

15 October 2021

RE: STATEMENT OF ENDORSEMENT - NOTEABLE THEATRE COMPANY

To Whom It May Concern:

Noteable Theatre Company has reviewed their COVID safe plan for the resumption of rehearsals and related activities to better align with the current NSW Government, Business rules for NSW and Public Health Order. In my opinion at the time of review and this statement of endorsement, the COVID safe plan informs their employees and members of the regulatory requirements and reflects the industry best practice required by NSW Health. Additionally, it describes the relevant COVID safe actions required to undertake rehearsals at their nominated venues, outlines individual and company responsibilities in relation to vaccination status and provides links to key resources which will support the plans implementation and inform its ongoing revision.

Yours sincerely,



Timothy Hayden NSC, MPH, BSEH, MIFEH, MEHA

Public Health Consultant and Epidemiologist

Disaster Speak

Required disclaimer: This statement of endorsement of the COVID Safe Plan made by Disaster Speak Pty Ltd or its consultants are made from the writer's personal observation, does not reflect specific recommendations or endorsement by NSW Health or that the plan meets all relevant Federal, State and local government requirements, which are frequently changing and is given without any liability, obligation or commitment on our part.



Notable Theatre Company

COVID SAFE PLAN

October 2021

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INTRODUCTION

1. Background

Noteable Theatre Company (NTC) Incorporated is a not-for-profit organisation which produces and presents musical, theatrical and other artistic productions and related programs. The first priority of NTC is to protect the health and wellbeing of its community, and to uphold its social responsibility through conducting its operations in a COVID Safe environment and in accordance with public health and associated guidelines.

2. COVID-19 summary

COVID-19 belongs to the coronavirus family, a group of viruses that cause illness in humans and animals. Human coronavirus illnesses are generally mild such as the common cold. There are, however, some coronaviruses that cause severe diseases such as Severe Acute Respiratory Syndrome (SARS), and Middle East Respiratory Syndrome (MERS). COVID-19 is a new coronavirus previously unseen in humans. It is closely related to SARS and causes symptoms such as shortness of breath or cough and fever. The symptoms can start between 2 – 14 days from exposure to the virus.

It is most likely spread through close contact with an infectious person (including the 48 hours before symptoms developed). It can spread from person to person via contact with droplets from an infected person's cough or sneeze, and by touching objects or surfaces that have droplets from an infected person and then touching your mouth or face. A close contact is defined as those who have been face to face with an infected person for at least 15 minutes or having been in the same enclosed space for at least 2 hours with an infected person.

Like all other viruses, COVID-19 has changed through mutation over time. The current outbreak in NSW is due to the DELTA variant of the COVID-19 virus. The DELTA variant spreads more than twice as easily than the original virus and causes more severe illness than the original virus. The DELTA variant increases the risk of hospitalisation and admission to intensive care and a possible increased risk of mortality. Studies have shown hospitalisation rates for unvaccinated individuals are significantly higher compared with a vaccinated individual.

3. Document purpose

This document provides guidance to members and associates of NTC to support a COVID safe working environment, which primarily relates to production rehearsals and associated activities of NTC. NTC productions are subject to additional and separate COVID Safe arrangements applicable in production venues.

These guidelines reflect NSW governmental advice, mandated public health orders, and Safe Work Australia recommendations for working environments. Furthermore, NTC has utilised resources from the World Health Organisation (WHO), to reflect both national and international standards of practice.

Recognising the evolving situation associated with COVID-19, NTC is continuing to monitor health advice and engage with relevant government agencies, and adjust this COVID Safe plan and its operations in a timely way in accordance with health guidelines.

