

Event name	Ballarat International Foto Biennale (BIFB)
Purpose	The management, promotion, production and presentation of exhibitions, events, entertainment and activities at multiple venues/sites leading into and as part of Ballarat International Foto Biennale
BIFB Dates	28 August to 24 October 2021
BIFB Office	12 Lydiard Street Ballarat
Contact Details	Kate O’Hehir Tel: 0407844224
BIFB Venues/Galleries)	Various venues and sites in and around central Ballarat As per attached program schedule and festival site map
Prepared by	Kate O’Hehir (BIFB) and Tracey Wall (Safety in Numbers)
Date	25/06/2021

DOCUMENT ISSUE HISTORY				
DATE	DESCRIPTION	ISSUE	BY	Not Valid
25/6/21	Version for circulation and revision amongst Operations Group	VERSION 1.0	TW	X
29/7/21	Updated with Operations group feedback	VERSION 2.0	TW	

Purpose of this policy

The purpose of this policy is to put in place procedures and record keeping systems for all Ballarat International Foto Biennale (BIFB) staff and volunteers engaged by BIFB, who attend the BIFB workplace (BIFB Office) and workplaces and workplaces controlled by others such as galleries and other exhibition spaces and venues.

This policy has been developed and implemented in accordance with discussions with BIFB staff and Risk Management Consultant Tracey Wall from Safety in Numbers. It has been developed to reduce the potential risks to health or safety that are associated with coronavirus (COVID-19).

This document outlines the arrangements and procedures BIFB have in place to mitigate the introduction and spread of COVID-19 for staff and volunteers working at workplaces/venues under their control and is to be applied in conjunction with the existing COVIDSafe plans of venues/workplaces controlled by others such as galleries, public spaces or buildings.

This plan reflects BIFB corporate guidelines and requirements and complies with the guidance and advice issued by the Victorian State Government at the time of writing and is in line with Victorian Government COVIDSafe Settings, Industry Guidelines and the Public Events Framework. As always the plan needs to be read in conjunction with any the Restricted Activity Directions in place at the time.

The BIFB team acknowledge and understand their obligations under the Workplace Directions and are committed to the plan and will proactively ensure staff and volunteers comply with this COVIDSafe Plan.

The following resources have been used in creating this plan and continue to be useful resources and should be referenced to update the plan as the situation in relation to the pandemic and response in Victoria changes.

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- <https://business.vic.gov.au/tools-and-templates/covidsafe-plan>

- WorkSafe: [Managing COVID-19 risks – face coverings in workplaces](#)
- DHHS: [Preventing infection in the workplace](#)
- DHHS: [Confirmed case in the workplace](#)
- DHHS: [Cleaning and disinfecting to reduce COVID-19 transmission](#)
- DHHS: [Cleaning and disinfecting to reduce COVID-19 transmission tips for non-healthcare settings](#)
- WorkSafe: [Other relevant industry specific guidance](#)

Authority

This plan has been produced with the authority of the Chief Executive officer in accordance with the Occupational Health & Safety Act, 2004 and will be reviewed prior to the event.

This plan has been authorised by the BIFB Operations Group acting as the Emergency Planning Committee (EPC), a membership list of which is retained by BIFB, and Safety in Numbers, on behalf of BIFB. The plan is the result of the co-operative efforts of the management team with references and resources from relevant industry, Federal and Victorian government agencies.

Scope

This policy applies to ALL staff, volunteers, contractors, workers, visitors and patrons to BIFB workplaces and venues.

Review, Distribution and Consultation

This COVIDSafe Plan will be reviewed and updated post any major change in public health advice / industry directions and pre the start of the Biennale in consultation with the workplace controller (such as a venue).

The BIFB COVIDSafe Plan is to be made available to venues, principal contractors, Department of Health and Human Services (DHHS), WorkSafe Victoria, Creative Victoria and City of Ballarat on request. A copy of the plan will be kept on file at the BIFB offices.

The plan will be shared with staff and volunteers and their feedback and input will be incorporated into future versions.

What is Coronavirus?

Coronaviruses are a large family of viruses, which may cause illness in animals or humans. Coronavirus (COVID-19) is the most recently discovered coronavirus.

How is Coronavirus spread?

- COVID-19 is spread from someone infected with COVID-19 virus to people they have been in 'close contact' with or by contact with contaminated hands, surfaces or objects contaminated by droplets and aerosols spread by coughing or sneezing.
- Generally, symptoms first appear 5 to 6 days after exposure to the virus, although it can range from 2 to 14 days depending on the strain variant. For this reason, people who might have been in contact with a confirmed case are being asked to self-isolate for 14-days.

What are the symptoms?

A coronavirus infection can cause mild to severe respiratory illness and death. Symptoms can range from mild illness to pneumonia. Affected people may experience:

- Fever
- Chills or sweats
- Cough
- Sore throat
- Shortness of breath
- Runny nose
- Loss of sense of smell

In certain circumstances headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea may also be considered.

All staff/ workers/volunteers/ visitors/contractors/patrons must understand and follow the infection control guidelines set out below.

- Carry a facemask with them at all times and wear facemask when it is not possible to maintain a physical distance of 1.5metres away from other people.

- Comply with Directions to wear a facemask as directed by Victorian Government
- All staff/ workers/volunteers/ visitors/contractors should be encouraged to practice frequent hand washing/hand sanitising
- Wherever possible, maintain social distancing (at least 1.5 metres away from people)
- Use good “cough” etiquette when sneezing or coughing, i.e. cough/sneeze into your elbow. DO NOT cough/sneeze over people, objects or into the air.
- Always use a tissue where needed and dispose of in the bin. Wash hands straight after.

