



**monkey**  
**baa** theatre  
company

**pete the sheep**  
**2021 national tour**  
**COVID-safe information**

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## INTRODUCTION

Monkey Baa Theatre Company is committed to ensuring the health, safety and welfare of the all persons who interact with the organisation across all operational activities.

Monkey Baa Theatre Company has developed this COVID Safe Workplace Policy and a subsequent set of COVID Safe Workplace Procedures in consultation with staff, stakeholders and other industry organisations.

This policy and the procedures are to complement existing Workplace Health and Safety (WHS) guidelines. The implementation of a control measure to mitigate the risk of COVID-19 should not cause unsafe conditions for a worker. Where a procedure introduces a new health or safety risk, or impedes existing protocols, this risk should be assessed and managed accordingly.

This document is subject to change as health advice and regulations are constantly evolving.

## WHAT ARE CORONAVIRUSES AND COVID-19?

Coronaviruses are a large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases. Some coronaviruses cause illness in humans and others cause illness in animals. Rarely, animal coronaviruses can evolve to infect and spread among humans, causing severe diseases such as Severe Acute Respiratory Syndrome (SARS) which emerged in 2002, and Middle East Respiratory Syndrome (MERS) which emerged in 2012.

COVID-19 is a disease caused by a highly infectious, new strain of coronavirus that has not been previously identified in humans. The COVID-19 virus is closely related to a bat coronavirus. It was first identified in Wuhan, Hubei Province, China before spreading across the world in human to human transmission.

The virus can spread from person to person through:

- close contact with an infectious person (including in the 48 hours before they have symptoms)
- contact with droplets from an infected person's cough or sneeze
- touching objects or surfaces (like doorknobs or tables) that have droplets from an infected person, and then touching your mouth or face

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

COVID-19 is a new disease, so there is no existing immunity in our community and there are no specific vaccines or treatments.

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 and discolouration of fingers or toes

More information on COVID-19 is available [here](#)

On 11th March 2020 the World Health Organisation labelled COVID-19 a pandemic.

## PURPOSE OF POLICY

In response to the COVID-19 pandemic, the Australian Federal and State/Territory governments put in place a range of restrictions in attempt to fight the spread of the disease. These restrictions had significant impact on the ability of performing arts organisations and venues to operate.

At this time (September 2020), as these restrictions begin to be eased, work activities for performing arts organisations will recommence in an environment in which we live and work with the risk of COVID-19 until a vaccine is developed. As such, we recommence activities with the potential for future outbreaks and risk this poses to Monkey Baa workers, audiences and stakeholders.

The purpose of this Policy is to detail the responsibilities of each party to work safety in a COVID-risk environment.

Monkey Baa's COVID Safe Work Procedures are based on the Live Performance Australia (LPA) model which assumes three levels of COVID risk. Each work activity has been assessed in a high, intermediate and low risk COVID environment and the appropriate control measures detailed. In some instances, control measures apply across all three levels or a control measures may only be needed in the instances where risk level is high.

The risk level (high, intermediate or low) that Monkey Baa operates under will depend on a number of factors such as requirements imposed by government and active COVID-19 cases in the community. Our procedures are designed to be flexible to step up or down based on changing health advice and active case numbers. This flexibility is particularly vital for our activities that move between locations and across states and territories (teaching artists and touring productions)

As Monkey Baa Theatre Company is a small organisation and does not have understudies or alternates to support rehearsals or performances continuing if there is a suspected or confirmed COVID case within our team, the precautions and control measures may seem more stringent than other industries and workplaces. In high level situations, this may include restrictions around lifestyle activities eg: visiting pubs or restaurants, going to gyms and being asked to limit interactions with people outside the organisation.

At both work and home, it takes each of us to do our part to protect ourselves and those around us. The COVID Safe Work Procedures must be adhered to whilst at work in any location for Monkey Baa and this is inclusive of offices, rehearsal rooms, storage facilities, when traveling and in performance spaces.

## COVERAGE

This policy covers all Monkey Baa employees (permanent and casual), volunteers, contractors and sub-contractors, work experience students, interns and secondments, visitors, workshop participants and board members.

## RESPONSIBILITIES

This Policy requires all persons involved in Monkey Baa operations across a range of workplace locations agree to adhere to our COVID Safe Policy and Procedures.

**Under this policy, Monkey Baa Theatre Company will be responsible for:**

- Work with all employees to support their personal circumstances in making a decision to return to work, including identifying and discussing any aspects of an employee's situation which may increase their vulnerability to COVID-19, and work in good faith to revise employee roles and mode of engagement to support their personal health and safety
- Distribute this COVID Safe Work Workplace Policy & Procedures to all employees at least 2 days prior to the commencement of work. This document will be updated periodically to reflect changing government information and advice, and employees will be advised of updates.
- Discuss these policies and procedures in safety briefings and ensure all employees have returned a signed Workplace Policy prior to the commencement of work.
- Provide necessary hygiene measures including Personal Protective Equipment (PPE) and appropriate professional cleaning services in workplaces.
- Ensure that participation in work can be done so while practicing reasonable appropriate physical distancing measures as advised by the relevant state government health advice, and introduce alternative controls where physical distancing is not reasonably possible.
- Ensure that third party venues, schools and suppliers have appropriate COVID Safe plans which meet or exceed Monkey Baa's required standards. Monkey Baa will exchange COVID Safe plans with third-party venues and suppliers in advance to ensure an appropriate COVID Safe environment and advise employees of any required changes to procedures in order to maintain safety.
- Ensure sanitation of all production equipment (audio, lighting, props) occurs prior to any employee use, including sanitising high-touch equipment at the end of each day.
- Keep an on-site register of any visitors to Monkey Baa managed workplaces (and ensure that third-party venues keep such a register) collecting contact information to share their details with local public health authorities if any employee or visitor becomes ill with COVID-19.
- Prominently display COVID related signage including hygiene and physical distancing best practices, room density requirements and hotlines and information services.
- Ensure workplace supervisors identify a suitable space in every workplace as an isolation room/space in the event that one or more employees is experiencing COVID-19 symptoms.
- Actively ensure that employees do not attend work when they have symptoms which indicate possible COVID-19 infection and ensure that employees with such symptoms seek medical advice before returning to work.
- Limit the number of people in the workplace at any given time and require others to stay away from the workplace unless essential, e.g., family, friends, visitors.

## RESPONSIBILITIES

This Policy requires all persons involved in Monkey Baa operations across a range of workplace locations agree to adhere to our COVID Safe Policy and Procedures.

Under this policy, all workers (inclusive of Monkey Baa employees (permanent and casual), volunteers, contractors and sub-contractors, work experience students, interns and secondments, visitors, workshop participants and board members) are responsible for;

- Read this policy, COVID Safe Work Procedures and associated documents prior to commencing work.
- NOT attend work when they have symptoms which indicate possible COVID-19 infection.
- Follow at all times the relevant physical distancing required practices as advised.
- Alert their Supervisor immediately if feeling unwell, especially if experiencing a fever, cough, sore throat, or shortness of breath.
- Participate in Health Checks and/or COVID-19 Screening if required.
- Follow hand hygiene protocols - washing hands thoroughly with soap and water for a minimum of 20 seconds. If it is not possible in the circumstances to wash hands, employees should sanitise their hands using an alcohol-based hand rub that will be provided on site
- Follow respiratory hygiene protocols - covering the mouth and nose with a tissue (not hands) when coughing or sneezing, throwing tissues in the bin immediately after use. If a tissue is unavailable it is recommended to sneeze or cough into elbow while covering the face. Hands should be washed after coughing, sneezing or blowing nose.
- Washing hands on arrival at any workplace or venue, then regularly throughout the day, including before and after meals, bathroom breaks, etc.
- Avoiding touching eyes, nose, or mouth if hands are not clean.
- If working as part of a bubble or pod, adhere to the restrictions on lifestyle activities outside of work

## SUSPECTED OR CONFIRMED COVID-19 CASE MANAGEMENT

In the event of a suspected COVID-19 case in the workplace Monkey Baa will:

- Immediately physically isolate the employee displaying symptoms, supply them with a face mask, and have them attend a COVID-19 testing clinic as soon as possible.
- Assess whether this worker represents a risk to others in the workplace.
- The worker cannot return to the workplace until symptoms are no longer present and they receive clearance from public health authorities (such as a negative test result with no requirement for further isolation) or medical practitioner.
- Ensure that impacted employees are supported, including making arrangements for isolation while on tour.

## SUSPECTED OR CONFIRMED COVID-19 CASE MANAGEMENT (CONT)

In the event of a confirmed COVID-19 case in the workplace Monkey Baa will:

- Physically isolate the employee if they have not already been isolated. The employee will not be able to return to work until they have received clearance from health authorities or treating medical practitioner.
- Seek advice from local health officials, and if advise and close contacts (e.g. other employees or third-party employees) that they may have been exposed to COVID-19
- Arrange for close contact employees to get tested and follow instructions regarding s self-isolation.
- Supply all information required by the relevant State/ Territory Public Health teams to conduct Contact Tracing in relation to the infected employee
- Encourage all employees to monitor their personal health and report any symptoms to their Supervisor immediately.
- Undertake a risk assessment to determine whether it is still viable to continue with the rehearsals or performances
- Make arrangements for impacted employees to isolate (e.g. extending hotel booking if relevant).
- If required, submit an incident notification to the relevant state and/or territory WHS regulator.

## CONSULTATION

Concerns about working in a COVID risk environment are normal and we encourage all workers to discuss these with their supervisor. If any worker has pre-existing health conditions that may lead to an increased chance of serious illness if they contracted COVID-19, please discuss this with your supervisor.

## BREACH OF POLICY OR PROCEDURE

Monkey Baa Theatre Company takes its health and safety obligations seriously. Any breach of this policy or associated workplace health and safety procedures may result in disciplinary action, which can include counselling and/or dismissal

## POLICY SIGN-OFF

All employees are required to sign a written statement confirming they have read, understood, and will comply with the COVID Safe Work Policy, Appendices and COVID Safe Work Procedures.

