

COVID-19 SAFETY PLAN

VENUES WEST

Coronavirus Pandemic

July 2022

CATEGORY: Safety and Risk

OWNER: Chief Safety and Risk Officer

Reference: D22/3296

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1. Definitions / Abbreviations

Term	Meaning
Area	A large place within a venue that is normally whole but can be arranged into separate Activity Spaces for the purpose of separating multiple gatherings.
Community Sport	Organised, community-based team or individual amateur sport played or participated in without valuable remuneration. Does not include activities in the nature of an exercise class which requires payment or a ticket or other form of registration to participate and sport that includes financial or in-kind payments of more than a nominal sum.
COVID-19 Symptoms	<ul style="list-style-type: none"> • A fever of 37.5 degrees or higher, or • A recent history of fever, or • Symptoms of acute respiratory infection (including, but not limited to shortness of breath, a cough or sore throat); or • A loss of smell or taste.
Event	A gathering of more than 500 patrons that requires approval under the Health (Misc Provisions) Act, or the Health (Public Buildings) Regulations.
Excluded Gathering	A gathering that is NOT an Event, including at an outdoor gym or playground or at an office building, construction site or other place of work that is necessary for the normal business of those premises.
Fully Vaccinated	Means a person has been administered with a full course of an approved COVID-19 vaccine and any applicable Booster vaccinations.
Hospitality Space	The part of a Major Stadium that supplies alcohol under a licence where an event is taking place or is a restaurant or a café (including premises selling food or drink in a food court).
Hospitality Venue	The part of any venue and/or event, other than at a Major Stadium, that supplies alcohol under licence.
Major Stadium	Optus Stadium, HBF Park, RAC Arena and HBF Stadium Main Arena.
Patron	A person who is not a staff member, and for the avoidance of doubt, includes spectators.
POV	Proof Of Vaccination
Quarantine	The requirement to complete a set number of days home or hotel quarantine upon returning to WA from an interstate or overseas, unless returning from jurisdiction assessed by the WA Government as being a Very-Low-Risk.
Social distancing	Application of the 1.5m distancing rule
Special Seating Space	A space with fixed seating that is a corporate box, a function room, a conference room or a meeting room, which includes, for the avoidance of doubt, any outdoor space with fixed seating that adjoins or is otherwise part of that special seating space.
Specified Entertainment Venue	An indoor or outdoor cinema, theatre, concert hall or other live music venue, a convention centre or an entertainment venue of any other kind (other than a major stadium).
Specified Vaccination Venue	That part of any place that is comprised of a place listed in Schedule 1 of the current POV Directions, unless if it is an excluded venue.

Spectator Seating	Seating provided for patrons for the purpose of viewing a sporting event, entertainment or a performance of any kind, but does not include any seating in a special seating space.
Staff	Includes staff of any employer who has responsibilities at a workplace as an officer or employee, including in a voluntary capacity, and in the case of a sporting activity includes coaches and officials such as umpires, referees or scorekeepers.
Vaccine Directed Person	A person who is required to comply with vaccination requirements including to enter or remain at certain premises after a certain date unless the person meets POV requirements.
Venue	An entire, aggregated facility
WA WA DoH	Western Australian Department of Health

2. Purpose and Scope

This plan has been developed to comply with the WA State Government requirements for re-opening venues and operating under COVID-19 restrictions. This plan applies to all VenuesWest managed facilities and operations.

This Plan is effective from 03 March 2022.

3. Roles / Responsibilities

- a. The CEO endorses the plan.
- b. The Chief Operating Officer is responsible for implementing the plan
- c. The Chief Safety and Risk Officer is responsible for developing the plan and approving the Safety Plan Certificate for self-managed venues.
- d. The Senior Management team is accountable to the Chief Operating Officer for implementation of the Plan within areas of responsibility and for ensuring continued compliance with the requirements.
- e. Employees shall familiarise themselves with the Plan and comply with its requirements, where applicable.

4. Operating Principles

- a. We will incorporate COVID-19 risk controls into our day-to-day planning and operations.
- b. We will provide the resources to implement, promote and maintain practices for cleaning, physical / social distancing and hygiene measures consistent with WA DoH advice.
- c. We will only provide services to the public that comply with WA DoH advice, directives and exemptions.

