



Sunnybank Theatre Group Inc.

COVID SAFE PLAN

1. Purpose and scope

Sunnybank Theatre Group Inc. (STG) recognises that the COVID-19 pandemic is a public health emergency, and that all actions in respect of COVID-19 should be founded in expert health advice. With the risk of COVID-19, it is important that STG has a plan to keep our members safe when attending the theatre. This plan outlines the precautions and actions that STG will take to that end. This plan will remain in place as long as government recommended restrictions due to COVID-19 are in place, and may be updated from time to time as required.

The current version of this plan is based on the *COVID Safe Plan for Queensland's Live Performance Venues / Theatres (V6)* provided by Stage Queensland and the *COVID-Safe Theatre Guidelines* provided by PAC Australia, and is aligned with the Guidelines and the Update provided by the Queensland Government on 22 January, 2021.

- **Impacted area:** Any area, suburb or region designated as an impacted area by the Queensland State Government.
- **Designated period of high risk of community transmission:** During any period which has been designated as high risk increased precautions will apply.
- **Masks:** If you are in an impacted area or have been in an impacted area at any time during the past 14 days you must carry a face mask with you at all times.
- **Indoor spaces:** You encouraged are to wear a face mask when you are in certain public indoor spaces, including:
 - shopping centres, supermarkets, retail outlets and markets
 - libraries
 - cinemas
 - churches and places of worship
 - entertainment facilities and sporting stadiums
 - recreational facilities and gyms
 - indoor workplaces when physical distancing is not possible
- **Outdoor spaces:** You must ensure you continue to practice physical distancing and stay 1.5m away from the next person, whenever possible. You are encouraged to wear a mask in outdoor spaces when you cannot physically distance.
- **Indoor concert venues/theatres etc:** up to 100% seated capacity or one person per 2m² (whichever is the greater), with a COVID Safe Plan
- **Outdoor events:** 1 person per 2m².

Should government guidelines change, this COVID-Safe Plan will be updated accordingly.

2. Terms/Acronyms

- **STG** – Sunnybank Theatre Group Inc.
- **The Committee** – the currently elected members of the STG management. committee
- **Live/In-Person attendance** – Attending an STG event (audition/rehearsal/performance/other) in person where there is an elevated risk of viral transmission due to proximity or contact
- **Vulnerable people** are those who fall under one of the categories identified at 6.

- **A patron** is any member of the public who is attending an STG event whether they have paid to attend or not.
- **Volunteers** include members undertaking duties including:
 - box-office
 - kitchen/bar
 - ushers
 - stage managers
 - back-stage crew
 - lighting and sound technicians
 - set designers, builders, painters, etc
 - cleaners
 - or any member working at or for an STG event in any capacity.
- **Social group** – a group of friends who purchased their tickets together and may include family members who do not reside in the same household.
- **Defined area** – the public viewing area associated with the performance space, theatre, or other area, such as the Green Room, that can be controlled individually and treated as a separate part of the premises.
- **Outdoor area** – an area that is not fully enclosed, i.e. is open to the elements and natural ventilation, but may have a shade structure.

3. Version Control

A version control table will be used to track document changes and is to be updated each time a change is made to the document. Each successive draft of this document is to be numbered sequentially from 0.1, 0.2, 0.3... until a finalised or approved version is complete.

The first final/approved version should be numbered 1.0. If version 1.0 is revised, drafts are numbered as 1.1, 1.2... until version 2.0 is complete, and so on.

Document	Version	Author	Purpose/Change	Date
STG – COVID Safe Plan	0.1	Nerida Day	Initial Draft	18/11/2020
STG – COVID Safe Plan	1.0	Nerida Day	Final - accepted	25/11/2020
STG – COVID Safe Plan	1.1	Nerida Day	Update	14/01/2021
STG – COVID Safe Plan	1.2	Nerida Day	Update	02/02/2021

4. Introduction

Access to performance spaces is fundamental to communities, performers at all stages of their careers, and to performing arts companies that rely on theatres to connect their work to Queensland audiences. The performing arts contribute positively to many Queenslanders' lives, whether they are an audience member, employee or participant. Reopening performing arts centres offers Queenslanders the opportunity to return to a sense of normality and to reap the social and mental benefits.