I declare have read the documents and agree to abide by them at all times.

- COVID Safe Work Policy
- COVID Safe Work Procedure & Appendices as applicable

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## RISK LEVELS DEFINITIONS

High	High community transmission and/or new cluster outbreak in either current location or previous tour locations in last 14 days
Intermediate	Low community transmission in current and previous tour locations in last 14 days
Low	Near zero community transmission in both current location and previous tour locations over past 14 days

## WORKER DEFINITIONS

Company members	Inclusive of all creatives, production team, cast and crew working on a particular production
Tour party	The people (e.g. actors and crew) travelling with the production including, but not limited to, performers, crew and contractors.
Workers	Inclusive of all Monkey Baa staff, volunteers, contractors and sub contractors, work experience students

## LPA GUIDE DEFINITIONS

Isolation	Separates people who are unwell and who are confirmed with or have been tested for a contagious disease (such as COVID-19) from people who are healthy.
Personal protective equipment (PPE)	PPE refers to anything used or worn to minimise risk to workers' health and safety. This may include, but is not limited to:
Quarantine	Separates and restricts the movement of people who are well but may have been exposed to a contagious disease (such as COVID-19) to see if they become unwell. The quarantine period for COVID-19 is at least 14 days.
Pandemic	An outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population
Presenting Venue	The person or entity engaging the Producer to perform in a location.
Producer	The person or entity that engages the Touring Party.
Social Bubble	A group of people who are travelling and working in close proximity over a period of time (in a way, similar to a household). Physical distancing is not required within the bubble but must be maintained between the bubble and others. The Touring Party (as defined below) forms a Social Bubble for the duration of the tour. The Social Bubble will not apply to touring productions which reside in one location for an extended period.
Tour	A live production travelling to multiple locations over a period of at least two weeks where the time spent in each location is generally less than four weeks.

LPA GUIDE DEFINITIONS CONT.

<p>Tour Pack</p>	<p>The standard documentation that a Producer will generally prepare for a Touring Party. Includes itinerary, travel information, emergency contacts,etc.</p>
<p>Touring Party</p>	<p>The people (e.g. actors and crew) travelling with the production including, but not limited to, performers, crew and contractors. Other service providers (i.e. technical, creative, marketing and publicity), who may visit the tour at different intervals throughout the tour, are not regular members of the Touring Party but should nonetheless follow these guidelines, where applicable.</p>
<p>COVID Safe Policy</p>	<p>All workers to have read and understood Monkey Baa's COVID Safe Policy, this document and any appendices. Advice from State &amp; Territory based health authorities is always evolving and at times their directives may supersede this document</p>
<p>Vulnerable Person</p>	<p>Any person deemed by public health authorities or advised by a medical professional to be at higher risk of more serious illness/ complications if they are infected with COVID-19.</p>

# guiding principles

<p>COVID Safe Policy</p>	<p>All workers to have read and understood Monkey Baa's COVID Safe Policy, this document and any appendices.</p> <p>Advice from State &amp; Territory based health authorities is always evolving and at times their directives may supersede this document</p>
<p>Hand Hygiene</p>	<p>Frequent handwashing is considered the cornerstone of infection prevention</p> <p>Hands should be washed or sanitized for a minimum of 20 seconds, scrubbing all surfaces, and in the following situations at a minimum:</p> <ul style="list-style-type: none"> <li>• Upon arriving to rehearsal room or venue</li> <li>• After blowing one's nose, coughing, or sneezing</li> <li>• After using the bathroom</li> <li>• Before and after eating or drinking</li> <li>• Before and after handling shared equipment or objects</li> <li>• Before and after applying or removing a face covering/ appropriate protective gear</li> <li>• After cleaning or disinfecting equipment, tools or workspaces</li> <li>• Always avoid touching your eyes, nose and mouth</li> </ul> <p>Please see Appendix A for handwashing guide</p>
<p>Respiratory Hygiene</p>	<p>In addition to stringent hand hygiene, all workers must adhere to the following respiratory etiquette guidelines;</p> <ul style="list-style-type: none"> <li>• Cough and sneeze into a tissue or the inside of your elbow</li> <li>• Dispose of tissues in the bin immediately</li> <li>• Wash hands after coughing, sneezing or blowing nose</li> </ul> <p>Please click on the link in Notes column for respiratory etiquette guide or see Appendix B</p>
<p>Hygiene practices</p>	<p>As a small organisation, Monkey Baa has always fostered a 'you use it, you clean it ' culture within the office and on tour. Each worker is responsible cleaning own mug, cutlery and other items. In a 'living with COVID' time, this responsibility now extends to wiping down desk and/or workspace and cleaning handles of shared tools or equipment (such as drills, ladders etc). Monkey Baa will provide cleaning supplies for this purpose.</p> <p>The professional standard cleaning of the office and venue has been reviewed and now includes high-touch points such as light switches and door handles.</p>
<p>Physical distancing</p>	<p>As far as reasonably practical, workers should maintain physical distancing (currently 1.5m) within the workplace.</p> <p>Where physical distancing cannot be maintained, it may be necessary to wear PPE such as masks and face shields.</p> <p>The number of workers permitted in indoor spaces will adhere to density rules per State/Territory government advice</p>
<p>Sign-in Register &amp; Record Keeping</p>	<p>All workers are to adhere to the sign-in procedures as required at the rehearsal, school or performance venue</p> <p>Cast, crew, creative and production team member visits to rehearsal rooms or venues to be noted in rehearsal or show reports by SM as is standard procedure</p>

# guiding principles

<p>Health Monitoring</p>	<p>If you or a member of your household become unwell, please stay home, contact your supervisor and seek medical advice to get tested.</p> <p>Each worker is required to self certify as being free of symptoms at the start of each day with the 2-step checklist;</p> <ol style="list-style-type: none"> <li>1. Do you have any of these symptoms? <ul style="list-style-type: none"> <li>• Fever</li> <li>• Cough</li> <li>• Shortness of breath or difficulty breathing</li> <li>• Chills</li> <li>• Muscle pain or body aches</li> <li>• Headache</li> <li>• Sore throat</li> <li>• New loss of taste or smell</li> <li>• New onset of nausea, diarrhoea, and vomiting</li> </ul> <p>Use the COVID-19 Symptom Checker link for more information</p> </li> <li>2. Within the past 14 days, have you had contact with anyone at home or in the community that you know had COVID-19 or COVID-like symptoms? Are you or anyone that you have had contact with in the last 14-days awaiting the results of a COVID-19 test?</li> </ol> <p>If you answer 'yes' to any of the above, stay home, contact your supervisor and seek medical advice to get tested.</p>
<p>Temperature testing</p>	<p>When risk level is 'high', all workers to have temperature testing on arrival to rehearsal room or venue</p> <p>COVID Safe Monitor to determine requirement for temperature testing in intermediate and low levels based on health advice for the location</p>
<p>COVID Safe App</p>	<p>All workers are encouraged to download the COVID Safe App on their smart device</p>
<p>Flu vaccine</p>	<p>Workers are encouraged to get the seasonal flu vaccine.</p> <p>Being unwell with the common cold and influenza can make persons more susceptible to contracting and/or having a more severe case of COVID-19.</p>
<p>Infection Control Training</p>	<p>All touring party members are required to complete the Dept. of Health free online Infection Control Training. This course takes 15 minutes and provides general knowledge on infection control procedures that are useful in everyday along with dispelling myths around how COVID-19 can be spread.</p> <p>Members of the creative and production teams are encourage to complete this training also.</p> <p>Please send your certificate through to <a href="mailto:operations@monkeybaa.com.au">operations@monkeybaa.com.au</a></p>

# guiding principles

<p>Greetings Handshakes/hugs/kissing</p>	<p>In High and Intermediate risk levels, greetings such as handshakes, hugging and kissing are not permitted in Monkey Baa work environments. We encourage elbow bumps, foot shakes and distanced high fives.</p> <p>In Low level risk, there may be flexibility with this requirement dependant on workers involved.</p> <p>Tour party members who have entered the 'tour bubble' should continue the use of elbow bumps, foot shakes etc with anyone outside the 'bubble'</p>
<p>Supply of PPE</p>	<p>Monkey Baa will have supply of PPE such as masks, face shields, gloves etc as required to meet control measures.</p> <p>Workers are encouraged to bring their own cloth masks and carry their own personal supply of hand sanitising and wipes.</p>
<p>Travel to and from work</p>	<p>As recommended by NSW Health (as at Oct 2020) Monkey Baa workers should wear a mask on all forms of public transport.</p> <p>In High risk levels, workers are encouraged to drive or take private transport options to work. Monkey Baa will provide discounted parking, parking reimbursements and/or cab charges options to assist Company members where practical.</p>
<p>Pre-Rehearsal or Pre-Departure Self-Certify and/or COVID testing</p>	<p>All Company members to self-certify being free of symptoms for the 7 days prior to rehearsal start date</p> <p>In high risk level, all Tour Party members to undertake COVID testing prior to tour departure"</p>
<p>Advice on COVID-19 'risk' level</p>	<p>Monkey Baa will use State/Territory based health advice and local information from the venue to determine the appropriate COVID-19 'risk' level in which to apply this document at each work location</p>
<p>Notice of change of COVID 19 'risk' level</p>	<p>Rehearsal, production and weekly tour schedules are to include COVID risk level as known at time of publishing</p> <p>Any change to the risk level after schedule published will sent via SMS as soon as is practical</p>
<p>Nominated COVID Safe Officer</p>	<p>A nominated COVID Safe Officer (generally the Operations Manager) will be responsible for ensuring the Monkey Baa COVID Safe Procedures are enacted through the office and ancillary operations.</p> <p>A nominated COVID Safe Officer (generally the Company Stage Manager) will be appointed within the Company who will be responsible for ensuring the Monkey Baa COVID Safe Procedures are enacted through the production/tour.</p>

