COVIDSafe Plan

Master Plan: Version 4

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Changelog

Date	Version	Revisions
26/10/2020	1	• Master Plan created (draft status removed) • Sub-plans created for 1) MCO musicians/staff, and 2) patrons at MCO-managed venues
07/12/2020	2	• In line with the Victorian Premier's announcements on Sunday 6th December: o Adjustments to wearing of face masks for both staff/musicians, and patrons, including revision of face mask wearing indoors from 'mandatory' to 'strongly recommended/encouraged' o Addition of detail on density quotients (one individual per 2m^2 if utilising digital record-keeping; one individual per 4m^2 if utilising manual/paper recording-keeping) o For musicians: standardisation of physical distancing requirements (recommendation of 2m separation between all performers, and 5m between performers and patrons where practical)
16/04/2021	3	• In line with Victorian Government's announcements on Friday 9th April 2021 o Adjustment of physical distancing requirements for musicians (recommendation of 2m separation between woodwind/brass/vocal musicians, and 1.5m between all other musicians) o Adjustment of information relating to record-keeping (paper-based record-keeping no longer permitted unless as a back-up, and all record-keeping must now be maintained electronically using the Service Victoria QR code system) o Adjustment of information relating to density quotients in non-public office spaces (a density quotient in such spaces is no longer required) o Adjustment of information relating to the wearing of face masks (only mandatory in limited situations; otherwise, no requirement to wear unless physical distancing cannot be maintained) o Adjustment of information relating to capacity and density quotients of patrons in performance venues
08/07/2021	4	• To ensure the COVIDSafe Plan remains accurate regardless of the public health advice and relevant restrictions o Adjustment of information regarding wearing of face masks, to indicate that this is in accordance with public health advice generally, and not specific to a particular restriction level

Part 1: COVID-19 Broader Context	
About COVID-19 COVID-19 symptoms	Common COVID-19 symptoms include: • Fever • Dry cough • Tiredness/fatigue Other symptoms include: • Aches and pains • Sore throat • Shortness of breath • Runny nose • Diarrhoea • Conjunctivitis • Headache • Loss of taste or sense of smell • Skin rash • Discolouration of fingers or toes Anyone who has fever (or history of fever) OR acute respiratory symptoms (cough, sore throat, shortness of breath) should isolate and consult a GP or health professional. If you become very unwell and are having trouble breathing, you should contact triple zero as you may need to be admitted to hospital.
Transmission	It is currently understood that COVID-19 spreads in the following ways: • Direct contact with a person while they are infectious • Direct or indirect contact with respiratory droplets e.g. from coughing, sneezing, speaking or singing • Direct contact with objects and surfaces an infected person has touched, coughed or sneezed over, and deposited the virus on There is also some evidence of airborne transmission (aerosols) and intestinal infection through faecal transmission, although the World Health Organisation currently says further studies are needed to investigate such instances and assess their significance for transmission of COVID-19.
Transmission in the context of an orchestral environment	Transmission through direct contact with infected objects or surfaces impacts Melbourne Chamber Orchestra as follows: • Standard objects such as doorknobs and door handles, phones, computer equipment, office chairs, desk surfaces • Orchestra-specific equipment such as adjustable chairs, music stands, sheet music/music folders, instruments stands/mutes, shared instruments (keyboards, percussion), pencils/erasers

