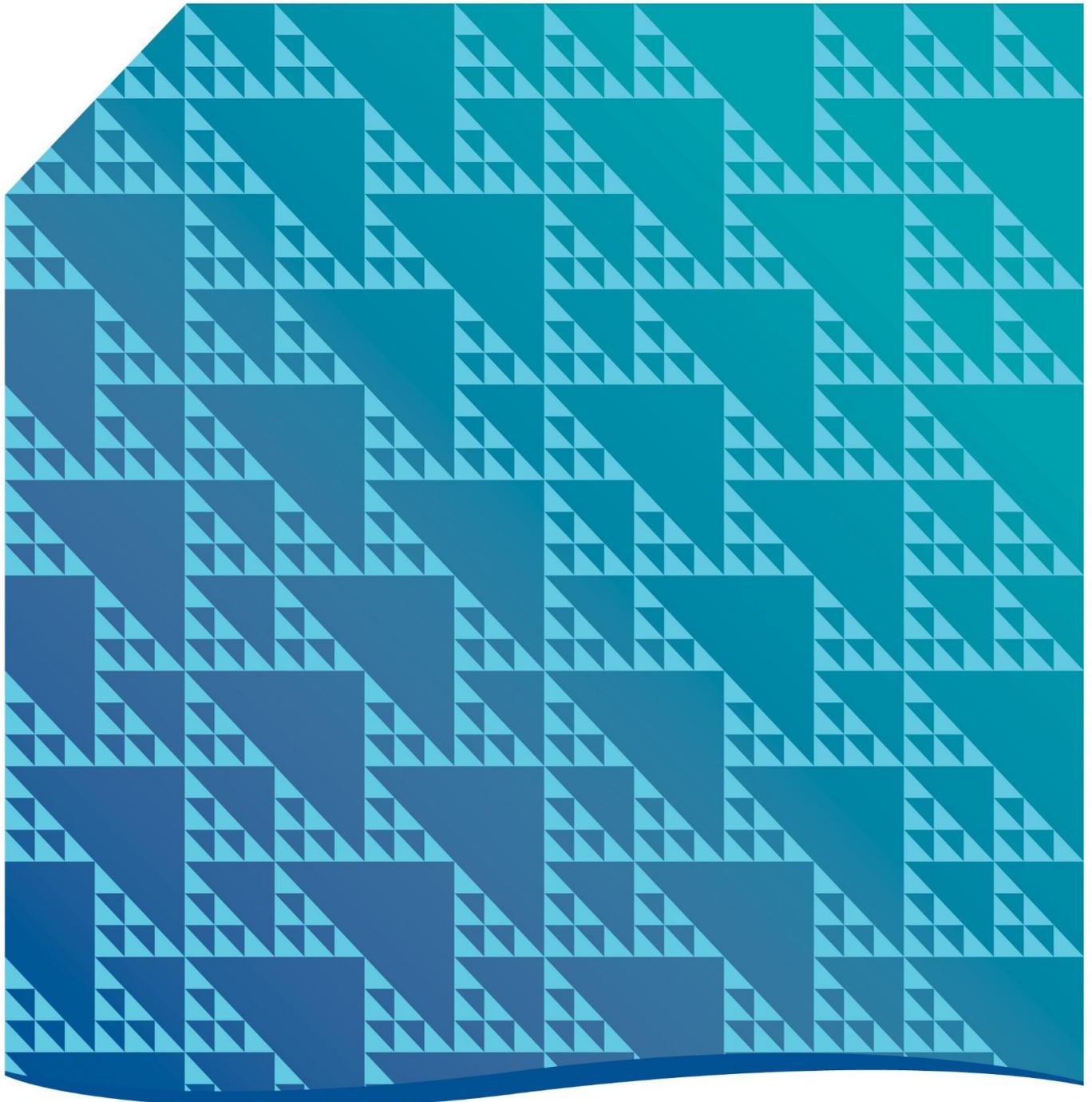


Managing Events in a COVID-19 Environment

October 2020

Department of State Growth

Department of Communities Tasmania



Department of State Growth



Version 2. | October 2020

Acknowledgement of Country

In recognition of the deep history and culture of this Island, we would like to acknowledge and pay our respects to all Tasmanian Aboriginal people; the past and present Custodians of the Land upon which we meet and gather.

Disclaimer: The information contained in this document is a guide only. Event organisers should apply Tasmanian public health, and state and federal government directives and guidelines pertaining to COVID-19 in a manner specific to their own requirements. We anticipate that the relevant guidelines will be updated regularly, and on that basis will update this document accordingly. Thus, we encourage you to frequently check for the latest version at eventstasmania.com.au.

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Introduction

The following overview is intended to assist organisers in taking a measured approach to planning events in an environment impacted by COVID-19.

Health directives that potentially impact the events sector are the domain of the Director of Public Health and may change over time. It is therefore important that you regularly refer to the [coronavirus.tas.gov.au](https://www.coronavirus.tas.gov.au) website.

You should develop a tailored COVID-19 Safety Plan pertaining to your particular business, venue and/or organisation. You should also prepare for an inspection from WorkSafe Tasmania by keeping your COVID-19 Safety Plan close at hand, and by ensuring that all relevant staff and other stakeholders are aware of the contents of your Plan.

Tasmania Police or other authorities may also conduct spot checks from time to time to ensure your compliance with the directives of the Director of Public Health.

Public Health Hotline on 1800 671 738.

For more information on testing click here: [COVID-19 Testing](#).

Current Guidelines

Event organisers will be required to adhere to all government advice and legal directions current at the time of the event. This includes directives such as the consumption of alcohol while seated, and the recording of contact information for each participant.

Gathering and Density Limits

Gathering limits are determined by the density of the area, up to a maximum of:

- 250 people for an undivided space in an indoor premises; and
- 1,000 people in the outdoor space of a premises.

Where the number of people permitted according to the density limit is less than the gathering limit, the lower number applies.

The maximum number of people permitted on a premises includes staff, volunteers, participants, spectators, staff, officials, athletes, children and babies.

For sporting and recreation facilities with multiple indoor spaces, the gathering cap applies separately to each single undivided indoor space. For example, a multi-purpose sporting venue with multiple, separate, undivided indoor spaces, could have up to 250 people in each of these spaces (the density limit applies). Attendees from each separate space are not permitted to mix.

The maximum of 1,000 people outdoors of a premises at one time applies regardless of whether there are multiple outdoor areas.

Type of Gathering	Maximum Capacity
Indoor premises – undivided space	250
Outdoor premises – undivided space	1,000
Households – including shacks and properties	20 excluding residents of the household
Marquees – with walls & roof	250
Business/Activities – indoor (undivided space)	250
Business/Activities – outdoor (undivided space)	1,000
Sport & Recreation – indoor	250
Sport & Recreation – outdoor	1,000

Density limits apply to both indoor and outdoor venues. Venues must not have a density of more than one person per 2 square metres of floor space. Known as the 2 square metre rule.

The maximum number of people allowed at a premises is the smaller number of either:

- The maximum number of people for which there is 2 square metres per person.
- The maximum gathering number specified for the type of venue/activity.

In all the above venue scenarios, business operators, staff, volunteers and attendees should maintain a distance of 1.5 metres from each other.

