

# COVIDSafe Plan

## Melbourne Theatre Company

### Our COVIDSafe Plan

Business name: Melbourne Theatre Company  
Site location: HQ (bldg. 298) and Southbank Theatre (bldg. 887)  
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Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<b>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</b>	<ul style="list-style-type: none"><li>• Hand Sanitiser available at all entrances and in local work areas.</li><li>• Staff to advise Building Facilities Manager/Health &amp; Safety Coordinator if bathroom supplies are running low/ or bins getting full for action</li><li>• Ensure rubbish bins are available to dispose of paper towel.</li></ul>
<b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b>	<ul style="list-style-type: none"><li>• Where possible and practicable windows are to be opened each day.</li><li>• Air conditioning to be set to optimum air flow at the start of each workday shift.</li><li>• Review of Air conditioning systems for optimal fresh air transfer and filtration. Change of filter and CO2 monitoring to improve filtering and fresh air levels in the air-conditioning system</li></ul>
<b>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</b>	<ul style="list-style-type: none"><li>• Provide access to personal protective equipment that does not need to be shared, including gloves, safety masks and eye protection appropriate to the work being performed.</li><li>• Ensure all contractors entering the site have their own personal protective equipment appropriate for the work they are undertaking.</li><li>• All staff to wear face masks as required by Government directives. (unless lawful exception applies)</li><li>• Monitor that that all people are wearing face masks on site (as/if required)</li></ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</b></p>	<ul style="list-style-type: none"> <li>• Training to be conducted as part of the return to workplace – to include daily health declaration and Covid safe procedures.</li> <li>• Ensure instructional/reminder posters are displayed throughout the workplace.</li> <li>• Conduct regular ‘Toolbox’ discussions including reminders about Covid safe processes and to keep workers informed of risks and hazards including the latest Government Covid updates</li> </ul>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<ul style="list-style-type: none"> <li>• All staff to bring their own crockery/cutlery for use in the workplace.</li> <li>• Consider single serve Tea/coffee/sugar/milk items.</li> <li>• Where possible install no touch amenities such as contactless taps/soap dispensers, foot operated bins/ foot door opening.</li> <li>• Manage Stationary to reduce handling by too many staff.</li> <li>• Avoid sharing of equipment such as desks, phones, headsets, offices, stationary, tools or other equipment.</li> <li>• Where practicable chock open Internal doors (not fire escapes)</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<p><b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>	<ul style="list-style-type: none"> <li>• Cleaners to regularly clean/disinfect all common areas and high touch items.</li> <li>• Cleaners to check and restock all hand wash and paper towel units everyday</li> <li>• Identify high touch surfaces – Provide information about cleaning schedule</li> <li>• Avoid sharing of equipment such as desks, phones, headsets, offices, stationary, tools or other equipment</li> <li>• Consider a roster for cleaning high touch areas during the day in the absence of cleaners</li> <li>• Cleaning kits available in all departments for staff to participate in high touch cleaning.</li> </ul>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<ul style="list-style-type: none"> <li>• Cleaning kits to be available for staff to regularly clean personal areas and Kitchen areas after use.</li> <li>• Cleaning items available for regular cleaning of shared tools/equipment. All shared items to be cleaned before and after use.</li> <li>• Implement regular hand washing schedules for workshop staff</li> <li>• Wipes and hand sanitiser to be available in all company vehicles</li> <li>• Monitor supplies and regularly restock.</li> <li>• Additional cleaning items for Theatre staff toilets – wipes, cleaning items, and process developed to sanitise surfaces after use.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p><b>Ensure that all staff that can and/or must work from home, do work from home</b></p>	<ul style="list-style-type: none"> <li>Identify roles that can be performed from home or can be adapted to work from home.</li> <li>Where possible and practicable adapt working arrangements to enable working from home</li> <li>If office distancing is not possible – roster staff to alternate working from home or office</li> <li>Regularly assess staff attendance at the workplace to determine if changes to the Workforce Plan is required</li> <li>Staged return to workplace for all staff, in line with Government requirements</li> </ul>