Please ensure that you DO the following:

- Avoid people that are experiencing fevers, sweats, chills or any other flu like symptoms
- Do NOT shake hands, hug, kiss or touch others
- Perform the correct and appropriate cleaning and disinfection procedures
- Avoid touching eyes, nose, or mouth with unwashed hands

If you exhibit any COVID-19 symptoms isolate and get tested immediately and seek further medical advice if necessary. Do not come to work or attend an event

- If you are unwell and or experiencing any coronavirus (COVID 19) symptoms
- If you been diagnosed with coronavirus (COVID-19)
- If directed by Department of Health and Human Services to get tested and quarantine for a set period (as a result of being a close contact of someone with coronavirus (COVID-19) or visiting or travelling through a listed exposure site etc.)

Attachments Available on Request

BIFB Staff and Volunteer contact list (not for publication)
BIFB Contractors contact list (not for publication)
Partner Venue COVIDSafe Plans
Contractor/Supplier COVIDSafe Plans

COVIDSafe Plan

Ballarat International Foto Biennale

PLEASE ALSO REFER TO VENUE COVIDSAFE PLANS AND BIFB EXHIBITION SPECIFIC INFORMATION

ALL PARTNER VENUES IN WHICH BIFB PRODUCED AND PROMOTED EVENTS ARE CONDUCTED MUST HAVE THEIR OWN COVIDSAFE PLAN THAT COMPLIES WITH DHHS GUIDELINES AND RESTRICTED ACTIVITY DIRECTIONS.

PLEASE REFER TO COMMUNICATIONS MANAGEMENT PLAN FOR DETAILS IN REGARD TO COMMUNICATING WITH PATRONS

Guidance	Actions to mitigate the introduction and spread of COVID-19			
	Training			
What needs to happen	Action	Responsibility	When	Check
Provide training to staff and volunteers on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).	<ul style="list-style-type: none"> General Manager with the support of the Risk Management Consultant is responsible for providing appropriate information and resources. BIFB Volunteer Coordinator and General Manager are responsible for ensuring volunteers and workers are trained on hand and cough hygiene, including how to wash and sanitise their hands correctly if required. Ensuring appropriate information on the use of face coverings and PPE. Reinforcing the importance of not attending work if unwell and getting tested. 	General Manager Risk Management Consultant Volunteer Manager	Now-ongoing	
Provide training to staff and volunteers on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<ul style="list-style-type: none"> The General Manager and Volunteer Coordinator with the support of Risk Management Consultant are responsible to develop and educate staff and volunteers on strategies and work practice changes to maintain physical distancing (e.g. taking lunch breaks outside, not carpooling to jobs, building in physical distancing in work activities). Reinforce messaging to staff that physical distancing needs to be maintained during work and during social interactions. 	General Manager Risk Management Consultant Volunteer Manager	Now-ongoing	
Provide training to staff and volunteers on BIFB policy and procedures working off site.	<ul style="list-style-type: none"> Publish COVIDSafe Plan on BIFB website. Distribute BIFB COVIDSafe information to all venues, staff, volunteers and suppliers prior to commencement of work on any BIFB workplace/venue or in BIFB office. All BIFB staff and volunteers to complete a mandatory event health and safety induction prior to starting work on the Festival. BIFB staff and contractors working at venues not controlled by BIFB to complete training and induction in venue COVIDSafe Plan and processes. BIFB Managers must ensure all staff and volunteers in their department are aware of relevant BIFB policies and comply with all relevant in procedures. The General Manager and Volunteer Manager must ensure 	General Manager Production Manager Volunteer Manager	Now-ongoing	

Guidance	Actions to mitigate the introduction and spread of COVID-19			
	<p>all BIFB staff and volunteers have access to BIFB links to procedures when working remotely.</p> <ul style="list-style-type: none"> All BIFB staff and volunteers are required to complete the following Business Victoria: Working in COVID-19 environment hospitality services training course and any other safety or COVID-19 related training courses as directed by the General Manager or Risk Management Consultant. <p>https://rtw.educationapps.vic.gov.au/login/custom/index.php Register under Hospitality to create your account.</p> <ul style="list-style-type: none"> All volunteers and staff acting as COVID Marshals to complete the following training https://marshal.clickontraining.com.au/ BIFB General Manager and Volunteer Manager to provide any additional training to staff and volunteers if required. BIFB General Manager will monitor the Victorian Government's latest public health advice and incorporate it into future plans and processes. 			
Provide guidance to staff and volunteers on the effective use of the workplace OHS reporting system (where available).	<ul style="list-style-type: none"> All BIFB staff and volunteers are trained in how to report incidents. BIFB Managers with the support of the Risk Management Consultant are responsible for any bridging training and educating staff and volunteers on how to report OHS incidents to management and the importance of timely and accurate reporting of OHS incidents including how to comply with all COVID19 reporting requirements. 	General Manager Volunteer Manager Risk Management Consultant	Now-ongoing	
Guidance	Actions to mitigate the introduction and spread of COVID-19			
	Building			
What needs to happen	Action	Responsibility	When	Check
Where possible: enhance airflow by opening windows and adjusting air conditioning in offices and venues.	<ul style="list-style-type: none"> Windows and doors in offices and rooms to be open where possible (weather permitting). Production Manager to liaise with venue management when working indoors/on site to ensure AC systems are functioning correctly, serviced and set for optimum fresh airflow at the start of each workday, performance or shift. 	General Manager Production Manager	Now-ongoing	
Signage	<ul style="list-style-type: none"> PLEASE REFER TO INDIVIDUAL EXHIBITION or VENUE MANAGEMENT COVIDSAFE PLANS FOR SPECIFIC SIGNAGE IN PLACE All staff/contractors/visitors and patrons entering a BIFB controlled site/workplace or a BIFB partner venue will observe a range of prominent signs displayed around the workplace/venue that serve to reinforce, remind and assist contractors, workers, visitors and patrons to adhere to COVIDSafe procedures. It is a condition of entry that all staff, volunteers, suppliers, visitors and patrons comply with the COVIDSafe Plan's written and displayed instructions. 	General Manager All Staff and Volunteers Suppliers/Contractors Venue COVIDSafe Plans FOH/Invigilator team	Now-ongoing	

