

 **ARA**
DARLING
QUARTER
THEATRE

WE'RE
COVID
SAFE

COVID-SAFE
VENUE POLICY & PLAN
GENERAL PUBLIC

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UPDATED 26 MARCH 2021 TO REFLECT UPDATED LEGISLATION EFFECTIVE AS OF 1 OCTOBER 2020

HOME OF

monkey
baa theatre
company



INTRO- DUCTION

WHAT IS COVID-19

(Definition from the World Health Organisation)

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

At this time, there are no specific vaccines or treatments for COVID-19

WHY DOES THIS PLAN EXIST?

Under the current NSW health regulations every venue must put in place COVID-Safe plans in order to operate.

The ARA Darling Quarter Theatre is a registered COVID-Safe venue.

The ARA Darling Quarter Theatre and Monkey Baa Theatre Company **encourage the use of the government's COVID Safe App.**

This can be downloaded [here](#)

Monkey Baa at ARA Darling Quarter Theatre have a duty of care to all our Staff, Patrons, Producers and Hirers to ensure the safest possible visit to our venue.

This plan applies to everyone visiting our venue as follows:

- Permanent staff
- Contractors
- Casual employees
- Patrons
- Our Board and donors
- Hire Clients
- Visiting Producers and Theatre Companies

WHAT HAPPENS AT OUR VENUE

WE ARE HOME TO MONKEY BAA THEATRE COMPANY

As resident company at the custom-designed, fully accessible ARA Darling Quarter Theatre, we curate an annual season of theatre for young people in school holidays and term time, presenting Monkey Baa plays and work from other Australian and international companies.

MONKEY PLAY AND FOYER ACTIVITIES

Monkey Play is a monthly playgroup located in the foyer of our home venue, the ARA Darling Quarter Theatre.

Monkey Play allows very young people to explore the world around them through play based learning and craft activities that incorporate recycled materials and that specifically target the development of fine motor skills.

Our program of activities is linked to the Early Years Learning Framework, and the monthly themes are inspired by the season of performance in the venue. Our content encourages children to be engaged, to grow and to step into the world of their imaginations where anything is possible!

VENUE HIRE

The ARA Darling Quarter Theatre is available to hire for community, arts and corporate hires.

We have flexible seating capacity that makes the venue suitable for theatre, corporate events, launches, presentations and community forums to name a few.

The ARA Darling Quarter Theatre will adhere to current responsible distancing guidelines and at time of publish we are operating within the recommended capacities from NSW government and Public Health Orders – at time of print this is 100% from 12.01am, 29th March 2021 to find out more please email operations@monkeybaa.com.au

WHO ARE MONKEY BAA THEATRE COMPANY?

Our Vision To make theatre an intrinsic part of young people's lives.

Our Mission To exhilarate young minds, hearts and imaginations by creating and sharing exceptional Australian theatre nationally and internationally.

Policy alignment:

In line with our sustainability policies

Initiative Create a safe, comfortable and welcoming working environment

Measure Safe Work Method Statements, inductions, Standard Operating Procedures used throughout the company

KEY POINTS FOR VISITING OUR VENUE

WHEN IN THE VENUE

Whether you are hiring our venue, attending a show or event or just visiting the facilities, please ensure you take the following steps when visiting our venue:

- Practice good hand hygiene
- Utilise our hand sanitiser onsite when entering and exiting our venue
- Maintain a socially responsible distance of a minimum of 1.5m
- We encourage everyone over 12 years to wear a facemask
- For any event where singing onstage takes place face masks are strongly recommended for everyone over the age of 12 years
- For any event where singing onstage takes place the performers will be regularly Covid tested
- For any event where singing onstage takes place the performers will self-certify they are symptom free daily

WHEN SHOULD YOU NOT COME?

It is vital that we are all responsible for each other's safety at this time and we trust that each person visiting our venue is well.

Please do not attend the venue if you answer YES to any of the following questions:

- Are you feeling unwell or display any of the following symptoms of COVID-19? (fever, coughing, sore throat, shortness of breath)
- Have you returned from overseas recently?
- Have you travelled to a known hot-spot in the past 2 weeks?
- Have you been in contact with a confirmed case of COVID-19 within the past 2 weeks?
- Have you been requested to self-isolate or quarantine in the past 2 weeks?
- Have you been tested for Covid-19 and awaiting the test results?

