

Howler Bar & Theatre's COVID-19 Safe Plan

Howler Bar & Theatre's COVID-19 Safe Plan has been written inline with the Department of Health and Human Services, Victorian Government and the Chief Health Officers directives. We as a business are dedicated to providing a COVID safe environment for all who attend the venue.

Our COVID Safe Plan	
Business name:	Howler Bar & Theatre
Site location:	16 Michael Street Brunswick VIC 3056
Contact person:	Fiona Tolliday
Contact person phone:	0423 384 276
Date prepared:	19.02.2021

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitiser stations for use on entering buildings and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	<p>Hand sanitiser stations placed in various locations throughout the venue including but not limited to: Entrance, on bar tops, all tills and high touch points, in the dishwashing area, at the food pass where food orders are picked up to take out to customers, at the top of the stairs, next to computers in the office.</p> <p>Hand soap with disposable towels and bin for disposing of paper towels located at specific hand washing sinks throughout the venue.</p>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<p>Airflow is enhanced by ensuring the glass door is open and fans are on both in and outside to increase and encourage air flow.</p> <p>In the Theatre area, fans will be on to help with the air flow and during rehearsals the back doors should be opened when possible.</p>
In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.	<p>All staff must adhere to all guidelines and directives in regards to the wearing of fitted face masks.</p> <p>All kitchen staff must wear a face covering and gloves at all times. Gloves must be changed regularly and old gloves disposed of.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
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<p>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<p>All staff have had training in correct hygiene practises including but not limited to; washing hands correctly, sanitising hands frequently eg. after touching the till.</p> <p>All staff have been told and know how and when to wear their PPE correctly and are aware of the importance of sanitising their hands when they touch their face, scratch etc.. All staff know they must not attend work if unwell and must fill out a register before each shift to ensure they are well enough to work.</p> <p>There is signage through the venue promoting and demonstrating correct hygiene practises.</p>
<p>Replace high-touch communal items with alternatives.</p>	<p>Staff have been asked to bring in their own coffee cups and water bottles. Computers are sanitised before every use and the use of laptops is encouraged where possible.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p>All high touch points such as tills, eftpos machines, bar tops, bench tops and shared equipment are cleaned and sanitised at a minimum every hour.</p> <p>Bathrooms are cleaned and sanitised every hour.</p> <p>All cleaning is recorded digitally using our POS system.</p> <p>Kitchen is cleaned down regularly throughout the day and is thoroughly washed and sanitised at the end of each day.</p> <p>All staff have been trained on what cleaning products to use and how to use them.</p> <p>In the theatre, for seated shows, tables and chairs will be sanitized after each performance and high touch surfaces will be sanitized regularly.</p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p>All products are labeled and regularly checked to ensure there is plenty available as well as back up of all cleaning supplies</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
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Physical distancing and limiting workplace attendance	
Ensure that all staff that can work from home, do work from home.	All staff that are working in the office at Howler are doing so in compliance with the density requirements set out by the Victorian Government.
Establish a system that ensures staff members are not working across multiple settings/work sites.	<p>Any staff that can't work from home are working out of the one venue, Howler Bar & Theatre located at 16 Michael Street Brunswick VIC 3056.</p> <p>Howler Bar & Theatre is a predominantly outdoor venue allowing staff to work with the recommended four square meters per person.</p>
Establish a system to screen Employees, customers and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	<p>All staff have been told and are very aware that they must not come to work if they are feeling unwell.</p> <p>All staff are required to fill out a coronavirus register at the start of their shift to ensure they are well enough to work.</p> <p>Visitors must complete a coronavirus symptoms checklist before entering using a QR code. Contactless delivery of goods to Howler has been implemented where possible.</p> <p>All customers must sign in to the venue using a QR code, before they can enter the venue.</p> <p>All patrons must sign in using a QR code before gaining entry to the theatre.</p> <p>Performers, support crew and production staff are required to sign in using a separate QR code when entering the theatre.</p>
Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.	There is a physical barrier between employees and customers when they order drinks from all bars and for food we are using a contactless ordering system.
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	Floor markings have been laid out in smaller areas such as the bathrooms, to demonstrate where to stand and safely distance.

Modify the alignment of workstations so that employees do not face one another.	Employees do not face each other in the working space where possible and wear facemasks in line with the DHHS recommendations.
Minimise the build up of employees waiting to enter and exit the workplace.	Rosters are designed to stagger employees entering and exiting the workplace.

COVID Safe plan 3

Guidance	Action to mitigate the introduction and spread of COVID-19
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunch breaks).	Staff have been trained on the importance of physically distancing where possible in the workplace. No breaks are taken at the same time.
Review delivery protocols to limit contact between delivery drivers and staff.	Deliveries of goods are staggered throughout the week to ensure multiple drivers do not attend the venue at once. All delivery drivers must wear a face mask when inside the venue
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	Rosters are designed to stagger employees entering and exiting the workplace and to ensure maximum physical distancing.
Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the 'four square metre' rule.	All relevant signage indicating maximum occupancy according to density quotient is displayed. All relevant signage to enforce physical distancing and face coverings is displayed throughout the venue and theatre. Extra signage is in place throughout the venue to encourage correct hand hygiene and the use of sanitizer.

