

COVIDSafe Plan

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COVIDSafe Plan

Step 1 begins on Monday 1 June 2020

MAINTAIN 1.5M DISTANCING AND GOOD HYGIENE • STAY HOME IF UNWELL • FREQUENTLY CLEAN AND DISINFECT COMMUNAL AREAS • COVIDSAFE PLAN FOR WORKPLACES AND PREMISES

	Arts centre access	Facility operations	Programs, events, hires	Communications	Staff and board
<p>Step 1</p> <p>Limited re-opening</p> <p>Non-work gatherings of 10</p> <p>5 visitors at home plus normal residents</p> <p>Work from home if you can</p> <p>Workplaces develop COVIDSafe plan</p> <p>Avoid peak hour public transport</p>	<p>Gorman Arts Centre partially re-opens to public</p> <p><i>Ainslie Arts Centre remains closed for WHS works (until 1 October 2020)</i></p> <p>4m² per person indoor distancing to apply at all times</p> <p>Residents, staff, essential suppliers allowed in, plus approved venue hirers, program participants, general public in line with Step 1 restrictions</p> <p>Residents with public-facing premises, restaurant and retail, may re-open (<i>but not theatres or galleries</i>)</p> <p>Indoor venues: up to 10 people (see Programs column)</p> <p>Outdoor weddings: up to 10 guests + celebrant and couple</p> <p>Outdoor physical activities: up to 10 people (observe AIS framework for rebooting sport)</p> <p><i>Everyone</i> to comply with hygiene protocols, including sanitising hands</p> <p>Sign-in required at all entry points and contact records to be kept for all group activities</p> <p>You <i>must</i> stay at home if any symptoms of illness or contact with a COVID-19 carrier</p> <p>COVID-19 screening test required before return to work</p>	<p>Main office (Gorman Arts Centre) open 10am till 4.30pm Monday to Friday</p> <p>All visitors to be screened at reception and must sign-in with contact details</p> <p>Venues in A, C, D, E, F blocks at Gorman open for approved uses (see Programs column)</p> <p>Co-working spaces re-arranged to comply with distancing limits before re-opening</p> <p>Detailed WHS plan for COVIDSafe operations</p> <p>Increased cleaning schedule (greater frequency and level of detail, plus extra cleaning by staff)</p> <p>Hygiene checkpoints at all major entrances, with signage and hand sanitiser</p> <p>Bathrooms reallocated (resident access only vs. hirer/guest access only)</p> <p>Monitor person limits, especially in small foyers, waiting areas, and breezeways</p> <p>Restricted external hirer security access codes</p> <p>Residents and hirers require their own COVIDSafe plans</p> <p>Defer to authorities for emergency medical responses/pandemic care locations; facilitate contact-tracing activities that may be required</p>	<p>No concerts, performances or gallery exhibitions</p> <p>Rehearsal and education programs may commence</p> <p>Approved venue hirers may commence activity</p> <p>Restaurant may open with 10-diner limit</p> <p>Continued delivery of alternative (online/non-physical) arts programs</p> <p>Assess opportunity to support digital programming on-site (with appropriate tech support and hygiene controls)</p>	<p>Consult residents, program partners, event hirers, artists – identify high-risk community members</p> <p>Publish COVIDSafe Plan to guide re-opening</p> <p>Notify residents, staff, hirers via direct email</p> <p>MYBOS: Update advice to Step 1 status</p> <p>Direct SMS to all residents</p> <p>Website: Update advice to Step 1 status</p> <p>Social Media: update on partial opening, main office plus hires to the public</p> <p>Info Hub: Health guidelines displayed on info screens</p> <p>Update signage as required</p> <p>Observe privacy protocols where personal information collected and/or COVID-19 infection notification required</p>	<p>Board to confirm Step 1</p> <p>Board usually meets online; may now meet face-to-face</p> <p>Staff hours stay reduced</p> <p>Staff continue to work from home where possible</p> <p>Some staff return to Gorman (senior managers, administration, facilities team)</p> <p>Crisis management team meets 3 times a week</p> <p>WHS team meets weekly</p> <p>Regular virtual team meetings</p> <p>Task redeployment/amended duties continue</p>

