

# Canberra REP – COVID Safety Plan



Updated 9 November 2021

---

In line with ACT Public Health Directions, REP continues practices to ensure the Canberra REP Theatre, and any off-site venues used for rehearsal and performance (if possible to access), are safe and hygienic for all patrons, staff and volunteers.

*Please note separate sections for **Offsite Venue usage** and **External Hirers**.*

## Entry into the venue

- **Collecting contact details with Check in CBR.** Signage with the REP QR-code is placed at all entry points into the venue allowing for contactless registration for Patrons. If Patrons do not have a smart phone they will be logged in by venue staff. Some Patrons may use the personalised Check in CBR card, scanned with the recording unit set to the Business Profile function by venue staff. All volunteers and staff must also log in using the app each time they enter.
- **NOTING that the venue is a restricted venue under the Health regulations and requires a COVID Safety plan.** While the space is able to support 100 percent capacity from the 12 November 2021, REP has determined the strong recommendation of the ACT Government be adhered to inside the venue, and the following regulations will apply to all entering the space.

**All events held within the auditorium be ticketed; seating allocation socially distanced on request for 2021 productions; request that patrons in an indoor public setting carry masks at all times and wear when inside; and capacity limits in the foyer space be limited to one person per two square meters. This is a maximum capacity of 50 patrons for performances. Classes are limited to 25 people across the venue.**

Note: A face covering means a mask or other covering that fits securely around the face and covers the nose and mouth to provide the wearer with protection against infection. A scarf or bandana is not a facemask.

## Ensuring physical distancing at Canberra REP Theatre

- **Signage with Foyer and Auditorium maximum capacity is posted prominently and clearly** in multiple locations.
- Entry points into the administrative space/foyer area are **divided into two avenues**. Signage has been placed throughout the public areas on walls, and floor where applicable, **indicating the desired direction of foot traffic to assist FOH staff** with controlling patron distancing.
- A **revised seating plan** is available to facilitate appropriate distancing if required. This is currently a seat between patrons/groups with no spaces required forward or back with the tiered seating. Web sales are available for all productions with print at home tickets as the first option.
- We are continuing **new staffing arrangements for FoH staff** to ensure distancing maintained in the Bar/Box office area.
- Indoor Front of House staff are required to wear a mask while working.
- Protective screens are on all service areas.
- Staff are **monitoring access to front restrooms** as current occupancy is 3 per room.
- Auditorium access will be made available **earlier than is standard** (~30 minutes prior to show-time). This will allow patrons to get to their seats, and avoid crowding. **Drinks will be permitted in the auditorium, and pre-purchasing of drinks is encouraged.**

- **Access to the Foyer at interval** – patrons will be advised to stagger entry into the space at interval. Interval may be extended by 10 minutes to allow for alternate seating ingress and egress. Any time over-runs to intervals must be done in conjunction with the production Stage Manager. Pre purchase of interval drinks will be encouraged. A trolley system is in place for delivery of pre-purchased items.
- **Ticket handling will be minimised.** Tickets will only be printed at collection from the box-office and there are no pre-prepared boxed of tickets for collection. It is preferred that all tickets are scanned as patrons enter the auditorium. If this is not possible all tickets must be sighted without touching the tickets by duty ushers on patron entry into the auditorium.
- **Contactless purchases preferred** – patrons are encouraged through signage to pay for items with contactless card payments. Use of these machines will be controlled at service areas and sanitised regularly.
- FoH staff will be briefed on emergency procedures at each service/ performance day. This will include details regarding **managing social distancing for evacuees.**
- **Backstage areas for cast and Crew** – signage has been placed in all areas of the backstage and technical areas relating to maximum capacity of areas and hygiene practices.

### Ensuring physical distancing in REP use of external venues

- **Use of Offsite spaces for REP rehearsals** – all participants in rehearsals will be briefed by their Production Managers and Stage Managers in safe distancing practices. As these are group activities the teams will work together to ensure safe practices are observed. The basis of the REP COVIDSafe Plan will be followed in conjunction with any requirements of the hosting facility.

### Ensuring physical distancing for Hirers of Canberra REP Theatre

- **Use of REP classes, rehearsals and performances**– all participants in classes, rehearsals and productions will operate under both the REP COVIDSafety Plan and the reciprocal plan from the group or organisation using the spaces. Safe distancing practices must be adhered to where practicable, noting that during rehearsals and productions this may not always be possible. As these are group activities the teams will work together to ensure safe practices are observed.
- **Signage with Check in CBR App, Foyer and Auditorium maximum capacity is posted prominently and clearly** in multiple locations.
- Entry points into the administrative space/foyer area have been **divided into two avenues.** Signage has been placed throughout the public areas on walls, and floor where applicable, **indicating the direction of foot traffic. There should be no two-way traffic at any entry or exit point.**
- **Restrooms** have a current occupancy of 3 per room at any one time.
- **Current distancing restrictions apply in any space in the venue** – one person per 2 square metres with 1.5m distance between people for internal level spaces, and 1 person per 2 square metres for tiered seating.
- All classes are limited to 25 people throughout the venue.

### Cleaning, Sanitising and Hygiene Activities at Canberra REP Theatre

During productions, the foyer, auditorium, and all theatre bathrooms are professionally cleaned every Wednesday morning before the venue opens for business hours. Current daily cleaning guidelines are also being followed, which means:

- **Hand sanitising stations are installed for entry into and exit out of the auditorium.** Sufficient stock of hand sanitiser has been ordered for FoH and backstage areas.