If yourself or any member of your booking party answer **YES** to any of the above you must contact operations@monkeybaa.com.au

WHAT TO DO IF YOU BECOME SYMPTOMATIC AFTER VISITING OUR VENUE?

If yourself or any of the people in your booking party become unwell or display any of the symptoms of Covid-19 you must take the following steps:

- Get tested at a Covid-19 test centre
- Inform the venue immediately so that others can be alerted by emailing operations@monkeybaa.com.au

COVID-SAFE RISK MANAGEMENT REFERENCE

AREA	MEASURE
FOYER (shared Public Space)	<ul style="list-style-type: none"> • Social distancing signage displayed • Hand Sanitiser available • Reduced furniture and foyer activation to maximise floor space • Touch points cleaned regularly by Front of House staff • Extra queueing systems in place to encourage streamlined wayfinding • Safe distancing between staff and patrons will be in place of the regulatory 1.5 metres
BATHROOMS (shared Public Space)	<ul style="list-style-type: none"> • Social distancing signage displayed • Hand washing signage • Touch points cleaned regularly by professional onsite cleaners
ENTERING & EXITING THEATRE & PRECINCT (shared Public Space)	<ul style="list-style-type: none"> • All patrons must check in to the venue via the Service NSW QR codes displayed • Social distancing signage in precinct • Hand sanitiser available • Encouraged arrival 30 mins prior to start time • Social distancing spots for box office
BOX OFFICE & TICKETING ARA DQT & Monkey Baa Theatre Company adhere to the Live Performance Australia Ticketing Code, a copy can be found here	<ul style="list-style-type: none"> • All seats are allocated for contact tracing purposes • Changed show building methods in ticketing system – all patrons attending must be recorded at time of booking per seat (no longer 1 contact per group) • COVID-Safe plan available on website • COVID-Safe key points email sent prior to attending the venue • Appropriate queueing spots on floor • Box Office window to remain at half height or lower to form a screened area for box office staff at counter • Staff wearing face mask whilst social distancing measures in place • Flexible ticketing options for events • Contactless payment options available and encouraged. These will be used for the foreseeable future.

