



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.

Revised further by Amanda Daniel and Vanessa Nakhoul on Sunday 14th February, 2021.

Revised Further by Amanda Daniel and Vanessa Nakhoul on Saturday 20th February, 2021

Revised further by Vanessa Nakhoul and Amanda Daniel on Sunday 10th October, 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

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 Create NSW recommendations. 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 workers are provided the below training link:

[COVID-19 infection control training](#)

All workers 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 and updated regularly.*
- *Provide a clear vaccination policy statement.*

- *All board, production team, cast and crew members and workshop mentors must be fully vaccinated.*

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 if board members are not present/ and for additional support in this role . 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 Safety officer who may ask patrons to have their temperature taken enquire into their wellbeing in relation to Covid symptoms.*
- *Visitors and patrons will be asked to leave if they present unwell and / or have a temperature of 37.5 or above after 2 attempts.*
- *If visitors, staff or patrons are from an LGA (local government area) with specific travel restrictions, they will be asked to leave.*
- *From October 11th, all workers, cast, volunteers and patrons aged 16 years and above must be fully vaccinated against COVID 19 and provide proof of this vaccination to a designated Attic Theatrical Covid Officer. These staff, cast, workers, volunteers and patrons may be required to wear a mask as per particular venue rules and in keeping in line with current NSW Health Guidelines / orders.*
- *From October 11th, all staff, cast, workers, volunteers and visitors will need to wear a mask and socially distance whilst inside any of our areas and where reasonably practical - following along with NSW Health guidelines / orders.*
- *Unvaccinated staff, cast, workers or volunteers will not be able to attend or participate in any Attic Theatrical event until they are fully vaccinated and have provided proof of this to The Attic Theatrical Covid Officer.*
- *From October 11th, unvaccinated audience members will be restricted from any The Attic Theatrical event / performance until*

such time that restrictions are lifted for this demographic as per NSW Health Guidelines.

- *From 1st January 2022: To be eligible to participate in any Attic production, rehearsal or event, all board and production team members as well as all volunteers 12-15 years and above must be fully vaccinated against COVID-19 and provide proof of this vaccination.*
- *Currently vaccinations have not been extended to those under 12 years, therefore, the Attic has no requirement for those under the age of 12 years to be vaccinated at this time.*
- *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 social distancing is not possible, masks will be recommended/required in accordance with NSW Health guidelines.*
- *From October 11th, all audience members will be encouraged to wear a mask whilst attending a performance.*
- *From December 1st, all audience members who are unvaccinated against Covid 19 will be encouraged to wear a mask when sitting in the front 2 rows of the theatre performance space or as per NSW Health Guidelines.*
- *During performances and rehearsals the use of communal areas , change rooms and kitchens etc, may be rostered to provide social distancing if needed.*
- *Reduce crowding wherever possible and promote physical distancing with signage 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 premises.*

- *Use video or telephone platforms for essential staff meetings when social distancing is unavailable or staff are unwell.*
- *Follow the social square metre rules at 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 and not within their own close contact 'bubble'. We will have staff dedicated to monitor high traffic areas and roam to assist in supervision.*
- *Auditions will be held online when a lockdown is in place. If auditions are face to face we will give staggered times to individuals. We will be allowing auditionees into the venue no earlier than 10 min before their time.*
- *There will be no showering facilities at any venues/events associated with The Attic Theatrical during pandemic status.*
- *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 / or rehearsal due to being unwell, not fully vaccinated or for Covid reasons.*
- *Where reasonably practicable, rehearsals will be undertaken in large, well-ventilated areas or outdoors if current indoor square metre rules make socially distancing too difficult.*
- *While waiting during rehearsals, where it is not reasonably practicable to maintain physical distancing between workers, masks will be recommended 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 / rehearsal space. There will be a dedicated Covid Safety officer backstage for all rehearsals and performances to ensure this.*
- *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 outside of rehearsals and performances. They will be encouraged to stay as close as possible to a small 'bubble' of people and avoid crowded social settings.

