources within budget limitations, including
 - Scheduling within ordinary single time hours of work
 - Reduce or eliminate penalties, overtime or missed meal breaks
 - Ensure all meal breaks are taken
 - Utilisation of JobKeeper to underpin work force planning
- Record keeping of staff in and out movement including times, as required for potential contract tracing
- All work must be meaningful and useful
- Work plans must consider any employee's responsibility for home schooling and carer's responsibilities
- Work plans must consider any employees who have pre-existing medical conditions, are immune compromised, over 65 or any other higher-risk category

2. SCOPE

This policy and associated procedural principles apply to all Melbourne Theatre Company (MTC) employees. All other individuals engaged in activities reasonably connected with MTC are also expected to conduct themselves in a manner consistent with this policy. Typically such individuals include:

- a) contractors;
- b) consultants;
- c) secondments
- d) volunteers; and
- e) visitors.

3. BREACH OF POLICY

In the case where this or related policies and/or procedures are breached, resolution may be according to the CAST Disciplinary Procedure.

4. RELEVANT LEGISLATION

- Fair Work Act 2009 (Cth)
- Fair Work Regulations 2009 (Cth)
- Occupational Health and Safety Act 2004 (Vic) – Section 25
- Occupational Health and Safety Regulations 2017 (Vic)
- Occupational Health and Safety Regulations 2017 (Vic)
- Privacy Act 1988 (Cth)
- Privacy and Data Protection Act 1988 (Vic)

5. RELATED MTC INSTRUMENTS, POLICIES AND PROCEDURES

- **Melbourne Theatre Company - Production and Theatre Service Employees - Agreement 2018-2020**
 - Clause 6.2 Employees' Responsibilities
 - Clause 19.1 Environment Health and Safety – General
- **University of Melbourne policies and procedures as developed and released**
- **CAST Code of Behaviour**
- **CAST Disciplinary Procedure**
- **Code of Conduct**
- **Health and Safety Policy**
- **Working From Home Agreement**
- **Working From Home Procedure**
- **Covid-19 Specific Procedures**

A number of procedures and guidelines have been developed under this policy to ensure a collective and uniform response to public health challenges and the changed work environment. Should there be an event or situation not addressed by any of the below, please advise a member of the People and Culture Department for advice and guidance. This list is not exhaustive and is subject to change.

Performers and Visitors Information	Sick Bay Procedure – MTC HQ
Cleaning Process for Rehearsal Rooms	Sick Bay Procedure – Southbank Theatre
Contact Tracing Register	Sound Studio Hire Procedure
MTC Cleaning Procedure	Sound Studio Tech Guide
Kitchenette Protocol	Tech Team Guide
Rehearsal Room Health Guidelines	Working from Home Procedure

6. POLICY

This company policy is susceptible to changes with the introduction of additional or amended governmental guidelines. If so, all employees will be updated on these developments as soon as possible.

Rights and Responsibilities of MTC

MTC has a duty to provide, as much as is practicable, a Covid safe workplace.

MTC has the right to direct employees to:

- follow reasonable direction to comply with personal hygiene practices
- follow reasonable direction to comply with cleaning schedules in their area
- attend or not attend the work site as required by the supervisor/manager
- where applicable, work from home
- perform other duties outside of an employee's usual job description, or be redeployed, provided the employee is skilled in such duties
- send anyone home in the event the individual is deemed not fit for work or presents a health risk to others.

Some exceptions may apply for any person who:

- is unwell and on sick leave
- is unwell but able to work from home
- has a pre-existing medical condition, or is immune compromised
- is over 65 or any other higher-risk category
- has come into contact with someone experiencing flu-like symptoms
- has been in contact with anyone with Covid-19
- has tested positive with Covid-19
- has carer's responsibilities or home schooling responsibilities. In this instance, discuss with the supervisor or manager to make arrangements and set expectations.

Rights and Responsibilities of Employees

Employees play a shared role in workplace Health and Safety. Employees have a responsibility to:

- follow reasonable and legitimate direction by the employer
- comply with MTC's Health and Safety policies and procedures
- adopt work practices that support workplace health and safety
- take reasonable care for the safety of one's own health and safety and that of other people who may be affected by their conduct in the workplace
- seek guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to supervisor
- not wilfully place at risk the health or safety of any person in the workplace
- participate in meetings, training and other environment, health and safety activities
- not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
- wear personal protective equipment (PPE) as provided or instructed
- cooperate with MTC management in relation to actions taken by MTC to comply with Health and Safety and Environmental legislation, regulations and guidelines
- raise any health and safety concerns with either the supervisor, manager or Health and Safety Coordinator
- advise of any changes to their health status as soon as possible

Any personnel planning to come onsite, or has been onsite has a responsibility to advise the supervisor, manager or member of People and Culture should any of the above apply at any time.

Every person MUST advise the manager or supervisor of any changes to their health status or checklist responses with regard to the criteria outlined in the checklist.

MTC reserves the right to send home anyone attending work onsite who shows signs of being unwell and therefore not fit for duty.

Health and Illness Monitoring

Whilst not mandatory, MTC recommends downloading the COVIDSafe app to aid health officials to quickly trace and contact people who may have been exposed to Covid-19.

No person is allowed onsite if they:

- have returned from overseas in the past two weeks
- feel unwell or have cold/flu like symptoms, including
 - a temperature
 - cough
 - sneezing
 - sore throat
 - any difficulty breathing
- have come into contact with someone experiencing flu-like symptoms as detailed above
- have knowingly been in contact with anyone with Covid-19

- have not completed the *Covid-19 Health Checklist* and submitted it to the supervisor or manager.

Any personnel planning to come onsite, or has been onsite has a responsibility to advise the supervisor, manager or member of People and Culture should any of the above apply at any time.