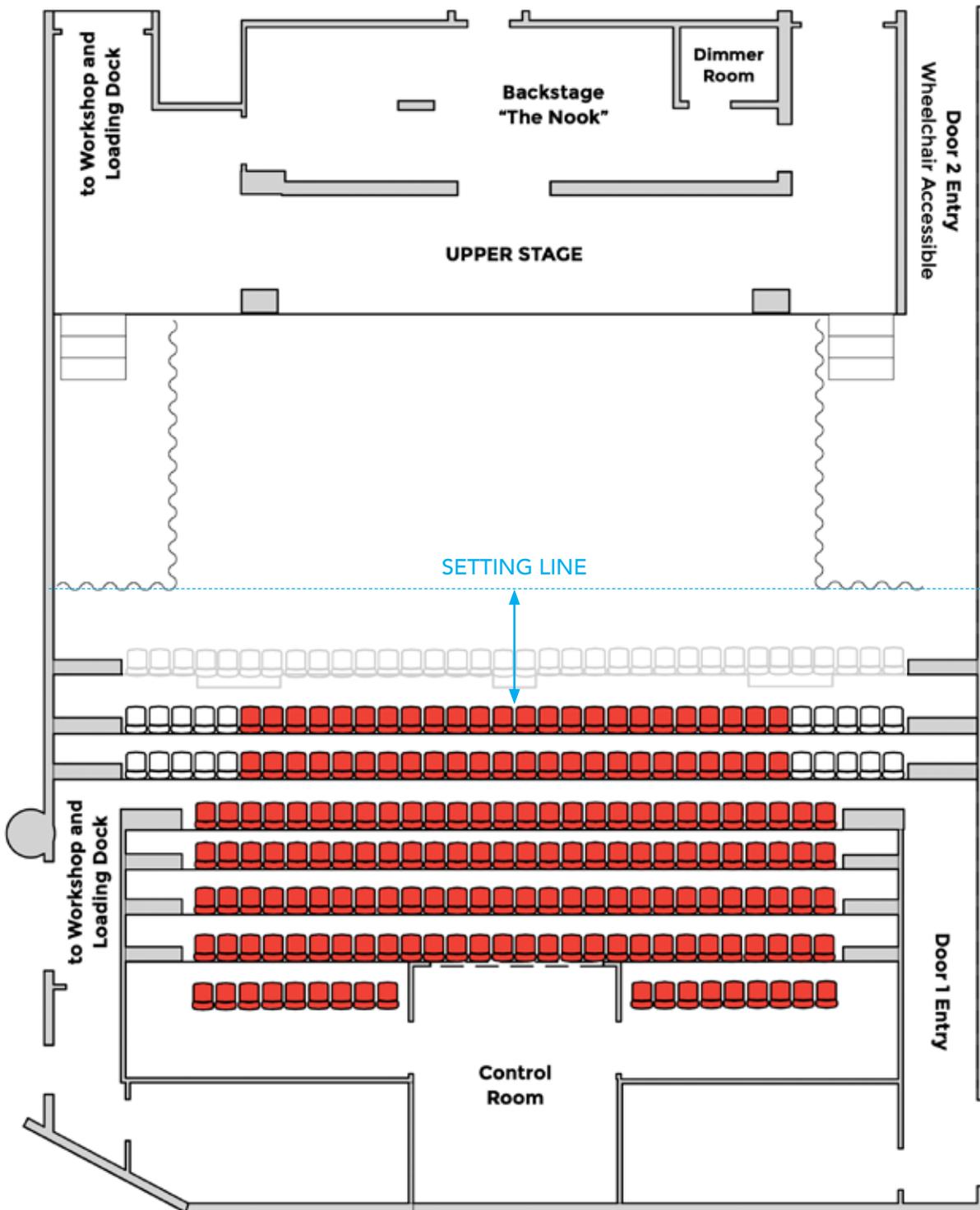
COVID-SAFE RISK MANAGEMENT REFERENCE

AREA	MEASURE
SEATING	<ul style="list-style-type: none"> • Responsive capacities at time of shows under NSW government guidelines and Public health orders - at time of print this is 100% from 12.01am, Monday 29th March 2021 • Patrons over 12 years encouraged to wear face masks and appropriate signage displayed • If attending a performance with live singing it is strongly recommended for all patrons over 12 years to wear facemasks • Earlier house opening times (30 minutes where possible) to allow staggered seating by patrons • Theatre cleans including all touch points between performances • Restricted seating in A-row due to proximity to cast onstage • Flowed entry and exit Entry to the venue through door 1, exit through door 2 • Safe distancing between staff and patrons will be in place of the regulatory 1.5 metres • 100% fresh air intake on Air conditioning Systems
ACCESSIBILITY (Tactile Tours)	<ul style="list-style-type: none"> • A COVID-Safe sample kit to be used. Sample fabric of costumes and examples of some of the props. All separate samples • All hands pre and post touching of the samples to be washed and or sanitised. • All items in the tactile sample kit to be cleaned after each use. • PPE to be worn
ACCESSIBILITY (Mobility Impaired)	<ul style="list-style-type: none"> • No Front of House Staff permitted to touch mobility aids • Wheelchair seats must be wiped down with antibacterial spray upon removal and return • Touch points on all access equipment cleaned regularly
ACCESSIBILITY (Hearing Loop)	<ul style="list-style-type: none"> • All belt packs must be wiped with antibacterial spray between uses • New headphones used per patron • Face masks must be worn when guiding patron on usage of the hearing loop

