

Company: **Melbourne Theatre Company**

Production: MTC Mainstage production/s – Act 2 subscriber season.

Venue: Sumner Theatre, 140 Southbank Blvd, Southbank VIC 3006

Venue Description: Sumner Theatre - 2 level foyers with single level tiered auditorium

Venue Total Capacity: 559 patrons

And

Venue Description: Lawler Studio - Single level black box studio space (Lawler Studio)

Venue Total Capacity: 163 Patrons

Capacity at 85% of audience (ticketed & seated): Sumner Theatre - 475

(No social distancing) Lawler Studio - 138

Anticipated audience demographic: 70% female, average audience age of 56

|                                     |   |
|-------------------------------------|---|
| <b>Oversight and Administration</b> | Regular review of Government website and press releases for changes to Covidsafe requirements/directives  |
|                                     | Engagement and compliance with University of Melbourne Health and Safety Department directives and advice.  |
|                                     | Business management/communication plan in place and communicated to key management team.  |
|                                     | Regular review of Covid safe strategies, processes and procedures including staff consultation.   |
|                                     | Cancellation and refund procedures in place   |
|                                     | Engagement with peak body and industry guidelines –Creative Victoria, Live Performance Australia (LPA), Victorian Association of Performing Arts Centres (VAPAC)  |
|                                     | Risk assessment completed, policy, procedure and safe work methods statements developed and communicated.   |
|                                     | Precinct working group participation.   |
|                                     | Government QR code and Tessitura Ticketing system design to record and identify patron attendance and Government QR code and staff sign in/out and rostering to maintain attendance records for Contact tracing in the event of a Covid positive diagnosis. |
|                                     | Engagement with University of Melbourne Pandemic Response and Public Health Team for advice and action if positive case identified.   |
|                                     | Commercial contractors that share venue area required to provide Covidsafe plan, patron capacity information and patron management procedures, proof of staff training and PPE requirements.  |
|                                     | Debrief with key personnel post production/performance.   |
|                                     | All policies, social distancing requirements, Covid safe procedures and protocols, refund, cancellation and performance information are available on the Website and communicated via social media.   |

|  |   |
|--|---|
|  | Reminders of Covidsafe protocols to be included in pre-show advertising and announcements (where practicable) |
|--|---|

|  |  |
|--|--|
| <b>Venue:</b>                            |  |
| Attendance recording                     | Government Contact Tracing QR code operational and displayed. QR code communicated to Staff and Patrons onsite and prior to arrival via email communication.   |
| Cleaning                                 | Daily cleaning by professional cleaners – including sanitising of all high touch surfaces; hand rails, door handles, bench surfaces, toilets (all surfaces), taps, handles, dispensers.  |
|  | Further cleaning/sanitising of high touch surfaces by venue staff once audience is seated for performance  |
|  | Further cleaning of venue including high touch surfaces undertaken at end of performance and/or between same day performances by professional cleaning staff   |
|  | Cleaning of fabric seats between performance/audiences – thermal disinfecting process utilised by professional contractor.   |
|  | Cleaning records maintain.   |
|  | Hand sanitising stations placed at all entrances to and throughout the venue   |
|  | Bathroom hand washing/drying facilities checked and refilled daily and prior to audience arrival.  |
| Air conditioning                         | Air Conditioning systems reviewed; filter system upgraded, CO2 monitoring upgraded and fresh air intake increased, recycled air reduced.   |
| Information/<br>communication            | Social Distancing reminder decals displayed throughout the building. Traffic flow indications displayed. Density numbers (per 4m <sup>2</sup> ) displayed on areas and rooms.<br>Hygiene information posters displayed throughout venue and in all Bathrooms.<br>Covidsafe information posters and advertising prominently displayed in venue. |
| Staff - Front of House and<br>Box office | All staff provided with Health and Safety Induction, Covid safe induction and identified training – including use of PPE and cleaning procedures, first aid, manual handling, Covidsafe processes. Training documented and attendance recorded.  |
|  | Dedicated Covid Marshals/First aid staff allocated to each performance. Government Covid Marshal Covidsafe training completed.   |
|  | All public facing staff to wear face masks at all times and gloves as required. PPE supplies available for staff.  |
|  | Perspex Screen provided at public facing service areas   |
|  | Clear communication with staff regarding work processes, social distancing and hygiene etiquette. Additional time provided in rosters for regular hand washing/sanitising  |
|  | Staff required to stay home if at all unwell.  |
| Access                                   | Where practicable doors will be held open to reduce the need to touch handles.   |
|  | Public access to venue monitored and numbers managed. Staff access via swipe control.  |

