

Strategic Plan for a COVID-Safe Workplace

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1. INTRODUCTION

The model Work Health and Safety (WHS) laws require us to take care of the health, safety and welfare of our students; staff; contractors; and others (eg audiences and visitors) at our workplace.

This includes:

- providing and maintaining a work environment that is without risk to health and safety
- providing adequate and accessible facilities for the welfare of workers to carry out their work, and
- monitoring the health of workers and the conditions of the workplace for the purpose of preventing illness or injury.

The measures outlined in this document are designed to provide a safe working and learning environment for students and staff at Sydney Theatre School during the COVID-19 pandemic.

2. RISK ASSESSMENT - Level One, 45 Chippen Street CHIPPENDALE NSW 2008

Hazard	Risk Area	Impact	Risk Rating	Persons at Risk	Risk Controls
COVID-19	Foyer	Potential for direct or indirect transmission of the virus	Low	STS students, staff and visitors	<p>Hand sanitiser (alcohol based) readily available (requirement to sanitise hands upon entry)</p> <p>Signs on doors with numbers allowed in rooms (1 person per 4m²)</p> <p>Social distancing practices observed (1.5m)</p>
COVID-19	Studio 1	Potential for direct or indirect transmission of the virus	Medium	STS students, staff and visitors	<p>Sign on door with numbers allowed in rooms (1 person per 4m²)</p> <p>Social distancing practices observed during classes (1.5m)</p> <p>Reserved signs on seats to promote separation</p>

Hazard	Risk Area	Impact	Risk Rating	Persons at Risk	Risk Controls
COVID-19	Studio 2 / Kitchen	Potential for direct or indirect transmission of the virus	High	STS students, staff and visitors	<p>Social distancing practices observed (1.5m)</p> <p>Regular and routine cleaning of all high-touch areas including door knobs; handles; kettle etc</p> <p>Wipes, disinfectant and paper towels available</p> <p>Signage for personal and workplace hygiene practices</p>
COVID-19	Office	Potential for direct or indirect transmission of the virus	Low	STS students, staff and visitors	<p>Social distancing practices</p> <p>Printer touch surfaces to be included in routine cleaning and sanitisation</p> <p>Display notice stating one person at a time when printing</p> <p>Sanitise hands after using printer</p>
COVID-19	Toilets	Potential for direct or indirect transmission of the virus	High	STS students, staff and visitors	<p>Social distancing practices and observed (1.5m)</p> <p>Soap and paper hand towels provided</p>



3. CLEANING POLICIES AND PROCEDURES

Sydney Theatre School engages the services of STM Building Services for daily cleaning of the premises in accordance with their policy below. A detailed policy document can also be provided to all students and staff by request as part of the STS COVID-19 Strategic Plan.

Introduction

STM Building Services are committed to ensuring the health, safety and welfare of its Employees, Contractors, Visitors and Clients. The company is committed to ensure that its Employees and Contractors operate in a workplace where all efforts are made to prevent an infectious/communicable disease.

As STM Building Services closely monitors the present global COVID-19 pandemic and its scale of severity, STM would like to assure our clients and employees that STM are committed to helping minimise the impact to business operations during this pandemic event. The safety of our clients and our employees remains our top priority during this global health crisis. Our objective is to help our clients navigate this rapidly changing environment by remaining innovative, flexible and understanding as we rise to the challenge of COVID-19. This policy applies to all those associated with STM Building Services including employees, full-time, part-time, casual and those on contract/ work experience/ volunteer. **Mukti Roka - Managing Director, STM Building Services - Quality-ISO-9001-PMS302 - Ph: 0455 149 711**

4. PHYSICAL DISTANCING

Physical distancing (also referred to as 'social distancing') refers to the requirement that people distance themselves from others. The current advice from the Department of Health is that everyone must keep at least 1.5 metres from others (outside of their family unit) where possible. In addition, in a given space, there must be a 4 square metres of space per person where possible.

The main classroom space at STS (Studio 1) is 320m². Using the 4 square metre rule this would allow up to 80 people in the room at any time. The average class size for Diploma classes at STS is 20 and the maximum is 40 for Beginners classes so there is sufficient space to comply with the guidelines.

The foyer/kitchen area (Studio 2) is 64m² which makes the capacity 16 persons. A sign is fixed at the entrance and the numbers will be monitored closely if any class has more than this number at any time. During performances, audience members will only be permitted to pass through this room in order to use the toilet facilities and they will be required to remain in the main space or go outside at other times.

The seating bank in Studio 1 will have reserved signs on alternate seats in order to ensure students sit the required distance apart from each other during classes. When sitting or standing on the floor area teachers should arrange chairs and/or students in a configuration that allows for at least 1.5m distance between them at all times.

During all activities and exercises (including blocking for play productions and performances) all students should endeavour to remain at least 1.5m apart at all times and directors/teachers should factor this into their creative decision-making process and direction.

Physical distancing and specific hygiene measures will be implemented in screen acting classes and during filming of showreel scenes on-campus. Specific instructions regarding safe use of camera, lighting and sound equipment and other measures will be outlined in class.

5. HYGIENE PRACTICES

COVID-19 spreads through respiratory droplets produced when an infected person coughs or sneezes. A person can acquire the virus by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes.

A key way you can protect yourself and others from the risk of exposure to COVID-19 is to practice good hygiene. Good hygiene requires everyone to wash their hands regularly with soap and water for at least 20 seconds and drying them with a clean paper towel. Everyone must wash or sanitize their hands:

- before and after eating
- after coughing or sneezing
- after going to the toilet, and
- when changing tasks and after touching potentially contaminated surfaces.