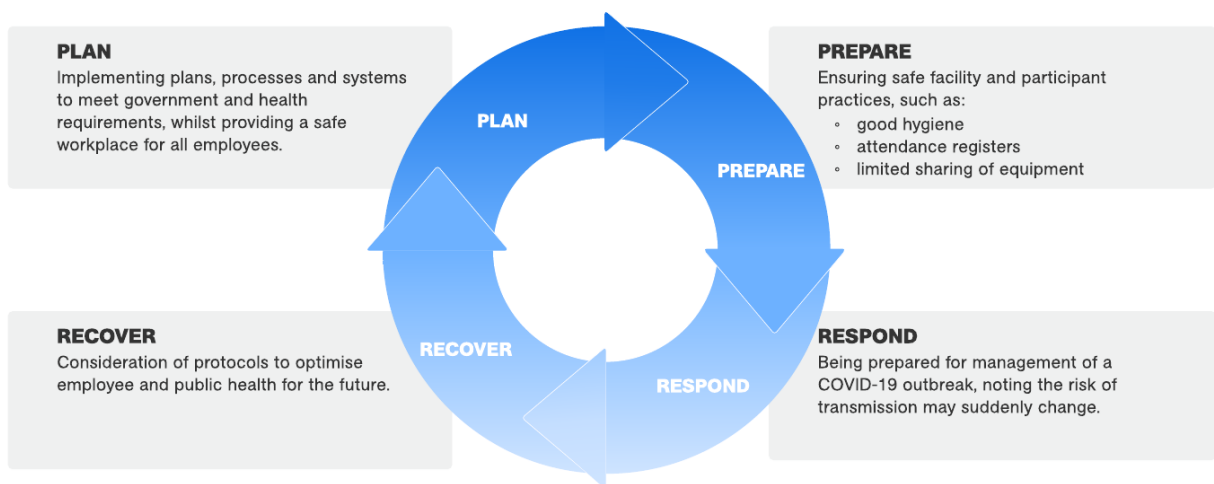


SOURCES OF INFORMATION

This plan has been developed with reference to a comprehensive range of sources and reviewed by public health advisors. Sources are outlined in the *References* section and include NSW Government agencies, Department of Health, Safe Work Australia, and the WHO. It has also been developed with reference to relevant industry guidelines and similar COVID Safe guidelines for similar arts and related organisations.

FOUR ELEMENTS OF A COVID SAFE WORKING ENVIRONMENT FOR REHEARSAL

There are four elements of the approach in this COVID Safe plan:





COVID SAFE GUIDELINES FOR REHEARSALS

The following sections outline each component of the requirements to be observed to create a COVID Safe working environment for NTC's rehearsals and associated activities.

Amendments have been made to NTC's COVID Safe plan as of October, 2021. NTC is committed to comply with all future public health orders. NTC will make amendments to this plan accordingly and inform all members of any production of the specific changes.

1. Stay at home if unwell

- No person is to attend a rehearsal that is an active case of COVID-19 or has been in close contact with a person with COVID-19 while they were infectious.
- No person is to attend a rehearsal or performance if they have the following symptoms, even in their mildest form. these symptoms include:
 - cough;
 - fever (37.5°C or higher);
 - sore throat;
 - shortness of breath (difficult breathing);
 - runny nose;
 - loss of taste;
 - loss of smell;
 - headache and fatigue;
 - acute blocked nose;
 - muscle and/or joint pain;
 - diarrhoea;
 - nausea/vomiting; and
 - loss of appetite.
- A member of the production team and/or NTC committee should be notified immediately if experiencing any of the above. This is applicable to any member of the cast, crew or production team to seek out a COVID-19 test.

2. COVID-19 testing and results

All members with any of the above symptoms are strongly encouraged to immediately get tested for COVID-19 at a testing centre or pathology service utilising a PCR test endorsed by NSW Health if they show any of the above symptoms and self-isolate until they receive further advice from NSW Health officials.

3. Vaccination

Noteable Theatre Company's priority is the safety and wellbeing of our cast, crew, orchestras and wider production teams. As NSW progresses to the next stage of its reopening roadmap, in relation to vaccination, based on the current health advice and after having consulted with our members, Noteable Theatre Company will currently require all of its cast, crew, orchestras and other production members to have received



two doses of an approved COVID-19 vaccine if they are eligible to do so under medical guidelines, or to have a medical exemption approved by the relevant health authorities.

The reasons for this requirement are:

- To ensure that our rehearsal and performance working environments are as safe as possible and in line with COVID Safe requirements; and
- Because we utilise and work in a range of different venues and settings, including some that require double vaccination and which our production members are required to comply with.

As a requirement of participation, a valid Vaccination Certificate will need to be sighted. No personal information will be collected or retained by Noteable Theatre Company in relation to vaccinations.