	Airborne transmission is of particular concern for Melbourne Chamber Orchestra. Transmission through direct or indirect contact with respiratory droplets impacts Melbourne Chamber Orchestra as follows: • Face-to-face conversation (the longer this occurs, even with a face mask, the higher the chance of infection) • Coughing, sneezing or blowing your nose (high risk) • Playing wind or brass instruments, or singing (risk unknown) - there is currently inadequate evidence to prove the risk of transmission from these activities, however cases have been documented and as such precautions must be taken to limit the transmission risk resulting from these activities until the results of sufficient research are known Melbourne Chamber Orchestra is also concerned with the ability to maintain adequate physical distancing, due to the typically close-contact nature of rehearsals and performances, and with the limited amount of backstage space at some performance venues. Consideration must be given to orchestral set-ups, adequate distancing in an office environment, and room capacity of backstage areas at the various performance venues we visit. Additionally, at some smaller venues Melbourne Chamber Orchestra assumes responsibility for the safety and wellbeing of any patrons attending a given performance. In such instances, consideration must be given to the following: • Room capacity of any performance venue to allow for adequate physical distancing of patrons • Provision of hand hygiene facilities (sanitisation stations, bathrooms with soap & water etc.) • Contactless ticketing and payment facilities • Record keeping of all attendees' contact details
Vulnerable groups	People aged 60 and over, and those with underlying medical problems like high blood pressure, heart and lung problems, diabetes, obesity or cancer, are at higher risk of developing serious illness. However, anyone can get sick with COVID-19 and become seriously ill or die at any age.
How to stop the spread of COVID-19	There are several ways we can all help stop the spread of viruses, including COVID-19: • If you feel unwell, stay home and do not go to work. If you experience any symptoms of COVID-19, however mild, get tested at a nearby testing location and return home immediately afterwards • Wash your hands regularly and thoroughly with soap and water for at least 20 seconds, especially after you have been in a public place or after blowing your nose, coughing, sneezing, or using the toilet. If soap and water are not readily available, use an alcohol-based hand sanitiser that contains at least 60% alcohol • Cover your nose and mouth with a tissue or a bent elbow when coughing or sneezing, and wash your hands thoroughly afterwards • Avoid touching your face, nose and mouth • Avoid hugging, shaking hands, or kissing as a greeting • Maintain physical distancing by keeping at least 1.5 metres away from others • Wear a fitted face mask that covers your nose and mouth (preferably with three layers of material) whenever you leave home, unless you have a lawful reason for not doing so

	• Download the COVIDSafe App to your smartphone, to assist with contact tracing in the event of contact with the virus
Principles & commitments	Melbourne Chamber Orchestra recognises that COVID-19 is a global pandemic and is a public health emergency, and that all actions in respect of COVID-19 should be founded in expert health advice. All decisions made and actions implemented by Melbourne Chamber Orchestra should not compromise the health of individuals or the community and must be made in accordance with the rules and recommendations of the relevant authorities.

Melbourne Chamber Orchestra commits to communication with employees, contractors and relevant external parties (such as performance venues; patrons) in a way that is clear, transparent and empathetic, and which effectively conveys expectations regarding individuals' responsibility for adhering to the guidelines set forth in this plan, and/or those which are set forth in the plan of the venue where Melbourne Chamber Orchestra activities are taking place.

Melbourne Chamber Orchestra will be responsive to changing circumstances and is prepared to re-assess and adjust operations accordingly. The contents of this plan will be continually assessed in light of any future announcements from authorities and will be updated as necessary. |
| **Clarification of terms used** | • **"Musician/s"** (unless otherwise specified) refers to any individual engaged by Melbourne Chamber Orchestra to play their musical instrument in rehearsal and/or performance, regardless of financial arrangement and regardless of whether they are an employee, contractor or volunteer
• **"Staff (member)"** (unless otherwise specified) refers to any individual engaged by Melbourne Chamber Orchestra in a non-playing capacity, regardless of financial arrangement and regardless of whether they are an employee, contractor, or volunteer. Such individuals could include employed management personnel; crew paid on a casual basis to assist with bump-ins/bump-outs; or volunteers engaged to assist with ushering and front-of-house duties
• **"Patron/s"** (unless otherwise specified) refers to any member of the public who attends a public rehearsal or performance by Melbourne Chamber Orchestra as part of the audience, regardless of whether they have paid money to do so
• **"Melbourne Chamber Orchestra-managed venues"** (unless otherwise specified) refers to performance venues where Melbourne Chamber Orchestra staff are the sole providers of front-of-house services (such as box office; ushering etc.) to all patrons attending a public Melbourne Chamber Orchestra rehearsal or performance. This is often the case at smaller multi-purpose venues, where venue hire does not include any staffing support provided by the venue. By contrast, larger venues often provide their own front-of-house and technical staff and assume responsibility for all patrons and performers |

Part 2: General infection control and contamination prevention measures		
Melbourne Chamber Orchestra staff and musicians		
	Requirement	*Action*

