



THE ATTIC THEATRICAL

## Covid-19 Safety Plan

### **The Attic Theatrical Inc**

Plan completed by Vanessa Nakhoul, Treasurer, on Wed 19th Aug 2020

Approved by - Amanda Daniel - Chairperson on Thursday, 27th Aug 2020

Revised by Vanessa Nakhoul and Amanda Daniel on Monday 4th January 2021.

Revised further by Amanda Daniel on Friday 29th January, 2021.

The health and wellbeing of all our Attic patrons, guests, members and board is of the utmost importance to us. We all need to help each other in ensuring theatre in all forms can continue. If anyone has any questions relating to this document or other matters of concern relating to Covid 19 and our theatre please contact us via [info@attictheatrical.com.au](mailto:info@attictheatrical.com.au)

### **Definitions:**

**Workers** - current board members and founding members, production team members, and production front and back of house volunteers.

**Patrons/visitors** - contractors, auditionees, guests, audience members and family members of staff

**Attic** - The Attic Theatrical Inc

**Cast** - All Attic performers

**The Attic will be following the National Guiding Principles as recommended by leaders in the professional theatre industry, inc medical endorsement ( based on the Live Performance Australia document) and NSW Health Covid-19 Safety rules and recommendations. We also utilised the Government NSW Safety plan outline for Gyms and indoor recreation and dance schools. In good faith and where possible we will do all that we can to follow this safety plan.**

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

- 1. Reduce risk of community transmission in the general public.*
- 2. Safeguard the safety and wellbeing of everyone on-site – audiences, performers, artists, musicians, crew, staff, contractors and volunteers.*
- 3. Implement measures that are consistent with Safe Work guidelines and NSW Public Health directives.*
- 4. Continuously manage risks associated with the delivery of public performances, adapting to new information, restrictions or requirements.*
- 5. Deliver a positive patron experience and contribute to Australia's economic, social, and cultural wellbeing emerging from COVID-19.*
- 6. Help in ensuring the ongoing sustainability of the live performance industry (including performers, venues, theatres, producers, promoters and service providers).*

All staff are to complete the below training:

[\*COVID-19 infection control training\*](#)

All staff will have accessed the link to be updated on the Covid 19 checker.

[healthdirect Coronavirus \(COVID-19\) Symptom Checker](#)

## **Requirements:**

### **Wellbeing of staff and visitors:**

- *Exclude staff, volunteers and visitors who are unwell.*
- *All workers upon commencement of work (including cast, crew, creatives, contractors) will receive a briefing in COVID safe practices and policies specific to Attic, including the correct use of personal protective equipment (PPE). All workers will be regularly reminded of COVID Safe practices and policies.*
- *Make staff aware of their leave entitlements regarding rehearsal and performances if they are sick or required to self-isolate.*
- *Display conditions of entry.*
- *Ensure Covid Safety plans are in place.*

### **Actions:**

- *The Attic board members will act as our Covid-19 Safety officers. During show production and rehearsals the Production Team will also be acting as Covid-19 Safety officers on Attic's behalf. These officers will be given a link on our FB page and website to Covid Safe training with NSW Health. All board members and production team members will have completed this training.*
- *The Attic Covid Safe plan will be readily available on the company website.*
- *Everyone who enters our events at any venue will be greeted with an Attic Covid Safe officer who will take their temperature, enquire into their wellbeing in relation to Covid symptoms, and enquire as to whether they have come from current Covid hotspot postcodes.*
- *Visitors and patrons will be asked to leave if they present unwell and / or have a temperature of 37.5 or above after 3 attempts.*
- *If visitors or staff are from a restricted zone (inter and intra state according to NSW recommendations) they will be asked to leave.*

- *If visitors are from an area with a current Red Covid 19 alert they will be asked to wear a mask.*
- *There will be alternative options for rehearsing and auditioning if Covid restrictions require home isolation or staff/cast become unwell and require isolation.*
- *All cast, crew and production team members will be required to sign a document agreeing to abide by all Covid safety NSW health guidelines, The Attic Theatrical's Covid Safety plan and the plan for the venues we rehearse and perform in.*