Calculating the 2 square metres per person rule

Measure the length and width of the floor space. Multiply the length by the width to calculate the area in square metres, and divide this by 2. The final number is the maximum number of people allowed in the premises (up to the maximum gathering size).

Read more about gatherings, density limits, physical distancing and exemptions here: [Tasmanian Government advice on gatherings, density and distancing](#).

Developing a Framework for the future

A framework is currently being developed which will apply to all events run after 1 December 2020. This will outline the risk mitigation measures needed in order to host an indoor event of more than 250 people and an outdoor event of more than 1,000. Multi day events will be considered in this framework. The Framework will be completed by the end of October 2020 and will outline the necessary steps for approval.

Although this Framework is intended to give some certainty to event organisers, you still need to plan for the possibility that your event may need to be postponed or cancelled if the COVID-19 situation in Tasmania changes.

Indoor and Outdoor Spaces

Difference between indoor and outdoor gatherings

- Indoor space:
 - Any area, room or premises that is substantially enclosed by a roof and walls, including temporary walls.
 - This also applies to temporary structures such as marquees.
- Outdoor space:
 - Not an indoor space.
 - An area not enclosed by a roof or walls.

Measuring marquees

Marquees, or temporary structures that are enclosed by a roof and walls are considered an indoor space.

Floating walls

Floating walls do not count as a room - walls must be solid structures.

Physical Distancing

Physical distancing helps prevent the spread of COVID-19. Infected persons can spread COVID-19 through coughing, sneezing or talking.

Adult patrons and spectators must maintain a physical distance from each other of 1.5 metres where practicable.

Managing physical distancing between patrons/event attendees

To promote physical distancing, you should:

- Clearly mark standing areas in queues to encourage patrons to remain 1.5 metres apart.
- Implement heavy traffic protocols that ensure ground markings remain visible.
- Minimise congestion at sanitising stations, toilets, and food and water distribution areas by increasing the number available and by using appropriate signage.
- If applicable, stagger arrival and departure times of patrons and allow sufficient times between matches and performances.
- Ensure seating is adequately spaced out, which may include closing off individual seats or rows of seats.
- Liaise with relevant transport providers to facilitate your designated staggered arrivals and departures policy.
- Separate patrons on arrival and departure with dedicated entry and exit points as much as possible.

Events staffing, volunteers and others

Managing physical distancing between event staff, volunteers and officials

- Implement staggered shift arrangements.
- Stagger staff breaks.
- Use signage and/or markers to indicate 1.5m distances.
- Maintain physical distancing in break room facilities by adequately spacing chairs etc.
- Consider allocating separate/specific break areas to discrete teams of staff, contractors and others.

There is an increased risk of transmission during staff breaks and when staff and others are arriving and leaving the site. Your COVID-19 Plan should clearly outline your approach to minimising this risk.

We also recommend that you encourage staff, volunteers and others to maintain relevant COVID Safe protocols outside of work for the duration of your event. You should also ensure they are aware of hygiene guidelines detailed here: [Tasmanian Government advice on containing the spread of COVID-19](#).

In the event that staff and volunteers do need to be within 1.5 metres of patrons or each other, you should ensure they avoid direct physical contact, minimise actual face to face time and/or consider the use of appropriate PPE.

Finally, you should consider whether any of your staff or patrons are persons of higher risk – details here - [Tasmanian Government advice on higher risk persons](#), and then determine whether or not you need to implement additional safety measures on their behalf.

We recommend you refer to this checklist as a guide also [How to keep your workers safe checklist - Worksafe Tas](#).

Mitigating risk around staff shortages and skill sets

- Plan resourcing strategies such as the re-allocation of staff, splitting of teams, or cross-training of staff who perform business-critical functions.
- Have back-up arrangements in case employees responsible for health and safety are unable to perform their roles.
- Make special arrangements for vulnerable employees.
- Define your policy around requests for staff absence where a family member has the virus or is self-isolating (or if schools are closed or childcare arrangements impacted).
- Ensure you understand discrimination and privacy legislation in relation to staff who may contract the virus.
- Ensure proper protection against bullying, discrimination or harassment by patrons or other staff.

Assessing staffing requirements

You must ensure there is an appropriate number of staff, volunteers, marshals and the like available to monitor and oversee maximum permissible patron numbers/density, as well as overall compliance with COVID-19 protocols per your COVID-19 Safety Plan.

Your planning should ensure that staff, volunteers and marshals etc. are properly trained and then adequately supported in carrying out their designated duties in relation to patron's, and others, compliance with your COVID-19 Safety Plan.

Critical event spaces

Seating

For groups of people seated at the same table the 1.5 metre rule will not be practicable. Organisers should focus on arranging their event layout to ensure 1.5 metres between patrons from different groups.

Food and Drink Service

There are no restrictions on how food is consumed or served. Food can be consumed while standing, served as individual meals, from communal food areas such as buffets, or presented as share plates/platters.

Alcohol must be consumed in seated areas. Attendees must remain seated when consuming alcohol. This also applies to wet areas at sporting grounds.

People attending an event in a licensed venue can move around freely, as long as they are not standing and drinking alcohol. Standing activities – like darts, pool, eight-ball, snooker and karaoke – in licensed venues are permitted.

Restrictions remain in place for dancing in all venues where food and alcohol is consumed because of the increased risk of close contact, particularly where alcohol is consumed, and difficulty of tracing contact among patrons. This restriction will be in place at least until the end of 2020.

If applicable, organisers should ensure there is appropriate distance between seated patrons and takeaway food pickup areas and kiosks within the premises.

There are no restrictions on self-catering. You can bring your own food and drink to a hired venue, such as a community hall, as long as you comply with the requirements outlined above.

Read more about food handling requirements here: [Keeping-yourself-safe/food-and-drinks](#)

Entry, Exit and Queuing

You should implement procedures to maximise physical distancing and minimise direct contact between patrons by:

- Encouraging online and phone bookings, and limiting or eliminating the incidence of walk-in patrons.
- Taking measures, or modifying venues, to ensure staff and patrons can enter, exit, and move around the event safely, e.g. through one-way flow, separate entry and exit points etc.
- Ensuring accessibility requirements are also accounted for when reconfiguring spaces and patron flow.
 - Using signs at the entrance to the venue to indicate the maximum number of patrons permitted at a time.
 - Using signs at the entry to spaces within the venue, such as separate function rooms and bathrooms.
 - Providing signage, floor decals and bollards to indicate distancing requirements wherever queuing might occur, including entrances to the building or performance areas and bathrooms.
 - Using signs to designate single-direction entry and exit points. You could use additional entry/exit doors into the venue if it is possible and safe to do so (for example, by using emergency exit doors or adding exits for outdoor venues).
 - Opening the building and performance area entrances earlier than usual to reduce queuing for entry and washroom facilities.
 - Asking audiences to exit the venue in an order that allows those closest to the exit to leave first.

- Providing signage at exits requesting patrons disperse swiftly to avoid crowding near exits.
- Reducing crowding at 'choke' points or congregation points near amenities or food and drink facilities.
- Minimising the need to touch door handles by chocking doors open with foot operated doorstoppers, where safe and appropriate for emergency exit doors.
- Arranging any furniture to allow and encourage physical distancing (noting patrons are not required to distance from people from their family unit or household).
- Setting up pre ordering and collection facilities for food and beverage service.

