



COVID-19 Safe Plan & Procedures

Guidelines for COVID Safe Auditions, Rehearsals and Performances

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1. 0. REVISION STATUS

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VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1.0	2019/20 Committee	14-Aug-20	Creation of Document	Jake Fisher

2.0 INTRODUCTION

The COVID-19 pandemic has placed restrictions on the ability for performing arts organisations and venues to operate. These restrictions are gradually being eased across the country, meaning theatres and other live performance venues may reopen, when government restrictions allow. For our productions to get back on stage, it is important **Coffs Harbour Musical Comedy Incorporated (CHMCC)**, and its members understand how to do so safely, and how to mitigate risks.

There is the potential for further outbreaks of COVID-19 and therefore, the resumption of audition, rehearsal and performance activities may not be linear. Increasing control measures to mitigate COVID-19 risks may be required in response to fluctuating numbers of COVID-19 cases. **CHMCC** will need to be flexible to accommodate and respond to changes in community transmission rates and the associated changes in advice from public health authorities.

3.0 ABOUT THESE GUIDELINES

3.1 PURPOSE

This document aims to provide clear COVID-19 guidelines and practices to assist **CHMCC** in protecting its members, patrons and to safely resume live performances and associated activities such as auditions and rehearsals.

3.2 SCOPE

These guidelines are intended to apply:

- To activities associated with undertaking auditions, rehearsals, performances of live productions, committee and/or AGM meetings or any other public **CHMCC** event.
- Broadly across all types of artforms. There may be additional considerations depending upon the artform and these should be considered in more detail when developing COVID Safe plans.
- These guidelines expire when public health authorities advise COVID Safe policies are no longer deemed necessary

These guidelines have been developed in consultation with performing arts companies, commercial producers, the Media Entertainment and Arts Alliance and specialist medical advisors and Live Performance Australia.

3.3 WORK HEALTH AND SAFETY

CHMCC, have a duty to provide a healthy and safe environment for all members, patrons or any individual involved in a CHMCC Production or event. This includes:

- assessing and managing risks;
- maintaining the environment and facilities (e.g. regular cleaning);
- providing appropriate information, training, instruction and supervision; and
- consulting with members, cast, crew and patrons or engaged individual on any matters that affect them.

These guidelines should complement existing work, health and safety processes and procedures. Implementing control measures outlined in this document must not cause other unsafe working conditions for any engaged individual. Where these guidelines introduce new health and safety risks, or impede existing protocols, these risks should be assessed and managed accordingly.

4.0 DEFINITIONS

<i>Isolation</i>	Separates people who are unwell and who are confirmed with or have been tested for a contagious disease (such as COVID-19) from people who are healthy.
<i>Personal protective equipment</i>	<p>PPE refers to anything used or worn to minimise risk to workers' health and safety. This may include, but is not limited to:</p> <ul style="list-style-type: none"> • Boots • Ear plugs • Face masks • Gloves • Goggles • Hard hats • High visibility clothing • Respirators • Safety harnesses • Safety shoes
<i>Quarantine</i>	Separates and restricts the movement of people who are well but may have been exposed to a contagious disease (such as COVID-19) to see if they become unwell. The quarantine period for COVID-19 is at least 14 days.

5.0 GUIDING PRINCIPLES

These COVID Safe guidelines for auditions, rehearsals and performances have been developed with the following principles in mind:

- Reduce risk of community transmission in the general public.
- Safeguard the safety and wellbeing of everyone on-site a CHMCC production and/or event including – audiences, performers, artists, musicians, crew, staff, contractors and volunteers.
- Implement measures that are consistent with Safe Work guidelines and public health directives.
- Continuously manage risks associated with the delivery of public performances, adapting to new information, restrictions or requirements.
- Deliver a positive customer experience and contribute to Australia’s economic, social, and cultural wellbeing emerging from COVID-19.
- Ensure the ongoing sustainability of the live performance industry

6.0 ABOUT COVID-19

6.1 COVID-19 SYMPTOMS

Common COVID-19 symptoms include:

- Fever
- Dry cough
- Tiredness / fatigue

Other symptoms include:

- Aches and pains

- Sore throat
- Shortness of breath
- Runny nose
- Diarrhoea
- Conjunctivitis
- Headache
- Loss of taste or sense of smell
- Skin rash
- Discolouration of fingers or toes

6.2 TRANSMISSION

COVID-19 spreads via human to human transmission through:

- Droplets e.g. from coughing or sneezing; or
- Contact with surfaces an infected person has touched, coughed or sneezed over, and deposited the virus on.