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	Arts centre access	Facility operations	Programs, events, hires	Communications	Staff and board
<p>Step 2.1</p> <p>Increased gatherings</p> <p>Non-work gatherings of 20</p> <p>ACT Government may allow larger numbers in some circumstances</p> <p>Work from home if you can</p> <p>Workplaces implement COVIDSafe plan</p> <p>Avoid peak hour public transport</p>	<p>Gorman Arts Centre partially open to public</p> <p><i>Ainslie Arts Centre remains closed</i> for WHS works (until 1 October 2020, or earlier if works completed and sufficient demand exists)</p> <p>4m² per person indoor distancing to apply at all times</p> <p>Residents, staff, essential suppliers allowed in, plus approved venue hirers, program participants, general public in line with Step 2 restrictions</p> <p>Residents with public-facing premises, restaurant and retail, may re-open (<i>including theatres and galleries</i>)</p> <p>Indoor venues: up to 20 people (see Programs column)</p> <p>Outdoor weddings: up to 20 guests + celebrant and couple</p> <p>Outdoor <i>and indoor</i> physical activities: up to 20 people (observe AIS framework for rebooting sport)</p> <p><i>Everyone</i> to comply with hygiene protocols, including sanitising hands</p> <p>Sign-in required at all entry points and contact records to be kept for all group activities</p> <p>You <i>must</i> stay at home if any symptoms of illness or contact with a COVID-19 carrier</p> <p>COVID-19 screening test required before return to work</p>	<p>Main office (Gorman Arts Centre) open 10am till 4.30pm Monday to Friday</p> <p>Ainslie Arts Centre office may re-open (see "Access" column)</p> <p>Venues in A, B, C, D, E, F blocks at Gorman open for approved uses (see Programs column)</p> <p>Detailed WHS plan for COVIDSafe operations</p> <p>Maintain increased cleaning schedule (greater frequency and level of detail, plus extra cleaning by staff)</p> <p>Hygiene checkpoints at all major entrances, with signage and hand sanitiser</p> <p>Bathrooms reallocated (resident access only vs. hirer/guest access only)</p> <p>Monitor person limits, especially in small foyers, waiting areas, and breezeways</p> <p>Residents and hirers require their own COVIDSafe plans</p> <p>Public events require COVIDSafe risk management plans</p> <p>Defer to authorities for emergency medical responses/pandemic care locations; facilitate contact-tracing activities that may be required</p>	<p>Gallery exhibitions may re-commence</p> <p>Rehearsal and education programs continue</p> <p>Approved venue hirers continue activity</p> <p>Restaurant may now operate with 20-diner limit</p> <p>Continued delivery of alternative (online/non-physical) arts programs</p> <p>Support physical and digital programming on-site (with appropriate tech support and hygiene controls) as required</p>	<p>Notify residents, staff, hirers via direct email</p> <p>MYBOS: Update advice to Step 2 status</p> <p>Direct SMS to all residents</p> <p>Website: Update advice to Step 2 status</p> <p>Social Media: update on partial opening, now includes theatres and gallery exhibitions</p> <p>Info Hub: Health guidelines displayed on info screens</p> <p>Update signage as required</p> <p>Observe privacy protocols where personal information collected and/or COVID-19 infection notification required</p>	<p>Board usually meets online; may now meet face-to-face</p> <p>Staff hours return to normal from 1 August 2020</p> <p>Staff continue to work from home where possible</p> <p>More staff return to work (program and events team as required)</p> <p>Ainslie front-of-house staff may return (see "Access" column)</p> <p>Crisis management team meets 2 times a week</p> <p>WHS team meets fortnightly</p> <p>Regular virtual team meetings</p> <p>Return to normal duties</p>