<p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>	<ul style="list-style-type: none"> <li>Communicate the requirement for employees to minimise movement between MTC campuses.</li> <li>Develop process for authorising movement between MTC campuses.</li> <li>Develop workforce plans and rostering that minimises movement between MTC campuses</li> </ul>
<p><b>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</b></p>	<ul style="list-style-type: none"> <li>Victorian Government QR code established for both campuses</li> <li>Sign in/out daily with Covid health declaration</li> <li>Communicate the requirement to remain absent from work if feeling unwell</li> <li>Ensure individuals who have more than one employer advise MTC of their employment with another employer.</li> <li>Assess risk of those employees working with another employer who also work in high risk areas (hospitals, medical centres etc.)</li> </ul>
<p><b>Configure communal work areas and publicly accessible spaces so that:</b></p> <ul style="list-style-type: none"> <li>there is no more than one worker per current government density required of enclosed workspace</li> <li>workers are spaced at least 1.5m apart</li> <li>there is no more than one member of the public per current government required density of publicly available space.</li> </ul> <p><b>Also consider installing screens or barriers.</b></p>	<ul style="list-style-type: none"> <li>All areas to have clearly visible and easily identified numbers per space</li> <li>All area to be configured to maintain current government directed density requirements and 1.5m distance between staff</li> <li>Where practicable arrange desks so that staff are not facing each other or ensure adequate screening</li> <li>Remove any additional furniture</li> <li>Posters/decals on floor or walls for distancing information</li> <li>Consider removing furniture covered in fabric</li> <li>Additional undercover access for public/staff to use. i.e. Marquee type structure outside of Foyer for audience/staff to use rather than accessing foyer.</li> <li>Screens are installed at public facing service centres.</li> </ul>
<p><b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b></p>	<ul style="list-style-type: none"> <li>Posters/decals on walls/floor to indicate distancing and numbers per area</li> <li>Travel paths indicated</li> </ul>
<p><b>Minimise the build-up of workers waiting to enter and exit the workplace.</b></p>	<ul style="list-style-type: none"> <li>Structure a one way system for entry and exiting of building, advise staff</li> <li>Stagger start and finish times for different departments/staff.</li> <li>Provide induction training regarding social distancing</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<ul style="list-style-type: none"> <li>• Training and Inductions to include information regarding Covid 19, posters and regular 'toolbox' talks to provide reminders</li> <li>• Reinforce messaging to staff that physical distancing needs to be maintained during work and social interactions.</li> </ul>
Review delivery protocols to limit contact between delivery drivers and staff.	<ul style="list-style-type: none"> <li>• Where practicable manage deliveries to reduce numbers arriving at the same time</li> <li>• Consider protocols for mail and delivery handling. - PPE, sanitising where possible</li> <li>• Establish contactless delivery and invoicing where possible</li> <li>• Identify and highlight designated drop off areas</li> <li>• Display signage/process for delivery drivers</li> </ul>
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<ul style="list-style-type: none"> <li>• Schedule work times/calls/maintenance to minimise people on site.</li> <li>• Stagger start and finish times</li> <li>• Have designated work zones away from other workers performing different tasks (where practicable)</li> <li>• Schedule/stagger break times for workers i.e. lunch and morning/afternoon breaks to avoid on-site gatherings and numbers in kitchens/greens rooms/toilets at one time.</li> <li>• Where possible minimise movement between sites</li> </ul>
Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the current Government density requirements)	<ul style="list-style-type: none"> <li>• All spaces/areas are to have clearly defined and obvious poster information regarding numbers per area.</li> </ul>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<ul style="list-style-type: none"> <li>• All staff/contractors or visitors to site will be required to sign in and out of the buildings. (Sign in sheet will have health declaration attached]</li> <li>• Those receiving deliveries are to record Company and staff member name and date/time of delivery</li> <li>• Staff to record where contractors visited/worked</li> <li>• Rehearsal rooms to record all staff onsite –via schedules/rostering, Visitors to sign in/out</li> <li>• Government QR code allocated for MTC patrons, visitors/contractors.</li> </ul>