There is also some evidence of airborne transmission and intestinal infection through faecal transmission.

7.0 GUIDELINES & PROTOCOLS

7.1 GENERAL

Physical distancing

- As far as reasonably practicable, cast members, crew, patrons and other engaged individuals should maintain physical distancing within the rehearsal, production and other company spaces. As outlined by current health and government directives.
- Where physical distancing cannot be maintained, CHMCC will be responsible for implementing appropriate control measures. Not limited to use of PPE or other protective actions.
- CHMCC will limit the number of individuals in indoor spaces according to applicable density rules.

Hygiene

- All cast members, crew, patrons and other engaged individuals are encouraged to practise good hygiene including cough and sneeze etiquette – i.e. regular handwashing; cough or sneeze into a tissue and then dispose of tissue safely; cough or sneeze into the inside of elbow; wash hands after coughing, sneezing or blowing nose.
- CHMCC will set up hygiene stations (with either hand soap and water in wet areas such as bathrooms and kitchens or sanitiser in public areas) in prominent locations throughout venues in which CHMCC conducts public gatherings.

Health monitoring

- CHMCC will advise all cast members, crew, patrons and other engaged individuals not to attend CHMCC events if they are unwell with COVID-19 symptoms.
- CHMCC will not implement temperature checking this time, as this requirement is not currently mandated by government
- CHMCC will implement a COVID-19 self-assessment questionnaire which must be completed by all cast members, crew and other engaged individuals prior to company events (including rehearsals)
- CHMCC will advise all cast members, crew and other engaged individuals to get tested if they develop any COVID-19 symptoms.

Cleaning

- CHMCC will develop and implement a cleaning schedule of frequently used areas (e.g. audition room, rehearsal room, kitchen, bathrooms) and high touch surfaces (e.g. door handles).
- CHMCC will develop a schedule to clean and sanitise equipment (e.g. microphones), props, sets and costumes.

Training

- All cast members, crew and other engaged individuals upon commencement of involvement will receive a briefing in COVID safe practices and policies as outlined in this document. This will include the correct use of personal protective equipment (PPE), physical distancing requirements in addition to a COVID-19 Fact Sheet provided to each individual.

Compliance

- CHMCC committee will regularly consult, revise and update COVID safe practices and policies, as required, in response to changes in government regulatory frameworks governing the containment of the COVID-19 pandemic for as long as they remain in force.
- The Stage Manager (or other nominated individual) will be responsible for the compliance to this policy and it's outlined procedures in all cast, crew and production areas.
- The Front of House Manager (or other nominated individual) will be responsible for the compliance to the policy and it's outlined procedures in all public areas.

7.2 AUDITIONS

- Where practical CHMCC will consider conducting online or recorded auditions for preliminary auditions.
- When live auditions must be conducted, where reasonably practicable CHMCC will:
 - Require auditionees, crew and other engaged individuals to complete the COVID-19 self-assessment questionnaire on arrival at the audition;
 - Undertake auditions in large, well-ventilated areas;
 - Require auditionees, crew and other engaged individuals to wash/sanitise hands before entering the audition room;
 - Ensure auditions (including in the audition and waiting rooms) be conducted in line with physical distancing and density rules applicable in the state/territory;
 - Limit the number of people participating in group auditions to ensure physical distancing is maintained;
 - Where physical distancing is not possible, CHMCC will implement appropriate control measures such as use of PPE, face shields, screens.
- Prior to the audition, where reasonably practicable CHMCC will:
 - Provide auditionees with a copy of this COVID-19 Safe Plan and/or display it for view at registration desk; in addition to a COVID-19 Fact Sheet outlining the key points and procedures addressed in this policy.