COVID-19 Safety Plan Resources and Advice

Your COVID-19 Plan

Event organisers must develop a COVID-19 Safety Plan for each event, this Plan should take into consideration any relaxation, or tightening of restrictions as well as other relevant directives issued from time to time e.g. [Current restrictions Tasmania 2020](#).

In short, your COVID-19 Plan should outline how you intend to run your event in relation to managing the safety of your staff, patrons, participants and others, as well as the broader community. It should also take into account the ways in which any future changes in relevant directives may impact your event, and how you would readily respond to these changes if they were to occur, including planning for the possibility that you may need to postpone or cancel the event if the COVID-19 situation in Tasmania changes.

WorkSafe Tasmania is currently developing an event checklist to assist organisers to plan their event while implementing measures to reduce the risk of COVID-19 transmission. This checklist will cater to all types of events and will consider changes to the COVID-19 risk in Tasmania over time.

Please note: The venue owner/operator is also required to have a COVID-19 Safety Plan in place for their venue, as are all workplaces and sporting organisations.

Sporting organisations are encouraged to submit their Plan to Communities, Sport and Recreation for review at sportrec@communities.tas.gov.au.

Guidelines and templates

- [Tasmanian Government COVID-19 Safe Workplaces Framework](#)
- [COVID-19 Safety plan for small business template](#) - fewer than 20 employees
- [COVID-19 Safety plan for medium businesses template](#) - more than 20 employees
- [COVID-19 Safe Workplace Guidelines for different types of businesses](#)
- [WorkSafe how to keep your workers safe checklist](#)
- [WorkSafe Tasmania Employer resources](#)
- Further advice is also available at the [Business Tasmania website](#).

As a guide, the WorkSafe templates break down the planning process into the following areas, we suggest you consider these areas in particular prior to developing your Plan.

- Managing risks to health and safety (consider your patrons, your staff, contractors, volunteers etc.)
- Cleaning and hygiene (and the cost and logistics of implementing same)
- Restrictions on entry to workplace (especially entry and exit points)
- Physical distancing at the workplace (especially the impact on patron numbers over the course of your event)

- Providing instruction, training and supervision in respect to COVID-19 (before and during the event)
- Responding to an incident of COVID-19 in the workplace (especially in terms of working with the venue, and with health and emergency services)

Please note that templates provided by government agencies, and subsequently used for your event are not a government endorsement or accreditation of your specific COVID-19 Plan, however, they can be useful in assisting you to develop a robust plan, and then be used to effectively communicate the contents of your Plan to your patrons, staff and others.

You could also consider using stickers and posters, as well as your website and e-communications to share all, or part, of your COVID-19 Safety Plan. Details on available communication tools are here [Tasmanian Government COVID-19 resources](#), and you can register for stickers and posters here [COVID-19 Stickers and Posters - Registration](#). Resources are also available through Safework Australia.

You do not need to send your COVID-19 Ready Event Plan to WorkSafe Tasmania

Planning for Your Event

Your obligations

If you do decide to go ahead with your event, having undertaken a thorough assessment of the commercial considerations, and COVID-19 (or other) risks specific to your event, you should first ensure that you fully understand your ongoing obligations under workplace and public health directions.

You should then take particular care to regularly review the COVID-19 guidance from WorkSafe Tasmania, and the Director of Public Health, as this relates safely running your event.

Developing and implementing your COVID-19 Plan

Consult widely with staff, volunteers, contractors, suppliers etc. in considering safety and risk mitigation measures relating to your event, in line with the recommended COVID-19 Plan content. *Get their 'buy in' to developing, and then, implementing the Plan.*

Once your COVID-19 Plan is complete, you should actively engage with staff and other relevant stakeholders to ensure they take responsibility for effectively implementing, and/or assisting you in implementing, the Plan before, during, and after the event.

Consider appointing a dedicated staff member as your Coronavirus Response Officer. This person could be responsible for ensuring policies and practices are being followed, that staff and others are trained, and appropriate records are kept.

Reviewing Commercial Considerations

The commercial risks associated with COVID-19 will not be the same for all enterprises/venues, however, at a minimum we would encourage you to:

- Examine the quantifiable impacts of physical distancing/gathering limits on revenue and expenditure – applying a range of scenarios based on both relaxed, and tighter, restrictions.
- Develop, workshop, and test alternative event concepts and/or ways to deliver and commercialise your content/offering and or 'reopen' or reimagine your event.
- Test a range of budget and cash flow impacts - with short, medium and long-term assessments and actions.
- Develop Key Performance Indicators relevant to your event in order to measure, and later report on, the success of your COVID-19 actions and to determine future actions.
- Assess the specific purchase and implementation costs related to your proposed COVID-19 cleaning and safety protocols e.g. thermometers, sanitising stations, masks for staff, separate break rooms etc. – but ensure you do not 'go overboard' – check Public Health requirements before you rush to purchase items and/or implement processes that may be costly and unnecessary.
- Assess the cost and logistical impacts of a more onerous management of patrons, complaints handling, dwell times, booking lead in times, staggered entry times, filtered entry and exit etc.
- Systematically lay out the process for developing, implementing and overseeing COVID-19 protocols and procedures for your staff and patrons. Then test these procedures.
- Analyse the cost of testing your COVID-19 specific and overall emergency plan(s), including the cost of training your staff and others, as well as frequently testing the plan(s) over the course of the event.
- Assess the costs and opportunities around developing, and marketing, new revenue streams for your event e.g. merchandise posted on a website or an event app that allows for mobile ordering and on-site pickup.

- Assess the costs and opportunities around implementing technology solutions to reduce the need for face-to-face contact, including online ticket or merchandise sales, cashless transactions, contactless entry, and replacing physical collateral with digital versions.
- Review your waste management handling procedures and associated (potentially increased) costs. Look for opportunities to 'go green' here.
- Assess available human resources, including any costs associated with upskilling existing staff and/or accessing supporting expertise if required. You might consider the need for additional or new security/crowd management measures.
- Assess the costs of scheduling additional staff training, before, during and after the event in key areas such as COVID-19 safety and infection prevention measures.
- Understand your current legal obligations as these relate to directions from the Director of Public Health, the ACCC and WorkSafe Tasmania.
- Review current contracts with suppliers, contractors, artists and the like, noting that their compliance costs and business models could have increased/changed also. There may be an entitlement to relief if a contract contains a force majeure (or equivalent) clause.
- Check for express provisions requiring parties to mitigate their losses in relation to possible force majeure or other events, such as obligations to use "reasonable endeavours" and then devise commercial workarounds.
- Consider timely notification conditions in the contract as this may be a condition precedent to any entitlement from either side under the contract.
- Consider reviewing and updating supplier contracts to include any appropriate COVID-19 protocols and/or cancellation or reschedule clauses, at the same time ensuring that they have developed their own COVID-19 Safety Plans.
- Understand your contractual postponement and related rights. Some contracts may allow for postponement, whereas outright cancellation may result in penalties, lost deposits and other losses.
- Check related supplier contracts – will a failure to perform one contract have implications for other contracts?
- Plan for a renegotiation of contractual terms – consider no waiver, no oral modification, entire agreement and related provisions, and ensured alternative arrangements (if any) are properly documented.
- Review your own patron refund policy. Consider how you will disseminate and publicise any information regarding cancellation, postponement and/or refund rights especially if these have changed and/or been impacted by COVID-19.
- Review all modes of communication (social media, DM etc.) to patrons regarding refunds etc. to ensure they are consistent with your original terms i.e. on issued tickets or on-line registration forms.
- Work with your sponsors to develop a policy for refunds and/or a plan to defer sponsorship to the following years if necessary, to ensure good will and future support for the event.
- Closely examine any applicable business interruption insurance policies. Coverage exclusions must be considered in the analysis as well as the policy's notice requirements.
- If you do proceed with your event, consider waivers to be signed by attendees that may mitigate your risk either around cancellations or postponements, or an incidence of COVID-19 at your event. The waiver should recognise and acknowledge the inherent risk of attending public events and by definition any potential exposure to the virus.