## COVID CASES

<p>Suspected COVID-19 case</p>	<p>If a worker is feeling unwell or presents with COVID-19 symptoms while at work:</p> <ul style="list-style-type: none"> <li>• Isolate the worker in the sick room (or other designated area) and supply them with a surgical mask (if available).</li> <li>• Assess whether this worker represents a risk to others in the workplace.</li> <li>• Ensure the worker has transport to safely return home or visit a doctor or medical facility.</li> <li>• Advise the worker to get tested for COVID-19, as per government advice and follow instructions regarding isolation.</li> <li>• The worker cannot return to the workplace until symptoms are no longer present and receives clearance from public health authorities or a medical practitioner (depending on the circumstances, clearance may constitute a negative COVID-19 test result).</li> </ul>
<p>Confirmed COVID-19 case</p>	<p>If a worker tests positive for COVID-19:</p> <ul style="list-style-type: none"> <li>• The worker with COVID-19 will be required to isolate. This worker will not be able to return to work until they have received clearance from authorities or treating medical practitioner.</li> <li>• Those cast, crew, creatives, musicians or other team members who are identified by public health authorities to have had close contact with the confirmed case will be:             <ul style="list-style-type: none"> <li>- informed about the confirmed case within the company</li> <li>- required to quarantine</li> <li>- encouraged to get tested or may be required to get tested if directed by public health authorities</li> </ul> </li> <li>• The company will follow advice and instructions from health authorities.</li> <li>• If required, notify and submit an incident notification to the WorkSafe Authority in the relevant state and/or territories</li> </ul>

## MENTAL & PHYSICAL FIRST AID

	HIGH RISK	INTERMEDIATE RISK	LOW RISK
Providing First Aid in the workplace	<p>In addition to standard First Aid infection controls used (eg: disposable gloves), First Aiders who provide direct care for an sick/injured person should wear respiratory protection (e.g. mask), eye protection and a disposable gown.</p> <p>Limit the number of First Aiders and other individuals in contact with the injured/sick person.</p> <p>As per current advice from First Aid RTOs, providing 2 breaths in the administration of CPR is no longer recommended.</p>	<p>In addition to standard First Aid infection controls used (eg: disposable gloves), First Aiders who provide direct care for an injured/sick person should consider wearing respiratory protection (e.g. mask), eye protection and a disposable gown.</p> <p>As per current advice from First Aid RTOs, providing 2 breaths in the administration of CPR is no longer recommended.</p>	<p>Standard First Aid infection controls to be used (eg: disposable gloves).</p>
Providing Mental Health First Aid in the workplace	<p>If practical, provide mental health first aid via phone or video technologies</p> <p>If providing mental health first aid in person, wear masks, PPE and practice physical distancing</p>	<p>If providing mental health first aid in person, wear masks, PPE and practice physical distancing</p>	
Mental Health & Wellbeing Support	<p>The COVID-19 pandemic has greatly changed the way we live and how we will work. To help keep us safe, it is likely that our lives will be different for a while. Your mental health and wellbeing are important during these times of change, so take the time to check in with yourself and those around you regularly.</p> <ul style="list-style-type: none"> <li>• At work, take regular breaks as they fall due, leave the theatre or work space to go outside or for a short walk where practical</li> <li>• Maintain a balanced diet</li> <li>• Continue exercise routines or start a new one within restrictions</li> <li>• Limit sugar, alcohol and stimulates during times of anxiety, stress or worry</li> <li>• Ensure you are getting enough sleep</li> <li>• Manage your access to news updates and social media during the work day and/or before going to bed. Be mindful of sharing updates with others who may be limiting their exposure for their own mental health reasons.</li> <li>• Stay connected with friends and family, particularly while on tour. Use phone and video technologies.</li> <li>• Speak to Monkey Baa team or access other support systems if you feel overwhelmed. Monkey Baa has Mental Health First Aiders on staff.</li> </ul> <p>Know that professional help is available.</p>		

# work bubbles + pods

<p>Formation of Pod (for rehearsals &amp; Sydney metro performances)</p>	<p>For Monkey Baa, a pod is defined as group of people who are working exclusively together over a rehearsal period or season of performances in Sydney (at home). Members of the creative team, production team, cast and crew will form the pod which aims to reduce 'cross contamination' between venues, workplaces and other workers.</p> <p>Creatives or production team members who are working across multiple projects and thus may be unable to be exclusive to the pod should follow 'visitor' protocols when in the rehearsal room or venue.</p> <p>As Company members will still be living in their own homes, using public transport to travel between home and venues and continuing is imperative that Company members show due diligence outside the workplace in following health advice, advice in Monkey Baa's COVID Safe Policy and Procedures documents for the best protection of themselves, their colleagues and the production against COVID-19.</p> <p>When the risk setting is at intermediate or high level, the following restrictions may be applied for the protection of the pod and continuation of rehearsals/performances;</p> <ul style="list-style-type: none"> <li>• Members advised to drive or take private transport between home and work. Monkey Baa will provide options for discounted parking, parking vouchers, cab charges or reimbursement.</li> <li>• Members can only leave home for 4 reasons – for medical, groceries, exercise and for work.</li> <li>• Members cannot have more than 1 visitor to your home</li> </ul>
<p>Formation of Bubble (for tour)</p>	<p>For Monkey Baa, a bubble is defined as a group of people who are travelling and working in close proximity over a period of time.</p> <p>The formation of a tour bubble means certain physical distancing and social restrictions can be relaxed between the members of the bubble as they will work, travel and interact in a way similar to members of the same household across the tour.</p> <p>The tour bubble comprises of the main tour party – cast member, stage manager, technical coordinator and truck driver and is formed once the tour is 'on the road'. Persons entering the bubble will need to self-certify as being free of symptoms for 7-day prior and/or return a negative COVID test.</p> <p>Persons within the bubble need to protect themselves and the bubble, by continuing to physical distance from others outside the bubble, practice hand hygiene and following health advice.</p> <p>When the risk setting is at intermediate or high, the following restrictions may be applied for the protection of the bubble and continuation of the tour;</p> <p>Company members to remain in Company provided accommodation, it is not possible to 'take own accommodation' by way of staying with friends or family at locations on tour.</p> <p>Friends and family of the Company are restricted in their visits to tour and cannot stay overnight in Company accommodation unless completed appropriate quarantine periods or provide negative COVID test results.</p> <p>When the itinerary returns 'home' between tour locations or for breaks, an assessment to be undertaken to determine if Company members should be placed into Company accommodation to retain the bubble.</p>

# performance

HIGH RISK	INTERMEDIATE RISK	LOW RISK
<b>Entrance to Venue / Stage Door</b>		
<p>Company to adhere to guidelines from Venue on building entry eg: sign-in, temperature testing, procedures</p> <p>Practice hand hygiene on arrival</p> <p>Touring party to provide venue with a company list off all MB staff onsite. In reciprocation, touring party requests a list of all venue staff who will access stage and backstage during visit. This includes cleaners and other venue stuff.</p>	<p>Company to adhere to guidelines from Venue on building entry eg: sign-in, temperature testing, procedures</p> <p>Practice hand hygiene on arrival</p> <p>Touring party to provide venue with a company list off all MB staff onsite. In reciprocation, touring party requests a list of all venue staff who will access stage and backstage during visit. This includes cleaners and other venue stuff.</p>	<p>Company to adhere to guidelines from Venue on building entry eg: sign-in, temperature testing, procedures</p> <p>Practice hand hygiene on arrival</p> <p>Touring party to provide venue with a company list off all MB staff onsite. In reciprocation, touring party requests a list of all venue staff who will access stage and backstage during visit. This includes cleaners and other venue stuff."</p>
<b>Ventilation/Air Conditioning</b>		
<p>Venue air conditioning set to fresh air ventilation (not recirculate)</p> <p>In the event of air con failure, all worked is stopped and room vacated until fixed.</p>	<p>Venue air conditioning set to fresh air ventilation (not recirculate)</p> <p>In the event of air con failure, all worked is stopped and room vacated until fixed</p>	<p>Venue air conditioning set to fresh air ventilation (not recirculate)</p>
<b>Interaction with venue staff</b>		
<p>Practice physical distancing with venue crew, unless required for a specific work task when PPE should be worn</p> <p>Greeting protocols such as handshakes/hugging/kissing are not permitted. We encourage elbow bumps and distanced high fives.</p> <p>Communication with Box Office, FOH and Venue Management staff to be conducted over phone/radios"</p>	<p>"Practice physical distancing with venue crew, unless required for a specific work task when PPE should be worn</p> <p>Greeting protocols such as handshakes/hugging/kissing are not permitted. We encourage elbow bumps and distanced high fives.</p> <p>Communication with Box Office, FOH and Venue Management staff to be conducted over phone/radios"</p>	<p>"Practice physical distancing with venue crew, unless required for a specific work task when PPE should be worn</p> <p>Greeting protocols such as handshakes/hugging/kissing are not permitted. We encourage elbow bumps and distanced high fives. "</p>

Induction & Toolbox Talk		
<p>COVID Safe protocols to be added to Induction and Toolbox Talk</p> <p>Consider if the Monkey Baa toolbox talk could be filmed and sent to venue staff in advance</p> <p>Ask the venue if their induction is available online and can be completed in advance</p> <p>During the induction and toolbox talk, physical distancing to be maintained - this may mean moving inductions/toolbox talks to a quiet area eg: away from the loading dock</p>	<p>COVID Safe protocols to be added to Induction and Toolbox Talk</p> <p>Consider if the Monkey Baa toolbox talk could be filmed and sent to venue staff in advance</p> <p>Ask the venue if their induction is available online and can be completed in advance</p> <p>During the induction and toolbox talk, 1.5m distance to be maintained - this may mean moving inductions/toolbox talks to a quiet area eg: away from the loading dock</p>	<p>COVID Safe protocols to be added to Induction and Toolbox Talk</p> <p>Flexibility for online or in person inductions</p>

Backstage access		
<p>All persons to practice hand hygiene prior to stage entry</p> <p>Only tour party members and venue crew to be on-stage and backstage area during bump-in/out and performances. No other staff permitted in these areas.</p> <p>'Closed stage and backstage' during performances - strictly show crew only.</p> <p>Any venue staff required onstage during the performance, should be wearing a face mask/shield</p> <p>Communication with Box Office, FOH and Venue Management to be done over phone</p>	<p>All persons to practice hand hygiene prior to stage entry</p> <p>Only tour party members and venue crew to be onstage and backstage area during bump-in/out and performances. No other staff permitted in these areas.</p> <p>Any venue staff required onstage during the performance, should be wearing a face mask/shield</p> <p>Communication with Box Office, FOH and Venue Management to be done over phone</p>	<p>All persons to practice hand hygiene prior to stage entry</p>

### Backstage access lists

SM to share a 'company names list' (See Appendix E attached) to venue representative on bump-in and request subsequent list that details for all persons accessing backstage during our visit for the purposes of contract tracing. Lists are to be destroyed after 28 days.