- Provide auditionees with information to complete the COVID-19 self-assessment questionnaire.
- Confirm whether close contact with other auditionees will be required and what control measures will be implemented;
- Ask auditionees to bring items (such as pen, notebook, water bottle, towel) for personal use during the audition;
- Ask auditionees to be dressed ready for the audition prior to arrival; and remind auditionees to stay home if feeling unwell.
- Provide details about scenes requiring close contact or intimacy in casting briefs as part of the auditioning process.
- Maintain records of participants during the auditions, including contact details and date(s) of audition.

7.3 REHEARSALS

General

- CHMCC will develop a schedule to clean and disinfect the rehearsal room and communal areas (e.g. kitchen, bathrooms), particularly frequently touched surfaces.
- Where reasonably practicable CHMCC will schedule rehearsals to minimise the number of participants and to allow for cleaning between rehearsal calls.
- Where reasonably practicable CHMCC will undertake rehearsals in large, well-ventilated areas and maintain records of attendance at rehearsals.
- Where it is not reasonably practicable to maintain physical distancing between cast members, crew or any other engaged individual, CHMCC will implement appropriate control measures such as use of PPE, face shields, screens.

- Where performers are required to participate in intimate scenes or be in close contact with other cast, this will be articulated in writing. Performers are required to provide written consent. Performers may also be asked to limit interactions with people outside of the production to reduce risks to the broader community.

Pre-rehearsal

- CHMCC will provide a copy of this COVID-19 Safe Plan to cast members, crew and other engaged individuals and/or display it for view at the venue.
- Additionally, CHMCC will provide all cast members, crew and other engaged individuals with a COVID-19 Fact Sheet outlining the key points and procedures addressed in this policy.
- All cast, crew and other engaged individual is required to complete the COVID-19 self-assessment questionnaire on arrival to each rehearsal. Failure to comply will result in refusal of admission to the rehearsal.

Performers, musicians, creatives, crew and any other engaged individual may be asked to:

- Get tested for COVID-19 prior to commencing and throughout rehearsals
- Bring items (such as pen, notebook, water bottle, mug, towel) for personal use during rehearsals.
- Map out scenes involving close contact or intimacy (including the control measures that may be implemented).

During rehearsals

- CHMCC will ensure the permitted number of people in the rehearsal room complies with the applicable density rules.
- Where reasonably practicable, CHMCC will limit the number of people in the rehearsal room to essential personnel only. Individuals who are not required in the rehearsal room or whose rehearsals have finished for the day shall be released and asked to leave.
- CHMCC will enforce that all cast members, crew and other engaged individuals wash/sanitise hands upon entering rehearsal space.
- On the first day of rehearsals, Production Manager (or other nominated individual) will conduct a toolbox talk to discuss COVID protocols and will regularly remind cast, crew and other engaged individuals of COVID-19 protocols.

Blocking

- Where reasonably practicable, blocking should be conducted, to the extent possible, while maintaining physical distancing.
- Where physical distancing is not possible:
 - CHMCC will implement appropriate control measures such as use of PPE, face shields, screens.
 - Cast members, crew and other engaged individuals may be asked to limit interactions with people outside of the production to reduce risks to the broader community.
 - Upon commencement it will be discussed and agreed with all parties (noting that agreement between the parties must not contradict anything in these guidelines).
 - As far as practicable, minimise time spent in close proximity to other performers.

Outside the rehearsal room

- CHMCC will ensure physical distancing is maintained outside of the rehearsal room (e.g. in the green room, kitchen etc.).

7.4 PRE-PRODUCTION & PERFORMANCES

General

- CHMCC Stage Manager (or nominated individual) will provide an induction/briefing about the performance venue's COVID-19 health and safety policies to cast members, crew and other engaged individuals.

Back of house

- The Stage Manager will ensure compliance to physical distancing while backstage (e.g. in the green room, dressing room and the wings).
- Where reasonably practicable, the Stage Manager will implement a one-way traffic flow for entry to and from the stage.