- *During close contact choreography rehearsals, The Attic will make masks available upon request. All cast members will be required to use hand sanitiser regularly.*
- *During rehearsals, all cast and production team members will be encouraged to be seated when they are not required - socially distanced chairs will be made available*
- *Anyone in the rehearsal space who is not rehearsing or instructing will need to socially distance.*
- *There is no limit on the number of cast allowed to sing together, however, where reasonably practical, all cast will face forwards whilst rehearsing and space out to a reasonable distance. During on stage runs of scenes, cast will not need to face the front, however, will be encouraged to safely conduct this task.*
- *A copy of the company's COVID Safe plan will be given to the venue, production team and made available on our website for cast, crew and visitors.*
- *The cast, crew and production team will be required to sign that they have read and understood the procedures they must follow as per our plan.*
- *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.*
- *During production, all cast, crew and Attic workers will be required to wear an ID badge provided to them upon induction to the venue. This will ensure that backstage and front of house is limited to authorised personnel only.*
- *Random selected and willing performers and crew will undertake a COVID 19 test prior to commencement of production week and the show run. At least one cast and / or crew member within each particular social circle, will be tested during the lead up to the show and will return upon a negative result, which will be recorded by Attic Covid Safety Marshalls.*

- *Audience members will be required to leave the theatre space row by row as directed by Attic ushers in order to allow for greater social distancing within the venue.*
- *Any 'meet and greet' of the cast will be monitored carefully by our Attic Covid Safety Monitors and the physical space arranged to limit close gathering.*

Hygiene and cleaning:

- *Adopt good hand hygiene practices.*
- *We will use a disinfecting/ antibacterial misting spray to clean costumes, props and surfaces after each show.*
- *We will use antibacterial wipes to clean the venue seating after each show.*
- *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.*
- *Everyone is to bring 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 within a cast members personal backstage dressing zone.*
- *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.*

- *A Covid Safety Officer will be continuously monitoring the backstage area to ensure that all cast and crew use the hand sanitiser provided (which will be at entry to both dressing rooms) prior to going on the stage and when coming off the stage.*

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 or support person 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 - or a 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 member 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 boxes 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 may be required to wear a mask in accordance with health guidelines if they cannot easily be close contact distanced while helping cast.*
- *Where reasonably practicable, cast and performers will be encouraged to do their own hair and makeup (including touch-ups and removal), after having a tutorial with the hair and makeup team.*
- *The hair and makeup team will 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 current health guidelines when very close 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.*

- *Where possible maintain 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 may be required to wear masks in accordance with published health guidelines if physical distancing cannot be maintained.*
- *Dressing rooms and the green room will be set up to facilitate physical distancing. Each cast member will be allocated their own personal space within the dressing rooms. They will be required to stay within this space when in their dressing room.*
- *All cast members will receive their own box for storage of makeup, hair accessories, water bottles, a supply of an alcohol-based disinfectant and hand sanitiser. This will remain at their dedicated station and will be the responsibility of each cast member to maintain.*
- *All cast members will be required to keep a clean space around them to ensure hygiene practices are upheld and maintained. This includes the hanging up of costumes after each wear and storing items within their personal boxes provided by The Attic.*
- *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. These steamers will be used by costume assistants only.*
- *During performances, choreography in close contact will be undertaken and all cast members will be required to hand sanitise upon entry and exit of the performance space.*
- *During choreography/ movement close contact performers will be kept together and rotating partners will be limited.*
- *During performances and where possible singing will be no less than 1.5 metres from the audience. The Attic will have masks available for close proximity audiences upon request.*
- *Performers will be encouraged to perform their own prop checks and will be responsible for the handling of their own props only. The backstage properties manager will be responsible for overseeing the safety of this*

area. Performers will be required to sanitise prior to and after returning their props to the designated area.