Ensure physical distancing	All workers and visitors must be separated by at least 1.5 metres as much as possible	• Melbourne Chamber Orchestra to communicate to all staff and musicians the requirement to maintain physical distancing wherever possible
		• Melbourne Chamber Orchestra to follow the recommendation that all performers keep 1.5m or 2m distance from each other during rehearsals and performances (depending on instrument), and that performers be at least 5m from patrons where practical. In venues where space constraints exist and 2m spacing may not be possible, minimum distance between performers must be at least 1.5m
		   o Where musicians are seated, distanced will be measured from closest chair leg to closest chair leg. Where musicians are standing, distances to be measured from closest edge of music stand to closest edge of music stand
		• Melbourne Chamber Orchestra to ensure all rehearsals and performances are held at venues large enough to accommodate the above physical distancing requirements
		• Melbourne Chamber Orchestra to prepare to-scale orchestral stage plans on a computer which factor in such distancing requirements, and where applicable provide these to technical staff at rehearsal or performance venues
		• Where multiple staff are required to work together to move large and/or heavy equipment (such as a bump-in/bump-out at a performance venue):
		   o Staff to consider if work can be undertaken safely while abiding by physical distancing requirements
		   o Relevant OH&S considerations, such as correct lifting technique, must be prioritised ahead of maintaining physical distancing requirements. In such instances, essential staff only must be involved, and every effort made to minimise time spent in close proximity. Good hygiene practises must be maintained by regularly washing and/or sanitising hands

		• Physical distancing requirements to be considered by Melbourne Chamber Orchestra when organising ground transport for staff and/or musicians (such as a hire car, minibus, coach etc.). If physical distancing cannot be maintained in small vehicles, occupants to wear face masks and open windows where possible

	A density quotient must be applied to all public workplace spaces in accordance with public health advice:
	
	➤ Where electronic record-keeping is utilised, density quotient is limited to no more than one individual per 2m².
		• Melbourne Chamber Orchestra to liaise with rehearsal/performance venues to determine/confirm capacity of all rehearsal, backstage and performance spaces based on $2m^2$ rule (based on the assumption of electronic record-keeping). Where possible, relevant signage to be displayed indicating capacities. Alternatively, capacities to be communicated verbally to users of the space
		   ○ Melbourne Chamber Orchestra to liaise with venues to ensure that, where possible, sufficient space is provided backstage for all staff and musicians to utilise while maintaining the $2m^2$ rule
		• At particularly small rehearsal or performance venues where the $2m^2$ rule cannot always be maintained in backstage areas, arrangements to be made by Melbourne Chamber Orchestra to ensure that staff and/or musicians take turns to access the space
		   ○ If impossible to maintain the $2m^2$ rule, Melbourne Chamber Orchestra to ensure that the space is only accessed by staff/musicians if necessary and that access to space is minimised as much as possible
		• If electronic record-keeping cannot be utilised, then manual (paper-based) record-keeping can be used as a back-up

	The build-up of people waiting to enter or exit the workplace must be minimised	• At rehearsal or performance venues where there is limited entry space, all Melbourne Chamber Orchestra staff and musicians to actively consider how to maintain physical distancing prior to entering a building or room ○ For example, at Melbourne Recital Centre Stage Door, individuals to wait outside until the person inside has finished signing in • Where possible and necessary, Melbourne Chamber Orchestra to ensure that multiple entry and exits are made available to all staff and musicians at rehearsal/performance venues to minimise queuing

	Provide training to workers on physical distancing expectations while working and socialising	• Melbourne Chamber Orchestra to communicate to all staff and musicians the relevant guidelines from PTV regarding staying safe and maintaining physical distancing on public transport
Wear a face covering	All staff and contractors (musicians) must wear a face covering as per public health advice	• If physical distancing of 1.5m can be adhered to, then face masks are not required to be worn by musicians during rehearsals or performances, or whilst backstage at a rehearsal or performance venue. It is strongly recommended that masks be worn if physical distancing cannot be maintained • Where ground transport is provided for Melbourne Chamber Orchestra staff and/or musicians (such as a hire car or coach) and physical distancing cannot be maintained, individuals are to wear a face mask • Face masks must otherwise be worn in accordance with public health advice. Melbourne Chamber Orchestra will communicate such a requirement to musicians as necessary
	Provide adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own	• Melbourne Chamber Orchestra to maintain supply of standard face masks (including additional supply of N95 masks) • Melbourne Chamber Orchestra to maintain supply of disposable latex gloves for use by staff and musicians when cleaning & sanitising surfaces and equipment
Practise good hygiene	Regularly and frequently clean and disinfect shared spaces and surfaces, including high-touch communal items such as doorknobs and telephones	• High-touch surfaces of musicians' seats (such as grab handles, adjusters/winders, seat backs) to be sanitised before each use • Music folders used in performances to be sanitised before each use, and musicians instructed to handle their own folder for duration of performance • Musicians who play wind or brass instruments to be provided with disposable paper towel to capture any liquids released by their instruments during rehearsals and/or performances; musicians to dispose of these into bins provided by Melbourne Chamber Orchestra or the rehearsal/performance venue • In rehearsal or performance venues where comprehensive cleaning regimes do not exist, Melbourne Chamber Orchestra staff to sanitise high-touch surfaces, such as doorknobs and door handles to bathrooms, practice rooms, and dressing rooms, prior to musicians arriving for a rehearsal or performance