Other essential hygiene practices include:

- cover your coughs and sneezes with your elbow or a clean tissue (and no spitting)
- avoid touching your face, eyes, nose and mouth
- dispose of tissues hygienically, e.g. in closed bins
- clean and disinfect shared equipment after use
- have no intentional physical contact, for example, shaking hands and patting back

Other hygiene measures include:

- A staff-only toilet in the main space in order to protect teachers with vulnerabilities including age and/or immune system issues etc
- Use of disposable cutlery, plates and cups rather than reusable items
- Hand sanitiser and disinfectant wipes readily available
- Tissues and closed-lid garbage bins readily available
- Instructions issued on correct hygiene practices for all through posters and sneezing and coughing etiquette
- Ensure ample availability of soap for washing hands
- Regular and routine cleaning and disinfecting of doorknobs and other high touch surfaces

6. REVISED STUDENT ATTENDANCE POLICY

Government and health advice during the pandemic is that individuals should not leave their place of residence if they are displaying even the mildest of flu-like symptoms. We will not allow any student, staff member or visitor onto the premises if they are displaying such symptoms and ask all parties to remain at home if they are feeling unwell. Usually, students are asked to provide a medical certificate in order to 'justify' any absence, however during the pandemic period (ie until a vaccine is developed or the virus has been officially eradicated etc) this will no longer be required and all absences will be treated as 'AUTHORISED' without question. We understand that going to a doctor for a scratchy throat or a minor snuffle is unwarranted, however it IS a requirement that you don't attend classes if these symptoms do present themselves. **We trust that students will not take advantage of this concession and will act honestly and in good faith at all times and attend all classes and rehearsals if they are well enough to do so.** Theatre is a collaborative art form and we expect the highest standard of professionalism and commitment at all times. If you do not meet your commitments you are letting others down and impacting on their ability to learn and do their best work. Anyone found to be flouting the rules and missing classes for reasons other than illness or family tragedy (eg a death or misadventure etc) will be subject to appropriate disciplinary action.

7. COVIDSafe App

We recommend that each student and staff member downloads the federal government's COVIDSafe app on a voluntary basis.

The COVIDSafe app helps find close contacts of COVID-19 cases. The app helps state and territory health officials to quickly contact people who may have been exposed to COVID-19.

The COVIDSafe app speeds up the current manual process of finding people who have been in close contact with someone with COVID-19. This means you'll be contacted more quickly if you are at risk. This reduces the chances of you passing on the virus to your family, friends and other people in the community.

State and territory health officials can only access app information if someone tests positive and agrees to the information in their phone being uploaded. The health officials can only use the app information to help alert those who may need to quarantine or get tested.

The COVIDSafe app is the only contact trace app approved by the Australian Government.

8. RESPONSE TO AN OUTBREAK OF COVID-19 AT SYDNEY THEATRE SCHOOL

The procedures outlined below will be followed if a person reports with respiratory symptoms (suspected or confirmed COVID-19 case) at Sydney Theatre School or within the building at 45 Chippen Street CHIPPENDALE NSW 2008

Important Issues to Consider

Impact to current operations; Contact tracing; Medical support and victim management; Type of disease and extent of outbreak; Containment on site; Quarantine of infected; Monitoring of the unaffected; Workplace lock downs; NOK (next of kin) interface and management; Fear, anxiety and panic; Regulatory notifications; Angry / frustrated students and teachers; Rapid access to medical advisory; Media arrival at premises; Financial impact; Insurance coverage and policy enactment; Social media strategy; Advertising and Marketing implications; Clear directions to staff; Consistent information to the workforce; Review all site-based hygiene processes; Image, reputation and industry concern; Internal Investigations; Scrutiny and blame; Legal obligations, liabilities, exposure.

Immediate Actions

- Where safe to do so, isolate the individual
- Ensure measures are taken to minimise the risk to life and that emergency support is available to the affected person

Confirm key details including:

- Particular disease or illness
- Numbers affected
- Containment measures being enacted
- Likely sources
- Individuals who may have had contact with the infected individual

Consider key next steps including:

- Balancing the need to maintain privacy with the need for timely information and advising others if they are deemed to be at risk
- Coordinate with health authorities including mandatory notifications required to workplace regulators
- Confirm the process, timeline and arrangements for briefing staff and students
- Be prepared to lock-down sites, workplaces or specific groups of people until given clearance by the relevant Health Authorities
- Convene workforce and commence contact tracing, including contractors

Other Important Considerations

1. Until further notice or advice by Governments, the site is to remain locked down
2. Begin immediate assessment of the operational impact of shutting down the site
3. As required, and with Government advice, assist in the coordination of medical support to the site
4. Inform the property manager and other tenants of the situation
5. Review all operations and consider responses to Government enquiries and requirements
6. Ensure contact-tracing has progressed and is close to establishing the list of likely persons who came into contact with the infected
7. Maintain detailed updates on critical victim's medical statuses, treatment and recovery timeline through the individual's family
8. Update the student body and staff
9. Confirm all statutory reporting obligations have been met
10. Confirm timeline and parameters for re-commencing operations
11. Confirm the process for ensuring the site is free-from-contamination
12. Review all site OHS processes and disinfectant programme of common areas
13. Monitor welfare and health of any affected students and teachers
14. Consider fever monitoring of all staff and students arriving at site, inclusive of contractors
15. Direct an independent safety audit