

## COVID SAFE CONDITIONS OF ENTRY

**Updated as of 25<sup>th</sup> October, 2021**

Back to Back Theatre have implemented a Workplace Vaccination Policy and Conditions of Entry to protect the safety and well-being of our visitors, participants and staff. The policy will be updated as government restrictions ease and will be in place until further notice.

As a condition of entry to Back to Back Theatre, you must agree and adhere to these guidelines at all times. If you are a visitor or participant, you will be asked to agree to these conditions of entry.

In adherence to government guidelines that mitigate against the spread of Covid-19, visitors, participants and staff are required to practice the following safety guideline:

### General

1. **All visitors, participants and staff must be fully vaccinated**, and able to show vaccine certification for entry. *\*Please note that as of 6.00pm on October 29<sup>th</sup>, 2021, permission to enter is based on the ability to provide evidence to the authorised premises' occupier/manager of vaccination or exemption status. Creative Arts Studios were added to the Authorised Premises List on the 17<sup>th</sup> October, 2021.*
2. **Practice physical distancing of 1.5m at all times.**
3. **All visitors, participants and staff must wear suitable face masks** at all times per government regulations. *\*Please note that as of 6PM on May 25<sup>th</sup> 2021, the Victorian Government have temporarily mandated mask wearing inside. All Back to Back Theatre visitors, participants and staff are required to wear masks while inside the premises.*
4. **All visitors, participants and staff must practice good hygiene and wash hands regularly.**
5. **Remain at home if you are feeling (even slightly) unwell.**
6. **Each visitor, participant and staff must provide contact details before entering the main office and Creative Studio using the QR codes**, posted at the four entry points and around the building.
7. Minimise interactions with other customers and staff. We encourage you to be as prepared as possible, including your own water bottle, stationery, meals etc.
8. No smoking in any areas, including the dock.
9. Every two hours, take a fresh air break, ventilate the space if reasonable and practicable, for a minimum of 5 minutes, ideally longer.
10. Agree, when asked, that you are not currently required to be in isolation or waiting for a Covid-19 test, have not been directed to quarantine, and do not have any of the following symptoms: **fever, chills, cough, sore throat, shortness of breath, runny nose or loss of sense of smell.**

# BACK TO BACK THEATRE

## In the CREATIVE STUDIO

1. Please avoid congestion in thoroughfares when loading in
2. Adhere to strict person limits for each rehearsal space and social distance per requirements within rooms.
3. Sanitise microphones, leads and any other shared technical equipment.
4. Wipe down and sanitise any exercise or yoga equipment.
5. Only Authorised workers allowed in the Creative Studio at this time.

## Communal Spaces and Facilities:

1. A limit of 1 person allowed in the kitchen at a time.
2. Adhere to density limits in the Office (10), Green room (5) and Studio (20) at all times.
3. Use physical distancing in the green room, and in toilet lines.
4. Congregating in groups in communal spaces is discouraged.
5. If you would like tea or coffee, please choose a dedicated cup or mug or bring your own
6. Clean your own crockery and cutlery, or place in the dishwasher – it will be run each day.
7. We encourage you to leave the building during your break. Go for a walk around the block, purchase food and drinks from local businesses.
8. No food preparation on site. NB Microwaving is acceptable.

## Deliveries, Collections, and on-site Maintenance:

1. All service providers are required to call Back to Back Theatre before entering site.

## What Back to Back Theatre will be doing

1. Deep cleaning of the facility before returning to regular hours, plus weekly cleaning, including the Courthouse amenities, and touch-point cleaning every day.
2. All microphones and leads will be sanitised before and after use.
3. Provide safety guidelines to all visitors, participants and staff.
4. If required, collect contact details of each person entering the building via Services Victoria app or manual log.
5. Staff self-check temperatures, and facilitate group temperature checks, when extra measures in place.
6. Provide hand sanitizer, masks and wipes.
7. Regularly ventilate the space by opening windows, and doors.
8. Inform and train staff on current Safety guidelines and procedures

## If you start to feel unwell during your time at Back to Back Theatre

1. Advise a staff member immediately, and check temperature.
2. If it is reasonable and practicable, leave the venue immediately, otherwise you will be isolated on site.
3. If you show any Covid-19 symptoms after leaving Back to Back Theatre, please get tested immediately, and inform Back to Back of result.
4. The Department of Health will support Back to Back and yourself in the event of a positive result.