Guidance	Actions to mitigate the introduction and spread of COVID-19			
	<ul style="list-style-type: none"> FOH/Invigilator team to ensure and monitor signage in place 			

Guidance	Actions to mitigate the introduction and spread of COVID-19			
	Hygiene			
What needs to happen	Action	Responsibility	When	Check
<p>In areas, venues or workplaces where it is required, ensure all staff and patrons to wear required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff, volunteers and patrons that do not have their own.</p>	<ul style="list-style-type: none"> PLEASE REFER TO INDIVIDUAL EXHIBITION or VENUE MANAGEMENT COVIDSAFE PLANS FOR SPECIFIC HYGIENE MEASURES IN PLACE BIFB to supply staff and volunteers required PPE including masks. Staff and volunteers responsible to clean and maintain any BIFB issued PPE including masks. The use of facemasks and PPE by workers and patrons will be as per Restricted Activity Directions in place at the time. Facemasks must be carried in accordance with the Restricted Activity Directions in place at the time. General Manager and Volunteer Manager responsible training volunteers and staff in correct mask use, storage and disposal and for monitoring compliance of staff. Rubbish bins are available for disposal single use masks. General Manager or BIFB Senior Manager (on site) to have supply of single use masks in kit. All disposable PPE MUST be changed after each use. Disposable PPE must NEVER be washed or reused under any circumstance. Disposable masks must be replaced if damaged, soiled or after every 4-hours and disposed of in a rubbish bin. Staff and Volunteers to comply with Government directives in regard to wearing masks while travelling to and from work. FOH/Invigilator team to monitor and reinforce good hygiene practices and mask wearing with patrons 	General Manager Production Manager Volunteer Manager All Staff and Volunteers Suppliers/Contractors Venue COVIDSafe Plans FOH/Invigilator team	Now-ongoing	

Guidance	Actions to mitigate the introduction and spread of COVID-19			
	<ul style="list-style-type: none"> Individuals are directed to implement good personal hygiene practices. Discourage staff and volunteers from greeting each other with physical contact. BIFB to supply staff and volunteers with ample personal pocket size hand sanitiser to carry with them and use as required. Staff and volunteers to be instructed not to shake hands, hug, kiss or touch each other. While gloves may be required for some work, it has been advised that the wearing of gloves in certain circumstances can be counter-productive and cause the spread further. Therefore it is recommended that thorough washing of hands with soap/supported by frequent hand sanitising is still the preferred strategy in the prevention of COVID-19 contamination. This recommendation does not include the wearing of gloves to prevent hands from injury. If it is recommended then gloves should still be worn. 			
Replace high-touch communal items with alternatives.	<ul style="list-style-type: none"> Staff and volunteers to provide and label own food and drink bottles. Staff and suppliers to provide and maintain own equipment, kit and tools where possible. Where meals supplied at venues by others, ensure appropriate hospitality COVIDSafe practices are followed in type, preparation and serving of meals (e.g. pre-packaged meals, single use drinks). Volunteer chairs/tables will be disinfected at the start and end of each shift 	All Staff and Volunteers Suppliers/Contractors Production Manager Venue COVIDSafe Plans		
Guidance	Actions to mitigate the introduction and spread of COVID-19			
	Cleaning			
What needs to happen	Action	Responsibility	When	Check
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p> <p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> PLEASE REFER TO INDIVIDUAL EXHIBITION or VENUE MANAGEMENT COVIDSAFE PLANS FOR SPECIFIC CLEANING MEASURES IN PLACE General Manager in conjunction with Venue Management and/or Production Manager responsible for developing venue/gallery cleaning schedules including toilets and foyers etc. Venue/gallery management responsible for maintaining cleanliness of all communal and public areas as per agreement/schedule. BIFB FOH/Invigilator team and BIFB nominated staff members responsible for cleaning specific areas/items as per 	General Manager Production Manager Volunteer Manager Venue COVIDSafe Plans FOH/Invigilator team	Now-ongoing	