|  |  |
|--|--|
|  | Staff required to sign in and out and complete Covidsafe symptom declaration when attending workplace.   |
|  | Allocated and isolated sick room facility available for any staff who become unwell while at work. – Procedure in place to get them safely home or to medical assistance.  |
|  | Where practicable workgroups and work areas will be established. Front of house and back of house workgroups and areas, with separate entrances/exits etc.   |
|  | Box office facilities allow for appropriate social distancing – screens are installed. Staff supplied with appropriate PPE, hand sanitiser, regular cleaning of all high touch surfaces, wipes available for cleaning between patrons. Mask will be worn at all times (or as advised by Government guidelines) |
|  | <i>Note: MTC staff, performers to work under MTC staff Covid Safe policy, plan and accompanying procedures.</i>  |

|                 |   |
|-----------------|---|
| <b>Audience</b> | All Performances have pre-purchased tickets   |
|                 | All seating is allocated; numbered rows and seats   |
|                 | Auditorium seating infrastructure adjusted to provide additional aisles for access and egress – reducing need for patrons to move past other patrons.   |
|                 | All off sale seats isolated for 1.5m physical distancing and are covered to make them unusable.   |
|                 | Regular and clear communication providing detailed information to Patrons on what to expect and what to do to enjoy a Covid safe time while at MTC performances. Including what MTC have put in place for protection of patrons and Staff, process for contacting MTC if unable to attend performance, and requirements for individual when attending MTC venues. |
|                 | Audiences requested to remain home if unwell – full ticket refund/transfer options available.   |
|                 | Access venue 30 minutes in advance of start time to allow patrons to be seated immediately on arrival   |
|                 | Audience social distancing utilises the Theatre Foyer and outside forecourt space, with queuing system (undercover) providing 1.5m social distancing markers and physical barriers as necessary and where practicable.  |
|                 | Audience will be monitored and assisted to their seating in the auditorium by Front of House staff  |
|                 | Audience will be encouraged to remain in their seats once they have entered the Auditorium  |
|                 | Audience required to wear mask while attending MTC venues (unless legal exemption applies)  |
|                 | Staff dedicated to monitoring audience for social distancing and mask wearing.  |
|                 | Procedure and dedicated first aid area for patrons who become unwell or present symptoms on site. Patrons advised how to access assistance in preshow information.  |
|                 | Currently no beverage or refreshment service is offered. Water is available on request. Covidsafe process has been developed in line with Government directives when bar service reopens.   |
|                 | Disposable PPE available for Audience who may not have their own.   |
|                 | Audience required via ticketing terms and agreements to abide by MTC directives.  |

|  |   |
|--|---|
|  | Audience required to declare they have no symptoms when presenting tickets to enter auditorium. |
|--|---|

| Supporting Documentation | Document Name   | Attached Yes/No |
|--------------------------|---|-----------------|
|                          | MTC Covid Risk assessment 2020–full                       |                 |
|                          | Covidsafe Company Policy v4                               |                 |
|                          | MTC Covidsafe-Plan-UoM v3                                 |                 |
|                          | MTC cleaning procedure                                    |                 |
|                          | 2021 Act 1 Summer Series performance Schedule             |                 |
|                          | 2021 Act 1 Mainstage performances Schedule                |                 |
|                          | MTC HQ shared spaces cleaning procedure v2                |                 |
|                          | MTC Theatre shared spaces cleaning procedure              |                 |
|                          | MTC Auditorium/FoH Cleaning schedule                      |                 |
|                          | Contact Tracing Register v2                               |                 |
|                          | Employee Covid Checklist                                  |                 |
|                          | Visitor Covid Checklist                                   |                 |
|                          | MTC Covidsafe plan for staged return to work - production |                 |
|                          | Safe Operating Procedure C-19 MTC-UoM Chancellery         |                 |
|                          | Sick bay procedure - Headquarters                         |                 |
|                          | Sick Bay procedure – Southbank Theatre staff              |                 |
|                          | Sick bay procedure - Patrons                              |                 |
|                          | Fleet Vehicle Covidsafe Procedure v1                      |                 |
|                          | Performers-visitor information v3                         |                 |
|                          | Returning to Work – staff guidelines                      |                 |
|                          | Auditions Framework v2                                    |                 |
|                          | Rehearsal framework                                       |                 |
|                          | Rehearsal Room Health Guidelines v5                       |                 |
|                          | Performance framework                                     |                 |
|                          | Wardrobe framework  |                 |
|                          | Production Workshop Covid Procedure v2                    |                 |
|                          | Building density floor plan                               |                 |
|                          | FoH audience physical distancing floor plan               |                 |
|                          | VAPAC documentation and guidelines                        |                 |
|                          | LPA documentation and guidelines                          |                 |
|                          | University of Melbourne Documentation and guidelines      |                 |
|                          | Covid Guidance and information Posters                    |                 |
|                          | MTC Act 1 FAQ   |                 |
|                          | MTC Safety FAQ  |                 |
|                          | Instructional & promotional information                   |                 |
|                          | Return to Theatre Communications strategy                 |                 |
|                          | Return to Theatre Posters and digital presentations       |                 |