Developing an Action Plan

You should develop an Action Plan to assist you in framing up your COVID-19 Plan, this should encompass areas such as:

- A plan to consistently review, and apply, directives, recommendations and guidance relevant to your event, before, during and after, as they come to light.

- A process for managing patrons or staff suspected of showing symptoms of COVID-19, of being exposed to COVID-19 within the preceding 14 days, or being diagnosed with COVID-19, prior to and during your event.
- A plan for how you will immediately respond in the event of contamination by, or to, a worker or patron during the event.
- A plan to alert staff, patrons and authorities to a contamination event.
- A protocol for post-incident follow-up, including your obligations under the law.
- A plan to manage staff shortages due to staff members being instructed to quarantine or self-isolate due to COVID-19, or in the event they are unwell.
- Implementing and managing a system for maintaining contact tracing records, and developing a protocol around privacy and retrieval relating to same.
- Developing protocols to manage and safeguard staff from infection including reviewing staff training and rostering.
- Reviewing patron entry procedures and delegations e.g. handling incidents such as group bookings where one member is denied entry, inappropriate behaviour etc.
- Updating your existing Terms and Conditions to reflect the responsibility of patrons to protect their own and other patron's health and safety.
- Reviewing your Terms and Conditions relating to refunds and cancellation policies i.e. in the event that a patron is unable to attend due to COVID-19, is asked to leave the venue due to suspicion of infection or inappropriate behaviour, or if the event is cancelled due to COVID-19.
- Planning to access available advice, support and training around issues related to mental health, safety from infection, and increasing your businesses capacity around customer service i.e. dealing with difficult/unwell patrons.

Managing Risk

You should identify and acknowledge risks specific to your event within your COVID-19 Plan. Apart from assessing risks related to patron and staff safety, we recommend you ascertain the commercial viability of your event based on aspects such as minimum and maximum numbers of patrons, increased costs of compliance etc. Templates and example risk registers can be found here:

[Safework Australia Risk Register template.](#)

Regularly undertaking a risk assessment process is advisable for all businesses in this rapidly changing environment. This activity should incorporate risk identification, measurement and assessment, risk mitigation, and risk reporting and monitoring. You can find useful resources here: [Business Tasmania Risk Management information.](#)

We particularly recommend you review your current risk management plan, your terms and conditions, and your supplier contracts in order to ensure you are able to obviate any losses, and plan an immediate and strategic response, if your event is cancelled with 24-48 hours prior to it taking place.

Communicating your COVID-19 Plan

You should use tailored messaging to communicate your COVID-19 Plan via your website, social media, booking and ticketing comms, regular e-communications, on site messaging, pre and post event comms etc.

These communications could highlight:

- Density, gathering and distancing measures, as well as an outline of event inclusions and exclusions, scheduling etc. so as to ensure that patron's expectations of the event experience are met, especially if the event has been run in previous years and is now significantly altered.

- The cleaning and hygiene measures you have in place to ensure patron safety and the ways, if any, these may impact on the customer experience.
- Patron's own obligations in relation to taking responsibility for the health and safety of themselves, other patrons, and that of your staff.
- Terms and Conditions relating to: refund and cancellation policies; patrons being asked to leave the venue; and/or, arrangements if the event is cancelled or postponed due to COVID-19.
- Your particular approach to managing patrons and staff in the event that they are diagnosed with COVID-19 during or after the event, including who has ultimate responsibility with regards to the actions taken on site.

Events – FAQs

What is the definition of a ‘gathering’?

A gathering number is the total number of people present in any single undivided space. All individuals – whether they are business operators, staff, volunteers, attendees, children or babies – are considered part of the gathering number.

What is the difference between an indoor or outdoor gathering?

An indoor space is any area, room or premises that is substantially enclosed by a roof and walls (this also applies to temporary structures, for example a marquee). Outdoor spaces are not enclosed by a roof or walls.

Do the gathering limits apply to the entire venue or individual spaces?

For mixed use venues with multiple indoor or outdoor spaces, the gathering cap (250 people for indoor, or 1,000 people for outdoor) applies separately to each single undivided space. For example, a large hotel with multiple, separate indoor spaces (e.g. conference room, bar, restaurant, foyer, beer garden), is permitted to have up to 250 people for each of these spaces (the density limit applies).

The intention of the Public Health direction is that the indoor and outdoor spaces at multi use venues are utilised for different purposes. The individual groups in these spaces should not mix.

It is important to note that where the number of people permitted according to the density limit (one person per 2 square metres) is less than the gathering limit, the lower number applies.

Can I have multiple sessions of up to 1,000 outdoors?

You can have multiple sessions of up to 1,000 people outdoors (on the same premises) that occur at different times of the day. For example a morning and an afternoon session. The density limits of two square metres of space per person applies and there must be no mixing of people between sessions.

What about events that occur across a range of venues but are marketed as one ‘event’?

An event that uses multiple and distinct venues on separate premises and is marketed as one event (umbrella) is permitted if organisers can ensure that mixing between venues does not occur.

What if my event is held in a venue not owned by me?

The property/venue owner will be required to have a COVID-19 Safety Plan. You should sight, review and understand this Plan. As the event organiser, you must comply with the property owner’s COVID-19 Safety Plan, as well as any other relevant COVID-19 safety compliance matters which relate to your specific event. Ultimately though, the venue is responsible for implementing COVID-19 safety protocols.

For sports conducting events in venues not owned by the organisation, you are required to prepare your own COVID-19 Safety Plan that complies with the requirements set out in the venue owner’s COVID-19 Safety Plan.

How do the indoor and outdoor gathering limits apply to events?

For all premises, other than private residences, the density limit means there must be a minimum of two square metres of space per person, for events, this means there is a maximum gathering limit of 250 for an indoor event and 1,000 for an outdoor event.

You can have multiple sessions of up to 1,000 people outdoors on a premises that occur at difference times of the day. For example a morning and an afternoon session. The density limits of

two square metres of space per person applies and there must be no mixing of people between sessions.

How do I apply the rules to a multi-day event?

Multi-day events have not specifically been addressed in the current directions but are being considered and a direction will be made soon.

How do the gatherings limits apply to mixed use venues?

For mixed use venues with multiple indoor spaces the gathering cap of up to 250 people applies to each separate undivided space. In the case of up to 1,000 people outdoors, you can only have one outdoor area of 1,000 people at a premises for your event.

The intention of the current direction is that the indoor spaces at multi use venues can be used for either different purposes (events) or if it is the same event then there needs to be active management in place so there is no mixing. The individual groups in the separate spaces should not be mixing.

What event activities can occur at multi-purpose sporting and hospitality venues?