Guidance	Actions to mitigate the introduction and spread of COVID-19			
	<p>agreement/schedule</p> <ul style="list-style-type: none"> • Production Manager in conjunction with Venue Management responsible for monitoring level of overall venue cleanliness including toilets, foyers, etc. and reviewing schedules to ensure high levels of cleanliness maintained. • Volunteer Manager and Production Manager responsible for providing information on how to use cleaning products if required. • Professional cleaning companies engaged to provide deep cleaning service at a level and frequency suited to specific activity/venue/area • High touch surfaces such as door and cupboard handles, counters, touch screens, shared work equipment cleaned regularly. • Dishes must be washed, dried and returned immediately and high-touch items to be disinfected. Staff to provide own personal cups. • General Manager and Production Manager responsible for ensuring cleaning of BIFB owned and hired equipment as required when on site. • All equipment must be kept clean and in a good working order. • Ensure soap, hand sanitiser and alcohol wipes are available for all staff and stocked in office. • Ensure that appropriate cleaning and disinfecting procedures are undertaken when equipment is being shared amongst staff/workers after each use. • Ensure items that can be immersed in water are: <ul style="list-style-type: none"> ○ Dismantled and rinsed in warm water; ○ Ensure you are wearing gloves, clean items thoroughly with hot water and soap/detergent; ○ Rinse thoroughly with hot water and allow to completely dry. • Cleaning of items that can not be put in water: <ul style="list-style-type: none"> ○ Ensure you are wearing heavy duty gloves; ○ Clean items with cloth immersed in 70% or above alcohol cleaning solution; ○ Allow to dry thoroughly. • Isopropyl alcohol spray, such as Glen20 for items such as hats or soft furnishings that cannot be adequately cleaned with a cloth or water and disinfectant. • Always adhere to the manufacturer’s instructions when cleaning equipment. • Set up sanitiser stations at galleries and exhibition spaces at entry points and toilets and at entrance to and on each floor 			

Guidance	Actions to mitigate the introduction and spread of COVID-19			
	<ul style="list-style-type: none"> of BIFB office. Provide disinfectant wipes for cleaning of shared surfaces such as ticket scanners, pens, microphones, computers, telephones, monitors, stands, cameras, personal property (phones etc.), audio equipment, printers, kitchen spaces, bathroom. Ensure speakers/performers do not share stage equipment where possible (i.e. have dedicated, labelled microphones for each performer/speaker to avoid need for sanitising, discourage use of mic stands for between acts). For QA sessions – allocate a MC to take audience questions and relay to speakers/audience. Increased waste bins and servicing throughout venue/gallery including staff areas and back of house areas. 			
Guidance	Actions to mitigate the introduction and spread of COVID-19			
Screening and limiting workplace and venue attendance				
What needs to happen	Action	Responsibility	When	Check
<p>Ensure that all staff that can and/or must work from home do work from home.</p>	<ul style="list-style-type: none"> BIFB General Manager to ensure compliance with Victorian Government Directions and Restrictions at time of activity in Victoria. Administration work to be performed from home. BIFB Managers to regularly assess work requirements in relation to staff in attendance at BIFB sites/workplaces to determine whether they are required to be there. 	<p>General Manager</p> <p>BIFB Managers</p>	<p>Now-ongoing</p>	
<p>Establish a system for recording details of staff members and volunteers working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> General Manager and Volunteer Manager wherever practical to roster volunteers and staff on one venue at a time. Where this is not possible General Manager, and Volunteer Manager to keep clear records of staff and volunteer movements between venues. Volunteers and staff to advise BIFB Manager of other work commitments during term of engagement with BIFB. BIFB to retain accurate digital records of staff and volunteer placements. BIFB management aware of non-exclusive nature of volunteer engagement/casual staff. 	<p>General Manager</p> <p>Volunteer Manager</p>	<p>Now-ongoing</p>	
<p>Establish a system to screen staff, volunteers, visitors and patrons before accessing the workplace/venue.</p> <p>Control site access</p> <ul style="list-style-type: none"> Entry to the site must be restricted. 	<ul style="list-style-type: none"> Only essential approved staff, volunteers and contractors/suppliers can attend BIFB workplaces and work on site at venues. Limit the number of people in each area in liaison with venue (e.g. only essential staff members allowed in during bump in and out etc.). Approved BIFB Staff/ Volunteer names and contact phone numbers to be established and recorded in staff/volunteer 	<p>General Manager</p> <p>Production Manager</p> <p>Volunteer Manager</p> <p>All Staff and Volunteers</p>	<p>Now-ongoing</p>	

Guidance	Actions to mitigate the introduction and spread of COVID-19			
<ul style="list-style-type: none"> • Screening must take place upon entry to the site. • Numbers on the site must be minimised. • Signage and other information must be provided. <p>Employers cannot require workers to work when unwell.</p>	<p>database and exhibition operational plans.</p> <ul style="list-style-type: none"> • Approved contractor/suppliers worker names and contact phone numbers list(s) to be established and included in contractor COVIDSafe Plans for that activity. • General Manager to ensure all venues have either their own venue mandatory VIC GOV QR CODE SERVICE in place for use by BIFB or a BIFB managed VIC GOV QR CODE SERVICE in place. • Relevant BIFB Manager to ensure all staff and volunteers attending (workers, volunteers, subcontractors, labour hire, cleaners, delivery drivers, and visitors) workplaces and venues/access points controlled by BIFB, register their attendance on the VIC GOV QR CODE SERVICE • FOH/Invigilator team to ensure (as far as reasonably practicable and safe) all patrons attending events and venue/access points controlled by BIFB register their attendance on the VIC GOV QR CODE SERVICE • All persons entering a BIFB controlled workplace or venue (including staff, volunteers, contractors & patrons) to declare via health questionnaire or through an acknowledgement when checking in that they: <ul style="list-style-type: none"> ○ Have not been diagnosed with coronavirus (COVID-19) ○ Do not show any signs of flu or cold like symptoms; ○ Declare they are free from any COVID-19 symptom(s) and/or are not a “close contact” of any positive COVID- 19 person and/or have travelled overseas, or visited a Victorian Government declared public exposure site in Victoria or interstate in the last 14-days; ○ Comply with all reasonable directions relating to health and safety whilst working on BIFB; ○ Maintain a high level of personal hygiene; ○ Maintain safe social distancing (1.5m) wherever possible; ○ Acknowledge ALL communications sent from BIFB with regards to COVID-19; ○ Register their attendance on site and complete any contact tracing requirements; ○ Follow any active direction specified by the Chief Health Officer. • Entry to the site will be prohibited or persons removed if any of the following apply: <ul style="list-style-type: none"> ○ They, or anyone they’ve been in close contact with, have travelled overseas, or visited a Victorian Government declared public exposure site in Victoria or interstate in the last 14-days; ○ They have been in close contact with someone with a confirmed case of COVID-19; ○ They exhibit any COVID-19 type symptoms, including flu 	<p>Suppliers/contractors</p> <p>Venue COVIDSafe Plans</p>		