Dressing Rooms		
<p>Practice hand hygiene on entry to dressing room</p> <p>Only touring party to have access to dressing rooms.</p> <p>Venue to clean dressing rooms prior to Company's arrival</p> <p>If bathroom facilities are not located within dressing rooms, the backstage toilets should be allocated so that tour party and venue crew do not use the same facilities.</p>	<p>Practice hand hygiene on entry to dressing room</p> <p>Only touring party to have access to dressing rooms.</p> <p>Venue to clean dressing rooms prior to Company's arrival</p> <p>If bathroom facilities are not located within dressing rooms, the backstage toilets should be allocated so that tour party and venue crew do not use the same facilities.</p>	<p>Practice hand hygiene on entry to dressing room</p> <p>Venue to clean dressing rooms prior to Company's arrival.</p>
Non-essential staff and visitors		
<p>Non-essential staff and visitors are not permitted backstage while the Company is in situ.</p>	<p>Visitors must be approved by Producer or SM</p> <p>Any permitted visitors must self certify to be being symptom free for 7 days prior, must wear a mask while visiting, complete any venue sign-in procedures and follow hand hygiene protocols.</p>	<p>Visitors must be approved by Producer or SM</p> <p>Any permitted visitors must self certify to be being symptom free for 7 days prior, must wear a mask while visiting, complete any venue sign-in procedures and follow hand hygiene protocols.</p>
Shared backstage facilities (eg: green room, loading dock, laundry etc)		
<p>Where practical, backstage facilities should be for the sole use of touring party.</p> <p>If backstage facilities are shared, COVID Safe Monitor to determine alternative usages - such as 'green room' set-up in dressing room, the allocation of bathrooms etc.</p> <p>Venue &amp; Monkey Baa to agree on schedule of cleaning of high touch points backstage when backstage facilities are being shared.</p>	<p>Where practical, backstage facilities should be for the sole use of touring party.</p> <p>If backstage facilities are shared, COVID Safe Monitor to determine alternative usages - such as 'green room' set-up in dressing room, the allocation of bathrooms etc.</p> <p>Venue &amp; Monkey Baa to agree on schedule of cleaning of high touch points backstage when backstage facilities are being shared.</p>	<p>Where practical, backstage facilities should be for the sole use of touring party.</p> <p>If backstage facilities are shared, COVID Safe Monitor to determine alternative usages - such as 'green room' set-up in dressing room, the allocation of bathrooms etc.</p> <p>Venue &amp; Monkey Baa to agree on schedule of cleaning of high touch points backstage when backstage facilities are being shared.</p>

Venue Cleaning (incl backstage)		
<p>Venue backstage areas to be cleaned prior to our arrival and daily for length of our stay.</p> <p>Venue to confirm supply of running water, soap and paper towel in backstage bathrooms.</p> <p>Venue &amp; Monkey Baa to agree on schedule of cleaning of high touch points backstage.</p> <p>Sweeping/mopping/vacuuming of stage by house crew only using venue equipment.</p>	<p>Venue backstage areas to be cleaned prior to our arrival and daily for length of our stay.</p> <p>Venue to confirm supply of running water, soap and paper towel in backstage bathrooms.</p> <p>Venue &amp; Monkey Baa to agree on schedule of cleaning of high touch points backstage.</p> <p>Sweeping/mopping/vacuuming of stage by house crew only using venue equipment.</p>	<p>Venue backstage areas to be cleaned prior to our arrival and daily for length of our stay</p> <p>Venue to confirm supply of running water, soap and paper towel in backstage bathrooms</p> <p>Venue &amp; Monkey Baa to agree on schedule of cleaning of high touch points backstage</p> <p>Flexibility with sweeping/mopping/vacuuming of stage by touring or venue crew using venue equipment.</p>
Cleaning (production items such as props, costumes, tools and technical equipment)		
<p>A Cleaning Checklist (Appendix D) to be completed for each production which will detail frequency, responsibility and cleaning method for production items in each risk level</p> <p>Each member of the company, creative and production teams to be encouraged to a culture of 'clean it before and after you use it'.</p>	<p>A Cleaning Checklist (Appendix D) to be completed for each production which will detail frequency, responsibility and cleaning method for production items in each risk level</p> <p>Each member of the company, creative and production teams to be encouraged to a culture of 'clean it before and after you use it'.</p>	<p>A Cleaning Checklist (Appendix D) to be completed for each production which will detail frequency, responsibility and cleaning method for production items in each risk level</p> <p>Each member of the company, creative and production teams to be encouraged to a culture of 'clean it before and after you use it'.</p>
Company personal items brought to the venue		
<p>Bags and personal items must not be placed on stage, adjacent wings and other 'clean' zones such as props tables and should be kept to allocated dressing rooms</p> <p>Company members are required to have a 'show' water bottle that remains with the tour items travelling in truck.</p>	<p>Bags and personal items must not be placed on stage, adjacent wings and other 'clean' zones such as props tables and should be kept to allocated dressing rooms</p> <p>Company members are required to have a 'show' water bottle that remains with the tour items travelling in truck.</p>	<p>Bags and personal items must not be placed on stage, adjacent wings and other 'clean' zones such as props tables and should be kept to allocated dressing rooms</p>

# performance

Isolation space		
Venue to advise location of isolation space in the event of a worker presenting as unwell. Room should be separate from the main theatre space.	Venue to advise location of isolation space in the event of a worker presenting as unwell. Room should be separate from the main theatre space.	Venue to advise location of isolation space in the event of a worker presenting as unwell. Room should be separate from the main theatre space.
Bump-in and out timings		
Tour Party and Venue to determine if additional time for COVID-related measures are required such as limiting the number of persons in truck unloading will increase bump-in times etc	Tour Party and Venue to determine if additional time for COVID-related measures are required such as limiting the number of persons in truck unloading will increase bump-in times etc	Tour Party and Venue to determine if additional time for COVID-related measures are required such as limiting the number of persons in truck unloading will increase bump-in times etc
Setting Line adjustment		
<p>Set placement to setting line is adjustable to venue's guideline on distance between audience and stage (5m in NSW, 4m in QLD, 1.5m where no other limit set_as at Oct 1).</p> <p>Set placement to settling line is adjustable to venue guideline on distance between performance and stage for production's with singing (currently 5m in NSW) or wood reeded instruments (currently 3m in NSW).</p> <p>Venue to advise requirement at 4 week prior to arrival.</p>	<p>Set placement to setting line is adjustable to venue's guideline on distance between audience and stage (5m in NSW, 4m in QLD, 1.5m where no other limit set_as at Oct 1).</p> <p>Set placement to settling line is adjustable to venue guideline on distance between performance and stage for production's with singing (currently 5m in NSW) or wood reeded instruments (currently 3m in NSW).</p> <p>Venue to advise requirement at 4 week prior to arrival.</p>	<p>Set placement to setting line is adjustable to venue's guideline on distance between audience and stage (5m in NSW, 4m in QLD, 1.5m where no other limit set_as at Oct 1).</p> <p>Set placement to settling line is adjustable to venue guideline on distance between performance and stage for production's with singing (currently 5m in NSW) or wood reeded instruments (currently 3m in NSW).</p> <p>Venue to advise requirement at 4 week prior to arrival.</p>

# performance

Set building, lx install		
<p>Wear rigging/work gloves during installation as is practical</p> <p>Limit any actions which would involve contact within 1.5m to a minimum wherever possible, wear PPE such as gloves and face masks when needing to work in closer proximity for tasks</p> <p>Touring crew to use and operate touring equipment, venue crew to use and operate venue equipment.</p>	<p>Wear rigging/work gloves during installation as is practical</p> <p>Limit any actions which would involve contact within 1.5m to a minimum wherever possible, wear PPE such as gloves and face masks when needing to work in closer proximity for tasks</p> <p>Touring crew to use and operate touring equipment, venue crew to use and operate venue equipment.</p>	<p>Wear rigging/work gloves during installation as is practical</p> <p>Limit any actions which would involve contact within 1.5m to a minimum wherever possible, wear PPE such as gloves and face masks when needing to work in closer proximity for tasks</p> <p>Touring crew to use and operate touring equipment, venue crew to use and operate venue equipment.</p>
LX		
<p>Touring console to be used as is standard requirement with Monkey Baa shows</p> <p>Only touring crew can touch and operate touring console and associated equipment</p> <p>If using venue's console - refer to Venue's COVID plan on cleaning and use between operators</p> <p>Any on set/touring LX fixtures to maintained by touring crew only</p> <p>All house LX fixtures to be maintained by venue crew only</p> <p>Refer Cleaning Checklist (Appendix D) for cleaning schedule of lighting equipment.</p>	<p>Touring console to be used as is standard requirement with Monkey Baa shows</p> <p>Only touring crew can touch and operate touring console and associated equipment</p> <p>If using venue's console - refer to Venue's COVID plan on cleaning and use between operators</p> <p>Any on set/touring LX fixtures to maintained by touring crew only</p> <p>All house LX fixtures to be maintained by venue crew only</p> <p>Refer Cleaning Checklist (Appendix D) for cleaning schedule of lighting equipment.</p>	<p>"Touring console to be used as is standard requirement with Monkey Baa shows</p> <p>Refer Cleaning Checklist (Appendix D) for cleaning schedule of lighting equipment.</p>