At multi-purpose venues, where there are multiple separate indoor spaces and an outdoor area (for example: a large outdoor sporting arena), the following gatherings can occur simultaneously:

- sporting activities or concerts, for example, of up to a total of 1,000 people outdoors, with density limits of one person per 2 square metres applying; and
- up to 250 people in each separate indoor space, with density limits of one person per 2 square metres applying, including for example:
 - a conference in one function room;
 - a lunch in another function room; and
 - the business as usual operation of a bar/restaurant.

The individual groups in the separate indoor spaces are not allowed to mix.

What if my event is held on private property?

If it is privately owned and not licenced as an event venue, then it would be regarded as residential and would be subject to the current maximum 20 person gathering limit (not including residents of the household). If it is licenced, the property/venue owner will be required to have a COVID-19 Safety Plan.

Should I publicise my COVID-19 Plan before my event?

You should definitely use each interaction with your prospective patrons to highlight your COVID-19 Plan, especially in terms of your management of patron and staff safety. You should also highlight, through your marketing communications, those aspects of the event that will be most impacted by changes brought about by the advent of COVID-19, especially if you have run the event in previous years.

How should I communicate my COVID-19 planning at the event?

Ideally you should put in place prominent signage that detail aspects such as, not entering the venue if they are unwell and the maximum number of patrons able to enter the venue. If applicable, you should communicate policies related to actions that will be taken in the event patrons do not adhere to the guidelines and/or advise that patrons ignoring instructions may be contravening public health directions and will be asked to exit the venue.

What if a patron does not comply with my event's control measures?

If a patron at an event is not cooperating, an organisation or venue has the right to refuse entry to patrons or ask them to leave. You might consider the need for additional security measures.

Am I responsible for failure to comply with physical distancing requirements?

Event Organisers are responsible for ensuring that staff and patrons are able to remain 1.5m from each other at all times, but you are not responsible for ensuring individuals maintain this distance, however, you should use your best endeavours to ensure physical distancing is maintained. In short, individuals have a level of personal responsibility in terms of limiting the transmission of COVID-19.

What is the safe distance between performers, participants and/or stall holders?

Performers should maintain 1.5 metres (or more) distance between themselves and other performers and from staff who work backstage. Where this is not possible, they should limit the duration of close contact. Stall holders should be 1.5 metres from the neighbouring stall holder.

For sporting events, there is no requirement for participants to social distance while competing. They should, where practicable, adhere to social distancing requirements during breaks, and avoid mingling with spectators. Spectators must adhere to social distancing requirements.

Are security staff, ushers, stagehands, event staff, performers etc. included in density and gathering limits?

Yes. In each undivided space, the total number of persons present must not exceed, where practicable, the maximum gathering size and density allowed (applying the 2 sq m rule).

Are exemptions needed for performers, stall holders, exhibitors?

No. Specific exemptions are not needed. For work processes where it is not possible to maintain physical distancing or create physical barriers between workstations, try to limit the duration of close contact, and ensure good hygiene practices, including cough/sneeze etiquette and hand hygiene.

What is the safe distance between a stage and the performer and audience?

Audience members should be at least 1.5m from performers and from other patrons (who are not part of their household) at all times.

What is the safe distance between performers?

Performers should maintain at least a 1.5m distance between themselves and other performers and staff. Where this is not possible, they should limit the duration of close contact.

Do I need an Emergency Evacuation Procedure?

You should update your emergency evacuation procedures for your event/spaces where practicable, noting that physical distancing between people becomes a secondary requirement if there is clear and imminent danger requiring an emergency evacuation.

Do I need an isolation space?

An isolation space, where anyone who has symptoms related to COVID-19 can go and avoid contact with other people - located away from high pedestrian traffic areas and with appropriate PPE equipment - is a consideration, however, you should discuss with WorkSafe Tasmania whether or not this is a realistic requirement for your event, and then consider the costs and impacts involved in implementing this.

Rather, you may implement a protocol where on-site health professionals e.g. St John's Ambulance, are notified that a person displaying COVID-19 symptoms is on site/was about to enter the event site.

Then, once they assess the person they would have sole responsibility for determining whether the person is well enough to return home, whether they should contact their GP or arrange a COVID-19 test, and then provide that advice to the person, as well as to your nominated contact, accordingly.

They would also then be responsible for advising the relevant authorities. This must be a fully documented process agreed to between the relevant parties.

Are there any rules regarding roving performers at events?

Roving performers must comply with the same requirements as other performers, that is: maintain physical distancing, practice good respiratory and hand hygiene etc. Performers also must operate in a way that ensures spectators do not mill and are able to maintain social distancing requirements.

How can we support patrons getting safely to and from their seats in narrow aisles?

You will need to ensure 1.5 metres between groups not from the same household, when seated. This may mean having every second row blocked off, and strict seat allocations which allow for space between groups. Consider seating centre seats or seats at the far end of row first, to limit the number of people needing to pass other seated patrons as well as providing hand sanitiser immediately prior to the entrance to seated areas.

How do I manage access to amenities?

Venues should put in place measures to ensure physical distancing is maintained by:

- Increasing the number of facilities and ensuring those facilities have markers to denote 1.5m.
- Ensuring toilets are equipped with warm running water, soap or sanitisers, and paper towels
- Increasing the frequency and standard of cleaning

Do I need to keep an Attendance/Contact Tracing Register?

In order to assist contact tracers you must maintain a register of all staff, patrons, contractors and volunteers on site, the dates and times they are at the event, including bump in and out. This register must be kept for 21 days.

Sports are not required to record contact details of patrons at events but are encouraged to do so where practicable.

What contact tracing details should be collected from Patrons?

Contact information is required from each patron, not a single patron within a group. You should collect:

- Full name
- Telephone number
- Email address (residential address if unavailable)
- Date and time period of patronage

How should I store contact tracing information?

This is a decision for the individual business. Contact information must be stored in a manner that ensures it cannot be reviewed or tampered with by other patrons or staff (e.g. a running list kept permanently on a dining table is not suitable). It must also be able to be efficiently retrieved (within one hour) and sorted under a specified date and/or time (e.g. batched per day).

What advice should I communicate to my patrons in relation to contact tracing?

You should advise them that it is a condition of entry and that you have a documented process for collecting, storing, producing and destroying their contact information, and that this process is available for them to sight on request.

Can I use a mobile app or QR code to collect and store contact information?

If you choose to use a mobile application or QR code to collect contact information, the minimum requirements to keep, store and produce contact information (within one hour) must not be

jeopardised. Note that if a sole patron within a group downloads the mobile application or uses the QR code, the application must still be able to collect the contact information of all patrons within that group, and you or the appropriate authorities must be able to readily access and review this information.

My event is held in the public domain and there is no designated access point. How will I collect records of attendees?

Event organisers must collect contact details in order to facilitate any required contact tracing. In relation to event sites with no managed/designated access points, you must still implement options to channel foot traffic so that contact details can be collected, or in effect, not hold the event.

What is the extent of my responsibilities if my event is held in the public domain e.g. public beach foreshore?

Where an event has the potential to attract large numbers of people including passers-by or other members of the general public, event organisers are responsible for implementing measures to limit the number of people in the area in accordance with physical distancing and density requirements. This may include defining the event site, installing signage, and/or assigning stewarding personnel to encourage people to move along.

What cleaning protocols should I implement?

