

Covid 19 Safety Plan – PP&VA Education Workshops

This plan is a requirement from the NSW Government to ensure we operate safely and in accordance with health orders at all times.

This plan may need to be reviewed and updated as health orders change.

This plan is current as at 6 July 2020.

Note for the purposes of this activity the following apply:

The activity occurs in a place of work, where work cannot be done at home, can continue on site.

Any activity is recommended to maintain physical distancing at all times: 1.5 metres between people and total capacity must not exceed the 4 metres squared rule per space excluding staff numbers.

Requirement	Actions	Responsibility	Verify
Wellbeing of staff and visitors			
Exclude staff, students and visitors who are unwell	Staff, contractors and enrolling students to complete relevant Risk Assessment before commencing work or as part of enrolment process. Enrolment Terms and Conditions to include additional questions (on line and on any forms however completed). Any visibly unwell students to be excluded upon arrival by contacting guardians.	Operations Director to supply checklist and risk assessments. Activity Manager to ensure enrolled students have completed safety check before commencing. Tutor to ensure they exclude any visibly unwell students immediately.	
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning	Include in <i>infection control</i> part of the induction checklist	Operations Director to supply checklist and ensure cleaning schedule is organised Venue Manager to ensure information is distributed and cleaning is maintained throughout Activity manager to ensure WHS induction occurs for new staff/activity	

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Display conditions of entry (website, social media, venue entry)	<p>Poster boards</p> <p>Community notice board.</p> <p>Venue doors</p> <p>All web sites and periodic social media as relevant to activity</p> <p>All enrolment Terms and Conditions</p>	<p>Operations Director to supply approved information</p> <p>Venue Manager for onsite display</p> <p>Marketing Director for online and any design matters</p> <p>Team to ensure information is appropriate and targeted</p>	
<p>Accompanying adults are to wait outside of the studio / group lesson room. If accompanying adult wishes to speak to tutor this can be arranged via phone.</p> <p>Chairs to be provided and appropriately distanced and regularly cleaned for accompanying adults.</p>	<p>Clear venue signage.</p> <p>Pre enrolment and web site communication including at confirmation.</p> <p>Modify foyer and space set up and furniture placement.</p>	<p>Venues teams to arrange set up</p> <p>Activity manager/tutor for communication to accompanying adult in need.</p>	

Physical Distancing -			
Capacity must not exceed one person per 4 square metres	<p>Each venue has a poster with maximum capacity indicated. Calculations to be updated as restrictions change.</p> <p>NB these numbers do not include staff.</p>	<p>Operations Director to ensure posters are supplied.</p> <p>Venue Manager to ensure posters are visible and correct.</p> <p>Activity Manager/tutor to ensure maximums are not exceeded.</p>	
Consider if the activity requires people to be present	Activity manager to consider online v onsite	If onsite, this checklist must be completed and authorised before the activity commences.	

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Workshops should involve no more than 20 participants per group and be subject to maximum capacities of space and potential for physical distancing of activity.	Workshop commencement to be reviewed at each change of restriction level. Limits to be prebuilt in online offer for sale. NB 20 is not a regulated number at time of writing but is PP&VA recommended	Activity Director to ensure practicable and appropriate content for workshops and stipulate any additional conditions	
Move or remove tables, seating and workshop furniture as required to comply with 1.5 metres of physical distance	Activity manager to ensure that the activity can occur whilst maintaining 1.5m of physical distance at all times in program design.	Venue Team to support set up Activity manager to ensure ongoing adherence.	
Use signage at entrances to communicate the maximum safe capacity, arrows to direct the flow of attendees may be appropriate (entrance and exit separation if required).	Venues Team	Venue Team to support set up Activity manager to ensure ongoing adherence.	
Reduce crowding wherever possible and promote physical distancing, for example with markers on the floor, where appropriate	Activity manager to consider markings if appropriate – and ensure entry/exits /flow maintain distance	Venue Team to support set up Activity manager to ensure ongoing adherence.	
Workshops are organised through an online booking system which collects all required enrolment details	Centralise enrolment / check in in an area that allows physical distancing	Activity Director for session timing Venue Manager for onsite management of system Activity manager for program details	