STG will follow government requirements for spatial distancing, hygienic behaviours and contact tracing and other protocols that may arise.

The Committee will implement measures that demonstrate our genuine desire to maximise the safety of both our patrons and our members. This plan is based on recommendations by Stage Queensland, whose Industry COVID Safe Plan is applicable to Queensland's professionally-managed performing arts centres/theatres, other indoor live performance spaces and community-run performance spaces.

Because STG is operating under the approved *Stage Queensland COVID Safe Plan* we will adhere to the health and safety priorities identified in the Checklist found at Appendix A.

5. Transmission of COVID-19

Currently, it is understood that COVID-19 spreads in the following ways:

- direct contact with a person while they are infectious
- direct or indirect contact with respiratory droplets (such as when a person coughs or sneezes)
- direct contact with objects and surfaces which are contaminated by respiratory droplets
- Current medical advice from the World Health Organisation (WHO) indicates that COVID-19 is not an airborne virus. As such, the WHO does not consider air conditioning to be a factor in spreading COVID-19 at this time.

6. Most at Risk

Based on what is known about coronaviruses, Queensland Health has identified those most at risk of serious infection are:

- people with compromised immune systems (such as people who have cancer)
- elderly people
- Aboriginal and Torres Strait Islander peoples (as they have higher rates of chronic illness)
- people with chronic medical conditions
- people in group residential settings
- people in detention facilities

7. Symptoms of COVID-19

COVID-19: IDENTIFYING THE SYMPTOMS

SYMPTOMS	COVID-19	COLD	FLU
	Symptoms range from mild to severe	Gradual onset of symptoms	Abrupt onset of symptoms
Fever	Common	Rare	Common
Cough	Common	Common	Common
Sore Throat	Sometimes	Common	Common
Shortness of Breath	Sometimes	No	No
Fatigue	Sometimes	Sometimes	Common
Aches & Pains	Sometimes	No	Common
Headaches	Sometimes	Common	Common
Runny or Stuffy Nose	Sometimes	Common	Sometimes
Diarrhea	Rare	No	Sometimes, especially for children
Sneezing	No	Common	No

Adapted from material produced by WHO, Centers for Disease Control and Prevention.

TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY.

For more information about **Coronavirus (COVID-19)** visit [health.gov.au](https://www.health.gov.au)

Australian Government

Sourced from: <https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-identifying-the-symptoms.pdf>

8. 5 key ways we can all help stop the spread of viruses

There are steps we can all take to help stop the spread of the virus:

1. Stay home if you are sick. If you have COVID-19 symptoms, get tested.
2. Clean your hands regularly with soap and water or alcohol-based hand sanitiser.
3. Cover your nose and mouth with a tissue or bent elbow when coughing or sneezing. Be sure to dispose of tissues in a rubbish bin.
4. Avoid touching your face, nose and mouth. Avoid shaking hands.
5. Keep 1.5 metres away from others as much as you can – think two big steps.

9. The New Normal



10. Acceptance of Plan by STG Members and Patrons

By choosing to attend an STG event, in person, on or after 2nd February, 2021, members and patrons are giving notice they have read and understood this COVID Safe Plan and are aware of their role in adhering to safety measures.

They also agree that in the event of any concerns regarding the transmission of COVID-19 their contact details will be provided to the relevant authorities.

11. Attendance restriction measures

STG explicitly advises *vulnerable people* of the greater risk they face with group gatherings. This risk will be clearly communicated wherever possible including the STG website, and posters on-site during auditions, rehearsals and performances.

In accordance with Australian government guidelines, members are not to attend STG events if they:

- have returned from travelling overseas or a government mandated hotspot in Australia in the last 14 days (being individually responsible to be aware of restricted areas)
- have any symptoms as listed for COVID-19 in the table on page 3
- have taken a COVID-19 test and tested positive
- have taken a COVID-19 test and are still awaiting results
- have taken a COVID-19 test, tested negative but still have cold and/or flu symptoms

- live with or have had sustained contact (over 15 minutes) with a person who they know is awaiting a COVID-19 test result or has tested positive.

