

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			
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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
Bart Mangan	Production Coord	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	PFM	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 2022

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 2022 we continue to live in a global pandemic. The best way to prevent and protect yourself and others from infection is by physical distancing, mask wearing, 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.

A properly fitted face mask is currently required to be worn in all indoor areas (except 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>

<https://www.coronavirus.vic.gov.au/coronavirus-covidsafe-settings>

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 are required to work from home if they can. Staff working from the Arts House buildings can be in the workplace if they are fully vaccinated or have a medical exemption. Staff need to comply with the workplace COVIDSafe Plan requirements - #[14039571](tel:14039571)

<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, either via a PCR or rapid antigen test
- That you have not been directed to a period of quarantine by DHS 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

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

Under current settings there is a capacity limit of one person per two square meters in the foyer area (20 pax). Arts House will continue to manage queueing and people movement throughout the building to minimize people numbers in foyer areas.

Density limits do not currently apply to the studio or performance spaces.

All people attending Arts House need to be fully vaccinated or a valid medical exemption, free of symptoms and have not been directed to be in quarantine or isolation.

On arrival at Arts House all people (staff, artists, visitors, tenants and contractors) will check in via the Service Victoria QR Code contact tracing system or via the staffed kiosk and confirm their vaccination or exemption status to Arts House staff.

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 artist and/or group of artists 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. 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 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 DHS 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

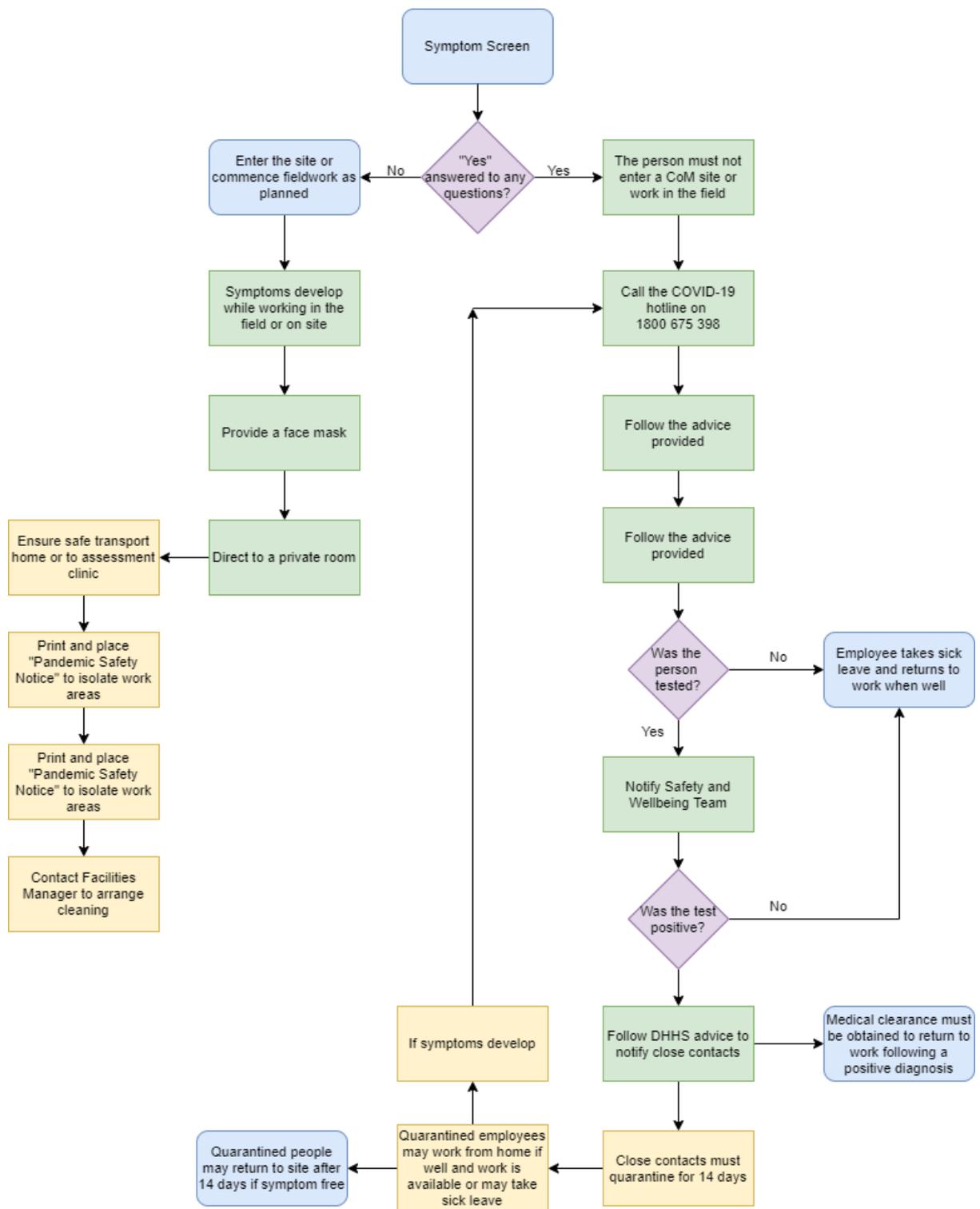
The infectious period begins on the date 14 days prior to the onset of symptoms or a confirmed diagnosis (whichever comes first), until the day on which the person receives a clearance from isolation from the Department of Health and Human Services.