Cleaning and disinfecting common contact surfaces will help to slow the spread of COVID-19. General requirements and suggestions on cleaning and disinfecting procedures can be found in the Safe Work Australia guide: [‘How to clean and disinfect your workplace’](#) document.

What ‘routine’ cleaning protocols should I plan for?

It is important to clean before disinfecting. Cleaning is essential because dirt and grime can stop disinfectants working. Coronaviruses can survive on surfaces for many hours but is made inactivate by cleaning and disinfecting processes.

You should ensure that surfaces that are visibly dirty are cleaned as soon as this is noticed, regardless of when they were last cleaned.

Cleaning should start with the cleanest surface first, progressively moving towards the dirtiest surface. When surfaces are clean they should be dried to prevent slips/falls and the spread of viruses and bacteria through droplets.

Disinfecting means using chemicals to kill germs on surfaces. These can be in the form of liquids/sprays or wipes, and are labelled as “disinfectant” on their packaging.

Disinfectants are usually only necessary if a surface is contaminated with potentially infectious material, or if your workplace has many people entering each day.

How often should I clean the venue?

You should clean frequently-touched surfaces, like desks, reception counters, keypads, benches, tables, door handles, railings, kettle and microwave handles, backs and arms of chairs more often, a minimum of every two hours is a good guide.

Do I need separate cleaning protocols for specific areas?

You should consider specific cleaning schedules for green rooms, rehearsal rooms, stage door etc. As well as specialist event items including props, exhibition stands, production equipment, etc. You should also regularly inspect venue seating and undertake spot cleaning as and when required.

Should I clean between shows/matches?

Cleaning between shows or matches remains important, but deep cleaning may not be feasible depending on the layout and surfaces that require cleaning (e.g. fabric furnishings). Frequently touched surfaces should be wiped between shows/matches. Consider leaving sufficient time between performances to facilitate the requisite cleaning protocols.

What specific cleaning is required for fabric chairs?

For fabric chairs, use a HEPA vacuum cleaner and clean the touch surfaces of the item that can be wiped with a damp cloth and detergent. Not all surfaces are amenable to frequent cleaning. For soft or porous surfaces like fabric or leather, seek advice from the manufacturer of the item to be cleaned about which products can be safely used. Focus on frequently touched surfaces and consider regular inspections of seating and undertake spot cleaning as and when required.

If soft or porous surfaces require regular cleaning, it may be more effective to use a removable washable cover or a disposable cover and replace these as regularly as you would clean the surfaces. Disinfectant is not suitable on fabric surfaces as it only works with extended contact time with the surface.

What hand hygiene facilities should I provide?

Hand washing facilities with liquid soap (not soap bars) and paper towel are strongly recommended. Alcohol-based hand rub in common areas, entry and exit points and areas where hand washing facilities are not available, is also recommended.

What are the Food and Beverage distancing requirements?

Physical distancing protocols still apply where food and beverage is served. Consider extending the duration of meals session, and ensure sufficient numbers of staff are on hand to manage crowding safely. Pre-ordering facilities for food and beverage items should also be considered.

Can patrons dance at an event – including wedding receptions?

Dancing is only permitted when it is pre-arranged, held in a separate room to where food and alcohol is consumed and contact information is recorded. Examples include a pre-arranged dance class in a separate room of a pub or a dance class or dancing in a community hall. The only other exception is dancing at a wedding reception. The wedding couple, their parents/guardians and other bridal party members can dance.

Why do specific dancing and food and alcohol restrictions apply?

Restrictions remain in place for dancing in all venues where food and alcohol is consumed because of the increased risk of close contact, particularly where alcohol is consumed, and difficulty of tracing contact among patrons.

This restriction will be in place at least until the end of 2020. If the event is pre-arranged then water, tea, coffee and other non-alcoholic drinks can be consumed in the same room as a dance class or dancing.

If someone hires a venue, such as a community hall, they share with the venue owner/operator the responsibility for managing dance and other activities, including physical distancing and facilitating a safe entry and exit to the premises.

Can I serve alcohol?

The operator of licensed premises must ensure that alcohol consumed at the premises is only consumed by patrons of the premises who are seated where the alcohol is to be served. This has changed from previous directions which required consumption of food and drink whilst patrons were seated.

Can guests have pre-event beverages whilst standing up?

No. Event attendees and/or wedding guests must remain seated when consuming alcohol. A person who operates premises where alcohol is served must ensure that alcohol is consumed by patrons in seated areas; and must not allow non-seated activities (for example dancing).

Are there restrictions on how food is consumed at tables?

No. There are no restrictions on how the food is consumed at tables, i.e. individual servings or share plates/platters. Event staff can serve plated food to tables, and/or patrons can serve themselves for consumption while seated.

How close can patrons sit together at a table?

There are no restrictions on how close diners from the same group can sit at a table.

If a venue does not sell food or drink, must patrons remain seated?

If the event, e.g. a wedding, is held at a premise that does not sell food or drink, i.e. a church, there is no requirement for the guests to remain seated.

My event has food and beverage outlets/stalls. Do people buying food from these have to be seated?

Milling of people in areas where food and beverages are served is not permitted. Food and beverages may only be consumed at the outlet where purchased if patrons are seated. Takeaway service is still permitted.

When individually boxed food is served at a standing/cocktail-style event do patrons have to be seated?

Food must only be served to seated patrons.

Are there rules in relation to events that involve animals, such as pony rides?

Event organisers should consider whether animal interactions can be provided whilst maintaining physical distancing. Other than the direct transfer of an animal to a visitor (and back) for interactions, animal operators must maintain physical distancing from visitors/customers.

Where it is not possible for an animal interaction to be provided with physical distancing, then event organisers should not provide this activity. Operators should still follow all existing public health, and workplace health and safety requirements relating to the management and exhibition of animals.

What, if any, children's activities are unsuitable e.g. hands-on craft activities and face painting?

Event organisers must apply public health principles to determine whether activities will be suitable at an event. For example, physical distancing cannot be maintained during face painting so this activity would not be permitted.

Are guided tours allowed?

Yes. Guided tours can continue subject to the density rule and patrons being able to remain 1.5 metres apart.

Are drive-in venues exempt from physical distancing and/or density quotient requirements?

As patrons stay mostly in their cars, there are no restriction on numbers attending drive-in cinemas or gigs, other than the maximum gathering limit in areas such as on site toilets, cafeterias etc. Patrons should not have passengers in their car unless they are from the same household.

Are exemptions needed for actors, makeup artists, and costume fitters?

No. Specific exemptions are not needed. For work processes where it is not possible to maintain physical distancing or create physical barriers between workstations, try to limit the duration of close contact, and ensure good hygiene practices, including cough/sneeze etiquette and hand hygiene.

How should performance space, including on stage and in orchestra pits, be set up for safe physical distancing?

The performance space, including on stage and in orchestra pits, should be arranged to maximise physical distancing. When rehearsals and performances are conducted, performers should maintain a 1.5 metres distance from each other, and sharing of microphones or instruments that are played with a mouthpiece should be avoided.

Does the maximum capacity in the auditorium include performers on stage or in an orchestra pit?

Yes.

Does the maximum capacity in the auditorium include backstage personnel?

Yes.

Can patrons order drinks at a bar or is table service mandatory?