		- Melbourne Chamber Orchestra to confirm the provision of satisfactory cleaning arrangements at larger rehearsal and performance venues - Melbourne Chamber Orchestra staff to maintain a regular and frequent cleaning regime of high-touch surfaces in office, including computer equipment, telephones, desks, kitchen surfaces, and door handles - Where ground transport is provided for Melbourne Chamber Orchestra staff and/or musicians (such as a hire car, minibus, coach etc.), high-touch surfaces to be sanitised prior to occupants entering vehicle. Occupants to use alcohol-based hand sanitiser prior to entering vehicle and again upon exiting vehicle - In instances where a third party is engaged to provide such transport (such as a coach company), Melbourne Chamber Orchestra to confirm cleaning arrangements of vehicle with transport provider prior to travel
	Replace high-touch communal items with hygienic alternatives where possible to do so	- Melbourne Chamber Orchestra to remind all staff and musicians to avoid shared facilities where possible, and to strongly recommend that all staff and musicians bring their own personal items and equipment where possible, including: - Pencil & eraser for rehearsals - Own music stand and sheet music - Reusable water bottle - Reusable tea/coffee cup (such as a KeepCup) - Eating utensils (knife/fork/spoon) - No communal tea/coffee facilities will be provided. If necessary, single-use alternatives (such as sachets) will be made available - Musicians will be provided with a seat that is labelled with their name, and they must use this seat only for the duration of any rehearsal or performance - Musicians to refrain from sharing any musical instruments or equipment. This is particularly relevant to players of woodwind, brass, percussion and keyboard instruments: - No sharing of woodwind or brass instrument stands, and these to be sanitised prior to use - Keys, bench, and high-touch surfaces (music stand/lid etc.) of keyboard instruments to be sanitised prior to each use, and re-cleaned between uses if to be used by a different musician

		o Percussionists to provide their own mallets/beaters. If there are multiple percussionists, they must use separate stations for the duration of any rehearsal or performance, unless there is an opportunity to sanitise stations between uses

	Make soap and hand sanitiser available for all workers and encourage regular handwashing	• If not already provided by rehearsal/performance venue, alcohol-based hand sanitiser to be provided by Melbourne Chamber Orchestra at the entrance to each space used by staff and/or musicians, including:
		   o At the main door of the Melbourne Chamber Orchestra office
		   o At the door of any rehearsal room
		   o At the entry door for performers at larger rehearsal or performance venues (often the 'Stage Door')
		• Where bathrooms exist at a rehearsal or performance venue, Melbourne Chamber Orchestra to liaise with venue to ensure that bathrooms remain stocked with soap and hand towels
		   o Melbourne Chamber Orchestra to maintain own supply of liquid pump soap and paper towel to use at venues where such items might be lacking
		• Signage to be displayed at any hand sanitiser station, requiring all individuals to apply sanitiser or wash hands with soap/water as a condition of entry
		• All Melbourne Chamber Orchestra staff and musicians to be reminded to wash hands regularly and maintain good hygiene practises
		   o Electronic communication to staff and musicians to include documentation which demonstrates handwashing best-practise

Record-keeping and infection response	Support workers to get tested and stay home even if they only have mild symptoms	• All Melbourne Chamber Orchestra staff and musicians will be encouraged to get tested if experiencing any symptoms, and will be informed of the financial support available to them (including project fees for any project from which they had to withdraw, and/or Government payments such as the 'Worker Support Payment' or 'Test Isolation Payment') • At its discretion, Melbourne Chamber Orchestra will pay out the fee (or part thereof) for the project to any staff member or musician who is required to withdraw due to illness and/or quarantine requirements.
	Keep records of all people who enter the workplace to assist with contact tracing	• All Melbourne Chamber Orchestra staff and musicians to ensure that they assess themselves for any symptoms, each time prior to attending the office, or a rehearsal or performance venue