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	Arts centre access	Facility operations	Programs, events, hires	Communications	Staff and board
<p>Step 2.2</p> <p>Further increased gatherings</p> <p>Non-work gatherings of 20</p> <p>ACT Government may allow larger numbers in some circumstances</p> <p>Work from home if you can</p> <p>Workplaces implement COVIDSafe plan</p> <p>Avoid peak hour public transport</p>	<p>Gorman Arts Centre partially open to public</p> <p><i>Ainslie Arts Centre remains closed for WHS works (until 1 October 2020, or earlier if works completed and sufficient demand exists)</i></p> <p>4m² per person indoor distancing to apply at all times</p> <p>Residents, staff, essential suppliers allowed in, plus approved venue hirers, program participants, general public in line with Step 2 restrictions</p> <p>Residents with public-facing premises, restaurant and retail, may re-open (<i>including</i> theatres and galleries)</p> <p>Indoor venues: up to 50 people (see Programs column)</p> <p>Outdoor weddings: up to 20 guests + celebrant and couple</p> <p>Outdoor <i>and indoor</i> physical activities: up to 20 people (observe AIS framework for rebooting sport)</p> <p><i>Everyone</i> to comply with hygiene protocols, including sanitising hands</p> <p>Sign-in required at all entry points and contact records to be kept for all group activities</p> <p>You <i>must</i> stay at home if any symptoms of illness or contact with a COVID-19 carrier</p> <p>COVID-19 screening test required before return to work</p>	<p>Main office (Gorman Arts Centre) open 10am till 4.30pm Monday to Friday</p> <p>Ainslie Arts Centre office may re-open (see "Access" column)</p> <p>Venues in A, B, C, D, E, F blocks at Gorman open for approved uses (see Programs column)</p> <p>Detailed WHS plan for COVIDSafe operations</p> <p>Maintain increased cleaning schedule (greater frequency and level of detail, plus extra cleaning by staff)</p> <p>Hygiene checkpoints at all major entrances, with signage and hand sanitiser</p> <p>Bathrooms reallocated (resident access only vs. hirer/guest access only)</p> <p>Monitor person limits, especially in small foyers, waiting areas, and breezeways</p> <p>Residents and hirers require their own COVIDSafe plans</p> <p>Public events require COVIDSafe risk management plans</p> <p>Defer to authorities for emergency medical responses/pandemic care locations; facilitate contact-tracing activities that may be required</p>	<p>Concerts, performances or gallery exhibitions may re-commence</p> <p>Rehearsal and education programs continue</p> <p>Approved venue hirers continue activity</p> <p>Restaurant may now operate with 20-diner limit</p> <p>Continued delivery of alternative (online/non-physical) arts programs</p> <p>Support physical and digital programming on-site (with appropriate tech support and hygiene controls) as required.</p>	<p>Notify residents, staff, hirers via direct email</p> <p>MYBOS: Update advice to Step 2 status</p> <p>Direct SMS to all residents</p> <p>Website: Update advice to Step 2 status</p> <p>Social Media: update on partial opening, now includes theatres and gallery exhibitions</p> <p>Info Hub: Health guidelines displayed on info screens</p> <p>Update signage as required</p> <p>Observe privacy protocols where personal information collected and/or COVID-19 infection notification required</p>	<p>Board usually meets online; may now meet face-to-face</p> <p>Staff hours return to normal from 1 August 2020</p> <p>Staff continue to work from home where possible</p> <p>More staff return to work (program and events team as required)</p> <p>Ainslie front-of-house staff may return (see "Access" column)</p> <p>Crisis management team meets 2 times a week</p> <p>WHS team meets fortnightly</p> <p>Regular virtual team meetings</p> <p>Return to normal duties</p>