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Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks)	Activity manager to ensure appropriate activity – and distancing	Activity manager/tutor to ensure ongoing adherence	
Use telephone or video for essential meetings where practical	Activity manager as part of planning process	Activity manager and Director and tutors -all staff as required for follow up/catch up and debrief.	
Where reasonably practical, stagger start times and breaks to minimise the risk of close contact	Activity manager as part of planning process	Activity manager with Venue Manager	
Have strategies in place to manage gatherings that may occur immediately outside the premises	Communicate requirements to all activity staff and parents/ carers	Activity manager as part of delivery process Activity and Marketing Directors as part of activity communications	
At the conclusion of the workshop - tutor to sanitize all art resources/ instruments/ props that participants have touched	Venues team to ensure appropriate sanitisation stock is on hand and available. Activity Director to ensure specific instructions are supplied by Activity manager to tutors.	Activity manager to ensure tutor is trained in cleaning protocols for resources Venue manager to supply cleaning products	
At the conclusion of a workshop tutors must sanitise all high touch areas before the next session.	Activity manager to brief tutors on duties	Venue manager to spot check and ensure ongoing adherence	

Hygiene and Cleaning			
Adopt and advocate good hand hygiene practices for tutors and workshop participants	Activity manager as part of delivery process to ensure hand sanitizer is available	Venues Team for information sheets and supply of sanitizer	
Ensure bathrooms are well stocked with hand soap and paper towels	Venues Team	Operations Director to ensure cleaning schedule is appropriate and actioned.	
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day	Venues Team	Operations Director to ensure cleaning schedule is appropriate and actioned.	
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions	Venues Team	Operations Director to ensure cleaning solutions are appropriate and used.	
Venues team are to wear gloves when cleaning between workshops and wash hands thoroughly before and after with soap and water	Venues Team	Venue Manager to ensure appropriate cleaning and hygiene. Sanitizing wipes to be used on high traffic/touch surfaces (including piano keys)	
As part of a COVID safe workshop enrolment practice – all enrollment forms must be completed digitally and returned by email prior to commencement of workshop.	Activity Director and Venues Team	Venues team and Activity Director to prepare embedded digital enrollment process including COVID safe protocol document	

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Encourage contactless payment options	Venues Team	Venues Team	
<p>Recommendations for workshop participants personal hygiene:</p> <ul style="list-style-type: none"> regularly washing hands avoiding sharing drinks or food coughing or sneezing into your elbow, or a tissue which should be discarded immediately individual water bottles 	<p>Ensure workshop program design promotes safe practices.</p> <p>Ensure this is enforced in any associated materials.</p>	<p>Activity Director to ensure copy is accurate and available for inclusion.</p> <p>Activity manager to ensure program design is appropriate and tutors and rooms are supportive of positive personal hygiene.</p>	
<p>Ensure any materials are safe and sanitised in between each usage.</p>	<p>Recommendations for workshop materials management</p> <ul style="list-style-type: none"> Provided art materials/instruments/props to be distributed to each student at commencement of class Tutor to manage collection of materials to avoid breaking physical distancing rules Consider impact of various materials and select materials that reduce sharing and maintain physical distancing Consider requirement to bring in materials for personal use as an alternative to supply as part of enrolment conditions Consider student personal packs if appropriate to minimise need for cross contamination. 	<p>Activity Director to consider materials for each class and embed in program design (with tutor as required).</p> <p>Tutors/Activity manager to ensure sanitization of shared tools/materials between participants using them</p>	

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Record Keeping			
<p>Keep a record of name and a mobile number or email address for all staff, and workshop participants (or workshop participants legal guardian when participant is under 18 years of age) and contractors for a period of at least 28 days.</p> <p>Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely</p>	<p>Administration Manager to ensure contracted staff records are accurate and have required details</p> <p>Activity manager to ensure all participants records are maintained</p>	<p>Activity manager as part of planning process</p>	
<p>Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required</p>	<p>Include in induction pack information</p>	<p>Operations Director</p>	

	Name	Dept /Signature	Date
Activity	Teaching Workshops		
Plan prepared by			
Plan confirmed by			
Authorised by			