Every person MUST advise the manager or supervisor of any changes to their health status or checklist responses with regard to the criteria outlined in the checklist.

MTC reserves the right to send home anyone attending work onsite who shows signs of being unwell and therefore not fit for duty.

An employee may, if feeling unwell but able to work, request to work from home where practicable.

Sick leave may be taken in the event the employee is rostered for work but has cold/flu like symptoms, or is caring for an immediate member of their family who is unwell (including members infected with Covid-19) or due to emergency.

No person with a positive COVID-19 diagnosis is allowed onsite until fully recovered, asymptomatic and able to provide a medical certificate confirming recovery.

No person caring for positive COVID-19 family member is allowed onsite until fully recovered, asymptomatic and able to provide a medical certificate confirming recovery.

Physical Distancing

Currently one of the effective measures to prevent the spread of Covid-19 is physical distancing; remaining 1.5 metres away from another person and refraining from exchanging of physical greetings like hugging or shaking hands.

MTC has reviewed the spaces people work in and has established the maximum occupancy of each workspace to ensure the appropriate physical distance is maintained. Specific physical distancing will be outlined in departmental plans.

Physical distancing during rehearsals is specified in the Rehearsal Room Health Guidelines.

Hygiene and Cleaning Standards

For the health and safety of themselves and others, individuals should/are directed to follow WHO /Federal Government/ Safe Work Australia Guidelines regarding personal hygiene practices:

- Hand washing and/or hand sanitising upon arriving at the building, and throughout the day in accordance with site-specific or work-specific procedures
- Hand washing and/or hand sanitising after using the toilet, before eating, and after coughing or sneezing into one's hands
- Cough or sneeze into the sleeve, preferably the elbow. If a tissue is used, discard it properly and wash/sanitise hands immediately
- Avoid touching the face, particularly eyes, nose, and mouth
- If coughing/sneezing on a regular basis, avoid close physical contact with others, take extra precautionary measures and leave the building immediately
- When pressing buttons (eg. lift or sliding door) try to use the elbow, or create a barrier with clothing or a tissue

- Adhere to social distancing when moving through the building, maintaining 1.5m between individuals at all times, or 4 square metres

For Work Spaces/Areas including Bathrooms:

- Maintain social distancing by measuring static workspaces to determine the number of people allowed at any one time
- Limit the timeframes and number of people in face-to-face meetings, conducting them via other means where possible (eg, conference call, zoom, Skype).
- Where possible, avoid travelling along crowded corridors or paths of egress and moving through other floors of the building.
- Where possible, open the windows regularly to ensure open ventilation
- Chock doors open where possible, to minimise touch points
- Cleaning of non-static work spaces after use such as rehearsal rooms, studios, break out rooms. See applicable procedure for clarification.
- Ensure non-disposable work items and tools such as stationary, cups etc, are used, maintained and stored individually rather than communally.
- Clean shared workspaces and tools both between uses and at the conclusion of the work day, as per applicable work procedures.

Cleaning kits for specific shared areas as well as cleaning/hygiene supplies and PPE are provided for staff use to meet Health and Safety guidelines. Cleaning supplies and PPE is not to be removed from the designated area, and is for workplace use only. Using such items for personal use outside the workplace is deemed an inappropriate use of MTC resources and property, as per the Code of Conduct.

Until further notice the following must be applied:

- **Shower facilities are off limits to all until further notice.** This does not apply to the emergency shower in the workshop which is used in the event of an accidental chemical spill.
- No hot desking or touching the workstations of others, including answering other phones
- Avoid sharing or borrowing of any personal property or effects
- Avoid cash handling
- Personal items, such as mugs, plates and cutlery are to be stored at the worker's desk and not within the kitchenette. If this is not possible clearly defined and individually labeled storage spaces must be established. No sharing of items is allowed unless they are disinfected after each use.
- No more than 2 people in the lift at any time
- No more than 2 people in company cars at any one time, maintaining a distance of 1.5m between individuals, where possible.

Testing Positive to Covid-19

In the event a person tests positive for Covid-19:

- Individuals should notify the supervisor, manager or a member of People and Culture team immediately. A supervisor or manager should subsequently contact a member of People and Culture, as a positive Covid-19 case will be considered a notifiable incident for the purposes of the University of Melbourne and WorkSafe.
- If the individual is onsite, first enact the *Sick Bay Procedure* to isolate the infected person, attend to their needs and arrange their safe transport
- If necessary, evacuate the building or work area and send potentially exposed persons home.
- Determine on a case-by-case basis, the need for shut down of the work area, department or building to administer deep cleaning.

- Identify who has been in close contact within the last 2 weeks (or for singular events, use the *Contact Tracing Register*) and notify such persons, ideally by phone. MTC will endeavor to do this on a need-to-know basis, in order to maintain the privacy of the affected person.

In the event a person has been in contact with someone who tested positive for Covid-19:

- Individuals should notify the supervisor, manager or a member of People and Culture team immediately. A supervisor or manager should subsequently contact a member of People and Culture, if the department is not already notified.
- Individuals who have been exposed, but do not know their own status, must not come onsite as per the **Health and Illness Monitoring** section of this policy, or will be asked to leave the workplace should they become aware through contact tracing
- Management shall decide on a case-by-case basis, the need to shut down a work area, department or building to administer deep cleaning and any window of time for potential exposure
- A person who has been exposed to a Covid-19 positive case may need to be tested themselves, in which case, they should not return onsite until they receive a negative result

7. RESPONSIBLE OFFICER

Director of People and Culture
 Health and Safety Coordinator

8. IMPLEMENTATION OFFICER

Director of People and Culture

9. REVIEW

January 2021

10. VERSION HISTORY

Version 3

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