Guidance	Actions to mitigate the introduction and spread of COVID-19			
	<ul style="list-style-type: none"> ○ or cold like symptoms; or ○ They are subject to a Public Health Isolation Order or similar; ○ They have not scanned or signed in; ○ Have been recently tested and are waiting for results, workers must not return to work until medically cleared to do so. ● Note: Each venue may have own system for collecting health information/questionnaire. 			
Guidance	Actions to mitigate the introduction and spread of COVID-19			
	Physical distancing and limiting workplace attendance			
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> ● there is no more than one worker per two/four square metres of enclosed workspace ● workers are spaced at least 1.5m apart ● there is no more than one member of the public per two /four square metres of publicly available space ● Confirm number of people who can enter worksite/room. <p>Where relevant, ensure clear and visible signage in areas that specifies maximum occupancy of that space, as determined by the 'four or two square metre' rule.</p> <p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p> <p>Pedestrian traffic flow must be managed.</p> <p>Barriers for necessary face-to-face interactions must be installed if required.</p>	<ul style="list-style-type: none"> ● PLEASE REFER TO INDIVIDUAL EXHIBITION or VENUE MANAGEMENT COVIDSAFE PLANS FOR SPECIFIC PHYSICAL DISTANCING MEASURES IN PLACE ● Adapt working arrangements for staff to continue working from home where possible. ● All staff and volunteers /visitors/contractors MUST follow social/physical distancing guidelines and relevant density quotient as set out in current Workplace Directions whilst at BIFB controlled workplaces/venues. ● Ensure capacity signage displayed at entry points to galleries, workplaces, office spaces, meeting rooms, green rooms, venue spaces etc. indicating maximum occupancy: 2 square metre rule (DQ2), depending on restrictions in place for that facility/industry (e.g. standing/seating/hospitality venue or gallery venue). ● Wherever practicable and safe work to be undertaken/workers spaced at least 1.5m. It should be noted that certain manual tasks require more than one person to complete safely. These will be identified in relevant SWMS. ● Ensure ticketing sales reflect venue density quotient requirements/Restrictions in place (i.e. only make number of tickets available as per venue capacity). ● Note special conditions for live performances/talks including: <ul style="list-style-type: none"> ○ Stage and performers/speakers recommended to be 5m from patrons; ○ Patrons/audience to be seated wherever possible ○ Vocalists/speakers should maintain 2m distance from other performers/speakers. Other musicians/DJs and performers to maintain 1.5m distance from each other where possible. Where physical distancing not possible limit the duration of the close contact e.g. length of 	<p>Chief Executive Officer</p> <p>General Manager</p> <p>Volunteer Manager</p> <p>Production Manager</p> <p>All Staff and Volunteers</p> <p>Suppliers/Contractors</p> <p>Venue COVIDSafe Plans</p>	<p>Now-ongoing</p>	

Guidance	Actions to mitigate the introduction and spread of COVID-19			
<p>Signage and other information must be provided.</p>	<ul style="list-style-type: none"> performance; o No sharing of microphones and instruments/equipment unless cleaned between uses; o Performers/Staff and volunteers not included in venue caps; o ***If the facility is primarily focused on hosting entertainment, it will be subject to specific entertainment facility restrictions. • Events to be assessed against current Restrictions, Industry Guidelines & /or Event Framework published criteria (Tier 1, 2 or 3) and appropriate square metre rule capacity and maximum numbers applied as appropriate to the venue or space. • BIFB CEO, General Manager and the Risk Management Consultant shall be consulted in the design, planning and scheduling phases of events/shows/sessions so the above can be considered and taken into account. • CEO and General Manager to consider the following: <ul style="list-style-type: none"> o Exhibition start/finish/times, exhibition and shows durations, show and staff/volunteer shift changeovers with a view of minimising staff and patron numbers, minimising shift and patron crossovers in venues, minimising staff and volunteers working across multiple venues etc. o Review times allocated to each task: number of crew X number of hours (less crew=increased hours required during load in/out in schedule versus more crew doing less hours). o Scheduling and type of other contractors/ services and number of other workers at same time to be kept to a minimum. o Dedicated separate break area for each worker group. o Meal breaks and meals (when provided) to be staggered and wherever possible taken outdoors. 			
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create congregation of staff, volunteers and patrons.</p>	<ul style="list-style-type: none"> • PLEASE REFER TO INDIVIDUAL EXHIBITION or VENUE MANAGEMENT COVIDSAFE PLANS FOR SPECIFIC SIGNAGE MEASURES IN PLACE • Floor/ground markings to be placed at high traffic areas (e.g. foyers, passages, toilets, production offices, ticket queuing areas, etc.). • When on site, follow any floor/ground markings and be aware of and avoid areas where groups congregate where possible. • FOH/Invigilator team to monitor and reinforce physical distancing messaging and requirements with patrons 	<p>Production Manager</p> <p>Volunteer Manager</p> <p>All staff and volunteers</p> <p>Venue COVIDSafe Plans</p> <p>FOH/Invigilator team</p>	<p>Now-ongoing</p>	