This requirement will next be reviewed by March 2022.

4. Physical distancing

- No members of the public are to attend rehearsals.
- Members are encouraged to observe government Public Health Orders and associated guidelines when travelling to and from rehearsal. Where possible, members are encouraged to use a private vehicle to travel to and from rehearsals.
- Until further notice, all members will adhere to the NSW Health physical distancing directions by ensuring there is always a minimum of 1.5 metres between each person – unless it is impractical, for example when performing in the pit.
- Members are not to crowd in bathrooms and to keep physical distance when queuing.
- Follow the requirements of the facility level COVID-19 plan for occupancy and square meter limits where applicable

5. Wearing face masks

Everyone in NSW will be required to wear a face mask in an indoor area of a premises other than a place of residence, this includes at work.

For activities applicable to NTC, you can remove your face mask if you are:

- eating or drinking
- communicating with another person who is deaf or hard of hearing
- at work, and:
 - the nature of the work makes the wearing of a fitted face covering a risk to the person's, or another persons' health and safety,
 - where clear enunciation or visibility of your mouth is essential
 - where the work is in an indoor area and no other person is in the area
- asked to remove their mask for identity purposes in an emergency situation
- you need to wear your face mask again as soon as the reason for taking it off has ended.

NTC will provide face masks for production members who are required to wear one. However, it is expected that people attending rehearsal and wish to wear a face covering bring their own face mask.



Face masks must not be left at the rehearsal or performance venue. Any face masks left at a rehearsal venue will be disposed of by NTC.

Production members will be responsible for the disposal of single-use face masks or wash of their own reusable cloth face masks at their place of residence after each rehearsal. Members are encouraged to study the NSW government advice on [how to wear, remove and dispose of a face mask correctly](#).

6. Hygiene measures for production members

- All members are encouraged to minimise touching of surfaces in the rehearsal and performance venue where practical.
- Alcohol-based hand sanitisers will be made available for all rehearsals at the venue entry and in multiple places throughout the facility, for use prior, during and following rehearsals and performances. All participants are to use sanitiser on arrival at, and before leaving the rehearsal venue.
- Members are not to eat inside the rehearsal premises or in the orchestra pit.
- If using tissues, these must be disposed of immediately after use and the person must wash and sanitise their hands afterwards.
- Production staff will ensure that enough bins are provided and placed in locations for tissues or other disposable hygiene items. Bins will be emptied at the end of each rehearsal session and performance.
- People should avoid touching their eyes, nose and mouth.
- People should cover their mouths with the pit of their elbows to cough or sneeze.
- No shared equipment, where practical.
- Drink bottles are to be clearly labelled and must not be shared. It is recommended that water bottles are disinfected and washed thoroughly after each rehearsal session.
- No sharing of any food, drink, snacks, fruit, lollies.
- Cutlery and food containers are not to be shared and are to be brought from home.

7. Additional hygiene measures for orchestra members

- Orchestra members must provide their own sealable vessels/container (disposable or reusable) for the emptying of spit valves and the disposing of used reeds. Vessels must be sealed and disposed of at the end of each performance. In the case of reusable vessels, these must be taken from the premises and cleaned at your place of residence. Spit valves and used reeds must not be emptied or discarded onto the floor of the pit.
- Equipment used for the cleaning of instruments (e.g. cloths/rags) must not be left at the premises and must be either disposed of or washed after rehearsal/performance.
- All wind and brass instruments will be contained behind individual perspex screening. Perspex must be sanitised at the end of each performance.

8. Ventilation

The virus that causes COVID-19 can be spread from person to person through contact with droplets, which are produced when a person sneezes or coughs, or through other small respiratory particles that are produced when people talk, sing or shout.



These small particles can remain in the air for some time. Aerosolised particles may build up if there is not enough ventilation, for example, if a group of people sing or speak loudly in an indoor space without the windows or doors open.

Open or well-ventilated spaces reduce the risk of transmission of COVID-19 because infectious particles are more quickly diffused in the open air than in spaces with less ventilation.

Transmission of COVID-19 is more common indoors, where there may be less space to physically distance, and where people may come into contact with droplets and aerosolised particles more easily.