Spatial distancing

Co-ordination and preparatory measures will be put in place to ensure spatial distancing is achieved in accordance with Australian government guidelines. These measures will include:

- ascertaining the maximum total number of people allowed in any audition, rehearsal or performance venue
- the configuration of the physical layout in any audition, rehearsal or performance venue will be designed for the safety of all attendees while maintaining visibility. Our ticketing system, TicketSearch, is used to apply spatial distancing when required.

Theatre capacity

As of the 22 January 2021, Queensland Government rules state:

Green Room:

Density requirements of one person per 2 square metres, with social distancing to be maintained.

Courtyard:

Density requirements of one person per 2 square metres, with social distancing to be maintained.

Auditorium:

Indoor event requirements of 100% seating capacity at ticketed venues applies.

On site procedures

The following conditions will apply to all performances and events at STG:

- patrons and members must not attend auditions, rehearsals or performances under conditions as listed under **Attendance restriction measures**
- patrons and members are advised that even in cold weather, ventilation will be a priority and as such they should dress appropriately
- the Committee will ensure the maximum numbers in a venue are maintained, adhering to Government requirements, as appropriate
- entry to and exit from the theatre is to be in line with the signage provided by STG, and guidance by ushers
- patrons are advised to maintain social distancing in toilet areas and hallways
- reminder notices about spatial distancing and hygiene will be displayed on entrance to the theatre
- patrons must sit only in their allocated seat
- patrons are not required to wear a mask when sitting in their allocated seat, but are encouraged to wear a mask at all other times, including when entering or exiting the venue, leaving your seat to go to the bathroom or purchasing food or drinks
- all patrons are required to provide current contact details for contact tracing purposes, including phone number, email address (if applicable) and home address, using an electronic recording system.

Serving of food and drinks

The following conditions will apply to all performances and events at STG at which any food or drink is served:

- STG must now collect and store contact details electronically for all patrons
- no self-serve buffets allowed.

12. Hygiene

Sanitising facilities and equipment

STG will provide:

- hand sanitiser at all entrances and exits for use by patrons
- soap, hand sanitiser, and sanitising wipes and/or spray in all toilet areas
- lined bins

Health and hygiene measures

- For the safety of patrons and in accordance with Australian government COVID-19 hygiene recommendations, chairs, door handles/push pads, bathroom taps, grab rails, tables, benches, etc will be wiped down before AND after each event with sanitising wipes and/or spray.

Announcements and reminders:

- cough or sneeze into elbows
- avoid touching the face
- wash hands or use hand sanitiser regularly.

Personal Protective Equipment (PPE)

- STG volunteers will comply with any compulsory government requirement for the wearing of personal protective equipment such as masks or gloves at STG events.
- During periods of high risk of community transmission in the South East Queensland region (i.e. if Qld Health has issued a Public Health Alert for the region), patrons will be required to wear masks at STG events as well as use hand sanitiser on entry.
- Outside periods of high risk of community transmission, patrons are encouraged to wear masks to events, particularly when entering and exiting the seating area, but it is not mandatory.

Cashless transactions

To minimise contact, all payments for to STG for tickets and other purchases will be arranged so they are cashless, using credit cards or direct debit, whenever possible.

13. Patron diagnosed with or displays symptoms of COVID-19

Steps regarding a COVID-19 diagnosis

Patrons must advise STG as soon as possible if they or someone within their immediate circle receive a positive COVID-19 diagnosis within 3 weeks following their attendance at an STG performance or other event.

On receiving a notification that a patron, or a person in their immediate circle has a positive COVID-19 diagnosis, the STG Committee will take the following actions:

- advise the patron they will be contacting all patrons and STG volunteers and performers who attended the same event of the positive diagnosis
- advise the individual that they must not return to an STG event until a medical all-clear has been provided
- email or phone (if no email available) all patrons who attended the same event or events, indicating there has been a diagnosis for a patron or for someone within their immediate circle, confirming the person will not be attending again until a medical all-clear has been provided.
- suggest to patrons and STG volunteers and performers who attended the same event to have a COVID-19 test
- organise a deep-clean of the relevant venue areas.

