

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



Your COVID-19 Safety Plan

Cinemas, theatres, concert halls, drive-in cinemas

Business details

Business name	Byron Bay Community Association Incorporated
Business location (town, suburb or postcode)	Byron Bay
Completed by	Louise O'Connell
Email address	gm@byroncentre.com.au
Effective date	26 February 2021
Date completed	4 March 2021

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

Yes

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

Yes

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

Yes

Display conditions of entry (website, social media, venue entry).

Yes

Consider whether appropriate cancellation or flexible booking is available where customers cancel due to COVID-19 factors (such as being unwell or awaiting test results).

Yes

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. 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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

Yes

Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for the event.

Yes

Physical distancing

Capacity at theatres and concert halls must not exceed 75% of seated capacity if ticketed and seated, OR one person per 2 square metres of publicly accessible space, whichever is greater. Indoor and outdoor cinemas can have 100% of seated capacity if ticketed and seated. Children count towards the capacity limit.

Yes

Venues should, in so far as is reasonably practicable, ensure the audience is spread evenly throughout the venue to maximise physical distance between groups. If a venue is has multiple sections, no section should be at more than 75% capacity.

Yes

Consider having face masks available for customers should they choose to wear one, particularly in indoor areas where it may be difficult to maintain physical distancing.

Yes

Ensure 1.5m physical distancing where possible, including:

- at points of mixing or queuing such as bars, toilets and entrance and exit points
- between seated groups
- between staff.

Yes

If a venue has multiple theatres, consider staggering the start and end times of different shows where possible to minimise crowding.

Yes

Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing or to order food or drinks. Promote online ticket purchasing and electronic ticket checking where this is available. Use separate doors or rope barriers to mark the entry and exit wherever practical.

Yes

Consider strategies to manage crowding during an intermission, such as a longer intermission period, encouraging people to take their food or drinks back to their seated area, adding additional food and drink service points and allowing customers to leave and return to the premises during this period.

Yes

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms. If staff are not able

to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask, if practical.

Yes

Use telephone or video for essential staff meetings where practical.

Yes

Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.

Yes

Consider physical barriers such as plexiglass around counters with high volume interactions with customers.

yes

Review regular deliveries and request contactless delivery and invoicing where practical.

Yes

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

Yes

Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue for larger shows, if crowding on public transport may occur.

N/A

Encourage private transport options to minimise crowding on public transport where practical. Consider whether parking options close to the venue could be discounted or included in the ticket price to support this.

Yes

No more than 30 performers should sing indoors. There is no recommended cap on performers singing outdoors. All performing singers should face forwards and not

towards each other, have physical distancing of 1.5m between each other and any other performers, and be 5m from all other people including the audience and conductor, where practical. In indoor areas, audience members should not participate in singing or chanting.

Yes

In indoor areas, alcohol should only be consumed by seated customers. There should be no dancefloors.

Yes

Hygiene and cleaning

Adopt good hand hygiene practices.

Yes

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

Yes

Have hand sanitiser at key points around the facility, such as entry and exit points.

Yes

Clean frequently used indoor hard surface areas at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

Yes

Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.

Yes

Develop strategies to address cleaning of very high-touch surfaces such as handles

and chair arms. Consider having disinfectant wipes available for customers to use.

Yes

Staff are to wash hands thoroughly with soap and water before and after cleaning.

Yes

Encourage contactless payment options.

Yes

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

Yes

Record keeping

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. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

For school, child care, aged care and disability groups, contact details only need to be collected for two of the group organisers. The group organisers must have an electronic record of the name and phone number of all members, and parent or carer of any child, and be contactable at anytime for a period of at least 28 days.

Note: 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 there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

Yes

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au

Yes

Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.

Yes

Cinemas, theatres and concert halls should consider registering their business through nsw.gov.au

Yes

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

Yes

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

Yes