Guidance	Actions to mitigate the introduction and spread of COVID-19			
<p>Modify the alignment of workstations and workspaces so that workers and volunteers do not face one another.</p> <p>Zone go and no go areas for different worker/groups.</p>	<ul style="list-style-type: none"> • Workstations and workspaces are planned and adequately spaced from each other and configured so that staff do not face one another and can maintain 1.5m physical distance from each other. • Instruct staff and volunteers to not move or rearrange furniture or equipment. • Where ever possible install screen guards at box office/ticket selling points • Instruct staff and volunteers in regard to go and no go areas at venues. 	<p>General Manager</p> <p>Production Manager</p> <p>Volunteer Manager</p> <p>All Staff and Volunteers</p> <p>Venue COVIDSafe Plans</p>	<p>Now-ongoing</p>	
<p>Minimise the build-up of staff volunteers and patrons waiting to enter and exit the workplace/venue.</p>	<ul style="list-style-type: none"> • PLEASE REFER TO INDIVIDUAL EXHIBITION or VENUE MANAGEMENT COVIDSAFE PLANS FOR SPECIFIC PHYSICAL DISTANCING MEASURES IN PLACE • Follow any access/entry/exit protocols put in place at venues e.g. one-way systems, dedicated exits, contactless sign in on entry/exit etc.). 	<p>General Manager</p> <p>Production Manager</p> <p>Volunteer Manager</p> <p>All Staff and Volunteers</p> <p>Venue COVIDSafe Plans</p>	<p>Now-ongoing</p>	
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> • BIFB has instituted a contactless delivery and invoicing system. • Delivery protocols and invoicing to the office must be contactless and exchanged at the entrance. Signage with instructions to be displayed at door. • When on site BIFB deliveries will comply with venue systems in place. 	<p>General Manager</p> <p>Venue COVIDSafe Plans</p>	<p>Now-ongoing</p>	
Record keeping				
What needs to happen	Action	Responsibility	When	Check
<p>Establish a process to record the attendance of all attendees including patrons, staff, volunteers visitors and workplace inspectors, and delivery drivers. This information will assist in identifying close contacts.</p>	<ul style="list-style-type: none"> • PLEASE REFER TO INDIVIDUAL EXHIBITION or VENUE MANAGEMENT COVIDSAFE PLANS FOR SPECIFIC RECORD KEEPING MEASURES IN PLACE • General Manager and Volunteer Manager to review personnel files with each pay run or weekly to maintain and ensure contact details, address, emergency contacts etc. are up to date noting where staff and volunteers are working including if working across multiple sites/venues (where this is unavoidable). • Production Manager to ensure all venues have either their own venue mandatory VIC GOV QR CODE SERVICE in place for use by BIFB or a BIFB managed VIC GOV QR CODE SERVICE in place. • Relevant BIFB Manager to ensure all staff and volunteers attending (workers, volunteers, subcontractors, labour hire, cleaners, delivery drivers, and visitors) workplaces and venues/access points controlled by BIFB, register their 	<p>General Manager</p> <p>Volunteer Manager</p> <p>All Staff and Volunteers</p> <p>FOH/Invigilator team</p> <p>Venue COVIDSafe Plans</p>	<p>Now-ongoing</p>	

Guidance	Actions to mitigate the introduction and spread of COVID-19			
	<p>attendance on the VIC GOV QR CODE SERVICE</p> <p>FOH/Invigilator team to ensure (as far as reasonably practicable and safe) all patrons attending events and venue/access points controlled by BIFB register their attendance on the VIC GOV QR CODE SERVICE</p> <ul style="list-style-type: none"> Understanding and written agreement in place for events in venues where access control not under control of BIFB in regard to PATRON record keeping, use of mandatory VIC GOV QR CODE SERVICE. All BIFB events are ticketed events, information gathered as part of the ticketing process includes name and contact details for each ticket purchaser. Ticketing information will be made available to DHHS for the purposes of contact tracing if required. 			
Guidance	Actions to mitigate the introduction and spread of COVID-19			
	Preparing your response to a suspected or confirmed COVID-19 case			
What needs to happen	Action	Responsibility	When	Check
<p>Plan for potential cases of COVID-19</p> <ul style="list-style-type: none"> Be prepared to respond to individual symptomatic cases. Confirmed cases must be managed, including notification. 	<ul style="list-style-type: none"> COVID-19 screening implemented prior to or at workplaces/venues. Volunteer and staff rosters have been established and will be updated to confirm staff and volunteers at the workplaces/venues each day in the event that contact tracing is required. Staff must keep a daily log of places they have visited off-site in relation to BIFB inspection, site visit or meeting in the event of attendance at a known COVID exposure risk site and for the purposes of contact tracing. All staff and volunteers will be provided with a close fitting reusable facemask(s). BIFB to have a ready supply of replacement reusable and single use masks at each venue/workplace for use by patrons, volunteers and staff if needed. A person displaying or reporting symptoms is not permitted to attend the workplace/venue, is directed to stay home, get tested and seek medical advice and if a staff member or volunteer to notify their BIFB Manager immediately. Each venue/workplace to have a nominated COVID+ Response Officer trained in infection control procedures or an agreed and understood COVID+ response Plan in place. If a patron, staff member or volunteer develops symptoms while at the venue, they are to be isolated, attended to by COVID+ Response Officer leave site immediately travel home (not by public transport), isolate and get tested A BIFB staff member or volunteer who has been COVID tested and is awaiting results is not permitted to attend a BIFB 	<p>General Manager</p> <p>Volunteer Manager</p> <p>All Staff and Volunteers</p> <p>Venue COVIDSafe Plans</p> <p>COVID+ Response Officer</p>	<p>Now-ongoing</p>	