If public health requirements advise that STG cease performances or other events, patrons and STG volunteers and performers will be notified.

The Committee will share any performance register/roll with public health authorities and make patrons aware of this sharing of information.

Steps should a patron display COVID-19 symptoms during an event

Should a patron display any COVID-19 symptoms during a performance or other event, including:

- fever
- dry cough
- tiredness
- aches and pains
- sore throat
- diarrhoea
- conjunctivitis
- headache
- loss of taste or smell
- a rash on skin
- discolouration of fingers or toes

they will be asked to leave the theatre immediately, and arrange for a COVID-19 test to be conducted.

If they are unable to leave immediately for whatever reason, they will be provided with a face mask if they are not wearing one, and taken to the designated isolation area (the front foyer area) to separate them from other patrons, until such time as they are able to leave.

Should any member display more serious symptoms including:

- difficulty breathing or shortness of breath
- chest pain or pressure
- loss of speech or movement

an ambulance will be called, and the patron will be provided with a face mask if they are not wearing one, and taken to the designated isolation area (the front foyer area) to separate them from other members, until such time as an ambulance arrives.

If a patron does display any COVID-19 symptoms during an STG event, as well as the above actions, STG will:

- advise the individual that they must not return to an STG event until a medical all-clear has been provided
- suggest to others who attended the same event to have a COVID-19 test
- organise a deep-clean of the relevant venue areas.

If public health requirements advise that STG cease performances or other events, patrons will be notified.

The Committee will share any performance register/roll with public health authorities and make patrons aware of this sharing of information.

14. COVID safe app

Patrons are to be encouraged to download the COVID Safe App and leave it running at all times.

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

15. Communication of COVID Safe Policy to Patrons

The STG COVID Safe Plan will be available to patrons as follows:

- the plan will be available from the STG website
- any person making an enquiry will be directed to the copy of the plan on the website.

Patrons can direct any queries or comments about this COVID Safe Plan to the STG Committee by email to president@stg.org.au.

16. Appendix A

COVID- Safe Checklist

1. Check your venue can operate	
If your venue has been closed, check the condition of equipment and facilities are fully functioning, such as gas, electricity, toilets, and hand-washing facilities. Ensure food and beverages stored at your business have not been contaminated or are now out of date.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Appoint a COVID-19 Risk Mitigation Coordinator and a COVID-19 response Team	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Develop an Outbreak Plan	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Develop processes to ensure contact tracing data is collected for all workers, members, participants, attendees and visitors.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Ensure all collected contact tracing data is stored for 56 days and disposed securely in line with government advice and is made available to public health officers on request.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
2. Wellbeing of workers	
Communicate, consult, provide instruction, training and supervision of workers and their safety representatives (e.g. Health and Safety/union representatives) at each stage of the COVID-19 risk management process.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Direct workers and visitors to stay at home if they are sick, and to go home immediately if they become unwell. Require workers to be tested for COVID-19 if they have any symptoms of acute respiratory disease (cough, sore throat, shortness of breath) or a fever or history of fever. They must remain in isolation at home till they get a negative result for COVID-19.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Consider safety risks and manage these according to the appropriate hierarchy of controls i.e. elimination, substitute, isolation, administrative controls then personal protective equipment where required.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Ensure you have adequate supplies of required PPE such as masks, gloves and aprons, suitable for staff needs. Use where necessary and in accordance with the relevant State and National guidelines.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Update your Work Health and Safety risk assessment and Emergency Evacuation Plans.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Implement measures to maximise the distancing between workers to the extent it is safe and practical and minimise the time that workers are in close contact.	<input type="checkbox"/> YES <input type="checkbox"/> N/A