Audio		
<p>Touring console to be used as is standard requirement with Monkey Baa shows.</p> <p>Only touring crew can touch and operate touring console and associated equipment.</p> <p>If using venue's console - refer to Venue's COVID plan on cleaning and use between operators.</p> <p>Refer Cleaning Checklist (Appendix D) for cleaning schedule of audio equipment.</p>	<p>Touring console to be used as is standard requirement with Monkey Baa shows.</p> <p>Only touring crew can touch and operate touring console and associated equipment.</p> <p>If using venue's console - refer to Venue's COVID plan on cleaning and use between operators.</p> <p>Refer Cleaning Checklist (Appendix D) for cleaning schedule of audio equipment.</p>	<p>"Touring console to be used as is standard requirement with Monkey Baa shows.</p> <p>Refer Cleaning Checklist (Appendix D) for cleaning schedule of audio equipment.</p>

Radio Microphones (toured by Monkey Baa)		
<p>All persons to practice hand hygiene prior to and after putting on microphones.</p> <p>Touring Crew to fit microphones to cast wearing gloves and mask.</p> <p>Touring Crew to clean microphones (including mic, cable, pack and battery) after each use (per Cleaning Checklist - Appendix D).</p> <p>Cast members trained to safely remove their mic after use.</p> <p>Set up tubs, using colour coding, for 'clean' and 'used' equipment.</p> <p>Only tour party to touch microphone equipment.</p>	<p>All persons to practice hand hygiene prior to and after putting on microphones.</p> <p>Touring Crew to fit microphones to cast wearing gloves and mask.</p> <p>Touring Crew to clean microphones (including mic, cable, pack and battery) after each use (per Cleaning Checklist - Appendix D).</p> <p>Cast members trained to safely remove their mic after use.</p> <p>Set up tubs, using colour coding, for 'clean' and 'used' equipment.</p> <p>Only tour party to touch microphone equipment.</p>	<p>All persons to practice hand hygiene prior to and after putting on microphones.</p> <p>Crew to fit microphones to cast.</p> <p>Touring Crew to clean microphones (including mic, cable, pack and battery) after each use (per Cleaning Checklist - Appendix D).</p>

Vision equipment and operation		
<p>Vision equipment controls to be operated by touring crew only (remotes, keyboards etc)</p> <p>Refer Cleaning Checklist (Appendix D) for cleaning schedule of vision equipment</p>	<p>Vision equipment controls to be operated by touring crew only (remotes, keyboards etc)</p> <p>Refer Cleaning Checklist (Appendix D) for cleaning schedule of vision equipment.</p>	<p>Refer Cleaning Checklist (Appendix D) for cleaning schedule of vision equipment</p>

Comms Radio System and 2-Way Radios		
Radio, beltpack and headset to be allocated per crew person for duration of visit.	Radio, beltpack and headset to be allocated per crew person for duration of visit.	Flexibility with use across visit, cleaning to occur between uses
Venue to advise of cleaning regime of radio, beltpack and headset.	Venue to advise of cleaning regime of radio, beltpack and headset.	
Monkey Baa to consider travelling with own comms headsets for crew.	Monkey Baa to consider travelling with own comms headsets for crew.	
Control/operating position located in auditorium		
Audience/seats around FOH operation position to be held from sale, adhering to physical distancing (currently 1.5m radius).	Audience/seats around FOH operation position to be held from sale, adhering to physical distancing (currently 1.5m radius)	All equipment is to be wiped down pre and post performance.
Touring crew in the FOH operating position to be wearing a mask.	Touring crew in the FOH operating position to be wearing a mask.	
Protective shields to be installed at operating position when seats cannot be held from sale.	All equipment is to be wiped down pre and post performance.	
All equipment is to be wiped down pre and post performance.		
Control/operating position located in bio box		
Touring party and essential personnel for show operation in the bio box operating position to be wearing a mask.	Touring party and essential personnel for show operation in the bio box operating position to be wearing a mask.	All equipment is to be wiped down pre and post performance.
Access to bio box restricted to touring crew and essential personnel for show operation.	Access to bio box restricted to touring crew and essential personnel for show operation.	
All equipment is to be wiped down pre and post performance.	All equipment is to be wiped down pre and post performance.	
Blocking that requires performers to move through auditorium and/or interact with audience		
Not permitted	Not permitted, though where practical adaption of the blocking may be possible following assessment by COVID Safe Monitor and venue representative.	Blocking as per normal following assessment by COVID Safe Monitor and venue representative.

Access to auditorium by tour party during bump-in/out and tech periods		
In consideration of cleaning routines of the auditorium, venue to confirm accessibility for crew and cast to enter auditorium during bump-in and out.	In consideration of cleaning routines of the auditorium, venue to confirm accessibility for crew and cast to enter auditorium during bump-in and out.	Flexibility with cast and crew entry to auditorium.
House opening times that require 30mins or longer to assist with staggering patron entry		
<p>Consider earlier call times to complete tech checks and pre-show activities to accommodate extended house opening times.</p> <p>Venue to advise alternative warm-up spaces in the venue for cast use.</p> <p>Between two shows on the same day, consider if re-setting may need to begin while the house is clearing.</p>	<p>Consider earlier call times to complete tech checks and pre-show activities to accommodate extended house opening times.</p> <p>Venue to advise alternative warm-up spaces in the venue for cast use.</p> <p>Between two shows on the same day, consider if re-setting may need to begin while the house is clearing.</p>	<p>Consider earlier call times to complete tech checks and pre-show activities to accommodate extended house opening times.</p> <p>Venue to advise alternative warm-up spaces in the venue for cast use.</p> <p>Between two shows on the same day, consider if re-setting may need to begin while the house is clearing.</p>
Props		
<p>Only tour party are permitted to touch the props.</p> <p>Practice hand hygiene before touching or setting props.</p> <p>Props to be cleaned between performances on same day and post performance. Refer Cleaning Checklist (Appendix D).</p> <p>Props tables and storage spaces are considered 'clean' zones. No other items may be placed in/on these areas.</p> <p>Hand sanitiser to be available at each prop table.</p> <p>Where practical, allocate props to individuals/have duplicates etc to minimise sharing.</p>	<p>Only tour party are permitted to touch the props.</p> <p>Practice hand hygiene before touching or setting props.</p> <p>Props to be cleaned between performances on same day and post performance. Refer Cleaning Checklist (Appendix D).</p> <p>Props tables and storage spaces are considered 'clean' zones. No other items may be placed in/on these areas.</p> <p>Hand sanitiser to be available at each prop table.</p> <p>Where practical, allocate props to individuals/have duplicates etc to minimise sharing.</p>	<p>Standard theatre etiquette on touching of props.</p>

Puppets		
<p>Only tour party are permitted to touch the puppets</p> <p>Practice hand hygiene before touching or operating puppets.</p> <p>Puppet hand holds to be cleaned between performances on same day and post performance. Refer Cleaning Checklist (Appendix D)</p> <p>Puppet storage spaces are considered 'clean' zones. No other items may be placed in/on these areas.</p>	<p>Only tour party are permitted to touch the puppets</p> <p>Practice hand hygiene before touching or operating puppets.</p> <p>Puppet hand holds to be cleaned between performances on same day and post performance. Refer Cleaning Checklist (Appendix D)</p> <p>Puppet storage spaces are considered 'clean' zones. No other items may be placed in/on these areas.</p>	<p>Standard theatre etiquette on touching of puppets.</p>

## COSTUME & MAKEUP & HAIR

Assistance with costume dressing (pre & post show)		
<p>Consider if the costume can be modified to remove the need for assistance.</p> <p>Allocate task of assistance to one person of the tour party. Ideally not to be shared.</p> <p>Practice hand hygiene before and after assisting with costume change.</p>	<p>Consider if the costume can be modified to remove the need for assistance.</p> <p>Allocate task of assistance to one person of the tour party. Ideally not to be shared.</p> <p>Practice hand hygiene before and after assisting with costume change.</p>	<p>Flexibility to sharing tasks</p> <p>Practice hand hygiene before and after assisting with costume change.</p>

Assistance with quick changes during performance		
<p>Consider if the costume can be modified to remove the need for assistance</p> <p>Consider if tour party crew roles can be adjusted so they can be backstage to provide assistance</p> <p>Allocate task of assistance to one person of the tour party. Ideally not to be shared.</p> <p>Practice hand hygiene before and after assisting with costume change.</p> <p>If Venue Crew assistance is required, PPE (face mask, face shield, gloves &amp; gown must be worn).</p>	<p>Consider if the costume can be modified to remove the need for assistance.</p> <p>Consider if tour party crew roles can be adjusted so they can be backstage to provide assistance.</p> <p>Allocate task of assistance to one person of the tour party. Ideally not to be shared.</p> <p>Practice hand hygiene before and after assisting with costume change.</p> <p>If Venue Crew assistance is required, PPE (face mask &amp; gloves).</p>	<p>Flexibility to sharing tasks</p> <p>Practice hand hygiene before and after assisting with costume change.</p> <p>Flexibility with level of PPE required as agreed to by cast member and venue crew person.</p>

## COSTUME & MAKEUP & HAIR

Make-up application		
<p>Performers are encouraged to do own hair and make-up and removal.</p> <p>Performers are to sanitise own hair and make-up kits.</p> <p>Sharing of make-up or applying items (brushes/sponges) not permitted.</p> <p>Practice hand hygiene before and after applying of make-up.</p>	<p>Performers are encouraged to do own hair and make-up and removal.</p> <p>Performers are to sanitise own hair and make-up kits.</p> <p>Sharing of make-up or applying items (brushes/sponges) not permitted.</p> <p>Practice hand hygiene before and after applying of make-up.</p>	<p>Performers are encouraged to do own hair and make-up and removal.</p> <p>Performers are to sanitise own hair and make-up kits.</p> <p>Sharing of make-up or applying items (brushes/sponges) not permitted.</p> <p>Practice hand hygiene before and after applying of make-up.</p>