COVID-SAFE RISK MANAGEMENT REFERENCE

AREA	MEASURE
<p>HEALTH WARNINGS</p>	<ul style="list-style-type: none"> • Patrons requested to not attend the event or performance if displaying any of the symptoms of COVID-19 – flexible ticketing options such as refunds and exchanges are available • If a patron at any stage displays the symptoms of COVID-19 they should inform the venue by emailing operations@monkeybaa.com.au
<p>FOYER EVENTS (eg. Monkey Play)</p>	<ul style="list-style-type: none"> • All foyer activities to be risk assessed individually depending on specific activities • All equipment used to be cleaned with alcohol based cleaner at regular intervals including, but not limited to, set up and pack down • Hand sanitiser available • Face masks encouraged • QR code registrations applicable using Service NSW Link here • Capped foyer capacity of 56 patrons • All staff and event personnel to wear face masks • Touch points cleaned regularly by Front of House staff • Safe distancing between staff and patrons will be in place of the regulatory 1.5 metres
<p>IN THE EVENT OF A KNOWN OUTBREAK OF COVID-19</p>	<ul style="list-style-type: none"> • The venue will contact all patrons, staff and users known to be onsite within the regulated period and recommend Covid-19 testing • The venue will inform NSW health and regulatory authorities immediately if a known outbreak occurs • The venue will inform building management (Jones Lang LaSalle) immediately • The venue will close immediately to the public and undertake the regulatory deep cleaning methods required

EXAMPLE SEATING LAYOUT



 OCCUPIED SEAT

REFER- ENCES

SAFE WORK AUSTRALIA

Resource Kit

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces>

Workplace checklists

<https://www.safeworkaustralia.gov.au/collection/workplace-checklists-covid-19>

LIVE PERFORMANCE AUSTRALIA

Guidelines for Auditions, Rehearsals and Performances

<https://liveperformance.com.au/wp-content/uploads/2020/08/Guidelines-for-Auditions-Rehearsal-and-Performances-FINAL-2020.08.05.pdf>

Touring Theatre Guidelines

<https://liveperformance.com.au/wp-content/uploads/2020/08/Touring-Guidelines-FINAL-2020.08.05-1.pdf>

PAC AUSTRALIA (PERFORMING ARTS CONNECTIONS)

Guidelines for Covid Safe Theatres

<https://paca.org.au/wp-content/uploads/2020/08/Guidelines-for-COVID-Safe-Theatres-Endorsed-Published-August-2020.pdf>

HEALTH.GOV.AU RESOURCES

COVIDSafe App

<https://www.health.gov.au/resources/apps-and-tools/covidsafe-app>

Resources for the General Public

<https://www.health.gov.au/resources/collections/novel-coronavirus-2019-ncov-resources>

NSW HEALTH INFORMATION

General information

<https://www.nsw.gov.au/covid-19>

COVIDSafe Business

<https://www.nsw.gov.au/covid-19/covid-safe-businesses>

APPENDIX 1

COVID-SAFE MEASURES

FOR EXCURSIONS VACATION CARE + SCHOOL GROUPS

	MEASURE
ON ARRIVAL	<ul style="list-style-type: none"> • A member of the Front of House team will check you in and give you all the information you need • Present your group with register of names of students, in lieu of QR Code, to a member of the Front of House staff (if this is required, we will let you know in advance) • Staff and Teachers required to sign in using QR Code • Social distancing will be in place and we will use the entry to the foyer and playground to keep distance between groups whilst waiting to enter the theatre • Hand sanitiser is available in multiple locations
BATHROOMS	<ul style="list-style-type: none"> • The bathrooms are regularly cleaned and sanitised by onsite professional cleaners • 5 people and 1 staff member in each bathroom at any one time • Please be advised there are other bathrooms in the area to avoid overcrowding the foyer bathrooms. Please ask a member of our Front of House team where alternate bathrooms are located.
THEATRE SEATING	<ul style="list-style-type: none"> • A member of the Front of House team will seat each group one at a time, ensuring social distancing measures will be in place • Vacation Care groups to enter and exit first • Schools Groups to enter and exit individually • Flowed entry and exit - entry through Door 1 and exit through Door 2
ACCESSIBILITY (Tactile Tours)	<ul style="list-style-type: none"> • A COVID-Safe sample kit to be used. Sample fabric of costumes and examples of some of the props. All separate samples. • All hands pre and post touching of the samples to be washed and or sanitised. • All items in the tactile sample kit to be cleaned after each use. • PPE to be worn

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