### **Physical distancing:**

- *Where reasonably practical we will ensure the number of people in facilities do not exceed the applicable density rules. Household contacts are not required to socially distance. Where this is not possible, masks will be recommended/required in accordance with NSW Health guidelines.*
- *During performances and rehearsals the use of communal areas , change rooms and kitchens etc, will be rostered to provide social distancing if needed.*
- *Reduce crowding wherever possible and promote physical distancing with markers for one way traffic flow to assist queuing or high people traffic areas.*
- *Have strategies in place to manage gatherings that may occur immediately outside the premise.*
- *Use video or telephone platforms for essential staff meetings when social distancing is unavailable or staff are unwell.*
- *Follow the social distancing rules of any venues where we will be residing and hosting events.*

## **Actions:**

- *Attic Covid Safety officers will provide signage and monitor/remind patrons and guests to move if they are too close to each other. We will have staff dedicated to monitor high traffic areas and roam to assist in supervision.*
- *Masks will be worn by all staff, cast, audience and visitors in line with current NSW Health guidelines for indoor entertainment venues. \* to be adjusted according to Health NSW guidelines as they occur.*
- *Auditions will be held with staggered times given to individuals. We will be allowing auditionees into the venue no earlier than 5min before their time.*
- *There will be no showering facilities at any venues/events associated with The Attic Theatrical.*
- *We will be encouraging patrons, guests and auditionees to stay in their vehicles if arriving early.*
- *We will make Zoom and other options available online if this is the only way someone may participate in an audition and rehearsal due to being unwell or for Covid reasons.*
- *Where reasonably practicable, rehearsals will be undertaken in large, well-ventilated areas.*
- *While waiting during rehearsals, where it is not reasonably practicable to maintain physical distancing between workers, masks will be required to be worn. During on stage rehearsals, and whilst exerting themselves, workers and cast will not need to wear masks but will sanitise upon entry and exit of performance space.*
- *During rehearsals, where performers are required to participate in intimate scenes or be in close contact with other cast or workers, written consent will be required and signed off by those involved. These performers will all agree to follow current NSW Health guidelines and all of The Attic's guidelines to*

*ensure safety of each other. They will be encouraged to stay as close as possible to a small 'bubble' of people and avoid crowded social settings.*

- *During rehearsals, choreography in close contact will be undertaken whilst wearing a mask, where reasonably practical whilst cast members are not exerting themselves too much. All cast members will be required to use hand sanitiser regularly.*
- *During rehearsals, singing will be conducted as per the current NSW Health guidelines for group singing. If running large group singing, all performers will sing with masks and be distanced from the creative team.*
- *A copy of the company's COVID Safe plan will be given to all performers, creatives and crew. They will be required to sign that they have read and understood the procedures they must follow.*
- *During production, all performers and crew will be encouraged to limit interactions with people outside of the production to reduce risks to the broader community.*
- *Performers and crew will undertake a COVID 19 test prior to commencement of production week and the show run on a rotating basis. 5 cast and / or crew members will be tested each week and will return upon negative result recorded.*

### **Hygiene and cleaning:**

- *Adopt good hand hygiene practices.*
- *Ensure sanitiser is available and accessible at venue entry and throughout the facility.*
- *Ensure bathrooms are well equipped with soap and paper towels or hand dryers.*
- *Provide visual aids about hand washing.*
- *Insist everyone brings their own labeled water bottles and equipment.*
- *Clean frequently any used surface areas and door handles.*
- *Staff provided with gloves and masks if needed.*

- *Encourage contactless payment*

### **Actions:**

- *Signage provided and placed at entry and other areas. Have spare printed signage.*
- *Develop and implement a cleaning schedule for all equipment, frequently used areas and high touch surfaces.*
- *Make sure hand sanitiser is filled or replaced regularly.*
- *Send reminders about water bottles and other safety measures via Facebook and Instagram.*
- *All water bottles will have designated spaces*
- *Have disinfectant wipes and spray cleaner available and refilled regularly.*
- *Make ticketing all online - or eftpos available at the door of events. Encourage contactless payment.*

### **Record keeping:**

- *Keep a record of names and contact number for everyone present at The Attic events for at least 28 days. Ensure confidentiality but inform workers their contact details may be shared with health authorities.*
- *Cooperate with NSW Health if contacted in relation to a positive case of Covid-19 at our events or activities.*

### **Actions:**

- *Use Service NSW QR code for The Attic Theatrical and / or the venue we are residing and always have NSW Health record sheets available.*
- *Have an Attic Covid safe officer at the entry point to collect information.*