5. References

The following references contain the legal requirements for the safe operation of our venues under phase 5:

- a. COVID Transition (Consequential Revocations) Directions (No 2)
- b. COVID Transition Testing and Isolation Directions (No 12)
- c. Proof of Vaccination Directions (No 6)
- d. COVID Transition Face Covering Directions (No 6)

6. Phase 5 Requirements

6.1. Capacity Limits

All venues are permitted to operate at pre-Covid capacity limits, including removal of the 2 Sqm rule.

6.2. Face Coverings

Masks are encouraged to be worn where physical distancing is not possible and must be worn by a Covid-19 close-contact when it is permitted to leave isolation due to a negative test.

6.3. Social Distancing

Requirements remain in-place to encourage social distancing:

- a. Maintain 1.5m social distancing signage at entrance, queueing locations and throughout the venue.
- b. Ensure the venue occupancy does not exceed allowable WA DoH and building code limits for the space.
- c. Ensure clear written guidance is provided to VenuesWest staff about remote and flexible working arrangements.

6.4. Hygiene

Requirements remain in-place to ensure hygiene standards are effective and maintained:

- a. Signage at all external entrances and throughout the venue advising staff and patrons:
 - Not enter or remain within the venue if they have COVID-19 symptoms.
 - COVID-19 Symptoms guide.
 - Practice good hygiene protocols (wash hands, cover cough / sneezes).
- b. Hand hygiene stations and signage at main entrance points, each indoor activity space entry/exit points and at multiple convenient locations within event areas.
- c. Promote cashless payments.
- d. Protective screens will be installed at venue receptions, café service points and other high-frequency service points to mitigate virus droplet transmission risk.
- e. Airflow and ventilation systems kept in operation to enable continuous air-exchange and mitigate the risk of stagnant air developing within normally-occupied workplaces.

6.5. Safety Plan Certificate

COVID Safety Plan Certificates are required at venue main entrances only to reflect compliance with:

- a. Physical distancing
- b. Hygiene protocols, and
- c. Staying home when unwell.

6.6. Worker health and safety

VenuesWest staff who test positive for COVID-19 must notify WA Health and self-isolate as directed. Staff may be permitted to work from home while in self-isolation, upon agreement with their people manager, where they have mild symptoms or are asymptomatic.

NOTE: VenuesWest staff are responsible for performing disinfection cleaning of equipment they bring into the workplace following a period of self-isolation due to a positive COVID-19 test.

Requirements for People Managers to support VenuesWest staff safety from exposure to COVID-19:

- a. Staff are made aware of COVID Safety Plan changes and relevant information to communicate to patrons. This can be via physical notices displayed in the venue, written procedures, policies etc and activity pre-start briefings.
- b. Staff roles and functions are considered to determine if they could be undertaken remotely should this be required.
- c. ICT remote access capability is established to support remote work.
- d. Ensure staff have completed the VenuesWest approved hygiene course.
- e. Staff are regularly reminded to stay home and get tested if they have COVID-19 symptoms.
- f. Hand hygiene stations in the workplace (i.e. stairways, kitchens / lunchrooms, toilets, meeting rooms etc).
- g. Staff are encouraged to hold virtual meetings to avoid prolonged face to face contact in small room settings.
- h. Protective screens installed at venue receptions, café service points and other selected service points to mitigate virus droplet transmission risk.
- i. VenuesWest Incident Response Team and relevant Sub-groups are used to coordinate COVID-19 actions and communications.
- j. Ensure employee personal and emergency contact information are up to date.
- k. Access to VenuesWest Employee Assistance Program (EAP) confidential counselling service for VenuesWest staff and immediate family members.
- l. COVID-19 risk assessment is used to inform decision-making on the basis of risk.

6.6.1. Zero Tolerance to Aggression

VenuesWest will take a Zero Tolerance approach to dealing with violent, aggressive and other threatening behaviour directed toward our staff. The Health and Safety of VenuesWest staff will be our highest priority when planning and dealing with aggression at work.

People managers shall ensure VenuesWest staff are competent and have the resources necessary to safely deal with potential aggressive / violent behaviour during the performance of COVID Safety Plan activities, including where appropriate:

- a. Display a written Zero Tolerance policy / sign at key locations,
- b. Staff trained in de-escalation methods / protocols,
- c. Staff not working alone were practical,
- d. Managers / Supervisors readily available,
- e. Security guards,
- f. Physical barriers and other measures to contain / separate staff from patrons,
- g. CCTV and other camera footage,
- h. Escalation protocols when de-escalation efforts are not successful,
- i. Implement a Banning process to identify problem patrons and ban entry for the protection of staff.