		- Any individual who is experiencing symptoms will inform Melbourne Chamber Orchestra and will be asked to stay home and get tested - Melbourne Chamber Orchestra will ensure that in the office space, and at all rehearsal and performance venues, there is a Service Victoria QR Code in place to ensure electronic record-keeping is maintained - At larger rehearsal and performance venues where the venue has their own QR Code, MCO staff and musicians will utilise that existing service - At smaller venues, MCO will provide its own Service Victoria QR code for staff and musicians to utilise - Attendance of musicians at all rehearsals and performances will be taken by the Artistic Operations Manager (or in their absence, another member of Melbourne Chamber Orchestra staff) - At rehearsal or performance venues, Melbourne Chamber Orchestra staff and musicians will comply with the requirement to sign-in and sign-out in instances where the venue has provided a register for that purpose. This will always be in addition to any record keeping by Melbourne Chamber Orchestra
	Have a plan to respond to a worker being informed of a positive COVID-19 diagnosis. *And* Have a plan to identify and notify close contacts in the event of an infected individual attending the workplace.	All staff and musicians must inform Melbourne Chamber Orchestra immediately upon receiving a positive COVID-19 diagnosis, or upon a close contact (such as family member, housemate etc.) receiving a positive COVID-19 diagnosis. Upon a positive COVID-19 diagnosis of any Melbourne Chamber Orchestra staff member, musician, or close contact of either: - The individual will be asked to stay at home and isolate - Melbourne Chamber Orchestra will contact Victorian DHHS and WorkSafe and notify them of the infection - Melbourne Chamber Orchestra will determine who the infected individual's contacts were through a combination of office register, orchestra lists, rehearsal schedules, and rehearsal/performance attendance records, and this information will be provided to Victorian DHHS to assist with contact tracing - Each contact will be immediately informed by Melbourne Chamber Orchestra, asked not to come to work, asked to get tested for COVID-19, and then instructed to isolate until they receive their test result

		• The building manager/s of any space/s occupied by the infected individual while undertaking Melbourne Chamber Orchestra activities (such as a rehearsal or performance venue) to be immediately notified • Any such space/s to be closed and undergo a deep clean • Any immediately upcoming performances involving the individual and/or any their close contacts to be cancelled and patrons informed
Avoid interactions in enclosed spaces	Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms	• Melbourne Chamber Orchestra to prohibit patrons (including family, friends, professional contacts) from accessing backstage areas prior to the commencement or following the conclusion of performances. All meetings between musicians/staff and patrons to be conducted outside or in a larger public space, once musicians/staff have left the backstage area • Melbourne Chamber Orchestra staff and musicians to be strongly encouraged to move outside during rehearsal/performance breaks • Melbourne Chamber Orchestra to recommend that all staff and musicians are on-site for only the minimum amount of time necessary o For example, arriving at rehearsals with enough time to adequately set-up and warm-up, but no earlier, and ensuring that individuals leave the venue promptly at the conclusion of the call
	Enhance airflow by opening windows and doors	• Where possible and practical, windows and doors to be kept open at rehearsal and performance venues to maximise airflow o At a minimum, Melbourne Chamber Orchestra should attempt to achieve this before rehearsals/performances commence, during any breaks, and following the conclusion of rehearsals/performances • Where ground transport is provided for Melbourne Chamber Orchestra staff and/or musicians (such as a hire car, minibus, coach etc.), vehicle windows to be opened where possible and practical to maximise airflow inside vehicle
	Optimising fresh air flow in air-conditioning systems	• Where possible and practical, Melbourne Chamber Orchestra to confirm settings for air-conditioning systems at rehearsal/performance venues
Create workforce bubbles	Keep groups of workers rostered on the same shifts at a single worksite and	• Melbourne Chamber Orchestra to, where possible, minimise the rehearsal and/or performance of simultaneous programs (i.e split

	ensure there is no overlap of workers during shift changes	orchestras). If this must occur, separate venues must be utilised by each group of musicians to ensure no overlap of personnel • Where possible, Melbourne Chamber Orchestra to minimise the number of different venues used for activities (for example, only using one main rehearsal venue) • Melbourne Chamber Orchestra to encourage all staff and musicians to minimise time in, or avoid, shared facilities during break times

Part 3: General infection control and contamination prevention measures
Patrons at Melbourne Chamber Orchestra-managed venues

