

Civic Hall COVIDSAFE PLAN

4TH FEBRUARY 2022

Version 1.5

CIVIC HALL



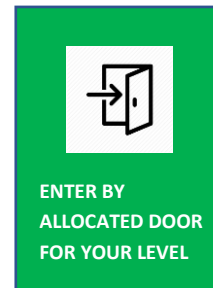
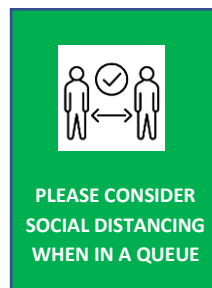
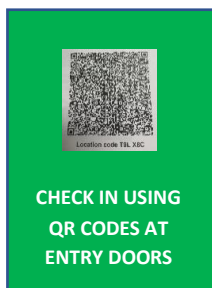
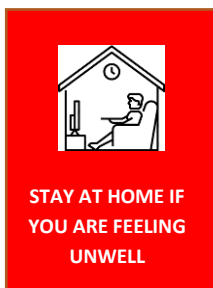
The City of Ballarat is committed to delivering COVIDSafe events in Civic Hall. Our priority is the welfare, health and safety of our patrons, staff, hirers and performers and all who interact and engage with us.

As of the 4th February 2022 the staff and management will follow the State Government guidelines and directions to best provide a safe environment:

- We will limit access to the venue to only those who can provide evidence of double vaccination or exemption.
- We will limit prospects of transmission by requesting appropriate physical distancing, hand sanitising, complying with the wearing of personal protective equipment and reducing unnecessary touching of surfaces throughout the building.
- We will record all visitors check in details to the venue through the Service Victoria App and check to ensure patrons are double vaccinated as a condition of entry.
- We insist patrons, hirers, contractors, performers, and staff remain home if unwell.
- We will continue cleaning practices throughout the venue.
- We will continue to promote good hygiene and personal health awareness by patrons, hirers, contractors, performers and staff.
- We will continue to provide the means to educate patrons and staff on COVIDSafe measures and monitor compliance.

We have made some important changes to our venue to assist in keeping our patrons, contractors, hirers and staff safe. *The guidelines below are subject to change at any time in accordance with the latest public health advice from the Victorian State Government.*

Please note. It is a condition of entry that you meet vaccination requirements. Entry will not be granted if you cannot provide proof of vaccination or exemption.



Our Covid Safe Plan

Civic Hall operates under the guidance of the City of Ballarat and the Victorian Department of Health & Human Services (DHHS). We take advice from relevant authorities on how to manage the impact of COVID-19 as events, staff and patrons return to Civic Hall.

We are ensuring all those who work at and visit Civic Hall are informed and supported with the information and resources to remain COVIDSafe.

We have implemented a range of measures and procedures to enhance our security and safety throughout Civic Hall and rely on all who use our venue (including staff, hirers, contractors and patrons) to follow COVIDSafe guidelines restrictions.

We have outlined processes and systems in our COVIDSafe Plan that allow for effective contact tracing if there is a COVID-19 infection identified at an event.

We continue to engage with Council risk and safety officers and work within the Council's overarching COVIDSafe Plan to ensure our plan reduces the risk of transmission and enhances safety as reasonably practicable.

Each hirer of Civic Hall is required to develop their own COVIDSafe Plan for the management of their events and if necessary, the developed COVIDSafe Plan must align with the Victorian Government's Guidelines and Directions. This is a requirement for every event held at Civic Hall.

All hirers are required to provide formal confirmation that cast and crew in attendance at Civic Hall Ballarat meet Government directions pertaining to vaccination with respective certificates sited by the Hirer. The Hirer is prepared to provide such evidence upon request by the relevant authority.

All plans are reviewed and retained by the City of Ballarat prior to the event.

CONTROL

Physical Distancing

Density Quotients

Auditorium Capacity

Arrive & leave safely

Stay home if unwell/directed to isolate

WHAT YOU NEED TO KNOW

All parties are asked to consider the health and wellbeing of all patrons cast and crew by considering Physical distancing of 1.5 metres should be observed during all events (wherever possible), including travelling to Civic Hall, waiting in queues and moving about the venue.

1:2sqm around bar/food service areas

capacity is 100% in theatre mode with cocktail and cabaret modes to align with rules pertaining to food and hospitality guidelines.

Patrons will only be able to enter and exit the venue via the designated entrance and exits as directed.

All visitors to Civic Hall feeling unwell should not attend the event. Signage is displayed at the venue to remind visitors of potential COVID-19 symptoms and to get tested and stay home if experiencing symptoms.

Patrons who are required by the Victorian Department of Health & Human Services (DHHS) to self-isolate or quarantine for any reason cannot come to an event. This may include persons who have come

into contact with a confirmed case of COVID-19 who are currently awaiting the result of a COVID-19 test.

Bag & item restrictions

For events at Civic Hall, any item or bag that is too large to fit under a seat must not be brought into the venue and a limit of one bag per person applies.

Facemasks

It is mandatory to wear fitted facemask indoors for anyone 8 years and over. Should a patron require hydration during a performance they may do so however must return their mask immediately following.

Venue Levels

Civic Hall has 2 designated levels – Stalls & Balcony.

Cleaning & Hygiene

Continued cleaning throughout the venue, with a focus on high-touch points will be undertaken.

Professional cleaning will be conducted following each event.

Hand sanitiser stations are in place throughout the venue.

Signage & Messaging

Signage is in place throughout the venue reminding all visitors of COVIDSafe requirements and expectations.

QR code check in

All Staff, Patrons, Performers and Hirers are required to check-in upon entry with the event organiser providing staff to monitor check-in. This staff member should be identifiable as a Check-in Marshal by way of a badge or identifiable clothing.

Patrons are encouraged to download the Services Victoria app prior to attending the event to assist with the digital check-in.

Hirers must direct cast and crew and or patrons to check in via the QR Code displayed on entry.

Vaccination

It is a requirement of entry that All Staff, Performers, Hirers, Contractors and Patrons are fully vaccinated or have a valid exemption as a condition of entry.

Ticketing model

Each event at the venue will operate with an adjusted ticketing model.

Bar Service

Bar service will not be provided whilst mandatory mask wearing is in place.

Dance Floors

Under the current restrictions Dance Floors are not permitted except where a wedding is held.

Seated Experience

We ask that patrons are mindful and respectful of other patrons whilst moving through the venue and returning to your allocated seat.

Please kindly respect our staff as they follow these directions to ensure you're wellbeing, health and safety.

For further information please do not hesitate to contact the City of Ballarat on 5320 5500.

