

Arts House COVIDSafe Plan

Arts House

North Melbourne Town Hall, 521 Queensberry St, North Melbourne VIC 3051

The Warehouse, 29-33 Little Errol St, North Melbourne VIC 3051

artshouse.com.au

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KEY CONTACTS

Arts House			
Brian Horder	General Manager	03 9322 3720	artshouse@melbourne.vic.gov.au
Olivia Anderson	Producer	03 9322 3720	artshouse@melbourne.vic.gov.au
Adam Seymour	FOH Manager	03 9322 3720	artshouse@melbourne.vic.gov.au
Tony MacDonald	Production Mgr	03 9322 3720	artshouse@melbourne.vic.gov.au
Richard Chandler	Venue Technician	03 9322 3720	artshouse@melbourne.vic.gov.au
City of Melbourne			
Security	Control Room	03 9658 9774	esgsecurityrequests@melbourne.vic.gov.au
Cleaning	GJK Facility Services	1800 635 983	https://gjkfacilityservices.com.au/
Building Maint	Brookfield GIS	03 9658 8080	
Safety and Wellbeing	03 9658 9980	0428 768 285	SafetyandWellbeing@melbourne.vic.gov.au
Other			
Victorian Department of Health COVID-19 Hotline			1800 675 398
Emergency	Fire, Ambulance, Police		000

Arts House COVIDSafe Plan 2021

City of Melbourne supports a vibrant cultural city and Arts House as a key program supporting artists to live, create and make work.

BACKGROUND

Based at North Melbourne Town Hall and incorporating The Warehouse building, Arts House is a key project for the City of Melbourne. At the core of our vision is partnership: we collaborate with individuals, festivals, co-commissioners and other groups both in and outside the arts world. What goes on in here falls into three areas: Investigation, Development and Presentation.

Investigation is our laboratory stream: artists conduct experiments and explore new ideas.

Development is where ideas are transformed into practice. Time is one of the most potent assets we can offer artists.

Presentation is the visible face of Arts House, with normally around 25 new works presented to audiences each year.

Arts House also houses five studio tenancies; four above the post office in NMTH and one on the first floor of The Warehouse.

In line with the Victorian State Government COVIDSafe settings, Arts House will be available to projects identified by the Arts House team, to develop and present works in line with the protocols outlined in this document.

About COVID-19

In 2021 we continue to live in a global pandemic. The best way to prevent and protect yourself and others from infection is by physical distancing, washing your hands or using an alcohol based rub frequently, and not touching your face.

At Arts House, we can prevent the spread of infection by identifying and controlling high risk activities, physical distancing, wearing masks, ensuring regular cleaning to prevent contamination, and ensuring no one comes to Arts House if they are unwell.

Overriding principle: treat everything and everyone as if they are already infected including yourself.

VENUE USE STRATEGY

Under current COVIDSafe settings Arts House will open to the public for performances and continue its Artist Development Program under the conditions and protocols as outlined in the COVIDSafe plan.

Guiding Principles

1. Stay home or go home if you are unwell

All people working or visiting Arts House must follow good health and hygiene practices, including:

- staying away from Arts House if unwell
- abiding by good personal hygiene practices
- carry a face mask with you when you leave home.

It is recommended you wear a properly fitted face mask where you cannot maintain 1.5 meters distance from other people.

2. Keep informed

Be aware of current restrictions and advice from the State Government and Arts House staff.

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

Victorian Department of Health COVID-19 Hotline
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1800 675 398

Arts House Staff

Under current **Victorian State Government COVIDSafe Settings** Arts House staff can return to the workplace in numbers that allow for physical distancing in the workplace. Staff need to comply with the workplace COVIDSafe Plan requirements - #[14039571](https://www.dhhs.vic.gov.au/work-and-study-restrictions-covid-19#can-i-go-to-work)

<https://www.dhhs.vic.gov.au/work-and-study-restrictions-covid-19#can-i-go-to-work>

SUPPORTING VULNERABLE PEOPLE

Individual circumstances must be taken into account to minimise individual health risk when planning whether working or visiting Arts House is appropriate. Some people are at greater risk of getting very sick if they contract COVID-19. However, everyone is different. It is important to talk to your doctor if you have a more serious illness or more than one condition.

All people working or visiting Arts House will be required to scan a QR code on entry and to agree:

- That you are not currently required to be in isolation because you have been diagnosed with COVID-19
- That you have not been directed to a period of 14-day quarantine by DHHS as a result of being a close contact of someone with COVID-19
- That you are not experiencing any of any of the following symptoms: fever, chills, cough, sore throat, shortness of breath, runny nose, loss of sense of smell

- To register your contact information with City of Melbourne, by scanning a QR code.