Shared costume items that are near face - sun/glasses, hats		
<p>Where possible, encourage prop doubles to be used and worked into the blocking so that items are not shared</p> <p>Items to be cleaned between performances and if possible during the performance between users.</p>	<p>Where possible, encourage prop doubles to be used and worked into the blocking so that items are not shared</p> <p>Items to be cleaned between performances and if possible during the performance between users.</p>	<p>Items to be cleaned between performances and at end of day.</p>

## LAUNDRY

Washing		
<p>Performers to have wash bags to place used costume items in.</p> <p>Standard cleaning routine implemented for costumes and wigs.</p> <p>If sharing laundry facilities at venue, high touch points on machines to be cleaned before and after use.</p> <p>If sharing laundry facilities, task of washing and access to laundry to be restricted to one crew person</p> <p>If sharing laundry facilities, schedule separate access times from other users.</p>	<p>Performers to have wash bags to place used costume items in.</p> <p>Standard cleaning routine implemented for costumes and wigs.</p> <p>If sharing laundry facilities at venue, high touch points on machines to be cleaned before and after use.</p> <p>If sharing laundry facilities, task of washing and access to laundry to be restricted to one crew person</p> <p>If sharing laundry facilities, schedule separate access times from other users.</p>	<p>Shared washing baskets or wash bags can be used.</p> <p>Standard cleaning routine implemented for costumes and wigs.</p>

LAUNDRY cont.

Towels		
<p>Monkey Baa will tour with own towel supply.</p> <p>Performers place used towels in tubs/bags labelled 'dirty'.</p> <p>Laundered towels to be placed into bags/tubs labelled 'clean'.</p>	<p>Monkey Baa will tour with own towel supply.</p> <p>Performers place used towels in tubs/bags labelled 'dirty'.</p> <p>Laundered towels to be placed into bags/tubs labelled 'clean'.</p>	<p>Monkey Baa will tour with own towel supply.</p> <p>Flexibility for towels to be included with costume washing.</p>

COMMUNITY ENGAGEMENT

Q&A Session		
<p>Performers to maintain and demonstrate physical distancing during Q&amp;A on stage.</p> <p>No performers to enter the auditorium during Q&amp;A.</p> <p>No microphones to be passed around in the house.</p> <p>A theatre representative (usher/staff member) to relay question from the house to the stage. This representative is the only person to hold and speak into the microphone.</p>	<p>Performers to maintain and demonstrate physical distancing during Q&amp;A on stage.</p> <p>No performers to enter the auditorium during Q&amp;A.</p> <p>No microphones to be passed around in the house.</p> <p>A theatre representative (usher/staff member) to relay question from the house to the stage. This representative is the only person to hold and speak into the microphone.</p>	<p>Tour party to maintain and demonstrate physical distancing during Q&amp;A on stage.</p> <p>Flexibility to enter the auditorium after assessment by COVID Safe Monitor</p> <p>Flexibility with use of shared microphone for questions.</p>

Artist Meet & Greets		
Not permitted	Not permitted	<p>Permitted with physical distancing, hand hygiene and other controls.</p> <p>Requires pre-approval and risk assessment.</p>

Merchandise Signings		
Not permitted	Not permitted	<p>Permitted with physical distancing, hand hygiene and other controls.</p> <p>Requires pre-approval and risk assessment.</p>

## COMMUNITY ENGAGEMENT CONT.

Post-Show Function Invites		
Not permitted	Not permitted	Permitted with physical distancing, hand hygiene and other controls.  Requires pre-approval and risk assessment.

## ACCESSIBILITY

Tactile tours		
<p>All participants taking part in tactile tour must self certify to be being symptom free for 7 days prior, must wear a mask while in attendance and complete any venue sign-in procedures (for contact tracing).</p> <p>All participants must practice hand hygiene prior to the tactile tour commencing.</p> <p>A COVID Safe tactile kit to be used for tours - this will samples and doubles of the costumes and props rather than actual items.</p> <p>Tactile tour to take place in auditorium and not onstage.</p> <p>COVID Safe tactile kit items to be cleaned after each use.</p>	<p>All participants taking part in tactile tour must self certify to be being symptom free for 7 days prior, must wear a mask while in attendance and complete any venue sign-in procedures (for contact tracing).</p> <p>All participants must practice hand hygiene prior to the tactile tour commencing.</p> <p>A COVID Safe tactile kit to be used for tours - this will samples and doubles of the costumes and props rather than actual items.</p> <p>Tactile tour to take place in auditorium and not onstage.</p> <p>COVID Safe tactile kit items to be cleaned after each use.</p>	<p>All participants taking part in tactile tour must complete any venue sign-in procedures.</p> <p>All participants must practice hand hygiene prior to the tactile tour commencing.</p> <p>Flexibility to use COVID Safe tactile kit or actual show items.</p> <p>Flexibility for tour to take place onstage.</p>

Auslan performance		
<p>Interpreter/s must self certify to be being symptom free for 7 days prior, must wear a mask while backstage, complete any venue sign-in procedures and follow hand hygiene protocols.</p> <p>Meet and greet between tour party and interpreter/s to be limited.</p> <p>Interpreter/s to be given own space (dressing room &amp; bathroom facilities) while backstage.</p>	<p>Interpreter/s must self certify to be being symptom free for 7 days prior, must wear a mask while backstage, complete any venue sign-in procedures and follow hand hygiene protocols.</p> <p>Meet and greet between tour party and interpreter/s to be limited.</p> <p>Interpreter/s to be given own space (dressing room &amp; bathroom facilities) while backstage.</p>	<p>Interpreter/s to be given own space (dressing room &amp; bathroom facilities) while backstage.</p>

## PERFORMER & TEAM FOOD

HIGH RISK	INTERMEDIATE RISK	LOW RISK
Preparation of own food in breaks		
<p>Practice hand hygiene before and after preparing food</p> <p>Use of the Company Green Room Kit restricted</p> <p>Each worker is allocated a mug, labelled with water resistant label</p> <p>Monkey Baa has always fostered a 'you use it, you clean it ' culture. Each worker is responsible for cleaning any items that they use in the Green Room or break room.</p> <p>Company members are encouraged to bring meals/ snacks that are ready-to-eat without needing preparation or clean-up.</p> <p>Company members encouraged to limit trips to purchase food items</p> <p>Company members encouraged to have a 'rehearsal room/show' water bottle that remains at the rehearsal room or venue.</p>	<p>Practice hand hygiene before and after preparing food</p> <p>Use of the Company Green Room Kit is possible.</p> <p>SM (or other designated representative) to complete cleaning of items per the Cleaning Checklist (Appendix D). Time to be allocated within normal work hours for additional tasks.</p> <p>Each worker is allocated a mug, labelled with water resistant label</p> <p>Monkey Baa has always fostered a 'you use it, you clean it ' culture. Each worker is responsible for cleaning any items that they use in the Green Room or break room.</p>	<p>Practice hand hygiene before and after preparing food</p> <p>Use of the Company Green Room Kit is possible.</p> <p>SM (or other designated representative) to complete cleaning of items per the Cleaning Checklist (Appendix D). Time to be allocated within normal work hours for additional tasks.</p> <p>Each worker is allocated a mug, labelled with water resistant label</p> <p>Monkey Baa has always fostered a 'you use it, you clean it ' culture. Each worker is responsible for cleaning any items that they use in the Green Room or break room.</p>
Food provided for workers eg: catering, snacks etc		
<p>Shared food items e.g. biscuits, lollies, nuts, small fruits such as grapes &amp; berries, 'family-style' or buffet style meals are not permitted.</p> <p>Use individual packaging for food &amp; beverages. Possible options include muesli bars, individual wrapped chocolates, whole pieces of fruit etc</p> <p>Birthday candles are permitted on cakes but cannot be blown out by individuals.</p>	<p>Shared food items e.g. biscuits, lollies, nuts, small fruits such as grapes &amp; berries, 'family-style' or buffet style meals are not permitted.</p> <p>Use individual packaging for food &amp; beverages. Possible options include muesli bars, individual wrapped chocolates, whole pieces of fruit etc</p> <p>Birthday candles are permitted on cakes but cannot be blown out by individuals.</p>	<p>Flexibility with shared food items.</p>

## PERFORMANCE FOOD

Preparation of prop foods		
<p>Practice hand hygiene before and after preparing food</p> <p>Gloves to be worn during preparation, setting &amp; clearing of food props</p> <p>One person assigned to food preparation, setting and clearing tasks only (task not to be shared)</p> <p>Consider amount of handling of prop food and if alternatives requiring less preparation can be substituted. Could the action also be mimed or faked?</p> <p>Consider where practical to minimise the time between preparation and use onstage.</p>	<p>Practice hand hygiene before and after preparing food.</p> <p>Gloves to be worn during preparation, setting &amp; clearing of food props.</p> <p>One person assigned to food preparation, setting and clearing tasks only (task not to be shared).</p>	<p>Practice hand hygiene before and after preparing food.</p> <p>Flexibility with glove wearing.</p> <p>Flexibility with tasks being shared.</p>