	Requirement	Action

Ensure physical distancing	All workers and visitors must be separated by at least 1.5 metres as much as possible	• Melbourne Chamber Orchestra to communicate to all patrons the requirement to maintain physical distancing wherever possible
		• Melbourne Chamber Orchestra to mandate that all patrons are seated for duration of any performance. Melbourne Chamber Orchestra to set-up patron seating to ensure that physical distancing is maintained. This may include:
		   o Blocking off groups of seats with reserved signs or ropes to maintain 1.5m distance
		   o Providing small groups of seats for members of the same household to sit together
		   o Providing individual seats for single patrons
		   o Where possible, ensuring any aisles and thoroughfares are of sufficient width to accommodate physical distancing requirements
		• Disability access must be maintained at all times

	A density quotient must be applied to all workplace spaces, in accordance with public health advice: ➢ Where electronic record-keeping is utilised and a Covid Marshal in place, density quotient is limited to no more than one individual per $2m^2$.	• At venues not managed by Melbourne Chamber Orchestra, patron capacity and density limits will be determined by the venue and the relevant guidelines applicable to that venue (such as percentage caps on capacity, and density quotients in foyer and bathroom areas) • At venues managed by Melbourne Chamber Orchestra, patron capacity and density limits will be determined by the relevant guidelines applicable to that venue (such as percentage caps on capacity, and density quotients, as informed by whether the venue is seated or non-seated, and by the total capacity of the venue) • Ticket sales to then be limited to the given capacity (and density quotient, if applicable), which should include any additional staff such as ushers, first-aid providers etc. • Where possible and applicable, relevant signage to be displayed that communicates capacity of spaces

	The build-up of people waiting to enter or exit the workplace must be minimised	• Melbourne Chamber Orchestra to indicate an appropriate area where patrons can queue to enter performance venue. Where possible and practical, Melbourne Chamber Orchestra will open multiple points of entry to minimise gathering of patrons • At the conclusion of a performance, Melbourne Chamber Orchestra to provide patrons with multiple points of exit from the venue (where possible and practical) o As part of live communication to patrons during the performance, patrons will be reminded to use their nearest point of exit at the conclusion of the performance and to move outside as quickly as possible • Where possible, performance duration to be shortened and no interval provided to minimise the time patrons spend congregating. If any breaks are required during a performance, patrons to be encouraged to move outside for the duration of the break
	Provide training to workers on physical distancing expectations while working and socialising	• Where practical, Melbourne Chamber Orchestra to communicate to all patrons the relevant guidelines from PTV regarding staying safe and maintaining physical distancing on public transport
Wear a face covering	All staff and contractors must wear a face covering as per public health advice	• All patrons attending a performance will be required to wear their own fitted face mask for the duration of the performance (including whilst waiting for performance to commence, and upon leaving performance venue) in accordance with public health advice, unless they fall into one of the lawfully exempt categories • The requirement to wear a mask will be communicated to audience through signage displayed at the performance venue, and/or by written communication sent by the performance venue or Melbourne Chamber Orchestra to audience
	Provide adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own	• Melbourne Chamber Orchestra to maintain supply of standard face masks (including additional supply of N95 masks) for use by staff only • It is the responsibility of patrons to provide their own masks - Melbourne Chamber Orchestra will not maintain a supply of masks for use by patrons if they do not have their own
	Install screens or barriers in the workplace for additional protection where relevant	• Where a ticketing desk or box office space is provided, and where possible and practical, Melbourne Chamber Orchestra or the

		performance venue to erect Perspex barrier to provide additional protection to staff and patrons
Practise good hygiene	Regularly and frequently clean and disinfect shared spaces and surfaces, including high-touch communal items such as doorknobs and telephones	• Melbourne Chamber Orchestra staff (or their delegates) to clean and sanitise high-touch surfaces in foyers and seating area (including doorknobs and handles, staircase railing etc.) prior to patrons arriving, and again during the performance (if it's possible without disrupting performance) • Melbourne Chamber Orchestra to confirm the provision of satisfactory cleaning arrangements at larger rehearsal and performance venues • Where possible and practical, Melbourne Chamber Orchestra (or their delegates) to sanitise patron seating (such as armrests, cushions, grab handles) prior to patrons arriving
	Replace high-touch communal items with hygienic alternatives where possible to do so	• At performances where no catering is provided as part of the performance, Melbourne Chamber Orchestra will not provide a communal water station (such as a bubbler or tap with paper cups). Patrons will be encouraged to bring their own reusable water bottle instead o Melbourne Chamber Orchestra will maintain a small supply of bottled water for use by patrons in urgent situations (such as coughing fits, first aid scenarios) • Contactless ticketing system to be implemented where possible, which involves scanning of barcode or QR code on a mobile device rather than handling of paper tickets
	Make soap and hand sanitiser available for all workers and encourage regular handwashing	• If not already provided by rehearsal/performance venue, alcohol-based hand sanitiser to be provided by Melbourne Chamber Orchestra at the entrance/s to the performance venue • Where bathrooms exist at performance spaces, Melbourne Chamber Orchestra to liaise with venue to ensure that bathrooms remain stocked with soap and hand towels for use by patrons o Melbourne Chamber Orchestra to maintain own supply of liquid pump soap and paper towel to use at venues where such items might be lacking • Signage to be displayed at any hand sanitiser station, requiring all individuals to apply sanitiser or wash hands with soap/water as a condition of entry