More information for at risk people can be found at

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/advice-for-people-at-risk-of-coronavirus-covid-19>

PHYSICAL DISTANCING

Room Capacities

The following limitation will apply to each Arts House space with **a maximum of 200 in total in the building on any given time**. This is to allow for appropriate physical distancing to be maintained in shared areas such as the foyer:

Ground Floor	No. of People per space	First Floor	No. of People per space
Foyer	20	Studio 1	42
Main Hall	132	Studio 2	40
Dressing Rooms (each)	2	Admin Office	2
Technical Stores (each)	2	Manager Office	1
Artist Room 1	4	Outer Office	2
Artist Room 2	2	Creative Office	4
Artist Room 4	3	Production Office	3
Other			
Supper Room	60	Clock Tower Room	1
Terrace	25	Warehouse	20

All capacity numbers are subject to DHHS guidelines and usage.

On arrival at Arts House all people (staff, artists, visitors, tenants and contractors) will declare upon entry electronically via the relevant Victorian Government QR Code or COVID Comply QR contact tracing system that that they are free of symptoms and have not been directed to be in quarantine or isolation.

Arts House Facilities

North Melbourne Town Hall has six separate toilet facilities with 18 cubicles in total, as well as three access toilets (one with access shower facilities), across three floors. There are also two separate single toilet and shower facilities in the dressing rooms at the rear of the stage of the Main Hall. **All shower facilities will be unavailable until further notice.**

The Warehouse contains three separate toilets – an access toilet, cubicle and single urinal, all with their own hand basins.

In North Melbourne Town Hall building there is a commercial kitchen off the basement Supper Room, a bar area with a sink and hot water on the ground floor and a kitchenette with a dishwasher on the first floor. Artist Room 2 on the ground floor also contains a sink with hot water.

The Warehouse has a kitchenette with a dishwasher. All areas have refrigerators.

In line with the limitations that will apply to each of the Arts House spaces, each individual and/or group of individuals will be allocated a designated toilet facility and designated kitchen facility for their use whilst in the building.

Lift

There is a single lift connecting the basement, ground and first floor. Only one person at a time is to use the lift. Hand hygiene should be observed both before and after using the lift.

CLEANING AND HYGIENE

Contract Cleaning

Arts House buildings are cleaned nightly Monday-Friday and on weekends as required by contract cleaners GJK Facility Services

Touch Cleaning

GJK Facility Services conduct twice daily touch point cleaning of public areas. These include

1. Stair and hallway bannisters
2. Door handles and push plates
3. Tap handles
4. Printer touch panel and on/off button
5. Alarm panels
6. Auto door buttons
7. Lift buttons and rails

Arts House Production staff conduct touch point cleaning of theatrical equipment as required/between uses. During publicly attended performances Arts House Front of House staff conduct touch point cleaning of exhibition spaces between performances.

Controlled use of the spaces on any given day will dictate which spaces are deemed frequently used areas.

Signage

All Arts House toilets have the following signage:

[Protect yourself and your family: Wash your hands regularly - poster](#)

[Protect yourself and your family: Cover your cough and sneeze - poster](#)

Signage is also displayed at the reception sign-in entrance. See [Appendix A](#)

Hygiene Stations

Arts House provides handwashing and hygiene stations in each amenities area, each studio, and office. Each station includes:

- hand sanitizer
- disinfectant wipes
- rubbish bin

Disposable masks available at the entrance and reception

Equipment

Individual office equipment (computers, keyboard, mice, etc.) are to be cleaned with disinfectant wipes both at the beginning and end of each day by the staff member using them.

Theatre equipment will be cleaned with appropriate disinfectant wipes by Arts House production staff.

MAINTNENANCE CONTRACTOR MANAGEMENT

The following is to be observed by all contractors that are doing work at North Melbourne Town Hall and The Warehouse:

1. Contact Arts House to advise when contractor/s will be onsite at least 24 hours prior to arrival – reception.artshouse@melbourne.vic.gov.au or 03 9322 3720
2. On arrival contractors to check in via the COVID Comply QR code found at the entrance and fill in the Contractor sign in sheet at reception Maintain hand hygiene and observe physical distancing of at least 1.5 metres from others
3. Note the time they leave in the sign in sheet and check out via the QR code

All contractors are required to notify Arts House if they are diagnosed with COVID-19 within 28 days of their visit.