HIGH RISK	INTERMEDIATE RISK	LOW RISK
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## FREIGHT

Loading & unloading		
<p>Work with freight provider for mutually agreed COVID Safe Procedures.</p> <p>Limit any actions which would involve contact within 1.5m to a minimum wherever possible.</p> <p>Wear PPE (masks, gloves).</p> <p>Minimise personnel entering freight compartment &amp; minimise prolonged time in compartments.</p> <p>Where appropriate, maximise ventilation by setting air-conditioning to bring external air into vehicle or open windows.</p> <p>Log all names of personnel at each move who have accessed freight.</p> <p>Sanitise any containers / roadcases / handles / tie downs etc appropriately per move (eg disinfectant spray).</p>	<p>Work with freight provider for mutually agreed COVID Safe Procedures.</p> <p>Limit any actions which would involve contact within 1.5m to a minimum wherever possible.</p> <p>Flexibility to wear PPE as per company &amp; venue agreed policies when in freight compartments.</p> <p>Where appropriate, maximise ventilation by setting air-conditioning to bring external air into vehicle or open windows.</p> <p>Sanitise any containers / roadcases / handles / tie downs etc appropriately per week (eg disinfectant spray).</p>	<p>Work with freight provider for mutually agreed COVID Safe Procedures</p> <p>Flexibility to wear PPE (masks, gloves) as per company &amp; venue agreed policies when in freight compartments.</p>

Driver use of backstage facilities (shower, green room etc)		
<p>Driver to be allocated own dressing room, shower &amp; toilet.</p> <p>Driver to supply all own items (cutlery, crockery, etc) when using green room facilities.</p>	<p>Driver to be allocated own dressing room, shower &amp; toilet.</p>	

## GROUND TRANSFERS

Taxis/Ride Share Services/Coaches		
<p>Seat all passengers near a window (i.e. no centre seat/s)</p> <p>Windows open where practical</p> <p>If air-conditioning is on, set to bring external air into vehicle</p> <p>Touring Party to handle own baggage.</p> <p>Use contactless payment where possible.</p> <p>Collect the details of taxis or other transport services to facilitate contact tracing if required (eg: keep cab charge stubs).</p>	<p>Seat all passengers near a window (i.e. no centre seat/s).</p> <p>Windows open where practical.</p> <p>If air-conditioning is on, set to bring external air into vehicle.</p> <p>Touring Party to handle own baggage.</p> <p>Use contactless payment where possible.</p> <p>Collect the details of taxis or other transport services to facilitate contact tracing if required (eg: keep cab charge stubs).</p>	<p>If air-conditioning is on, set to bring external air into vehicle.</p> <p>Flexibility for service provider to handle baggage.</p> <p>Use contactless payment where possible.</p> <p>Collect the details of taxis or other transport services to facilitate contact tracing if required (eg: keep cab charge stubs).</p>
Hire Vehicles		
<p>Seat all passengers near a window (i.e. no centre seat)</p> <p>Windows open where practical</p> <p>If air-conditioning is on, set to bring external air into vehicle</p> <p>Disinfect driving controls &amp; keys/immobilizer when leaving the vehicle.</p> <p>Passengers disinfect internal door handles, personal vent &amp; window controls &amp; any other touch points when leaving vehicle.</p> <p>Keep a log of who was in the vehicle &amp; who was driving at all times</p> <p>Adhere to any additional relevant service provider policies &amp; procedures.</p>	<p>Seat all passengers near a window (i.e. no centre seat)</p> <p>Windows can be open or closed</p> <p>If air-conditioning is on, set to bring external air into vehicle</p> <p>Flexibility with driver/passengers disinfecting driving controls &amp; keys/immobilizer/touch points when leaving the vehicle.</p> <p>Keep a log of who was in the vehicle &amp; who was driving at all times</p> <p>Adhere to any additional relevant service provider policies &amp; procedures.</p>	<p>If air-conditioning is on, set to bring external air into vehicle</p> <p>Flexibility with driver/passengers disinfecting driving controls &amp; keys/immobilizer/touch points when leaving the vehicle.</p> <p>Keep a log of who was in the vehicle &amp; who was driving at all times</p> <p>Adhere to any additional relevant service provider policies &amp; procedures</p>
Re-fuelling hire vehicles		
<p>Wear single use gloves when refuelling hire vehicles &amp; dispose of gloves in bin.</p> <p>Use contactless payment at fuel pump where available.</p> <p>Refuel to full to minimise visits to petrol stations.</p>	<p>Wear single use gloves when refuelling hire vehicles &amp; dispose of gloves in bin.</p> <p>Use contactless payment at fuel pump where available.</p>	<p>Wash or sanitise hands after refuelling vehicles.</p>

## AIR TRAVEL

PRE-FLIGHT		
<p>Tour Party to be seated together on aircraft to minimise contact outside social bubble.</p> <p>Where possible check in online before airport arrival to minimise queuing at the airport.</p>	<p>Tour Party to be seated together where practical.</p> <p>Flexibility in check in process can be considered.</p>	<p>No requirement for the Tour Party to be seated together</p> <p>Individuals able to check in by preferred method.</p>
AT THE AIRPORT		
<p>Arrive at airport at recommended time to minimise time in the airport.</p> <p>Adhere to additional relevant airport COVID Safe procedures.</p> <p>Limit contact with others by avoiding retail &amp; food outlets, lounges &amp; seating areas where possible.</p>	<p>Flexibility in airport arrival time can be considered.</p> <p>Adhere to additional relevant airport COVID Safe procedures.</p> <p>Use of retail &amp; food outlets &amp; lounges permitted but avoid crowded seating areas &amp; facilities.</p>	<p>Individuals able to arrive at airport at preferred time.</p> <p>Adhere to additional relevant airport COVID Safe procedures.</p> <p>Full use of airport retail, food outlets &amp; lounges &amp; seating areas permitted.</p>
ON THE FLIGHT		
<p>Wearing of mask is required.</p> <p>Limit movement around the cabin &amp; use hand sanitiser on return to seat.</p> <p>Adhere to any additional relevant airline &amp; airport procedures.</p> <p>Disinfect own table &amp; touch areas with disinfectant wipes.</p>	<p>Wearing of mask is optional or as recommended by airline authorities.</p> <p>Reasonable movement around the cabin permitted.</p> <p>Adhere to any additional relevant airline &amp; airport procedures.</p> <p>Disinfect own table &amp; touch areas with disinfectant wipes.</p>	<p>Wearing of mask is optional or as recommended by airline authorities.</p> <p>Free movement around the cabin permitted.</p> <p>Adhere to any additional relevant airline &amp; airport procedures.</p>

## ACCOMODATION

Booking considerations		
<p>Kitchens to be provided where possible to help minimise community contact.</p> <p>Private laundry facilities to be provided where possible to help minimise community contact.</p>	<p>Flexibility in considering the need for the provision of kitchen facilities.</p> <p>Flexibility in considering the need for the provision of private laundry facilities.</p>	<p>No requirement in the need for kitchen facilities.</p> <p>No requirement in the need for private laundry facilities.</p>

On arrival		
<p><u>ON ARRIVAL</u></p> <p>Call ahead to arrange check in time to avoid queuing.</p> <p>Utilise contactless check in when available.</p> <p>If contactless check in is not available, one person to check in the entire Touring Party.</p> <p><u>ON DEPARTURE</u></p> <p>Utilise contactless check out when available.</p>	<p><u>ON ARRIVAL</u></p> <p>Flexibility in the need to call ahead to arrange check in time.</p> <p>If contactless check in is not available, each person is permitted to check in individually.</p>	<p><u>ON ARRIVAL</u></p> <p>No requirement to call ahead to arrange check-in time.</p>

During stay		
<p>Adhere to any additional relevant hotel policies &amp; procedures at all times.</p> <p>Request no contact room service delivery method.</p> <p>Limit the frequency of house-keeping.</p> <p>Use self-parking options. If valet services are compulsory, clean contact points on the car before use.</p> <p>Take all possible steps to avoid other hotel guests by minimising use of shared facilities &amp; movement around common areas of the hotel</p> <p>Keycards disinfected upon receipt &amp; daily.</p> <p>Disinfect high touch areas in rooms such as door handles, light switches &amp; taps on entry &amp; after housekeeping.</p>	<p>Flexibility considered in the increased frequency of housekeeping services.</p> <p>Flexibility considered in the use of valet parking services.</p> <p>Flexibility considered in the use of shared facilities &amp; the need for movement around common areas of the hotel.</p> <p>“</p>	<p>Regular housekeeping services are permitted.</p> <p>Use of valet parking services is permitted.</p> <p>Use of shared facilities is permitted.</p> <p>Free movement around common areas of the hotel is permitted.</p>

## IN THE COMMUNITY

Take all possible steps to minimise interaction between Tour Party & Community (to minimise transmission risk) by taking the following action:		
<p>Go straight from accom. to theatre &amp; vice versa unless exercising or essential reasons.</p> <p>Avoid populated areas when exercising &amp; do not use gyms, pools or outdoor equipment (unless required for maintenance fitness, physiotherapy, or injury rehabilitation).</p> <p>Group exercise should be kept to people from tour party.</p> <p>Opt for 'Click &amp; Collect' or delivery of groceries.</p> <p>Choose takeaway or delivery rather than eat in restaurants</p> <p>Wear appropriate PPE when out in community.</p>	<p>Flexibility in movements around community though avoid crowded areas wherever possible eg. tourist attractions &amp; recreation activities.</p> <p>Limit use of gyms, pools &amp; outdoor exercise equipment (unless required for maintenance fitness, physiotherapy, or injury rehabilitation).</p> <p>Group exercise should be kept to people from tour party.</p> <p>Limit personal shopping.</p> <p>Limited dining at cafes or restaurants.</p> <p>Wearing of PPE is optional or as per health authority advice.</p>	<p>Free movement within the community whilst adhering to relevant health guidelines.</p>