Guidance	Actions to mitigate the introduction and spread of COVID-19			
	<p>workplace or venue until test results have been confirmed negative and after any Vic Gov. directed 14-day mandatory quarantine period.</p> <ul style="list-style-type: none"> • All BIFB staff and volunteers that undertake COVID testing must advise BIFB and complete a notification form. • A contractor or worker of a contractor who has been COVID tested and is awaiting results is not permitted to attend a BIFB worksite until test results have been confirmed negative and after any Vic Gov. directed mandatory quarantine period. • If a BIFB contractor or their workers' undertake COVID testing they must advise their BIFB Manager. • A patron communication plan including critical COVID Safety information, policy and procedures will be prepared and executed by BIFB and will include information on ticketing refunds, COVIDSafe measures in place, venue limits, scanning in etc. The plan will cover media releases, social messaging, ticketing email alerts, website information etc. and also account for the need to communicate to patrons in the event of cancellation, postponement, change of venue etc. (crisis communication management plan). 			
<p>Prepare to identify close contacts and provide staff, volunteers and patron records to support contact tracing.</p>	<ul style="list-style-type: none"> • Chief Executive Officer with the support of the General Manager will be responsible for undertaking employer-led contact tracing and engaging with DHHS. • The General Manager to make available relevant digital records including rosters, staff details etc. • The General Manager to maintain an up to date list of staff mobiles and be able to send and receive relevant information and instructions via text messaging as required. • The Volunteer Coordinator to maintain an up to date list of volunteer's mobiles and be able to send and receive relevant information and instructions via text messaging as required. • The Chief Executive Officer will be responsible for notifying and reporting to DHHS including on actions taken, to share the risk assessment as to closure of the work premises/venue and to provide close contact details. BIFB will comply with any further directions from DHHS as to further closure or cleaning. • The General Manager and Volunteer Coordinator prepares records from the period commencing 48 hours prior to the onset of symptoms in the suspected case that include all rosters and staff and volunteer details, along with any patrons, visitors and contractors/suppliers to assist in contact tracing should be worker test positive. • For a positive case, records will be requested from the period commencing 48 hours prior to the onset of symptoms or 48 hours prior to the positive test if asymptomatic • For a patron testing positive venue management in consultation with the Chief Executive Officer will be responsible for notifying 	<p>Chief Executive Officer</p> <p>General Manager</p> <p>Production Manager</p> <p>Volunteer Coordinator</p> <p>Venue COVIDSafe Plans</p>		

Guidance	Actions to mitigate the introduction and spread of COVID-19			
	<p>and reporting to DHHS including on actions taken, to share the risk assessment as to closure of the venue and to provide close contact details.</p> <ul style="list-style-type: none"> • BIFB and the venue will comply with all directions from DHHS including closure or cleaning • All BIFB events are ticketed events, information gathered as part of the ticketing process includes name and contact details for each ticket purchaser. Ticketing information will be made available to DHHS for the purposes of contact tracing if required. 			
Guidance	Actions to mitigate the introduction and spread of COVID-19			
Preparing your response to a suspected or confirmed COVID-19 case				
What needs to happen	Action	Responsibility	When	Check
<p>Prepare to assess whether the workplace/venue or part of the workplace/venue must be closed. Prepare to undertake cleaning and disinfection at your business premises.</p>	<ul style="list-style-type: none"> • Where a suspected case is present at a BIFB workplace/venue in the 48-hours prior to the onset of symptoms or while symptomatic, BIFB must take all practicable steps to manage the risks posed by the suspected case, including cleaning affected areas where they attended and high-touch surfaces. • Cleaning must be undertaken in accordance with DHHS guidance • The BIFB Chief Executive Officer in consultation with the EPC will establish a process for determining whether closure or part closure of the business or activity and/or implementation of other control measures are required to manage risk. • Where a suspected case is present at a workplace/venue not controlled by BIFB the venue management/principal contractor are obligated to inform BIFB management so all practicable steps to manage the risks posed by the suspected case, including cleaning the affected areas where they attended and high-touch surfaces can be taken. • Cleaning must be undertaken in accordance with DHHS guidance. • In consultation with DHHS, the Chief Executive Officer (in consultation with the BIFB EPC), venue management, and the Risk Management Consultant to undertake a risk assessment to determine whether BIFB activity should be ceased and the workplace/venue (or part of the workplace/venue) should be closed. • Where a case is confirmed at a workplace/venue controlled by BIFB, BIFB to follow the directions of DHHS in regard to cleaning, closure and any other actions. • The General Manager will coordinate/implement a process for the cleaning and disinfection of the workplace, workspaces and high touch surfaces. • Where a case is confirmed to have been at a workplace/venue 	<p>Chief Executive Officer</p> <p>General Manager</p> <p>EPC</p> <p>Venue COVIDSafe Plans</p>		

