



DANCE FESTIVAL

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COVID-19 Safety Plan

8 July 2020

The COVID-19 pandemic has substantially affected communities all around the world, leading to significant restrictions on all sectors of society, in particular the performing arts. At Talent Tribe, we have considered all National and State based restrictions for our competition to proceed. We have developed this COVID-19 Safety Plan to outline the measures taken to ensure the safety and health of our participants, staff and visitors remains of the highest priority. This Plan is a living document and will continue to be updated as matters evolve around Australia.

Please note, this document is to be used in conjunction with the Talent Tribe Performer waiver, Registered Parent/Helper requirements and Conditions of Entry information.

For further information, please refer to Safe Work Australia's checklist for limiting the spread of COVID-19 in the workplace www.safeworkaustralia.gov.au/sites/default/files/2020-05/COVID-19_Workplace-Checklist.pdf

Additionally, please refer to The Department of Health's website for latest news, key facts and figures on Coronavirus in Australia <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

BUSINESS DETAILS

Business name: Talent Tribe

Plan completed by:

Approved by: Louise Hopkins

GUIDANCE

ACTIONS

Wellbeing of staff and customers

Exclude staff, visitors and customers who are unwell.	Staff, Entrants and Visitors will be advised in advance of the event of the Conditions of Entry to the venue. If any attendee has cold or flu symptoms they will be not permitted entry into the venue.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Staff of Talent Tribe have undertaken the COVID19 infection control, training. Physical Distancing, Stop the Spread, Hand Washing information and Notice the Symptoms signs displayed throughout the venue and in prominent locations
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Staff members are required to inform Louise Hopkins of any illness or cold-like symptoms if they appear. Staff will be supported to stay at home if they are unwell.
Display conditions of entry for any customers or visitors (website, social media, entry points).	Conditions of Entry sign will be displayed at all venue entrance points and in prominent areas throughout the venue. Conditions of entry information will be emailed to all entrants prior to the event.

REQUIREMENTS	ACTIONS
Physical distancing	
There are a number of businesses where there are restrictions on patron numbers and the space required to have that number of people; check if there are any restrictions on your business by visiting the NSW Government website. If your business does not have any restrictions, consider what measures could be put in place to avoid crowding and close proximity where practicable.	Entrants to Talent Tribe will be advised that only 1 parent or helper per child will be permitted into the venue. This will be applied for all viewing and changing areas. The number of entrants will be capped at per session.
Assign workers to specific work stations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with detergent/disinfectant between use.	Talent Tribe staff will be allocated to a specific task for the duration of each session. Cleaning of areas will be conducted between sessions/change over.
Put plans and systems in place to monitor and control the numbers of workers and customers on site at any given time to allow for physical distancing.	The venues used by Talent Tribe are managed by external parties, if already in place, Talent Tribe will adhere to restrictions at all times. In the event that no restrictions are in place or not communicated, Talent Tribe will measure the venue size and conservatively apply access numbers based on the 1 person per
Use flexible working arrangements where possible, such as working from home, early and late shifts to reduce peak periods.	Not applicable to Talent Tribe
Consider barriers or other controls to ensure staff and visitors at interaction points stay at a safe distance or are separated by a barrier such as a sneeze guard at a service counter. If not practical, clean regularly with detergent/disinfectant.	Floor markings will be used throughout the venue. These markings will identify where performers are required to stand while waiting to perform, in between routines and during changing of costumes.
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).	(from above) They will also identify where audience members are required to view performances or make queries. Staff members will practice the 1.5 m physical distance requirements and demonstrate this at all times.
Use telephone or video for essential meetings where practical.	Not applicable to Talent Tribe
Review regular deliveries and request contactless delivery and invoicing where practical.	Not applicable to Talent Tribe
Consider signage near lifts and passenger travelators directing customers and workers to maintain physical distancing wherever practical.	Not applicable to Talent Tribe
If staff or workers need to travel together in the same vehicle: <ul style="list-style-type: none"> • encourage passengers and drivers to spread out, using front and back seats • workers should only handle their own tools and bags where possible • have processes to clean the vehicle hand touch areas at the end of each shift with a detergent/disinfectant • encourage workers to set the air-conditioning to external airflow rather than recirculation. 	Not applicable to Talent Tribe
Have strategies in place to manage gatherings that may occur immediately outside the premises.	Entrants to Talent Tribe will be informed that part of the conditions of entry requirements, no person/s is permitted to gather on the premises that is hosting the event. The "Get in, Dance, Get out" rule will be enforced.

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Provide hand sanitiser at multiple locations throughout the workplace.	Hand Sanitiser and signs for appropriate use will be available at all entrance/exit points and prominently displayed throughout the venue
Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.	Talent Tribe staff have been trained in appropriate cleaning methods, they understand the difference between cleaning and disinfecting and conducting both.
Ensure bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands.	Talent Tribe will provide all toilet paper, hand towels and soap in bathrooms available for use by entrants and their parent/helper. Posters from NSW Health on safe handwashing procedures will be displayed at handwashing stations.
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces.	Touch points will be cleaned frequently. Talent Tribe staff have been trained in appropriate cleaning methods, they understand the difference between cleaning and disinfecting and conducting both.
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.	Material Data Sheets have been obtained for all cleaning products used on site. These documents will be held for reference during the event.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Talent Tribe staff have been trained in appropriate cleaning methods, they understand the difference between cleaning and disinfecting and conducting both. PPE will be provided for all Talent Tribe staff, use of which will be enforced when cleaning.

REQUIREMENTS	ACTIONS
Record keeping	
Keep name and mobile number or email address for all staff, visitors and contractors for a period of at least 28 days. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely.	Entrants to the competition must pre-register by filling in an online form. This form will collect contact data requiring entrants to agree to the terms under which the competition will operate including the conditions of entry by way of an online waiver.
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	Talent Tribe staff are aware of the COVIDSafe app and encouraged to use it.
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.	Entrants will be required to immediately notify Louise Hopkins if an attendee of the event has a positive COVID19 result within 21 days of the Talent Tribe event.. SafeWork NSW and/or other statutory authority will be informed immediately.