- *For auditions and ticketed events utilise the online registration forms to mark off people arriving rather than have them sign in physically.*
- *Call SafeWork NSW on 131050 if there are any concerns over positive cases.*
- *We will require a copy of negative Covid 19 test results from staff if returning from being unwell with symptoms - clearance from treating medical practitioners.*
- *In the event of a cast or crew member testing positive to COVID-19, they will be required to isolate. This member will not be able to return until they have received clearance from health authorities or a treating medical practitioner. The Attic will also follow the advice and instructions from the health authorities.*
- *If a cast or crew members tests positive for Covid 19, all other cast and crew members will be required to be tested and not return until they have a negative result recorded.*
- *Should a cast or crew member be found positive for Covid 19, the company may be required to cancel performances or the entire production, in order to comply with government directions.*

### **Production Week and Performances**

- *Provide induction/briefing about the venue's COVID health and safety policies to performers, staff and crew.*
- *Maintain physical distancing while backstage (e.g. in the green room, dressing room) and restrict to one way flow of traffic where possible.*
- *Specific covid marshall will be backstage to assist with maintaining physical distancing and regular hand sanitisation. They will be responsible for overseeing cleaning prior to, during and after performances of backstage equipment and areas.*
- *All cast will be allocated their own belt pack, headset and transmitter to minimise sharing. These will be stored in individual bags after they are cleaned.*



- *Clean and sanitise equipment after use including props and sets. Taping of all technical equipment will be used to indicate when cleaning has been done.*
- *After instruction / demonstration from the technical manager, all performers will apply and remove their own radio mic. An assistant technical supervisor will be available to help. They will be required to wear a mask in accordance with health guidelines.*
- *Where reasonably practicable, cast and performers will be given the option to do their own hair and makeup (including touch-ups and removal), after having a tutorial with the hair and makeup team.*
- *Wash or sanitise hands prior to beginning any work on a performer, during as needed, and immediately after.*
- *Hair and makeup assistants will wear appropriate masks in accordance with published health guidelines when physical distancing cannot be maintained.*
- *Encourage performers (or other workers) to sanitise hair and makeup kits regularly. Where performer's own supplies are not being used, ensure makeup applicators and removal supplies are single use, are stored in covered containers and disposed of safely. Hair and makeup supplies should only be handled by hair and makeup assistants or the individual performer (if using their own supplies).*
- *Hair items including wigs will be allocated to individual performers to minimise sharing. Regularly wash and clean wigs and hair extensions.*
- *Maintain at least 1.5m distance between hair and makeup stations where necessary. Wipe down makeup chairs and surrounding surfaces and equipment with disinfectant wipes between uses by different performers.*
- *A hand sanitising station will be provided near the entrance of the makeup area.*
- *Costume fitters and performers will be required to wash or sanitise hands before/after fitting or dressing cast and wear masks in*

*accordance with published health guidelines if physical distancing cannot be maintained.*

- *Equip each individual with their own supply of an alcohol-based disinfectant and hand sanitiser.*
- *Regularly clean costumes. Costumes will be steamed and disinfected after each dress rehearsal and show day to maintain hygiene standards. Steamers will be readily available in the dressing rooms.*
- *Set up dressing rooms and the green room to facilitate physical distancing. Each cast member will be allocated their own personal space within the dressing rooms.*
- *During performances, choreography in close contact will be undertaken and all cast members will be required to hand sanitise regularly.*
- *During choreography/ movement close contact performers will be kept together and rotating partners will be limited.*
- *During performances, singing will be 4 metres from the audience. (Audience members will be wearing masks in accordance with NSW Health guidelines or recommendations).*
- *Ensemble vocal parts will be pre recorded in order to reduce the number of people required to sing live. This will now only be limited to those people involved in the specific staged numbers, total number will be in line with NSW Health Guidelines and recommendations, (currently 5 people only) and there will be no side stage singing.*
- *Within show blocking, allow for greater distancing between singers where reasonably possible.*
- *Encourage performers to perform their own prop checks, where possible.*
- *Encourage performers to dress themselves, where possible.*
- *Require anyone interacting with performers at close range to wear masks (including dressers, hair and makeup and costume/wigs).*
- *Strictly enforce no sharing of personal items. All water bottles will be either kept in dressing rooms or in designated individual spaces backstage.*

[www.attictheatrical.com.au](http://www.attictheatrical.com.au)



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