Guests can order drinks from a bar inside a venue, as they can in any licensed premises, but they must return to their table/take a seat and remain seated while consuming the beverage.

Can patrons order drinks from a pop-up bar or wet area?

Guests can order drinks from any bar inside a venue, but they must return to their table/take a seat and remain seated while consuming the beverage.

When there are children present, are they required to be seated?

All people, including children must be seated.

Is there a time limit on how long a patron can stay in the venue or food and beverage outlet?

No. This is a matter for individual premises to determine.

How many people in a group need to provide contact tracing details on arrival?

All people need to provide contact details.

What are some of the mandatory requirements we should consider for event staff?

Event staff, volunteers, contractors etc. should be:

- Prohibited from attending the workplace if they are unwell or have been in contact with a positive COVID-19 patient.
- Registered on arrival at the event venue. Consider using a formatted questionnaire for this purpose.
- Required to sign out on departure.
- Encouraged to maintain COVID-19 protocols and hygiene outside working hours for the duration of the event.
- Complete requisite documentation in the event of a COVID-19 related incident on site to which they are potentially exposed, or if they themselves attend the workplace while infectious or unwell.

Can I hire a venue to host an event?

Yes, you can hire a venue, such as a community hall, for an event. As the person organising the gathering, you are responsible for complying with the requirements of the current *Management of Premises Direction*:

- maximum density limits and the permitted number of people at the venue,
- 1.5 metre physical distancing requirements (where practicable);
- the management of entry and exit requirements;
- the seated service of alcohol if the premises being hired is a licensed premises; and
- the dancing requirements (noting that dancing cannot occur at a party where food and alcohol is consumed).

There are no restrictions on self-catering. You can bring your own food and drink to a hired venue, such as a community hall, as long as you comply with the requirements outlined above. There are also no restrictions on how food is served, whether it be individual meals, the use of communal food areas such as buffets, or share plates/platters.

You also need to comply with the venues COVID-19 safety plan.

When can larger outdoor events and festivals be held?

A Framework is currently being developed to provide clear guidance to organisers to plan for the possibility of holding larger events after 1 December 2020. The Framework is planned to be released at the end of October 2020 to assist event organisers to plan for the possibility of larger crowds at events after 1 December 2020.

The Framework will cater for all types of events, including for example: multi-day and multi-venue events. The Framework will outline the risk mitigation measures event organisers will need to implement to host an indoor event of more than 250 people and an outdoor event of more than 1,000 people after 1 December 2020.

Although this Framework is intended to give some certainty to event organisers, they will need to plan for the possibility that their event may need to be postponed or cancelled if the COVID-19 situation in Tasmania changes.

How many people can attend an outdoor market?

A maximum of 1,000 people can gather at an outdoor market.

COVID-19 Incident Management

Incident Notification – COVID-19 related – Patrons and staff

In the event of a medical incident or death where COVID-19 is suspected, a positive diagnosis of COVID-19, or suspected exposure to COVID-19 to patron and/or staff has occurred, you must immediately notify Public Health by phoning 1800 671 738 and follow their advice relating to:

- Helping the affected person to receive medical treatment.
- Identifying who has been in close contact with that person.
- Isolating the affected venue area or areas.
- Closing the event until advised it is safe to reopen.

Incident Notification – COVID-19 related – Employees

You must also notify WorkSafe Tasmania by phoning 1300 366 322 or by submitting WorkSafe Tasmania's [WorkSafe Tasmania Incident Notification](#) if it is confirmed that an employee has contracted COVID-19 through carrying out work at your event and:

- the person dies; or
- the person is required to have treatment as an in-patient in a hospital; or
- the reason the person contracted COVID-19 is reliably attributable to carrying out work that involves providing an event service, or involves contact with human blood or body substances during the course of their work. In notifying WorkSafe Tasmania, you should ascertain whether or not undertaking their work activities at your event was a significant contributing factor to the infection being contracted.

In either of the above cases, notification must be made immediately after you become aware of the incident. Notification is required regardless of whether you believe that the Department of Health/Public Health Services is already aware of the case. Regulation 699 is the relevant regulation for incident notification of a serious illness.

Fact Sheets

A summary of safety and hygiene measures to ensure staff and volunteers are complying with health advice, and are well, can be found here: [Coronavirus information for Employers](#)

A fact sheet on the requirements of developing your Safety Plan can be found here: [Tasmanian Government COVID-19 Safety Plans fact sheet](#)

A range of fact sheets from the Tasmanian Government, for community, businesses and health professionals can be found here [Tasmanian Government's Coronavirus Fact sheets](#)

Key Contacts

Tasmanian Government Public Health Hotline 1800 671 738

Use this number in the event you are made aware that your patrons or staff have a fever and respiratory symptoms (e.g. cough, sore throat), have recently travelled overseas or have had contact with someone known to have COVID-19, or if you have any queries in relation to managing the safety of event patrons or staff on site.

Business Tasmania Hotline 1800 440 026 or Australian Government Business Support 13 28 46

For further information on available support go to [Australian Government Covid-19 business support](#) and [Tasmanian Government COVID-19 business support](#)

Australian Government Information Line 1800 020 080

For nationally relevant information about coronavirus visit the Australian Government Department of Health website here: [Australian Government Health Alert and Corona Updates](#)

WorkSafe Tasmania 1300 366 322

To report an incident to WorkSafe Tasmania immediately phone 1300 366 322. You must follow this up within 48 hours, by lodging the Incident Notice form found here: [Notify WorkSafe](#).

Australian Competition and Consumer Commission (ACCC) 1300 302 021

For information on COVID-19 related rights and obligations for consumers and businesses go here: [ACCC Website](#).

Tasmania Police Assistance Line 131 444

A form for reporting non-compliance with self-isolation requirements or gathering restrictions can be found here: [Form for reporting non-compliance](#).

Appendix A - Example COVID-19 Health Questionnaire for Staff

Staff name:

Date:

Time of allocated shift:

Signature:

Contact number:

Time arrived at venue:

Time departed venue:

Name of Supervisor/Venue Manager advised of any COVID-19 related issue(s)

Are you currently required to be in isolation because you have been diagnosed with coronavirus (COVID-19)? Yes or No

OR

Have you been directed to a period of 14-day quarantine by the Department of Health and Human Services as a result of being a close contact of someone with coronavirus (COVID-19)? Yes or No

If you answered **YES** to either of the above questions you should not be attending this site today.

You should now immediately advise your Supervisor/Venue Manager of your attendance at our site today practising COVID-19 safe protocols in doing so. You will also need to seek the advice of the Department of Health and Human Services.

If you answered **NO** to the above questions, proceed to the symptom checklist below.

Are you experiencing these symptoms? (Tick any or all boxes as applicable)

- Fever or signs of fever, such as chills or night sweats
- Cough
- Sore throat
- Shortness of breath
- Runny nose
- Loss of taste or sense of smell

If you answered YES to any of the above questions you should not enter this workplace and will need to leave this workplace AFTER you immediately advise your Supervisor/Venue Manager. You will then need to arrange to get tested for COVID-19, stay home as directed and advise your Supervisor/Venue Manager of the outcome of your test as soon as possible.

If you answered NO to all the above questions, you can enter this workplace.

