Kidz Spectacular COVIDSafe Plan

Business Name: Uncle Bobs Club
Plan completed by: Kelly Reaburn, Strategy & Operations Manager
Date reviewed: 25 February 2021

This document has been developed based on the COVIDSafe Plan_accessible-version 23 September 2020

1. Ensure physical distancing

Requirements: You must ensure performers, staff, volunteers and ticket holders are 1.5m apart as much as possible.

Action:

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- Using floor markings to provide minimum physical distancing guides
- Minimising the build-up of people waiting to enter and exit the venue

Requirements: You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that:

- There is no more than one person per four square meters of enclosed workspace
- There is no more than one person per four square meters of publicly available space indoors

Action:

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply

Requirements: You should provide training to volunteers on physical distancing expectations while volunteering and socialising.

Action:

- Informing volunteers to follow current public health directions when carpooling. This can be found at https://www.coronavirus.vic.gov.au/travel-third-step
- Provide COVIDSafe information one week prior to volunteering and attend briefing on the day

2. Wear a face covering

Requirements: You must ensure all performers, staff, volunteers and ticket holders entering the venue wear a face covering as per public health advice.

Action:

- Providing adequate face coverings and Personal Protective Equipment (PPE) to volunteers that do not have their own
- Providing adequate face coverings and PPE to performers that do not have their own
- Provide instruction and guidance on how to correctly fit, use and dispose of PPE.

3. Practise good hygiene

Requirements: You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs, railings and telephones.

Action:

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
- Clean between performances
- Display a cleaning log in shared spaces
- Provide hand sanitiser available for all Volunteers and patrons throughout the Communal Area and encourage regular handwashing.

4. Keep records and act quickly if workers become unwell

Requirements: You must develop a business contingency plan to manage any outbreaks.

Action:

- Inform volunteers, performers and ticket holders (as part of their COVID briefing or displayed on the ticket) that should they have flu-like symptoms, they are not to come to attend Kidz Spectacular and inform Maureen Kear or UBC and keep them updated of their condition.
- If a volunteer/performer has been at a location identified as a hotspot/cluster in the 14 days prior to Kidz Spectacular, they will not be permitted to participate.
- If Sunbury or Hume Local Government Area has been identified as a hotspot/cluster location within 14 days of Kids Spectacular, the performance will be cancelled.
- If a volunteer, performer or a close contact is tested for COVID-19 in the 14 days leading up to Kids Spectacular, they are to inform Maureen Kear that they are unable to participate.
- If a volunteer or performer is in direct contact with someone who has COVID or is being tested for COVID, they should not be volunteering for 14 days from the last contact (or until they know the test result is negative).
- Maureen Keer, upon notification of someone in their team testing positive for COVID-19 is to immediately contact **Kelly Reaburn UBC Strategy & Operations Manager 0499 732 822** and provide the contact's details. UBC will then notify WorkSafe Victoria on 13 23 60 and DHHS.
- Maureen Kear is to identify who has been a close contact with the person awaiting results and inform them that should they show flu-like symptoms they are to get tested themselves and self-isolate and inform her of their condition and/or results
- Expert cleaning of the venue where the person has been volunteering, in the event of a positive case
- Contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts.
- Should UBC be instructed to close by the DHHS, we will be referring to the Kidz Spectacular Contingency Plan.

Requirements: You must keep records of all people who enter the workplace for contact tracing.

Action:

- Provide an Attendance Register to be completed by all Volunteers, Performers and ticket holders. Attendance register to be maintained for any attendees that stay onsite for more than 15 minutes, the Register must be kept for 28 days, either hard copy or electronic.

5. Avoid interactions in enclosed spaces

Requirements: You should reduce the amount of time workers are spending in enclosed spaces.

Action:

- Encourage working in outdoor environments
- Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms
- Enhancing airflow by opening windows and doors
- Social activities before and after the performance will be discouraged

6. Create workforce bubbles

Requirements: You should keep groups of volunteers and performers rostered on the same shifts at a single worksite and ensure there is no overlap of volunteers and performers during shift changes.

Action:

- Groups are to stay in their group and not mix with other groups

Requirements: You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.

Action:

- Ensure volunteers and performers from the same household are grouped together.