

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</i> for WHS works (until 1 October 2020)</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</i> theatres or galleries)</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>

Step 2.1

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 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</i> theatres and galleries)</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</i> indoor 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>

Step 2.2

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 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</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</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

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 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>You and your participants are not to bring food or beverages other than bottled water into the venues. Food can be eaten in outside courtyards upon request from hirer in writing. Food to be individually portioned, wrapped or packaged. No shared or buffet-style food allowed in these spaces at Ainslie and Gorman.</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>

Stage 4 - Start date 28 January 2021

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>Stage 4</p> <p>Ongoing restrictions</p> <p>Non-work gatherings of 273</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>Ainslie Arts Centre open to public</p> <p>2m² per person indoor and outdoor distancing to apply at all times (NB: smaller areas will have lower person limits)</p> <p>Residents, staff, essential suppliers allowed in, plus approved venue hirers, program participants, general public in line with Stage 4 restrictions</p> <p>Residents with public-facing premises can open</p> <p>Indoor venues: up to maximum density limit (see Programs column)</p> <p>Outdoor weddings: up to 273 guests + celebrant and couple</p> <p>Outdoor <i>and indoor</i> physical activities: up to 273 people or maximum density limit (observe 1 in 2sq meter rule and all to use Check-in CBR app)</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 10 am till 4.30 pm Monday to Friday</p> <p>Ainslie Arts Centre office open 10 am till 4.30 pm 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>Sanitising touchpoints by facilities staff twice a week</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>You and your participants are not to bring food or beverages other than bottled water into the venues. Food can be eaten in outside courtyards upon request from hirer in writing. Food to be individually portioned, wrapped or packaged. No shared or buffet-style food allowed in these spaces at Ainslie and Gorman.</p>	<p>Notify residents, staff, hirers via direct email</p> <p>MYBOS: Update advice to Stage 4 status</p> <p>Website: Update advice to Stage 4 status</p> <p>Social Media: update on capacities</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>All staff return to work with normal hours</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 * hirable spaces	Maximum density limit (with 2m 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	Stage 4
Gorman Arts Centre						
	A Block (QL2 Dance theatre)	10	20	37	37	77
	B Block hall (Nancy Sever Gallery)	10	20	23	23	46
	B Block meeting room (Gorman Commons)	2	2	2	2	5
	B Block seminar room	8	8	8	8	16
	C Block theatre *	10	20	21	21	54
	D Block (QL2 Dance Studio)	10	20	27	27	74
	E Block (Ralph Wilson Theatre) *	10	20	20	20	42
	E Block (Seminar room) *	6	6	6	6	23
	F Block gallery *	10	20	50	56	113
	G Block (Gorman Main Hall) *	10	20	27	27	55
	H Dining (Sage Restaurant)	10	20	24	24	45
	Dining courtyard (Mint Bar)	10	20	35	35	71
	East and West Courtyards	10	20	50	200	273
Ainslie Arts Centre						
	Rehearsal pods *	1	1	1	1	2
	Classroom 1 *	10	20	20	20	40
	Classroom 2 *	10	14	14	14	28
	All other classrooms (Rooms 4,5,6,11,13,14) *	10	15	15	15	29
	Reception Hall	10	20	50	51	103
	Function room *	10	20	20	20	41
	Ainslie Main Hall *	10	20	50	60	120