

## Business Details

**Event Name:** Limelight Festival Art. Science. Light | 2022

**Business Name:** Murray Arts inc.

**Plan Completed by:** Rebekah Gibbs

**Plan updated:** February 9, 2022

## Restrictions to entering the Workplace

The employer must take all reasonable steps to ensure that a worker or others do not enter or attend the workplace if they are displaying symptoms associated with COVID-19 or if they have been required to isolate or quarantine.

This may include displaying signs at the front of your premises/workplace telling people not to enter if they have COVID-19 symptoms or have been in close contact with confirmed cases. See Appendix 2 for examples of posters and signs.

REQUIREMENTS	ACTIONS
<b>Wellbeing of Workers and Visitors</b>	<b>How will you do it?</b>
Exclude workers or visitors who are unwell.	All employees, contractors and volunteers are informed to notify management if they are feeling unwell and stay home.
Provide staff with information on COVID-19, including about when to get tested, physical distancing and cleaning.	Information around COVID-19 and staff requirements will be sent out in advance of filming. Limelight COVID plan will be available for all staff.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	N/A
Display posters about conditions of entry for workers and visitors at entry points (and on your website, social media, etc.).	Clear COVID signage will be posted at all entrances to the event site.
Rapid Testing	All event workers will have access to RAT tests and will be requested to take one prior to arriving on site each day
<b>Physical Distancing</b>	<b>How will you do it?</b>
Check if there are any restrictions on your business in the relevant jurisdiction. A link to Public Health Directions for each State is available at Appendix 3.	Event management will be constantly checking restrictions, updating safety plans and informing the event team of any changes to restrictions and guidelines. Event management is working closely with Wodonga Council to ensure all COVID safe measures are followed.
Consider what measures you may take to avoid close proximity and crowding where reasonably practicable.	Staff will be onsite to inform any public to socially distance and not crowd entrances or artwork areas. Social distancing signage will be posted throughout the event site.

<p>Assign workers to specific workstations and minimise worker movement between workstations.</p> <p>If the above measure is not reasonably practicable, clean workstations with detergent or disinfect between use.</p>	<p>High touch items will be wiped down between team members required to use it. Where reasonably possible staff will limit the number of artworks they are required to work on.</p>
<p>Put plans and systems in place to monitor and control the number of workers and customers on site at any given time to allow for physical distancing.</p>	<p>Due to the large scale of the site we do not predict a capacity will be reached. Event staff will monitor areas within the event to ensure no one area reaches more than one person per 2sqm.</p>
<p>Maintain 1.5 metres physical distance, including during meal breaks.</p>	<p>Meal breaks will be taken separately for all staff, volunteers and contractors on site</p>
<p>Hold meetings by telephone or video where reasonably practicable.</p>	<p>All meetings in lead up to event will be held electronically where possible or in a socially distanced location</p>
<p>Review regular deliveries and request contactless delivery and invoicing where reasonably practicable.</p>	<p>All deliveries will be contactless as much as reasonably possible. All contractors are to always follow their COVID safe plans on site.</p>
<p>Place signage near lifts and areas where people may congregate, directing workers and visitors to maintain physical distancing.</p>	<p>N/A</p>
<p>If people gather immediately outside the premises, have a strategy in place to manage gathering that may occur.</p>	<p>N/A</p>

## HYGIENE AND CLEANING

### Cleaning

The employer should prepare, implement and maintain a schedule for cleaning and, where appropriate, disinfecting, that ensures the workplace is routinely cleaned. This may include cleaning and disinfecting of furniture, equipment and other items.

The cleaning schedule should be in writing, so all workers are aware of the requirements. The schedule should take into account the level of risk of exposure to, contracting or spreading COVID-19 in the workplace.

### Hygiene

The employer must implement a hygiene procedure to ensure all persons at the workplace are observing appropriate hygiene measures to minimise risk of exposure to, contracting or spreading COVID-19 within the workplace. This procedure includes hand washing practices of workers and other people in the workplace that use soap and water, or the use of hand sanitiser as appropriate depending on the circumstances.

### Supplies and equipment

The employer must provide all the supplies and equipment necessary to ensure that the cleaning schedule and hygiene procedure implemented for the workplace can be completed. See Appendix 4 of the Safe Work Australia Guide on [how to clean and disinfect your workplace](#).

The employer should also print posters and signs on good hygiene and hand washing practices to display in bathrooms, kitchens and break rooms. See Appendix 2 for examples of posters and signs.

REQUIREMENTS	ACTIONS
<b>Hygiene and cleaning</b>	<b>How will you do it?</b>
Provide hand sanitiser at multiple locations throughout the workplace.	All entrance locations will have sanitiser available for both the event team and general public. Hand sanitiser will also be carried by event management and available on request.
Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitors, phones, keyboard, and mouse.	Disinfectant wipes will be available to wipe down equipment as needed. All equipment suppliers will follow their own COVID safe procedures.
Ensure bathrooms have hand soap and paper towels, and instructions about hand washing.	Prior to the event the council will clean and refresh all bathroom products. Throughout event management will check periodically and supplies are refreshed as needed.
If workers are required to clean, ensure they wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Limelight team members are not required to clean.

## RECORDING AND REPORTING

### Record Keeping

In the event of a case of COVID-19 being detected at your workplace, it will be important to be able to trace people who have been at your workplace. Consider how you would do this.

REQUIREMENTS	ACTIONS
<b>Record keeping</b>	
Keep name and mobile number or email address for all workers and visitors for at least 28 days. (Records should only be used for contact tracing COVID-19 infections and must be stored in a secure and confidential place).	All contractors, volunteers and staff details will be kept for 28 days post event for contact tracing. Everyone on site as part of the event team will sign in on arrival and out when leaving.  Murray Arts will keep all contractor, volunteer and staff details secure post event.
Make workers aware of the COVIDSafe App and the benefits of the app to support contact tracing.	Information will be made available for all event team members.

### Responding to an incident of COVID-19 in the workplace

An employer at a workplace must prepare a COVID-19 emergency response plan for the workplace that outlines how they will respond if there is a suspected or confirmed case of COVID-19 associated with their business.

REQUIREMENTS	ACTIONS
<b>Response to COVID-19 infection</b>	
<p>Prepare the COVID-19 emergency response plan. The plan should include:</p> <ul style="list-style-type: none"> <li>an outline of what your first action will be if notified of a possible or actual COVID-19 infection</li> <li>confirmation of who has what responsibilities, e.g. notifying the Public Health and Worksafe Authority in your jurisdiction</li> <li>a statement outlining how you will clearly communicate with staff</li> <li>a statement outlining how you will clean your workplace after an infection</li> <li>an outline of how your business will continue to trade or reopen.</li> </ul>	<p>In the case the event management are notified of a positive COVID-19 case within either the event team, volunteers or general public accessing the island they will follow all current business requirements.</p> <p>Using the link below the event manager will notify anyone identified as a close contact. Close contacts will be informed to isolate and get tested.</p> <p><a href="https://au.openforms.com/Form/719314db-8200-4707-9ff5-8927827e7a0f">https://au.openforms.com/Form/719314db-8200-4707-9ff5-8927827e7a0f</a></p> <p>All relevant government health departments will be notified by the Executive Director of Murray Arts and all advice followed.</p>