Sound and technical equipment

- Where reasonably practicable, cast members and crew will be allocated individual technical equipment to (e.g. headsets, radio mics) to minimise sharing.
- All equipment including that which is assigned to an individual, must be cleaned and sanitised after each use.
- Additional time at the end of the day may be required for cleaning and sanitisation of equipment used.
- The Stage Manager may use colour coding (with tape/stickers) to identify when equipment has been used and needs to be cleaned before next use.
- Where reasonably practicable, CHMCC will encourage performers to apply and remove their own radio mic, after instruction by the sound technician. Where assistance is required, assistants should sanitise their hands between assisting performers and wear appropriate PPE (i.e. surgical face mask, masks made in accordance with published health guidelines).

Props

- Where reasonably practicable, props will be allocated to individuals to minimise sharing.
- High touch props must be cleaned and sanitise after each performance.
- All other props must be cleaned regularly (e.g. every second performance).

Sets

- The Stage Manager will ensure all high touch surfaces on sets are cleaned after each performance.

Hair & Makeup

- Where reasonably practicable, cast members will to do their own hair and makeup (including touch-ups and removal).
- Cast members will wash or sanitise hands prior to beginning make-up or hair, during as needed, and immediately after.

- If a cast member required assistance with hair and make-up, the assistant will wear appropriate PPE (i.e. surgical face mask, masks made in accordance with published health guidelines) when physical distancing cannot be maintained.
- Performers are encouraged to sanitise hair and makeup kits regularly.
- Where cast members own supplies are not being used, ensure makeup applicators and removal supplies are single use, are stored in covered containers and disposed of into a zip lock bag prior to disposal into the bins.
- Hair and makeup supplies should only be handled by the individual performer, where shared products are used ensure hands are washed and sanitised prior to handling.
- CHMCC will allocate hair items to individual performers to minimise sharing.
- Cast members should regularly wash and clean wigs and hair extensions.
- Cast members must maintain at least 1.5m distance between hair and makeup stations unless suitable measures can be implemented such as wearing PPE.
- Wipe down makeup chairs and surrounding surfaces and equipment with disinfectant wipes between uses.
- CHMCC will provide a hygiene station in each dressing room for use by cast members and crew

Wardrobe & Costume

- Where reasonably practicable, CHMCC will limit those in attendance at costume fittings.
- CHMCC will clean and sanitise high-touch surfaces between fittings.
- Costume fitters and performers will be required to wash or sanitise hands before/after fitting or dressing cast and wear appropriate PPE (i.e. surgical face mask, masks made in accordance with published health guidelines) if physical distancing cannot be maintained.
- Where reasonably practicable, CHMCC will limit and/or prevent the sharing of costume pieces.
- Cast members will be required to regularly clean costumes.

Orchestra / Musicians

- Where reasonably practicable CHMCC will install sneeze screens or mute shields between musicians and maintain physical distancing where orchestra pit allows.
- CHMCC will ensure suitable distance (e.g. 3-4 metres) between musicians/orchestra pit/performers and audience.
- Where reasonably practicable, CHMCC will consider reduced numbers of musicians and/or staggered arrival and departure.
- Musicians will be required to wipe down or spray music stands with disinfectant prior to each performance.
- CHMCC will be required to clean and disinfect floors following each performance.
- The Musical Director is responsible for compliance to these guidelines and procedures in the orchestra pit.

Performers – actors, dancers, singers, opera, choirs

CHMCC will:

- Encourage performers to perform own props checks, where possible.
- Encourage performers to dress themselves, where possible.
- Provide performers with laundry bags for used costume items.
- Require anyone interacting with performers at close range to wear appropriate PPE (including dressers, hair and makeup and costume/wigs).
- Ensure blocking is considered to prevent fast changes which require assistance.
- Set up dressing rooms and green room to facilitate physical distancing.
- Prohibit sharing of comfort items such as hot water bottles, jackets and slippers.
- Allow for greater distancing between performers, were possible.