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<ul style="list-style-type: none"> <li>• Induction – reporting of Hazards and incidents refresher</li> <li>• Induction refresher regarding Health and Safety requirements</li> </ul>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<p><b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b></p>	<ul style="list-style-type: none"> <li>• Identify the roles and responsibilities of employer and employees</li> <li>• Prepare for absenteeism of staff members required to quarantine or who are feeling unwell</li> <li>• Plan communication for staff, patrons and other stakeholders in the event of a positive case.</li> </ul>
<p><b>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</b></p>	<ul style="list-style-type: none"> <li>• Maintain and collect contact information for all staff</li> <li>• Collect and record staff and visitor information via daily sign in/out process. Government QR code system initiated.</li> </ul>
<p><b>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</b></p>	<ul style="list-style-type: none"> <li>• Identify and plan for shutdown and isolation of different departments, including pathways around the building</li> <li>• Define process for cleaning and disinfection of areas.</li> </ul>
<p><b>Prepare for how you will manage a suspected or confirmed case in a worker during work hours.</b></p>	<ul style="list-style-type: none"> <li>• Immediately contact University of Melbourne Pandemic Response group/Health and safety business partner.</li> <li>• Isolate staff member in sick room – utilise the documented sick bay process</li> <li>• Communication and process for other workers who have been in close contact – instruct close contacts to isolate immediately and get tested should they experience any identified symptoms (guidance from DHHS and University of Melbourne Pandemic Response Group and Public Health Network</li> <li>• Induction to all staff regarding protocol and expectations in the event of illness/positive case</li> </ul>
<p><b>Prepare to notify workers and site visitors (including close contacts)</b></p>	<ul style="list-style-type: none"> <li>• Regularly update and manage a list with contact details and date of attendance of visitors to the workplace include staff, contractors and patrons</li> <li>• Establish an effective way of quickly communicating with visitors to a workplace where there is or has been a suspected or confirmed case.</li> </ul>
<p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p>	<ul style="list-style-type: none"> <li>• University of Melbourne Health and Safety Business Partner will manage this process.</li> <li>• University of Melbourne Health and Safety Business Partner to be notified immediately of any suspected or confirmed positive case.</li> </ul>
<p><b>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</b></p>	<ul style="list-style-type: none"> <li>• Coordinate with University of Melbourne Pandemic Response Group and Health and Safety Business Partner to communicate site reopening.</li> <li>• Protocol for confirming that building can reopen and process for staff returning to work to be communicated</li> <li>• Have process for communicating with staff regarding reopening and safety processes in place</li> <li>• Have process in place for communicating and confirming with worker (suspected or confirmed case) regarding cleared of Covid-19 prior to returning to physical workplace.</li> </ul>

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the workplace.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

## Appendix – Melbourne Theatre Company Covid 19 Documents

Health and Safety Policy v1  
Covid-Safe Company Policy v4  
Melbourne Theatre Company Event Plan Act 1 Summer series  
Melbourne Theatre Company Event Plan Act 1 Mainstage Act 2 2021-3-4  
MTC Covidsafe Plan for staged return to work - Production  
Production Workshops Covid Procedure v2  
SOP C 19 MTC\_Chancellery v1  
Auditions Framework  
Rehearsal framework  
Rehearsal Room Health Guidelines  
Performance framework  
Wardrobe framework  
Performers-Visitors Information  
Contact Tracing Register – MTC  
Employee Covid-19 Checklist  
Visitor Covid-19 Visitor Checklist.  
Sick Bay Procedure – Headquarters  
Sick bay Procedure – Southbank Theatre  
Sound Studio Hire Procedure  
Sound Studio Tech Guide  
Kitchenette Protocol  
MTC Cleaning Procedure  
Working from Home Procedure -2020  
Poster – Cough-Sneeze how to  
Poster – Covid info  
Poster – Distancing  
Poster – How to hand rub  
Poster – Using lift  
Poster – wash your hands regularly  
Poster – 10 Covid Essentials\_A3