- *Performers will be encouraged to dress themselves, where possible.*
 - *Anyone who is interacting with performers at very close range will be encouraged to wear masks (including dressers, hair and makeup and costume/wigs).*
 - *Strictly enforce no sharing of personal items. All water bottles will be kept in dressing rooms or in designated individual spaces backstage. All cast will be required to provide their own labelled water bottle and any accessories they may need to ensure that sharing is not happening.*
 - *Any medication such as asthma or anaphylaxis needs will be stored in the cast members container or backstage in a designated area with their name clearly labelled on the box or bag.*
 - *Any person attending an Attic Theatrical event, will need to comply with current NSW public health orders and wear a mask whilst in attendance and use our QR code for check in if so required as per orders. The Attic Theatrical will follow the directives given from performance venues as to the requirements for audience and visitors to the productions. All patrons will be made aware of the rules and regulations upon purchasing a ticket and via pre show announcements in the foyer. The Attic Theatrical may provide masks if needed.*
 - *Please see The Attic Theatrical's vaccination policy in relation to requirements for all staff, workers, cast and volunteers for productions.*
- *This COVID 19 Plan will be updated and maintained in accordance with evolving NSW Health Guidelines and Orders. The most recent copy of this plan will be made available on our website and at any in person events.*

www.attictheatrical.com.au



THE ATTIC THEATRICAL



COVID 19 - Vaccination Policy

OUR GUIDE TO A SAFE AND ENJOYABLE THEATRE EXPERIENCE

10 October, 2021

Throughout all of our performance endeavours to date and in the future, The Attic Theatrical has and always will maintain that the safety of our audiences, performers and volunteers is paramount. Please read the important information below regarding our current COVID Safe measures, in relation to our vaccination policy, noting that we regularly update our processes based on the latest government advice. By implementing these guidelines, we will be able to ensure that all of our productions, cast, crew, volunteers and board members will stay as safe as possible as we move into producing theatre during and post pandemic.

FOR THOSE 16 YEARS AND OLDER

From 11th October 2021:

To be eligible to participate in Attic productions, on stage and off, all production members and volunteers 16 years and above must be fully vaccinated against COVID-19 and provide proof of this vaccination.

- *For productions, proof of vaccination will be requested at all initial production team meetings, on the first day of rehearsals, or at any other time considered reasonable by the Board.*
- *For other volunteer work, proof of vaccination will be required upon initial meeting.*
- *Proof of vaccination can be via:*
- *A production manager or board member witnessing the Medicare or Service NSW apps when vaccination confirmation, or through presentation of an original Immunisation History Statement on Medicare letterhead*

- *The proof will only need to be ascertained once per calendar year, or once during each show production.*
- *Screenshots and photocopies will not be accepted as proof of vaccination*
- *Those who have received a single dose of vaccine will not be considered fully vaccinated*
- *This mandate will apply to all current and future members and volunteers.*

FOR THOSE 12-15 YEARS

From 1st January 2022:

- *To be eligible to participate in any Attic production, rehearsal or event, all board and production team members as well as all volunteers 12-15 years and above must be fully vaccinated against COVID-19 and provide proof of this vaccination.*

FOR THOSE UNDER 12 YEARS

Currently vaccinations have not been extended to those under 12 years, therefore, the Attic has no requirement for those under the age of 12 years to be vaccinated at this time.

**Please note: The Attic board will review this policy in line with any updated government-issued Public Health Order.*

EXEMPTIONS

Exemptions from this policy will only be considered under exceptional circumstances and at the discretion of the Board. Exemption notifications that may be considered will be:

- *A personal notification from NSW Health – to be followed up by a phone call from the Attic board to NSW Health to confirm, if deemed necessary.*
- *An original medical notification from a medical specialist – to be followed up by a phone call from the Attic board to the medical practitioner if deemed necessary.*
- *Personal reasons against vaccination will not be considered for exemption.*
- *A request for an exemption must be made in writing, accompanied by evidence, and Submitted In hardcopy via post to The Attic Theatrical or In electronic form to the Secretary via The Attic Theatrical email.*

- *If requesting an exemption please allow 7 – 10 business days from when the board receives the request for exemption and evidence. Once received, the person will be notified via email or a phone call as to the board's decision.*

Please note: Any government-issued Public Health Order or legislative requirement will supersede the requirements in this policy.

This policy has been compiled and approved by The Attic Theatrical Board of Directors, October 2021

This policy will come into effect from October 10th, 2021 and will be updated and reviewed at the end of each calendar year.