Record-keeping and infection response	Support workers to get tested and stay home even if they only have mild symptoms	• Melbourne Chamber Orchestra will communicate to all patrons electronically prior to the performance, of the need to remain home and get tested if they are experiencing any symptoms on the day of the performance • Melbourne Chamber Orchestra, where possible, to implement (or coordinate with ticket seller the implementation of) a refund policy that entitles a full refund of the ticket price to any patron who is experiencing symptoms of illness on the day of performance

	Keep records of all people who enter the workplace to assist with contact tracing	• All performances to be ticketed, even if there is no admission cost, in order to obtain contact details of all attendees
		• Where possible, all tickets to be made available for purchase online-only so that contact information can be collected easily at time of purchase
		   o If one person is buying multiple tickets, the ticketing system must be designed to prompt name and contact number for all attendees, not just the ticket buyer
		• Where possible, as part of online ticket purchases, declaration to be agreed to by ticket buyer (and on behalf of multiple attendees if applicable) which acknowledges the following conditions of admission:
		   o Symptom check (self-assessment) prior to travelling to performance venue, and staying at home if experiencing any symptoms
		   o Recommended wearing of fitted face masks whilst indoors
		   o Mandatory use of provided alcohol-based hand sanitiser upon entering performance venue
		   o Possible submission to temperature check with handheld non-contact thermometer

	Have a plan to respond to a worker being informed of a positive COVID-19 diagnosis. *and* Have a plan to identify and notify close contacts in the event of an infected individual attending the workplace.	Any patron who attends a performance and subsequently receives a positive COVID-19 diagnosis, or whose close contact (such as family member, housemate, work colleague) receives a positive COVID-19 diagnosis, must notify Melbourne Chamber Orchestra immediately. Upon doing so: • The individual will be asked to stay at home and isolate • Melbourne Chamber Orchestra will contact Victorian DHHS and WorkSafe and notify them of the infection • Melbourne Chamber Orchestra will determine who the infected individual's contacts were at the performance, based on ticketing data

		collected at the time of ticket purchase, and this information will be provided to Victorian DHHS to assist with contact tracing • Each contact will be immediately informed by Melbourne Chamber Orchestra, asked to get tested for COVID-19, and then instructed to isolate until they receive their test result • The building manager/s of any space/s occupied by the infected individual while attending a Melbourne Chamber Orchestra performance to be immediately notified • Any such space/s to be closed and undergo a deep clean • Assessment to be undertaken by Melbourne Chamber Orchestra to determine whether any musicians came into contact with infected individual, and whether changes must be made to future performing engagements
Avoid interactions in enclosed spaces	Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms	• Melbourne Chamber Orchestra to prohibit patrons (including family, friends, professional contacts) from accessing backstage areas prior to the commencement or following the conclusion of performances. All meetings between musicians/staff and patrons to be conducted outside or in a larger public space, once musicians/staff have left the backstage area • Melbourne Chamber Orchestra to strongly encourage patrons to move outside for the duration of any breaks in the performance • Where possible and practical, Melbourne Chamber Orchestra to set-up ticketing desk in the open air, immediately outside the entry to the performance venue
	Enhance airflow by opening windows and doors	• Where possible and practical, windows and doors to be kept open at performance venues to maximise airflow o At a minimum, Melbourne Chamber Orchestra should attempt to implement this before a performance commences, during any breaks, and following the conclusion of the performance
	Optimising fresh air flow in air-conditioning systems	• Where possible and practical, Melbourne Chamber Orchestra to confirm settings for air-conditioning systems at performance venues