

# MATRIARK THEATRE, COVID Safe Policy

Last edited. 10<sup>th</sup> July, 2020

It's important to Matriark that all workplaces, from workshops to performance spaces, align with the current guidance regarding COVID-19 safety. This document will be updated to reflect current medical advice, monthly.

<b>Title</b>	<b>Matriark Theatre COVID Safe Policy</b>
<b>Agreed Approach</b>	<ol style="list-style-type: none"><li>1) Agreed strategy in line with Government approach, keep monitoring DET &amp; DHHS</li><li>2) Communication is a primary concern... all affected must be informed of developments.</li><li>3) Any working with Matriark must understand these - a user friendly summary will be developed to assist in this.</li></ol>
<b>Objective</b>	To provide workers with clear instructions regarding COVID Safe Procedures in the workplace.
<b>Method</b>	<p>This document is split into three sections:</p> <ol style="list-style-type: none"><li>1) Education Program COVID Safety</li><li>2) Creative development and live performance COVID Safety</li><li>3) Office COVID Safety</li></ol> <p>There is an additional section detailing steps taken in the event of a confirmed case of COVID-19 with staff or clients.</p>
<b>1. Education Program COVID Safe Procedure</b>	<hr/> <h2>1. Education Program COVID Safety</h2> <hr/> <h3>1.1 Physical Distancing</h3> <p><b>1.1.1</b> If presenting with any symptoms, teaching artist will be replaced by another. <b>1.1.2</b> Ensure 5m<sup>2</sup> rule is observed when working with students. Encourage increased use of space during workshops. <b>1.1.3</b> For highly physical exercises, where possible work outside to improve ventilation. <b>1.1.4</b> 1.5m distance maintained between teaching artists and supervising school</p>



teachers.

**1.1.5** Offer online option for schools to have workshops.

**1.1.6** No touching students, where spotters are required (ie. acrobatics) skill up students to do this themselves at the start of a workshop (this should already be the case).

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## **1.2 Monitored use and cleaning of teaching equipment**

**1.2.1** Leather masks are not to be used by students. In their place, teacher demonstrates in mask.

**1.2.2** Props handled by students are cleaned using detergent wipes (according to federal guidelines).

**1.2.3** If a mask is worn by a particular student then it will not be worn by anyone else (ideally this doesn't occur). It will then be cleaned with a damp cloth and a dedicated leather cleaner.

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## **1.3 Safe Administering of First Aid**

**1.3.1** Standard precautions should be adopted when providing first aid, for example gloves and an apron to use when dealing with blood or body fluids/substances.

**1.3.2** Always wash hands with soap and water or use a hand sanitiser before and after providing first aid.

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## **1.4 Handwashing and Hygiene**

**1.4.1** provide hand sanitiser to teaching artists as a part of their teaching kit.

**1.4.2** no handling of cash on site.

## **2. Creative Development COVID Safe Procedure**

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### **2.1 Observe lockdown rules from Aus Gov.**

**2.1.1** prepare contingency plan for various stages of lockdown (incl. total lockdown, partial lockdown)

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### **2.2 Ensure COVID information for artists is available and easily accessible.**

**2.2.1** If presenting with any symptoms then must have COVID test.

**2.2.2** This policy document & COVID Fact sheet provided for artists: information includes distancing, hygiene practices and expectations.

**2.2.3** At risk artists are not required to attend in person. Online options for participation are made available.

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## **2.3 Social Distancing Provisions**

**2.3.1** Ensure any space being used for creative development has 5m<sup>2</sup> per person minimum.

**2.3.2** Creative development tasks maintain social distancing measures regarding touch and distance (1.5m between performers)

**2.3.3** Artists are permitted to attend using an online option if they feel unsafe.

## **3. Office COVID Safe Procedure**

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### **3.1 Workers, where possible, work from home**

**3.1.1** Implement flexible working arrangements and video conferencing systems to make it easy and preferable for staff to work from home

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### **3.2 When in the office, workers are spaced minimum 1.5 metres apart from one another.**

**3.2.1** When more than one staff member is present in the office, allocate one to be in charge on monitoring the physical distancing.

**3.2.2** Encourage those working to be at the office at different times.

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### **3.3 Handwashing and Hygiene Practices,**

**3.3.1** have hand sanitiser stations on entry and exit points and around the workplace generally

**3.3.2** cashless transactions at any Matriark events

**3.3.3** signage in bathrooms reminding staff of COVID safe hygiene practices.

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### **3.4 Workplace is cleaned regularly,**

**3.4.1** frequently touched areas are cleaned several times a day.

**3.4.2** workers can access cleaning equipment for their personal property including phones, glasses & laptops.

**3.4.3** cleaners should wear PPE while cleaning.

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### **3.5 Self Isolation**

**3.5.1** all workers with any flu/cold symptoms must be tested for COVID-19 and isolate until they are given the all clear.

**3.5.2** if any worker has been in contact with someone who is diagnosed with COVID-19 they must self-isolate for 14 days.



**3.5.3** vulnerable workers must be given the option to work from home if they so choose.

## 4. Confirmed Case Procedure

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#### 4.1) Follow government regulations

**4.1.1** FIRST STEP: Call National Coronavirus Helpline (1800 020 080)

#### 4.2) Matriark office is closed.

**4.2.1** workers are informed and given instructions regarding testing and self isolation (as per item 1.1.5)

**4.2.2** where hotdesk arrangement or shared office space is concern, external parties are informed and those who had been in contact informed.

**4.2.3** committee includes executive, board and external consultants.

**4.2.4** arrange contact with all affected parties.

#### 4.3) Crisis committee formed

**4.3.1** committee includes executive, board and external consultants.

#### 4.4) All external stakeholders who've been in contact with confirmed case are informed.

**4.4.1** arrange contact with all affected parties (schools, venues etc.)

## Training, support and supervision of workers

- All staff undergo an induction at the start of any employment or engagement. This involves reading the COVID policy document together.



Other legislation,  
industry standards or  
internal policies

- Department of Education (NSW)
- Department of Health (Advice for education providers):  
<https://www.health.gov.au/news/australian-health-protection-principal-committee-ahppc-advice-on-reducing-the-potential-risk-of-covid-19-transmission-in-schools-24-april-2020>
- Department of Health (advice on environmental cleaning routine):  
<https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-about-routine-environmental-cleaning-and-disinfection-in-the-community>
- Safe Work Australia (advice on cleaning leather):  
<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/retail-supermarkets-and-shopping-centres-1#heading--28--tab-to-my-work-involves-leather-surfaces-is-there-a-way-i-can-clean-and-disinfect-them-without-damaging-the-leather?>

Review

The policy and guidelines will be reviewed every month, adjusted based on the current government guidelines.