<ul style="list-style-type: none"> • Where it is practical and safe to do so, review tasks and processes that usually require close interaction and identify ways to modify these to increase physical distancing between workers. • Introduce work from home arrangements where workers are able to work from home, such as administrative work where no face to face contact is required. 	
Modify processes (including in break rooms) to limit workers having to be in close contact, as much as possible. Assign workers to specific workstations to minimise the need to go into other spaces and time breaks to ensure physical distancing physical distancing.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Where possible postpone, cancel or use electronic communications such as video conferencing for non-essential face-to-face meetings and training.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Put signs and posters up to remind workers and others of the risk of COVID-19.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
3. Physical distancing	
Place signage at entry points, detailing the Conditions of Entry to instruct patrons, contractors or staff to not enter the venue if they: <ul style="list-style-type: none"> • are unwell • have been in close contact with a known active case of COVID-19 • have COVID-19 symptoms • have travelled overseas in the previous 14 days • have been to a declared COVID-19 hotspot in the previous 14 days. The list of declared COVID-19 hotspots may be found at www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid19/current-status/hotspots-covid-19. 	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Conditions of entry signage should be displayed stating that businesses have the right to refuse service and must insist that anyone with these symptoms leaves the premises	<input type="checkbox"/> YES <input type="checkbox"/> N/A
If practicable set up separate exit and entry points to minimise contact.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Display maximum occupancy signage for each area at all entry/exit points for each indoor and outdoor patron facility.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Implement adequate policies to manage and monitor the number of patrons in attendance at the venue/premise at any time so as not to exceed the maximum occupancy allowed under this Plan, considering the different densities allowed for indoor and outdoor areas.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Consider placing floor or wall markings or signs to identify 1.5 metres distance between persons for queues and waiting areas.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Consider using physical barriers where practical, such as plexiglass around serving counters.	<input type="checkbox"/> YES <input type="checkbox"/> N/A

Rearrange furnishings or equipment to support physical distancing	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Limit walk-in appointments, counter interactions, and the use of cash transactions by encouraging customers to use online purchasing, phone bookings, tap and go, direct deposit or other contactless payment options.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
4. Hygiene and cleaning	
Ensure staff and customers are provided with hand washing facilities or appropriate alcohol-based hand sanitiser throughout the business including at staff entry/exits, workstations, customer entry/exits, entrances to auditoriums, counters and waiting areas. Alcohol-based hand sanitisers containing at least 60% ethanol or 70% iso-propanol are recommended.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Where customers and staff were previously required to use masks and gloves to control for risks other than COVID-19 infection (e.g. dust exposures), they must continue to do so. For controlling the risk of COVID-19 infection, masks and gloves may be considered as part of a range of controls.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Instruct staff to practise good hygiene by frequently cleaning their hands. Hand washing should take at least 20 to 30 seconds. Wash the whole of each hand, covering all areas with soap before washing with water. If hand washing is not practical, alcohol-based hand sanitiser containing at least 60% ethanol or 70% iso-propanol is recommended.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Reduce the sharing of equipment and tools, remove shared books/magazines from common areas.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Refrain from offering communal refreshments or water stations.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Implement additional cleaning processes including cleaning frequently touched areas and surfaces regularly with detergent or disinfectant (including shared equipment and tools, Eftpos equipment, tables, countertops and sinks). Follow protocols and checklist provided by Safe Work Australia.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
5. Deliveries, contractors and visitors attending the premises	
Where practical, minimise physical interaction with delivery drivers or other contractors visiting the premises with workers. Ensure persons visiting the site are informed of specific control measures in place (COVID Safe procedures).	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Use electronic paperwork where practical. If a signature is required, discuss providing a confirmation email instead, or take a photo of the goods onsite as proof of delivery.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Implement processes to ensure contractor / visitor collection of data (e.g. Contractor Register) for contact tracing purposes. Ensure compliance with government advice about collecting and storing customer data.	<input type="checkbox"/> YES <input type="checkbox"/> N/A

