

65th Latrobe Valley Eisteddfod (2021) Performing Arts Festival

COVID-19 Safety Plan v3.0

Last Updated: 24/8/21



VOLUNTEER RESPONSIBILITIES and DUTIES

1. ALL VOLUNTEERS

- 1.1. All Volunteers are to follow restrictions in place at the time and not attend if feeling unwell or displaying symptoms.
- 1.2. Prior to their first attendance, all volunteers must complete the Australian Government's [COVID-19 infection control training](#).
- 1.3. For each attendance:
 - 1.3.1. Sign in using QR.
 - 1.3.2. Complete the *Attendance Sheet* and acknowledge the COVID health questionnaire.
 - 1.3.3. When leaving, sign out on the *Attendance Sheet*.
- 1.4. Do not attend the Eisteddfod if feeling unwell. Advise your Convenor or the Eisteddfod President (0403 817 431 - leave a message if no answer) if you cannot attend.
- 1.5. Wear required personal protective equipment (PPE) throughout the event:
 - Facemasks at all times.
 - Gloves whenever practical and when cleaning.
- 1.6. Observe 1.5m physical distance from others at all times.
- 1.7. Practice face covering and personal hygiene measures, observe cough etiquette, and use hand sanitizers regularly.
- 1.8. Assist with touch surface cleaning and complete the [Cleaning Record Sheet](#).

2. CONVENORS

- 2.1. Ensure that there are sufficient volunteers in attendance to carry out all of the duties required at each session. The COVID Marshall is an essential position and the session cannot commence unless one is in place.

- 2.2. Brief volunteers at the beginning of each session and ensure that they have received a copy of, and understand the requirements of this document. Ideally this will have been sent and discussed with volunteers in advance.
- 2.3. Ensure that the attendance sheet is filled out by all volunteers at the start of each session. These are kept in folders behind the Music Check In desk.
- 2.4. Act quickly if a volunteer or performer becomes unwell, or if a COVID-19 case is notified to the committee and:
 - 2.4.1. Advise Duty Technician and follow their instructions.
 - 2.4.2. Ensure the person is kept separated from other people.
 - 2.4.3. Request Announcer to inform all performers, audience, staff and volunteers to leave the venue.
 - 2.4.4. Assist the person make arrangements to travel home or to get medical assistance.
 - 2.4.5. Duty Tech will advise the appropriate authorities.
- 2.5. The event will be paused whilst a deep clean of any affected area/s is conducted. This will be organised by LPAC. The advice of the Victorian Health department will be sought, prior to the recommencement of the event.
- 2.6. Should the event need to be cancelled, refer to the separate procedure on [Cancellation Policy](#).
- 2.7. Convenor to ensure the cleaning check list is signed off.

3. COVID MARSHALL

- 3.1. Ensure all visitors scan the QR code upon arrival.
- 3.2. Wear the Covid Marshall's vest. (Available from behind the Music Check In desk.)
- 3.3. Wear a face mask and disposable gloves.
- 3.4. Greet all attendees at the front door. Ensure that physical distancing (1.5m) is adhered to in queues.
- 3.5. Advise the audience members to purchase a session ticket (\$5) from the Kiosk. NB performers, volunteers and staff do not require tickets).
 - 3.5.1. Audience numbers for non Dance sections will be limited to two family members per performer for solos, duos/trios.
 - 3.5.2. For Dance sections the limit is one person per performer.
 - 3.5.3. No audience will be allowed for groups, ensembles, bands or troupes.
 - 3.5.4. NB there may be some members of the public entering to go to the LPAC ticket counter- these people do not need to buy an Eisteddfod ticket but must check in with the QR code..
- 3.6. Ensure that all attendees sign in using QR code. If an attendee does not have a smartphone, direct them to the registration device at the kiosk where they will be assisted to sign in.
- 3.7. If a person refuses to scan in, contact the venue's Duty Tech (you will be given a card with the Duty Tech's mobile phone number).
- 3.8. Ensure that all attendees wear face masks if required by current restrictions.

- 3.9. Direct all Volunteers to complete the attendance sheet located behind the Music Check In desk.
- 3.10. Using the hand held counter, count the number of people entering and exiting the venue. Once the venue limit has been reached (you will be advised what that number is), advise people they cannot enter until others leave.
- 3.11. Assist with touch surface cleaning.

