



# COVID Safe Plan

Woodbin Theatre  
15 Coronation Street  
Geelong West

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## 1. Physical distancing

- Signage is displayed at the entry and around the Foyer to remind visitors about physical distancing.
- Capacity signs for areas such as the Foyer, Theatre, hallway, and toilets are displayed.
- Queueing spots are marked on the ground for entry to the theatre.
- To avoid too many people in the foyer at one time, the bar will not be open

Foyer space = 69m<sup>2</sup>, Theatre space = 86m<sup>2</sup>

Based on current restrictions of 1 person per 2m<sup>2</sup> for all food and drink facilities within arts and live performance venues we will not be opening the bar.

## 2. Face masks

- All volunteers working at the Woodbin Theatre must wear a face mask.
- All performers and Technicians must wear a face mask backstage and only remove prior to walking on stage.
- Audience members must always wear a mask whilst inside the Woodbin Theatre.
- Disposable masks are available to volunteers and visitors if they arrive without their own mask.
- A preshow email is sent to all ticket holders containing information about COVID safe practices at the Woodbin including wearing masks

## 3. Hygiene

- All areas are cleaned and sanitised prior to each performance.
- FOH volunteers are responsible for sanitising frequently touched surfaces using disinfecting wipes once the show starts.
- Cleaning log is available in the Foyer
- Soap is available in all the bathrooms.
- Automatic hand sanitiser units are available at the entry to the Foyer, entry to the Theatre and backstage in the dressing room.
- Hand sanitiser pump packs are available around the Foyer and in the toilets

## 4. Record keeping and actions to be taken if someone becomes ill onsite

- FOH volunteers and Cast members are required to stay home if unwell or showing any symptoms.
- All Volunteers, Cast, Technicians and Visitors must check in using the Victorian State Government QR Code System
- If anyone becomes unwell or starts to show symptoms whilst at the Woodbin Theatre the COVID Safe Marshall will –
  - Direct the person to wait outside in the Courtyard and assist the person to find transport to get home.
  - If a visitor or volunteer is identified as a positive case, they must call 0490 030165.
  - Geelong Rep will contact WorkSafe and DHHS and provide any contact details for the date/s in question.

## 5. Ventilation

- Where possible the Foyer door will remain open to allow air flow through the Foyer space
- 2 Air purifiers containing HEPA filters will operate in the theatre during rehearsals and performances

## 6. Create workforce bubbles

- Not applicable