6. Food and Beverage	
Complete the <i>COVID Safe Checklist for dining and drinking in venues such as Restaurants, Cafes, Pubs, Clubs and Hotels</i> and implement the applicable controls.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Or, opt-in to the Retail Food Services Industry COVID Safe Plan and implement the applicable controls.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Implement processes and communications to ensure that patrons are appropriately physically distanced while drinking (irrespective of beverage type) and dining-in. Patrons may order, pay and collect food and drinks at a bar or service counter.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
7. Front of House	
Review venue procedures for managing the flow of patrons, seating patrons, interval, physical distancing and contact points (doors, handrails etc.) to limit interactions between patron groups. Consider options such as bollards, floor markers, signage, staggering event times and patron arrivals, and management/omission of intermissions.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Ensure there is a minimum distance of 4m maintained between performers and patrons.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Ensure specific plans are in place to prevent or limit patrons from different defined areas interacting or crossing over in shared spaces. Consider allocating specific restroom facilities to each defined space, scheduling event times and using specific travel paths for each venue.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Ensure adequate ushering staff are available to monitor seating arrangements for all defined areas (theatres/venues).	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Establish processes and policies for providing communications, announcements or instructions to audiences about control measures and audience behaviour expectations.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Request that patrons show their appreciation for the performance by remaining seated and stamping their feet in place of calling out or standing for an encore.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Put signs and posters up to remind patrons and guests of the risk of COVID-19 and control measures in place at the facility.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Develop measures to encourage and support the use of the COVID Safe app.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Develop procedures for ongoing staff/contractor cleaning of public areas and high touch surfaces during and between events. Consider measures such as publicly-located cleaning records.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Review sales processes for concessions (kiosk) and alcohol sales. Implement measures to ensure patrons maintain physical distancing at point of sale e.g. multiple distributed points-of-sale, scheduled access to sales counters, online or pre-purchasing measures.	<input type="checkbox"/> YES <input type="checkbox"/> N/A

8. Ticketing & Box Office	
Update Terms and Conditions of Sale and implement communication measures to ensure patrons are made aware of the changes.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Implement processes to ensure secure collection of patron data for contact tracing purposes. Wherever possible record patron venue and seating allocations. Ensure compliance with government advice about collecting and storing customer data for at least 56 days.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Implement measures to ensure patrons maintain physical distancing at point of sale e.g. online sales, e-tickets, guidance on distancing requirements.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Review ticketing systems to implement distanced seating layouts and modify ticket sales processes. Ensure staff/patron and patron/patron interactions are limited as much as practicable.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Ensure refund processes accommodate patrons who become ill after purchasing their tickets, or who have been in contact with a symptomatic person or a positive diagnosis after purchasing tickets.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Implement communication procedures to confirm patrons agree to follow venue controls and attend the event/performance only if they are in good health. Ensure patrons are aware of new venue procedures/requirements including what to expect on arrival.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
9. Technical and Back of House	
<p>Ensure pre-production processes identify tasks that may not allow for physical distancing. Modify processes where possible or implement additional controls to protect workers. Consider truck loading/unloading, team lifting and operation of equipment in confined spaces.</p> <p>Any identified risks or hazards need to be discussed with workers and appropriate measures put in place to control those risks.</p>	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Ensure touring companies/ external suppliers are aware of site-specific control measures and are able to comply. Consider processes to exchange COVID-19 safety plans and discuss specific requirements/plans prior to arrival.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Review event schedules to minimise crossover of work groups and support physical distancing.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Revise site induction procedures to include COVID-19 requirements for your venue.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Review tasks/procedures to identify shared equipment that may require sanitation/cleaning between users/uses e.g. follow spots, paging mic, battery packs, microphones, consoles etc. Provide appropriate cleaning resources and procedures to ensure equipment and staff hygiene is maintained.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Post signage which supports physical distancing requirements and encourages hygiene practices on individual spaces e.g. dressing rooms,	<input type="checkbox"/> YES <input type="checkbox"/> N/A

rehearsal and warm up rooms, green room, stage door, loading dock, bio box/control room.	
10. Review	
Regularly review your systems of work to ensure they are consistent with current directions and advice provided by health authorities.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Implement procedures to keep records of risk management processes undertaken.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Keep up to date and find additional guidance at www.covid19.qld.gov.au & www.worksafe.qld.gov.au .	<input type="checkbox"/> YES <input type="checkbox"/> N/A