Guidance	Actions to mitigate the introduction and spread of COVID-19			
	<p>not controlled by BIFB, the venue management or principal contractor is obligated to inform BIFB management.</p> <ul style="list-style-type: none"> Where a workplace /venue has more than 1 suspected case in a five-day period the General Manager in consultation with the venue and DHHS will conduct a risk assessment around the need to cease work/activity and/or vacate the venue/premises is required. 			
<p>Prepare for how you will manage a suspected or confirmed case in a worker, volunteer or patron at the workplace/venue.</p>	<ul style="list-style-type: none"> Each venue/workplace to have a nominated COVID+ Response Officer trained in infection control procedures or an agreed and understood COVID+ Response Plan in place. If a patron, staff member or volunteer develops symptoms while at the venue, they are to be attended to by COVID+ Response Officer. A person suspected to have COVID-19 is to be supported to travel home immediately (own vehicle preferably/picked up by family member/driven by work colleague/not to be sent home by public transport). If unable to travel home immediately they will be issued with a new single use mask be isolated in the first aid room or venue's nominated isolation room/area. They will be instructed to self-isolate at home, be tested and to self-quarantine. The COVID+ Response Officer will inform General Manager as soon as possible who in turn will inform the Chief Executive Officer will inform venue management if applicable. 	<p>Chief Executive Officer General Manager COVID+ Response Officer Venue COVIDSafe Plans</p>		
<p>Consider individual needs</p> <ul style="list-style-type: none"> Consider whether individuals are at increased risk. Provide wellbeing supports for employees. Support staff and patrons using public transport to and from work. Promote annual seasonal influenza immunisations. Promote uptake of COVID-19 vaccination 	<ul style="list-style-type: none"> BIFB staff and volunteers will be encouraged to have a flu vaccination prior to starting work at BIFB workplaces/venues. BIFB staff and volunteers will be encouraged to have the COVID-19 vaccination (if eligible) prior to starting work/attending BIFB venues/workplaces. The Volunteer Manager and General Manager are responsible for communicating with staff and volunteers (with a suspected or confirmed case) and monitoring their health situation/progress in regard to whether they have undergone a test, test results, general health and well-being in regard to their return to work. 	<p>General Manager Volunteer Coordinator</p>		

Guidance	Actions to mitigate the introduction and spread of COVID-19			
<p>Prepare to notify workforce, visitors and patrons DHHS Tel: 1300366356</p> <p>Prepare to notify patrons</p>	<ul style="list-style-type: none"> For any confirmed case the BIFB General Manager and the Volunteer Manager will enter details into the BIFB record management system and start collating relevant information such as shift/work, history/rosters, visitors log, delivery log, etc. in preparation for contact tracing requirements. In the event of a confirmed case the General Manager and Volunteer Manager will send a text out to all affected staff and volunteers advising them of the positive case, to be vigilant about the onset of COVID-19 systems and to phone DHHS for further information/instructions/details in regard to own health status and any need to isolate/test etc. (depending on whether close contact). Staff and volunteers will be encouraged to be tested as soon as reasonably practicable if exhibiting any COVID-19 systems. All BIFB events are ticketed events, information gathered as part of the ticketing process includes name and contact details for each ticket purchaser. Ticketing information will be made available to DHHS for the purposes of contact tracing if required. A patron communication plan including critical COVID Safety information, policy and procedures will be prepared and executed by BIFB and will include information on ticketing refunds, COVIDSafe measures in place, venue limits, scanning in etc. The plan will cover media releases, social messaging, ticketing email alerts, website information etc. and also account for the need to communicate to patrons in the event of a COVID+ case, cancellation, postponement, change of venue etc. (crisis communication management plan). PLEASE REFER TO INDIVIDUAL EXHIBITION or VENUE MANAGEMENT COVIDSAFE PLANS FOR SPECIFIC NOTIFICATION MEASURES IN PLACE 	<p>General Manager</p> <p>Volunteer Coordinator</p> <p>Venue COVIDSafe Plans</p>		
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> Chief Executive Officer must immediately notify WorkSafe of a confirmed case at a BIFB controlled workplace: by calling the mandatory incident notification hotline and providing formal written notification within 48-hours. BIFB management to comply with all directions from DHHS and WorkSafe including potential closures or cleaning. Venue management responsible for notifying WorkSafe of a confirmed case at a venue not controlled by BIFB. 	<p>Chief Executive Officer</p> <p>General Manager</p> <p>Venue COVIDSafe Plans</p>		
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<ul style="list-style-type: none"> The Chief Executive Officer is responsible for seeking the approval from DHHS to open ta BIFB workplace once BIFB has complied with all the requirements under the directions. The Chief Executive Officer is also responsible for notifying WorkSafe once the site is open. Venue management responsible for seeking the approval from DHHS to open their venue once they have complied with all the requirements under the directions. 	<p>Chief Executive Officer</p> <p>General Manager</p> <p>Venue COVIDSafe Plans</p>		

Guidance	Actions to mitigate the introduction and spread of COVID-19			
	<ul style="list-style-type: none">• Venue management also responsible for notifying WorkSafe once the venue is open.			