Guidance Action to ensure effective record keeping
Record keeping

<p>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<p>There are separate sign in registers for staff, customers, subcontractors and visitors to monitor who was in the venue when and should contact tracing be required by authorities.</p> <p>QR code registers are used by all patrons in the venue and theatre.</p>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p>Staff have been taught how to report and record incidents correctly and in accordance with the venues policies and procedures.</p>

COVID Safe plan 4

Guidance	Action to prepare for your response
<p>Preparing your response to a suspected or confirmed COVID-19 case</p>	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p>Procedures are in place to contact staff should an outbreak occur on site. This will be achieved through direct contact and our online platform Deputy which enables us to reach all employees at the same time.</p> <p>Should an outbreak occur, all perishable stock is currently being kept to minimum and stored correctly.</p>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<p>Registers are filled out by both staff and visitors to the venue daily and will be handed over to the DHHS if required to assist with contact tracing</p>
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the the workplace or parts of the workplace must be closed.</p>	<p>Should a case be detected in the workplace, the entire venue will be closed straight away and cleaned in accordance with DHHS guidance and requirements.</p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p>Should there be a suspected case in the venue, the person will be supported to travel home if they can do so on their own or they will be isolated in our 'Empty Keg Room' with a mask.</p> <p>The room is located at our rear exit so doors can be opened to increase air flow and the person in question can exit the venue easily and without coming into contact with other staff and patrons.</p> <p>It will be arranged for the person to be transported by an ambulance or inline with DHHS guidelines.</p>

	<p>Staff members will be directed to undergo a COVID-19 test and to self-isolate.</p> <p>All others on site will be sent home and asked to self-isolate immediately.</p>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p>Anybody who has visited the venue (staff, customers, subcontractors, visitors), will be contacted by the Venue and in accordance with the Victorian Government's directive. Those contacted will be told to self isolate, be vigilant for the onset of symptoms and to get tested.</p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p>Worksafe will be called and notified immediately of the confirmed case via the notification hotline (13 23 60) and will be provided with a formal written notification within 48 hours.</p> <p>The responsibility to report the case will lie with the Operations Manager (Fiona Tolliday) and the General Manager (Danae Scanlan).</p>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p>The venue will be deep cleaned and inline with the DHHS directives. The venue's status will be rigorously checked by senior management and determined if we are ready to re-open to the public. The DHHS and WorkSafe will be notified when we are ready to open.</p> <p>All staff members will be checked in with, to ensure they do not have any symptoms of COVID-19, are not waiting on test results and have not been directed to isolate. Anyone who is awaiting a test will need to produce a negative test before returning to work.</p> <p>Howler Bar & Theatre will ensure all requirements to reopen are met and inline with the Victorian Government and Chief Health Officer's directives.</p>

Theatre specific COVIDSAFE practises

<p>Record keeping</p>	<p>All performers, support crew and technicians are required to sign in to our theatre specific QR code upon their arrival.</p> <p>All guest lists must be submitted to Howler's management before the day of the show to ensure that it is included in the capacity of the venue and we are adhering to our density limits.</p>
<p>Capacity</p>	<p>Based on current density quotient restrictions of 1 person per 2sqm, capacity of the theatre is 150 patrons, including guests (no dancefloor).</p>
<p>Face Masks</p>	<p>Howler Bar & Theatre will adhere to and enforce all rules and recommendations around the wearing of fitted face masks, in accordance with the DHHS, Victorian Government and the Chief Health Officer's directives.</p>

Performers, support crew & technicians	<p>We highly recommended cast/performers, perform their own set checks and to dress themselves, where possible.</p> <p>Performers, support crew and technicians should adhere to social distancing guidelines and directives when possible.</p>
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Musicians & singers	<p>It is recommended that singers and musicians playing wind instruments maintain two metres distance from each other and from others in the band/ensemble/orchestra.</p> <p>All other musicians should maintain a physical distance of 1.5 metres (recommendation).</p> <p>Consider the use of absorbent pads to manage droplets from instruments.</p> <p>Musicians & singers should adhere to requirements for rehearsals, performances and equipment sharing.</p>
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Rehearsals	<p>Rehearsal spaces are set up to facilitate physical distancing and avoid direct contact where possible.</p> <p>Where performers cannot adhere to physical distancing requirements, they should try to limit the duration of close contact and ensure good hygiene practices, such as but not limited to, handwashing.</p> <p>Hand hygiene practices should be strictly followed and promoted throughout and between rehearsals.</p> <p>Performance areas will be cleaned with increased frequency.</p> <p>Performers should adhere to physical distancing requirements during rehearsals where possible.</p>
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Equipment	<p>Sharing of microphones, equipment or instruments should be avoided, even between asymptomatic individuals.</p> <p>Venue owned equipment will be cleaned & sanitised between performances.</p>
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I acknowledge my responsibilities and have implemented this COVID Safe plan within my workplace.

SIGNED: 

DATE: Friday February 19th 2021