- Health department directions for thorough hand cleaning are **being placed above all sinks and wash-basins on the property.**
- **Protective screens.** These will be cleaned at the beginning and close of each patron contact period. Eg prior to service prior to interval and at close of business.
- **Cleaning of High contact surfaces.** These will be cleaned/sanitised at the beginning and close of each patron contact period. Eg prior to service prior to interval and at close of business.
- **Auditorium Seating** – Arms of seating will be cleaned at the beginning and close of each patron contact period. Eg prior to entry and at close of business.
- **Entry to shift and end of shift practices** - all FoH staff will be able to store any personal belongings in a secure area near the Box-Office. No un-necessary access will be allowed into service areas not used in the carrying out of their nominated duties. Any hand use items will be sanitised before the start of shift and at the end of shift. **Disposal of any waste at the end of shift in the appropriate manner – including double bagging and disposable gloves and masks used.**
- PPE gloves and facemasks will be provided to FoH staff for shift duties, but staff are encouraged to bring their own re-usable facemasks.
- **Backstage areas for cast and Crew** – supplies of hand sanitiser have been provided and responsibilities for cleaning/sanitising spaces will be delegated through Stage Manager. Tasks will include the **sanitisation of every surface after use at a minimum. Disposal of any waste at the end of shift in the appropriate manner – including double bagging and disposable gloves and masks used.**

## Offsite Cleaning, Sanitising and Hygiene Activities

- **Use of Offsite spaces for REP rehearsals** – all participants in rehearsals will be briefed by their Production Managers and Stage Managers in safe hygiene practices. They will observe any systems in place at selected rehearsal spaces as per the space's COVID Safety Plan. As these are group activities the teams will work together to ensure safe practices are observed.
- **An induction must be carried out prior to use of the site** – meeting with a member of the Church executive (for St Columba's) or venue.
- It is expected that any surfaces used will be cleaned appropriately after use and waste taken away off-site for disposal. Cleaning products and safety gloves will be provided to cast/crew teams for this purpose.
- **No catering items of the venue will be used** – a quantity sufficient for Cast and crew attending rehearsals will be brought to and removed at the close of each rehearsal.
- **Site restrictions are strictly followed** –In the case of the St Columba's Uniting Church Hall, a maximum of 15 people allowed in the space at any one time. Check in CBR code scanning required.

## Hirer Cleaning, Sanitising and Hygiene Activities

- **Hirers must provide their own hand sanitisers and personal protective equipment (PPE)** – these are to be removed at the end of each session.
- Health department directions for thorough hand cleaning are **being placed above all sinks and wash-basins on the property.**
- **Cleaning of High contact surfaces.** These must be cleaned/sanitised in all areas used by the Hirer prior to exiting the venue per session. This includes foyer tables and any benches used.
- **Auditorium Seating** (if used)– Arms of seating must be wiped down with appropriate cleaning/disinfectant solutions and cloths by the Hirer prior to exiting the venue per session.
- All waste is to be taken away off-site for disposal. Not left in the REP bins, these are locked.

- **No catering items of the venue will be used** – all hirers are advised that participants will bring their own cups and water bottles will be brought to and removed at the close of each rehearsal.
- **Storage of Hirer owned catering and cleaning supplies** –while it is understood that regular hirers may have items stored onsite, the storage space is limited to one agreed access cupboard. This cupboard must be used for all items regularly used. The cupboard handles must be included in the end of session cleaning process.
- **Site restrictions are strictly followed** – loading numbers per space must be followed. In the case of the Foyer, classes max 25, performances 50 people at any one time; for the Ryan Room 12 people; the auditorium seating 188. Stage and backstage capacity is dependent on cast numbers and usable performance space.

## Manage staff or patrons/visitors presenting with illness

REP does not have people that are qualified to make a medical diagnosis. We *are* investigating the cost of a **contact-free thermometer**, and possible **staff training**; however, we will also be relying heavily on patrons and staff to assess their own health. To assist with any concerns patrons may have regarding disclosure, there will be a **relaxing of ticketing restrictions regarding exchanges and possible refunds**.

Information will be posted **on our website, on our social media outlets, and placed in the theatre building** advising patrons to monitor their own health. **FoH staff will have the right to ask patrons to return home if they present any signs of being unwell.**

## Recording entry into the venue:

Canberra REP **already maintains a list of patrons attending via our ticketing system**. During this period, we will be changing our door sales policy to include **recording the details of patrons who are making 'on-the-night' purchases**.

Canberra Repertory Society and the Canberra REP Theatre are a registered venue for the **check in CBR APP**. Patrons must use the app to record their visit. If they are unable to do so REP staff will log them in using the app. Patrons are also able to present a Check in CBR card for entry purposes.

## Compliance and enforcement

REP's COVIDSafety Plan is an important step in **keeping our staff, customers, and the broader community safe** as we continue to manage the impacts of the pandemic.

FoH and Stage Managers will be comprehensively briefed to be able to perform their duties. They in turn will **brief ALL staff before those staff can perform their duties**.

## Signage

In accordance with advice from the ACT Health Directorate, REP displays the Check in CBR App at all points of entry and has used the official COVID signage to **clearly advise all staff and visitors to Canberra REP Theatre of mandatory entry requirements and the venue's total capacity**, as well as **individual capacities for the Foyer, Auditorium, and Public bathrooms**.

Signage **illustrating correct, effective handwashing**, as well as **advertising the locations of hand sanitisation stations** is present in multiple prominent locations.