MANAGING ILLNESS DURING COVID-19 PANDEMIC

To enter Arts House, all persons must declare via the electronic QR code check-in that they:

- are not currently required to be in isolation because they have been diagnosed with COVID-19
- have not been directed to quarantine by the DHHS as a result of being a close contact of a person diagnosed with COVID-19.
- do not have symptoms of COVID-19 illness.

Symptoms of coronavirus (COVID-19) are:

- fever
- chills
- cough
- sore throat
- shortness of breath
- runny nose
- loss of sense of smell or taste
- In certain circumstances, headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea

The infectious period begins on the date 14 days prior to the onset of symptoms or a confirmed diagnosis (whichever comes first), until the day on which the person receives a clearance from isolation from the Department of Health and Human Services.

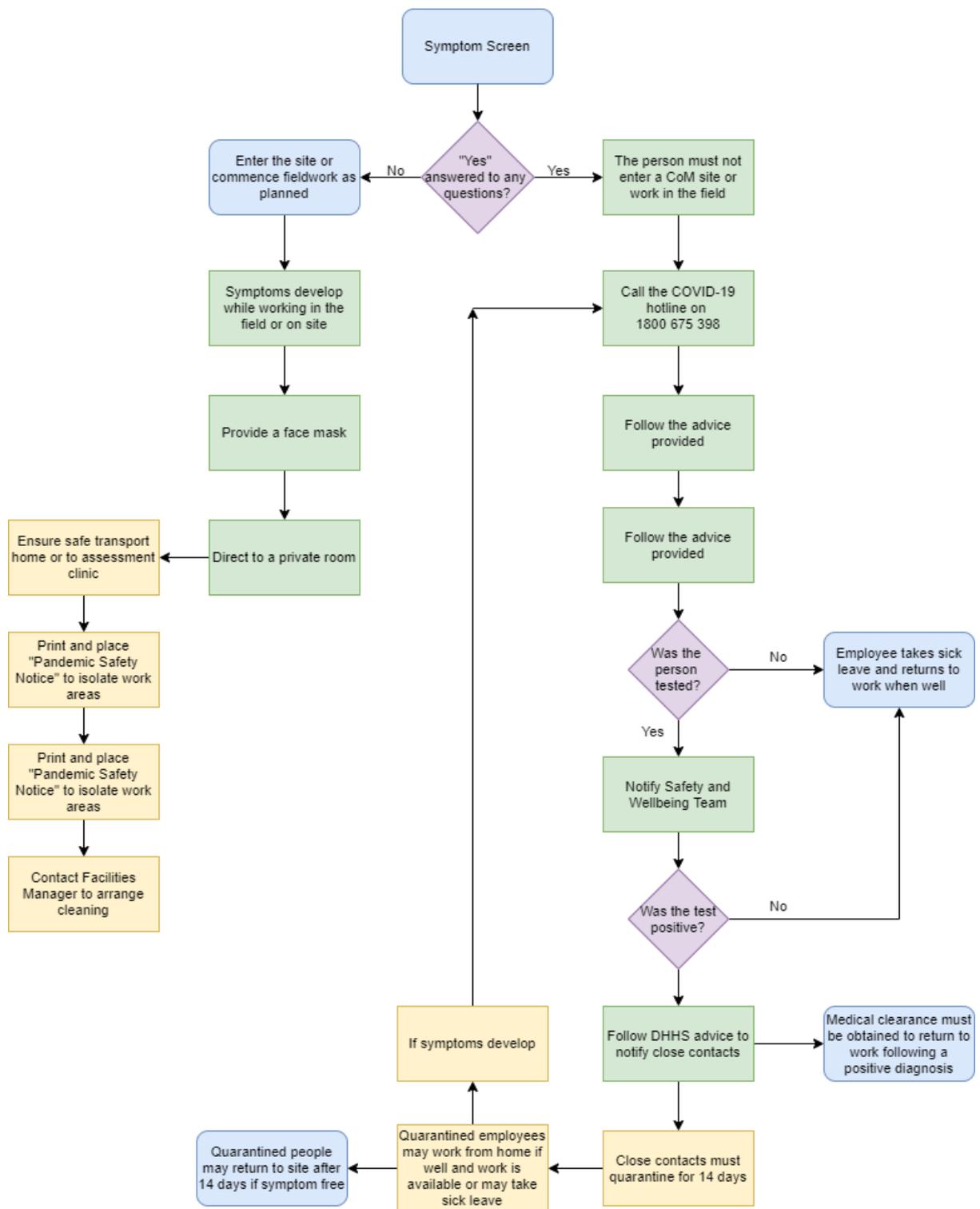
Close contact

The Department of Health and Human Services defines [close contact](#) as having face-to-face contact for more than 15 minutes with someone who has a confirmed case of coronavirus (COVID-19) – or alternatively sharing a closed space with them for more than two hours.