Appendix B - Event Ready Checklist

- Do you understand your legal obligations as these relate to directions from the Director of Public Health, the Australian Competition and Consumer Commission (ACCC), WorkSafe Tasmania and others?
- Have you planned to consistently review, and readily apply, directives, recommendations and guidance before, during and after your event?
- Have you examined the quantifiable impacts of physical distancing/gathering limits on revenue and expenditure?
- Have you scoped out your venue relevant to density, gathering and distancing requirements and separate entry and egress arrangements for staff, patrons and others?
- Have you developed alternative event concepts and/or ways to deliver and commercialise your content/offering and/or 'reopen' or reimagine your event?
- Have you explored options to develop and market additional revenue streams for your event?
- Have you assessed the cost and ROI of implementing potential technology solutions?
- Have you assessed the specific expenditures and implementation costs related to your proposed COVID-19 cleaning and waste management schedules?
- Have you assessed available human resources, including any costs associated with upskilling existing staff and/or accessing supporting expertise, if required?
- Have you reviewed current contracts with suppliers, contractors and artists?
- Have you planned for additional staff training, before, during and after the event?
- Do you need to consider additional, or new, security measures and resources?
- Have you developed effective protocols and signage around enforcing the 1.5m distancing requirements for patrons, staff and others?
- Have you developed a system for managing contact tracing records?
- Have you developed a process for managing patrons or staff suspected of showing symptoms of COVID-19, being exposed to COVID-19 within the preceding 14 days, or being diagnosed with COVID-19, prior to and during your event?
- Have you planned for staff rostering e.g. staggered commencement and conclusion times and staggered breaks?
- Have you assessed the possibilities around separate and discrete areas for staff, volunteers and contractors to enter and exit the site, and for taking breaks?
- Have you planned to manage short notice reduction in staff availability prior to, and during, shifts?
- Have you put in place a plan to protect yourself, and your staff, in relation to mental health and other COVID-19 related issues?
- Have you developed tailored and integrated messaging regarding your approach to COVID-19, especially around your Terms and Conditions e.g. refunds etc. and any cleaning and hygiene measures that may impact the customer experience?
- Have you developed messaging related to patrons own obligation to take responsibility for the health and safety of themselves, other patrons, and that of your staff?
- Have you developed your COVID-19 Plan in consultation with staff, volunteers, contractors and suppliers, and obtained their 'buy in' to ensure the Plan is effectively implemented?

Appendix C - Protocols for performances

The following provides guidance that may be useful for the performance sector.

Cast/performers

- Require cast to perform own set checks and to dress themselves, where possible.
- Require cast to handle hand-held props out of a bag and return them to the same bag when finished, if possible.
- Encourage staff to adhere to physical distancing requirements during rehearsals where possible.
- Where cast cannot adhere to physical distancing requirements, try to limit the duration of close contact and ensure good cough/sneeze etiquette and handwashing.
- Limit block-throughs and rehearsals to essential personnel only.
- Limit direct person-to-person contact.

Rehearsals

- Minimise attendances at on-site rehearsals to essential personnel only and seek opportunities to rehearse separately or via electronic means.
- Rehearse in large, well-ventilated areas or even outdoors if practicable.
- Promote hand hygiene throughout and between rehearsals.
- Ensure rehearsal spaces are set up to facilitate physical distancing and avoid direct contact where possible.

Hair and makeup

- Guidelines are available for the beauty and personal care sector, at WorkSafe Tasmania.
- Ensure all practices are in compliance with requirements under the COVID-19 Safe Workplace Guidelines set out by WorkSafe Tasmania regarding infection prevention and control.
- Provide cast and performers with the option to do their own hair and makeup (including touch-ups and removal), including through virtual tutorials with hair and makeup personnel.
- Wash hands prior to beginning any work on a cast member or performer, during as needed, and immediately after.
- Sanitise and bag hair and makeup kits (tagging kits as such).
- Ensure makeup applicators and removal supplies are single use and disposed of.
- Purchase separate makeup kits for each cast member.
- Require cast and performers to touch up and remove their own makeup.
- Prevent makeup supplies from being handled by anyone outside of the makeup department.
- Require wigs and hair extensions to be deep cleaned before being applied.
- Maintain at least 1.5m distance between hair and makeup stations.
- Wipe down makeup chairs with disinfectant wipes between uses by different performers/cast members.
- Provide hygiene station near the entrance of the makeup area.

Costume

- Provide additional time after casting to allow online purchases, delivery and separate individual fittings.
- Conduct costume fittings remotely or virtually where possible or with only one stylist/designer.
- Clean and sanitise high-touch surfaces between fittings.
- Ensure costume fitters and cast members wash hands before/after fitting or dressing cast.
- Equip each individual with their own supply of an alcohol-based disinfectant and hand sanitiser.
- Prevent costume pieces from being shared.

- Colour code costume pieces (with tape/stickers) to identify when a costume/piece has been used and needs to be cleaned before next use.

Sound/orchestra

- Consider sneeze screens or mute shields between musicians and maintain physical distancing.
- Colour code equipment (with tape/stickers) to identify when equipment has been used and needs to be cleaned before next use.
- Prevent swapping of radio microphone belts and pouches between cast members.
- Require radio microphone transmitters be cleaned with disinfectant wipes.
- Require cast and performers to apply and remove their own lapel microphones, where their use is unavoidable.
- Require individuals to supply their own headphones.
- Provide additional time at the end of the day to ensure cleaning and sanitisation of equipment used.
- Consider reduced numbers of musicians and/or staggered arrival and departure.

Art department

- Minimise number of crew who will work in groups or pairs to install or move items (where safe to do so).
- Implement permanent separate teams to minimise cross-contamination.
- Plan purchases to minimise trips needed to brick and mortar stores and facilitate use of credit cards and online payment.
- Minimise the use of shared props and wipe down shared props between rehearsals.
- Colour code props/equipment (with tape/stickers) to identify when equipment has been used and needs to be cleaned before next use.
- Wipe down and disinfect goods in the prop store.
- Maintain an inventory trail of props for the purposes of contact tracing if there is a confirmed case.

Theatre/performance spaces

- Limit the number of tickets sold for each cinema screening or theatre performance to allow for requisite physical distancing and density limits and limit or refuse walk-in or door sales.
- Consider airline-type loading and unloading by row numbers.
- Consider allocated seating for all events and performances.
- Consider utilising timed ticketing to stagger arrivals if practicable.
- Encourage ticket purchases in household/family blocks and seat accordingly.
- People who are not from the same household should be seated at least 1.5 metres from other people in the venue.
- Apply the one patron per two square metre rule and adhere to the maximum number of patrons in each separate area.
- Consider allocating spaced seating and staggering that between rows. Other seats could be clearly marked that they are not to be used.
- Utilise a seating system where individual seat numbers are called up to minimise people needing to pass each other within the row.
- If there is an intermission, require the entire audience to leave their rows to reduce need for people to pass other seats with patrons who would normally remain seated.
- If there is an intermission, extend its length to reduce the need for people to feel the need to hurry and impose on physical distancing requirements.
- Reduce the number of sessions and allow time between sessions to minimise interactions between patrons arriving and leaving and allow for additional cleaning/sanitisation.

- Implement separate entrances and exits for patrons where possible, as well as separate walkways (with one-way flow) in lobby areas, including consideration of seat removal to facilitate additional pathways.
- Livestreaming a performance, without a live audience, can continue, however, ensure the performers and technicians involved maintain physical distancing whenever possible.