7.5 RISK MANAGEMENT

Risk assessment and mitigation

- CHMCC will undertake a risk assessment and identify measures to mitigate risks.
- CHMCC Production teams will consider swings and understudies to fill roles if a cast or crew member is unwell. However, it should be noted that if a cast or crew member is confirmed as having COVID-19, all those in close contact with the confirmed case will need to quarantine in line with public health directives, possibly resulting in more than one cast or crew member needing to be replaced.
- Cast members may be asked to limit interactions with people outside of the production.

Managing suspected cases

If a cast member, crew or other engaged individual is feeling unwell or presents with COVID-19 symptoms during rehearsals or the season the Production Team will:

- Isolate the individual in the designated COVID-19 area and supply them with a surgical mask (if available).
- Assess whether the individual represents a risk to others in the production.
- Ensure the individual has transport to safely return home or visit a doctor or medical facility.
- Advise the individual to get tested for COVID-19, as per government advice and follow instructions regarding isolation.
- The individual cannot return to the production until symptoms are no longer present and receives clearance from public health authorities or a medical practitioner (depending on the circumstances, clearance may constitute a negative COVID-19 test result).

Managing confirmed cases

If a cast, crew member or other engaged individual tests positive for COVID-19:

- The individual with COVID-19 will be required to isolate. They will not be able to return to the production until they have received clearance from health authorities or treating medical practitioner.
- Those cast, crew member or other engaged individual who are identified by public health authorities to have had close contact with the confirmed case will be:

- Informed about the confirmed case within the company.
 - Required to quarantine.
 - Encouraged to get tested or may be required to get tested if directed by public health authorities.
- The company will follow advice and instructions from health authorities.
 - If required CHMCC will, notify and submit an incident notification to the WorkSafe Authority in the relevant state and/or territory (different notification requirements apply in each state. See appendix 8.2).

Contact Tracing & Tracking

- CHMCC will be responsible for maintaining up-to-date cast, crew member or other engaged individual's contact details and attendance (at rehearsals and at the venue).
- CHMCC will inform individuals their contact details may be shared with health authorities.
- CHMCC will make cast, crew member or other engaged individual aware of the COVIDSafe app and encourage them to download it.

Production shutdown

- The company may be required to cancel performances or the entire production, in order to comply with government directions.
- If a cast, crew member or other engaged individual has tested positive for COVID-19, CHMCC will need to assess the risks and ascertain whether it is feasible to continue performances.

8.0 APPENDICES

8.1 REFERENCE DOCUMENTS

Live Performance Australia

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

Safe Work Australia

- Resource kit: <https://www.safeworkaustralia.gov.au/collection/COVID-19-resource-kit>
- SafeWork Authority notification requirements: <https://www.safeworkaustralia.gov.au/doc/incident-notification-covid-19>

Creative Victoria

- Arts and Culture Guidelines for coronavirus (COVID-19) – Return-to-Business: https://creative.vic.gov.au/__data/assets/pdf_file/0020/441308/Arts-and-Cultural-Sector-Guidelines-3-June-2020-2.pdf

Australia Council for the Arts

- Reactivate: Beyond step three: <https://www.australiacouncil.gov.au/workspace/uploads/files/re-activate-report-beyond-step-5f03d8d34777a.pdf>

Australian Screen Sector Taskforce

- Australian Screen Production Industry, COVID-Safe Guidelines, 28 May 2020, version 1

9.2 PUBLIC HEALTH DIRECTIVES

ACT: <https://www.covid19.act.gov.au/resources/public-health-directions>

NSW: <https://www.health.nsw.gov.au/Infectious/COVID-19/Pages/public-health-orders.aspx>

NT: <https://coronavirus.nt.gov.au/chief-health-officer-directions>

QLD: <https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers>

SA: <https://www.legislation.sa.gov.au/Web/Information/CV19/CV19.aspx> **TAS:**
<https://www.coronavirus.tas.gov.au/resources>

WA: <https://www.wa.gov.au/government/document-collections/COVID-19-coronavirus-state-of-emergency-declarations>

VIC: <https://www.dhhs.vic.gov.au/victorias-restriction-levels-COVID-19>

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