## ADDITIONAL TOUR SUPPLIES

Equipment		
<ul style="list-style-type: none"> <li>- temperature tester</li> <li>- comms headset for crew</li> </ul>	<ul style="list-style-type: none"> <li>- temperature tester</li> <li>- comms headset for crew</li> </ul>	<ul style="list-style-type: none"> <li>- temperature tester</li> <li>- comms headset for crew</li> </ul>
Consumables		
<ul style="list-style-type: none"> <li>- gloves</li> <li>- masks</li> <li>- sanitiser</li> <li>- alcohol wipes</li> <li>- Glen-20 spray</li> <li>- paper or towel hand towels</li> <li>- hand washing soap</li> <li>- eco-disposable utensils</li> <li>- individually packed snacks</li> <li>- toilet paper &amp; tissues</li> <li>- paracetamol/ibuprofen</li> </ul>	<ul style="list-style-type: none"> <li>- gloves</li> <li>- masks</li> <li>- sanitiser</li> <li>- alcohol wipes</li> <li>- Glen-20 spray</li> <li>- paper or towel hand towels</li> <li>- hand washing soap</li> <li>- eco-disposable utensils</li> <li>- individually packed snacks</li> <li>- toilet paper &amp; tissues</li> <li>- paracetamol/ibuprofen</li> </ul>	<ul style="list-style-type: none"> <li>- gloves</li> <li>- masks</li> <li>- sanitiser</li> <li>- alcohol wipes</li> <li>- Glen-20 spray</li> <li>- paper or towel hand towels</li> <li>- hand washing soap</li> <li>- eco-disposable utensils</li> <li>- individually packed snacks</li> <li>- toilet paper &amp; tissues</li> <li>- paracetamol/ibuprofen</li> </ul>
Car Packs		
<p>A bag with supply of masks, wipes, gloves, paper towel.</p> <p>Can also include usual pencil case containing fuel cards, phone holder &amp; log books.</p>	<p>A bag with supply of masks, wipes, gloves, paper towel.</p> <p>Can also include usual pencil case containing fuel cards, phone holder &amp; log books.</p>	<p>A bag with supply of masks, wipes, gloves, paper towel.</p> <p>Can also include usual pencil case containing fuel cards, phone holder &amp; log books.</p>

## POST-TOUR COMMUNICATIONS

Post Performance Communication
<p>Producers to advise Presenting Venues, staff, Touring Parties and subcontractors involved in the Tour (such as freight drivers and crew) if any members of the Touring Party are diagnosed with COVID-19 within 14 days of performances being presented at a venue</p> <p>Presenting Venues to advise Producers if any venue staff or audience members are diagnosed with COVID-19 within 14 days of the performances being presented.</p> <p>All members of the Touring Party (including performers, touring crew and subcontractors) to advise the Producer if they develop or are diagnosed with COVID-19 within 14 days of the tour ending.</p> <p>Producers to maintain communications for a minimum 14 day period following completion of performances with presenters and all members of their Touring Party in order to advise on the above.</p>

Follow up with venues		
<p>Touring Crew to send a follow up email at 14-days as reminder in both directions as part of post-show paperwork.</p>	<p>Touring Crew to send a follow up email at 14-days as reminder in both directions as part of post-show paperwork.</p>	<p>Touring Crew to send a follow up email at 14-days as reminder in both directions as part of post-show paperwork.</p>

## STORAGE

Freight returned to storage location/s		
<p>Work with freight provider for mutually agreed COVID Safe Procedures</p> <p>Limit any actions which would involve contact within 1.5m to a minimum wherever possible</p> <p>Wear PPE (masks, gloves)</p> <p>Minimise personnel entering freight compartment and minimise prolonged time in compartments.</p>	<p>Work with freight provider for mutually agreed COVID Safe Procedures</p> <p>Limit any actions which would involve contact within 1.5m to a minimum wherever possible</p> <p>Wear PPE (masks, gloves)</p> <p>Minimise personnel entering freight compartment and minimise prolonged time in compartments.</p>	<p>Work with freight provider for mutually agreed COVID Safe Procedures</p> <p>Flexibility to wear PPE (masks, gloves) as per company and venue agreed policies when in freight compartments.</p>

Costume/Prop/Puppets storage		
<p>Complete standard 'end-of-tour' cleaning and storage routines with attention to additional requirements per Cleaning Checklist</p>	<p>Complete standard 'end-of-tour' cleaning and storage routines with attention to additional requirements per Cleaning Checklist</p>	<p>Complete standard 'end-of-tour' cleaning and storage routines with attention to additional requirements per Cleaning Checklist</p>

## TOUR PARTY RETURN

Debrief Meetings		
Debriefs to be conducted using video and mobile technology options.	Consider using video and mobile technology options.	
Tour Party Returning Home Creative/Production Staff Member Returning Home from a visit		
<p>Follow Public Health directives and advice if returning home from a high-risk location. These measures may include a quarantine period or monitoring for symptoms.</p> <p>Discuss with Monkey Baa any concerns about returning home if your household has a vulnerable person.</p> <p>Refer to Wellbeing document for tips and tricks on returning home from tour.</p>	<p>Follow Public Health directives and advice if returning home from a high-risk location. These measures may include a quarantine period or monitoring for symptoms.</p> <p>Discuss with Monkey Baa any concerns about returning home if your household has a vulnerable person.</p> <p>Refer to Wellbeing document for tips and tricks on returning home from tour.</p>	<p>Refer to Wellbeing document for tips and tricks on returning home from tour.</p>

## SAFE WORK AUSTRALIA

Resource Kit

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces>

Workplace checklists

<https://www.safeworkaustralia.gov.au/collection/workplace-checklists-covid-19>

## LIVE PERFORMANCE AUSTRALIA

Guidelines for Auditions, Rehearsals and Performances

<https://liveperformance.com.au/wp-content/uploads/2020/08/Guidelines-for-Auditions-Rehearsal-and-Performances-FINAL-2020.08.05.pdf>

Touring Theatre Guidelines

<https://liveperformance.com.au/wp-content/uploads/2020/08/Touring-Guidelines-FINAL-2020.08.05-1.pdf>

## PAC AUSTRALIA (PERFORMING ARTS CONNECTIONS)

Guidelines for Covid Safe Theatres

<https://paca.org.au/wp-content/uploads/2020/08/Guidelines-for-COVID-Safe-Theatres-Endorsed-Published-August-2020.pdf>

## HEALTH.GOV.AU RESOURCES

COVID Safe App

<https://www.health.gov.au/resources/apps-and-tools/covidsafe-app>

Resources for the General Public

<https://www.health.gov.au/resources/collections/novel-coronavirus-2019-ncov-resources>

## NSW HEALTH INFORMATION

General information

<https://www.nsw.gov.au/covid-19>

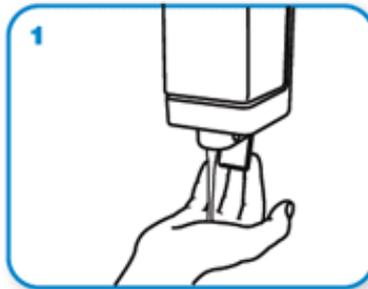
COVID Safe Business

<https://www.nsw.gov.au/covid-19/covid-safe-businesses>

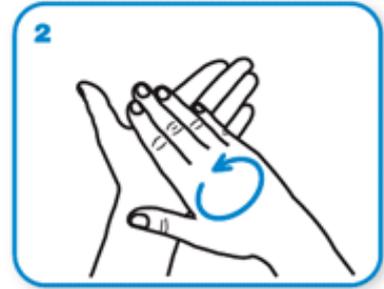
# WORLD HEALTH ORGANISATION HAND WASHING ETIQUETTE



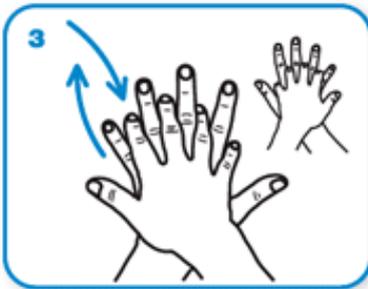
Wet hands with water



apply enough soap to cover all hand surfaces.



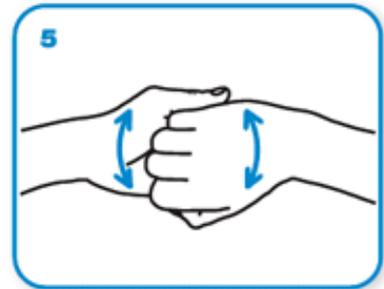
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



palm to palm with fingers interlaced



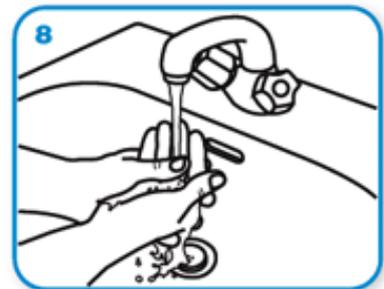
backs of fingers to opposing palms with fingers interlocked



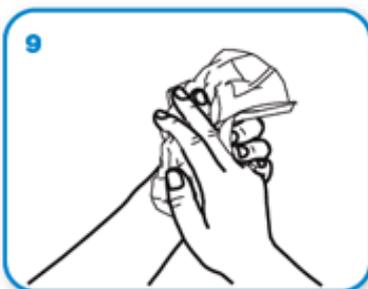
rotational rubbing of left thumb clasped in right palm and vice versa



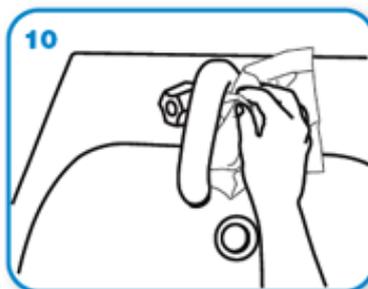
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



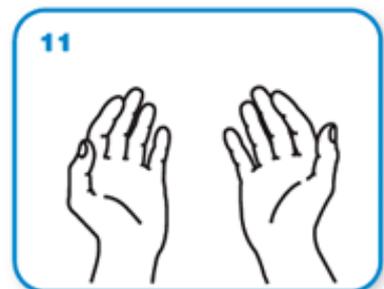
Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.

# PROTECT YOURSELF, YOUR FAMILY AND THE COMMUNITY

# COVER YOUR COUGH



1

Cover your mouth and nose with a tissue when you cough or sneeze.



OR

Cough or sneeze into your sleeve or elbow, not your hands.



2

Place your used tissues in the rubbish bin.



3

Wash your hands with soap and water, or sanitise with alcohol based hand gel.