4. THEATRE DOOR PERSON

- 4.1. Ensure that physical distancing (1.5m) is adhered to.
- 4.2. Check that the audience member has a ticket for the session (performers, volunteers and Adjudicators do not need tickets).
 - 4.2.1. If a person does not have a valid ticket, firmly but politely ask them to purchase a ticket.
 - 4.2.2. Occasionally a session will have entry by gold coin donation or will be free. The Convenor will advise you when this is the case.
- 4.3. Advise attendees the correct pathways for exiting the auditorium.
- 4.4. Advise attendees if there are seating restrictions in the auditorium.
- 4.5. Assist with touch surface cleaning.

5. SCRIBES and ADJUDICATORS

- 5.1. Wear a face mask at all times.
- 5.2. Regularly wash hands with hand sanitizer.
- 5.3. Maintain one chair separation between yourself and the Adjudicator and/or use a separation screen.
- 5.4. Wipe down the table with disinfectant cloth at the end of each session.

6. MUSIC CHECK IN

- 6.1. Wear a face mask at all times.
- 6.2. Regularly wash hands with hand sanitizer.
- 6.3. Request performer/parents etc to remain 1.5m from desk whenever possible.
- 6.4. Wear gloves when handling music and crit sheets.
- 6.5. As music is handed in, give a light spray with disinfectant.

7. CATERING STAFF

- 7.1. All food and beverage service must align with the Victorian Government's coronavirus (COVID-19) hospitality sector guidance and the COVIDSafe Settings as described in the [Hospitality sector guidance](#)
- 7.2. Ensure that physical distancing (1.5m) is adhered to in queues.
- 7.3. Ensure touch surface cleaning is performed regularly.
- 7.4. Ensure that all staff wear required PPE.
- 7.5. Cash handling to be kept to a minimum and all people encouraged to use the contactless card payment method.

8. ANNOUNCING

- 8.1. Announcer to remind the audience (from [pre-prepared script](#)) at the start of each session about COVID protocols.
- 8.2. In the event of a COVID-19 case being notified, the Convenor will instruct the announcer to give instructions (from pre-prepared script) to the Audience on how to exit the venue, and other requirements (isolation, COVID testing etc).
- 8.3. Spray microphone cover with disinfectant at end of each session.
- 8.4. Encourage performers to use hand sanitizer before and after their performance.

9. BACK STAGE

- 9.1. Wear a facemask and ensure performers are wearing masks at all times, except when they are actually performing.
- 9.2. Encourage performers (particularly pianists) to use hand sanitiser before and after performing.
- 9.3. Remind Performers when they have completed their performance to bow to the audience, exit the stage via the steps and sit in the reserved section in front of the stage.
- 9.4. Wear disposable gloves.
- 9.5. Disinfect music stands between performances.
- 9.6. For brass instruments/bands - disposable spit buckets or absorbent pads. For those who do not bring their own, hand out to performers as they go on stage and tell them to dispose of afterwards in the rubbish bin.
- 9.7. Assist with cleaning of touch surfaces.

10. Ticket box

- 10.1. Under current restrictions there will be no Ticket box. Tickets will be sold from the Kiosk and limited to the number of audience defined in section 3.5.
 - 10.1.1. Cash handling to be kept to a minimum and all people encouraged to use the contactless card payment method.
- 10.2. Any volunteers for Ticket Box will be requested to assist elsewhere.
- 10.3. Assist patrons with QR code scanning (on supplied device) if they were unable to scan in with their mobile device.
- 10.4. Wear a mask at all times.
- 10.5. Use hand sanitiser regularly.

11. CLEANERS

- 11.1. This section refers to volunteer cleaners, separate to the LPAC cleaners who will clean the venue as required.
- 11.2. Cleaning of the venue is required at the completion of each session. LPAC cleaners will attend to the cleaning for the daytime sessions. Where a session is held in the evening, the volunteer cleaners will undertake the clean at the end of the session, after the audience and performers have left the venue.
- 11.3. Cleaning will be undertaken in following areas:
 - 11.3.1. Clean all touch surfaces with sanitary wipes (doors, handles, hard tables and seats, toilet surfaces, desks and benches).
 - 11.3.2. Stage floor with mop and antiseptic.
 - 11.3.3. Toilet basins and bowls with antiseptic solution.
 - 11.3.4. Wear PPE for all cleaning - rubber gloves.
- 11.4. Catering staff will attend to kiosk cleaning as noted above in CATERING.
- 11.5. All cleaning (including cleaning by LPAC cleaners) will be entered on the Cleaning Register.
- 11.6. Additional random cleaning of touch surfaces will be undertaken by all volunteers whenever they can.

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