Examples of close contact include:

- living in the same household or household-like setting (e.g. a hostel)
- direct contact with the body fluids or laboratory specimens of a confirmed case
- being in the same room or office for two hours or more
- face-to-face contact for more than 15 minutes in some other setting such as in a car or a lift or sitting next to them on public transport.

Below is an outline of the workflow for managing COVID-19 illness. Full details can be found [on file](#) at Arts House.



TICKETING AND FRONT OF HOUSE

Ticketing

Entry to ticketed shows will be contactless. The ticket purchaser informing Box office of their name and be ticked off the list, or a transaction made on the spot with Box Office. After the Box Office staff member has registered the customer as arriving they will direct them to check in via the QR code and provide proof of successful check in (declaring they have no symptoms).

FOH will be able to assist customers who do not have a phone by them checking in electronically after they have agreed and understood the health declaration.

Communication

COVID safety for audiences will be communicated on our website as well as event specific COVID safety information being located on each event webpage. All ticketing information will contain a link to our COVID safety plans for people to remind themselves of before they attend our venue.

Bars / Refreshments

Water coolers will operate so that the audience can access water as required from disposable cups. Pre-show communication will encourage customers to bring their own water bottles. Hand sanitiser will be provided next to the water cooler with signage to direct people to sanitise before using it.

As the main foyer has a maximum capacity of 20 people the current foyer bar will not be open. A bar may be open in other parts of the building during specific presentations. This will be subject to room capacities and COVID Safe principles of people movement.

RISK ASSESSMENT

A risk assessment has been prepared for all City of Melbourne arts venues (#13678380). A copy is available upon request.

KEY DOCUMENTS & RESOURCES

Internal documents

[#13546144 COVID19 working in arts venues - document register](#)

[#13604097 COVID-19 Procedure for Managing Illness](#)

[#13595317 COVID-19 Safety guideline](#)

[#13565386 COVID19 Arts House Safe Operating Protocol \(SOP\) - Staff](#)

[#13567559 COVID19 Arts House Safe Operating Protocol \(SOP\) - Artists](#)

External Links

- [Sport, cultural and recreation activities restrictions](#) | Victorian Department of Health and Human Services
- [Coronavirus \(COVID-19\) interactive self-assessment](#) | Victorian Department of Health and Human Services
- [COVID-19 Infographic Suspected or Confirmed Cases](#) | Safe Work Australia
- [Report health and safety incidents to WorkSafe Victoria](#) | WorkSafe Victoria
- [Incident Notification Fact Sheet](#) | Safe Work Australia
- [Coronavirus \(COVID-19\) Information about routine environmental cleaning and disinfection in the community](#) | Australian Government Department of Health
- [Cleaning Checklist — Covid-19](#) | Safe Work Australia
- [Signage and Posters — COVID-19](#) | Safe Work Australia
- [3-Step Framework for a COVIDSafe Australia](#) | Australian Government
- [Guidelines for COVID-Safe Theatres](#) | PAC Australia
- [Returning to Work](#) | Victorian Association of Performing Arts Centres

Appendix A - Signage

What health and safety precautions have Arts House taken in place?

We are excited to welcome you back to Arts House, and we have made sure that we are prepared in any ways so you can enjoy the art in the venue with confidence – see below for a range of safety and hygiene measures in place to ensure a COVID-safe environment

a) *Regular cleaning*



Regular cleaning and sanitising our venues and publicly accessible areas with approved disinfectant products throughout the day. We clean high touch points regularly.

b) *Physical distancing and signage*



Make sure you stay at least 1.5 metres from others when moving around our site.



Read signage in and around Arts House carefully, which will help you maintain physical distancing, hand hygiene and other guidelines



All rooms have capacity limits marked with signage to ensure physical distancing can be maintained.

c) *Hand hygiene*



Hand sanitisers are available upon entry to all venues, events and activity spaces.



We encourage you to wash your hands regularly with soap, which is supplied in all our bathrooms.

d) *Cashless box office*



You can book tickets online through Arts House's website or through our box office in the venue with cashless contact, in which we accept EFTPOS, Visa and MasterCard payments.

e) Mask wearing



Masks must be worn indoors at all times (unless eating or drinking), and at any outdoor venues or sites where physical distancing is not possible. We do understand that some people have medical exemptions for wearing masks and will respect this.

f) Contact tracing



In line with Victorian Government COVID-19 guidelines, we need to record the name and phone number of all visitors to our buildings and facilities. We are doing this via a touch-free QR code (further details below).