Close contact

The Department of Health and Human Services defines [close contact](#) as having as having spent time with someone who has COVID-19. Primary close contacts are:

- someone who has had face-to-face contact or spent time in a closed space with someone who has COVID-19 while they were infectious.
- someone who has been in an outbreak or other setting where there is a higher risk of transmission of COVID-19.

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 Service Victoria QR code and provide proof of their vaccination or medical exemption status.

FOH will be able to assist customers who do not have a phone by checking them in via a Service Victoria kiosk.

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.

The 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. Like ticket sales, all bar sales will be cashless.

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. Our team has worked hard to ensure you can enjoy the artworks in our venue with confidence. On this page, you will find our COVID-19 Safety Plan, including a range of safety and hygiene measures that enable a COVID-safe environment for you to enjoy bold new contemporary art.

a) *We are a vaccinated venue*



In line with Victorian Government COVID-19 Guidelines, we require all staff, visitors and patrons over the age of 12 years and 2 months to be fully vaccinated to enter our venue. Proof of vaccination will be requested upon check in. Further details on how to provide proof of vaccination status can be found below.

b) *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.

c) *Physical distancing and signage*



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

d) *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.

e) 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.

f) Mask wearing



Face masks are required to be worn in all indoor areas and are recommended where physical distancing cannot be maintained.

g) Contact tracing



In line with Victorian Government COVID-19 guidelines, all visitors to our buildings and facilities need to check-in via the Service Victoria QR code.

Accepted proof of vaccination

In line with [Victorian Government COVID-19 guidelines](#), you will be required to provide proof of COVID-19 vaccination, or a signed medical exemption, to an Arts House staff member upon entry to the venue.

This applies to anyone over the age of 12 years and 2 months. The easiest way to do this is through the Services Victoria app at time of check-in. Please wait for a staff member to confirm it is OK to enter

Acceptable proof of vaccinations include:

- COVID-19 digital certificate via the Services Victoria app.
- COVID-19 digital certificate saved to smart phone.
- Printed copy of COVID-19 digital certificate.
- Printed copy of immunisation history statement.
- Medical exemption.

A vaccine appointment card or negative COVID-19 test are not considered as acceptable proof of vaccination and you will not be permitted into the venue.

Please note our staff may request that you remove your facemask for purpose of confirming your identity if photo ID is required.