Step 3 - Start date 20 July 2020

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	Arts centre access	Facility operations	Programs, events, hires	Communications	Staff and board
<p>Step 3</p> <p>Ongoing restrictions</p> <p>Non-work gatherings of 100</p> <p>Return to workplace</p> <p>Workplaces implement COVIDSafe plan</p> <p>Avoid peak hour public transport</p>	<p>Gorman Arts Centre open to public</p> <p><i>Ainslie Arts Centre re-opens on Monday 20 July</i></p> <p>4m² per person indoor distancing to apply at all times (<i>NB: ONLY outdoor areas can accommodate 100 people at this density – smaller areas will have lower person limits</i>)</p> <p>Residents, staff, essential suppliers allowed in, plus approved venue hirers, program participants, general public in line with Step 3 restrictions</p> <p>Residents with public-facing premises may open</p> <p>Indoor venues: up to maximum density limit (see Programs column)</p> <p>Outdoor weddings: up to 100 guests + celebrant and couple</p> <p>Outdoor <i>and indoor</i> physical activities: up to 100 people or maximum density limit (observe AIS framework for rebooting sport)</p> <p>Loft artist residential accommodation open</p> <p><i>Everyone</i> to comply with hygiene protocols, including sanitising hands</p> <p>Sign-in required at all entry points and contact records to be kept for all group activities</p> <p>You <i>must</i> stay at home if any symptoms of illness or contact with a COVID-19 carrier</p> <p>COVID-19 screening test required before return to work</p>	<p>Main office (Gorman Arts Centre) open 10am till 4.30pm Monday to Friday</p> <p>Ainslie Arts Centre office open 10am till 4.30pm Monday to Friday (see “Access” column)</p> <p>Venues at both centres open for approved uses (see Programs column)</p> <p>Detailed WHS plan for COVIDSafe operations</p> <p>Maintain increased cleaning schedule (greater frequency and level of detail, plus extra cleaning by staff)</p> <p>Hygiene checkpoints at all major entrances, with signage and hand sanitiser</p> <p>Bathroom allocations reviewed</p> <p>Monitor person limits, especially in small foyers, waiting areas, and breezeways</p> <p>Residents and hirers require their own COVIDSafe plans</p> <p>Public events require COVIDSafe risk management plans</p> <p>Defer to authorities for emergency medical responses/pandemic care locations; facilitate contact-tracing activities that may be required</p>	<p>Public programming of all forms may now occur, subject to distancing limits</p> <p>Rehearsal and education programs continue</p> <p>Approved venue hirers continue activity</p> <p>Restaurant may now operate to ACT approved density limit</p> <p>Continued delivery of alternative (online/non-physical) arts programs where appropriate.</p> <p>Choirs need to maintain physical distancing of at least 2 metres while singing and when choirs are performing to an audience, they are to remain at least 2 metres away from the audience.</p> <p>Live music performances, singers should try to stand at least 2 metres away from other band members as well as audience members</p>	<p>Notify residents, staff, hirers via direct email</p> <p>MYBOS: Update advice to Step 3 status</p> <p>Website: Update advice to Step 3 status</p> <p>Social Media: update on partial opening, now includes theatres and gallery exhibitions</p> <p>Info Hub: Health guidelines displayed on info screens</p> <p>Update signage as required</p> <p>Observe privacy protocols where personal information collected and/or COVID-19 infection notification required</p>	<p>Board usually meets face-to-face</p> <p>Staff hours return to normal from 1 August 2020</p> <p>All staff return to work</p> <p>Crisis management team meets twice a week</p> <p>WHS team meets weekly</p> <p>Face-to-face team meetings where appropriate</p> <p>Normal duties as required</p>

VENUE CAPACITIES

	Venue * hireable spaces	Maximum density limit (with 4m ² per person physical distancing restriction) Steps 1 and 2.1 - venues are closed for performances/exhibitions			
		Step 1	Step 2.1	Step 2.2	Step 3
Gorman Arts Centre					
	A Block (QL2 Dance theatre)	10	20	37	37
	B Block hall (Nancy Sever Gallery)	10	20	23	23
	B Block meeting room (Gorman Commons)	2	2	2	2
	B Block seminar room	8	8	8	8
	C Block theatre *	10	20	21	21
	D Block (QL2 Dance Studio)	10	20	27	27
	E Block (Ralph Wilson Theatre) *	10	20	20	20
	E Block (Seminar room) *	6	6	6	6
	F Block gallery *	10	20	50	56
	G Block (Gorman Main Hall) *	10	20	27	27
	H Dining (Sage Restaurant)	10	20	24	24
	Dining courtyard (Mint Bar)	10	20	35	35
	East and West Courtyards	10	20	50	100
Ainslie Arts Centre (currently closed)					
	Rehearsal pods *	1	1	1	1
	Classroom 1 *	10	20	20	20
	Classroom 2 *	10	14	14	14
	All other classrooms (Rooms 4,5,6,11,13,14) *	10	15	15	15
	Reception Hall	10	20	50	51
	Function room *	10	20	20	20
	Ainslie Main Hall *	10	20	50	60