Venue Management are to ensure response plans are in place to effectively respond to implement supported by appropriate training and resources that they have the competence to manage.

6.7. Testing and Isolation Protocols

6.7.1. Close Contact Definition

A close contact is defined as:

- a. A household member or intimate partner of a person with COVID-19 who has had contact with them during their infectious period;
- b. Someone who has had close personal interaction with a person with COVID-19 during their infectious period where they spent 4 hours of cumulative contact with them in a residential setting, (i.e. a home, accommodation facility) in any 24hr period where masks have been removed by both people during the period of contact.

6.7.2. Actions for COVID-19 Symptoms and Close Contact

Refer to the symptom guide at Appendix A.

VenuesWest staff have an obligation to take necessary steps to prevent and respond to illness and injury in their workplace and should immediately advise their People Manager when any of the following occur:

- a. Experience COVID-19 symptoms,
- b. Test positive for COVID-19,
- c. Have been in close contact with someone who has a confirmed case of COVID-19.

Staff who meet any of the above points while at a venue are to:

- a. Wear a mask immediately,
- b. Keep away from other people at least 1.5m (or greater where possible),
- c. Avoid face-to-face situations,
- d. Hand sanitise and practise COVID hygiene protocols,
- e. Leave the site as soon as possible and when it is safe to do so having regard for any critical operations/tasks that need to be handed over or made safe.
- f. Follow the relevant WA Government COVID-19 guideline, available online at: www.wa.gov.au/government/document-collections/covid-19-coronavirus-what-do-if-you-have-covid-19-or-are-close-contact
- g. Do not return to site until proof of an approved negative test is provided to the relevant People Manager.

Patrons who display COVID symptoms are required to leave the venue and take precautions as listed above. Special circumstances apply for minors who will need to be kept away from staff and patrons and monitored by a responsible adult until collection by a parent / carer.

6.8. Cleaning

6.8.1. General

Maintain office cleanliness generally and allow for cleaning staff to enter the workplace regularly where office and venue cleaning is to conform with the principles and standards set out in the following WA DoH factsheets:

- a. [Environmental Cleaning and Disinfection Principles for COVID-19](#)
- b. [Environmental cleaning in non-healthcare settings](#)

6.8.2. Disinfection Cleaning

Workplace disinfection cleaning of High-touch points and targeted workstations following confirmation of a staff member COVID-19 exposure. High-touch points and workstations in office and public venue spaces will be cleaned using contracted cleaning staff (Quayclean). Staff are also provided with disinfection wipes to perform additional cleaning of own workstations.

Workshops, plant rooms and other restricted workplaces are not subject to additional cleaning requirements due to the hazardous nature of these environments, lower risk (impervious) surfaces, lower staff occupancy and nil public exposure risk.

NOTE: Employees are responsible for performing disinfection cleaning of equipment they bring into the workplace following a period of self-isolation due to a positive COVID-19 test.

7. Further Information and Resources

- a. WA COVID 19 – What you can and can't do: <https://www.wa.gov.au/government/covid-19-coronavirus/covid-19-coronavirus-what-you-can-and-cant-do>
- b. Symptoms guide: <https://www.wa.gov.au/government/publications/covid-19-symptom-guide>
- c. WA COVID-19 general information: www.healthywa.wa.gov.au/Articles/A_E/Coronavirus
- d. Resources on physical distancing: www.health.gov.au/resources/videos/coronavirus-video-social-distancing
- e. COVID-19 information for business, industry and local government – WA Department of Health

Endorsed (CEO)



David Etherton
Chief Executive Officer
VenuesWest
Date: 26 July 2022

Appendix A: COVID-19 Symptoms Guide



COVID-19: Symptom guide

With COVID-19 in the community it is important to know what the symptoms are and when to seek medical advice.



Fever



Headache



Loss of taste and/or smell



Fatigue



Dry cough



Sore/scratchy throat



Shortness of breath



Muscle aches



Vomiting



Runny nose



Chills/night sweats



Diarrhoea

Mild symptoms

Most people will have mild symptoms for up to 2 weeks. Avoid high-impact activities, weights, running and workouts.

Recover at home

Worsening symptoms

Symptoms worsen and you are unable to take care of yourself such as showering, putting on clothes or making food.

Call your GP

Severe symptoms

Symptoms become severe such as difficulty breathing when resting. Do not wait, call 000 immediately and let the operator know you have COVID-19.

Call 000

[WA.gov.au/symptoms](https://www.wa.gov.au/symptoms)

We're all in this *together.*