To help reduce the risk, it is important to take steps to improve ventilation in indoor settings so that any infectious particles that may be present in the air are more quickly removed. To facilitate ventilation improvement NTC will undertake indoor CO2 monitoring to help identify any potential risks due to poor ventilation and working locations.

9. Cleaning & Disinfecting the Rehearsal and Performance Venue

- No lost property will be stored. Water bottles and other items left in the rehearsal venue will be thrown out.
- Members are not allowed to spread personal items, e.g. bags, notebooks, bottles, jackets, across the rehearsal venue on different tables or chairs. Personal items must stay next to the assigned chair.
- All members must thoroughly clean their assigned chair with disinfectant at the end of each rehearsal/performance.
- All members are encouraged to clean and disinfect personal items that are brought to rehearsals/performances (i.e glasses, mobile phones, iPads) regularly.
- The production team and crew will be responsible for additional appropriate cleaning and disinfecting throughout and after the rehearsal. Production team members must wear a pair of disposable gloves for each clean, spray a disinfectant solution and leave it on for a minimum of 3 minutes before wiping all touch surfaces:
 - Door handles
 - taps in bathrooms
 - taps in kitchen
 - fridge handles
 - communal tables and chairs
 - bathroom door handles and doors
 - cupboard doors and handles
 - Water bubbler tap
 - Hand Sanitiser nozzles

10. Contact tracing

- All members of the cast, crew and production team have to check-in via the Service NSW QR code before entering the rehearsal venue and/or theatre. The QR code will be visible at the front door of each premise.



- No members of the public are to attend rehearsals. Only production members and production staff may attend rehearsals – i.e. No parents, friends and/or other visitors.

11. Accountability & COVID Safe Marshal

- All NTC members associated with the production and who attend rehearsals will be required to sign a waiver acknowledging their understanding and acceptance of the COVID Safe plan and the steps taken by NTC to implement the measures in the COVID Safe plan.
- NTC will appoint a dedicated COVID Safe Marshall to attend rehearsals who will be responsible for ensuring all aspects of the COVID-19 Safety Plan are being adhered to including overseeing social distancing, cleaning and ensuring accuracy of record keeping.
- All NTC committee members must understand that they are not simply required to follow safe practices themselves but are equally responsible to ensure everyone around them does also.
- Members are to be instructed to respectfully remind each other of proper protocol when anyone is seen violating safe practice.
- A polite ‘thank you’ followed by compliance is the only acceptable response to a reminder of our safe work obligations.
- Remembering to ‘show gratitude, not attitude’ will help to build a sense of psychological safety when practicing these new ‘norms’.
- A COVID Safe Observation and Suggestions Tool will be available for all members to report any COVID-19 related concerns and provide suggestions for improvement. All reported observations and suggestions will be checked by the NTC COVID safe delegate who will provide relevant feedback. Members can remain autonomous when filling in the tool but providing your name will allow our COVID safe delegate to gather further information if required. All members are encouraged to use the Observation and Suggestion Tool which can be filled in digitally.

MANAGING A CONFIRMED CASE OF COVID-19

In the case NTC is notified of being linked to a COVID-19 case by public health authorities or a production member, the following steps will be taken.

<p>CANCEL REHEARSAL</p>	<p>Immediate cancellation of any rehearsal on the schedule for that day. Contact all involved to notify them.</p>	<p>Production team members and or assigned COVID safety officer</p>
<p>CALL LOCAL PUBLIC HEALTH UNIT 1300 066 055</p> <p>REPORT TO SAFEWORK NSW – 1310 50</p>	<p>Await results of risk assessment by NSW Health public health authorities and seek guidance from public health officials on how and if to communicate to rehearsal participants who have had possible exposure and give advice on quarantine requirements.</p> <p>https://www.safeworkaustralia.gov.au/doc/incident-notification-covid-19</p>	<p>Assigned COVID safety officer</p>



COMMUNICATE	Email all production members that rehearsals are cancelled whilst the Public Health Unit undertakes a public risk assessment and the rehearsal working space undergoes deep clean and disinfection.	Production team
TESTING & SELF-ISOLATION	NSW Health public health authorities are responsible for providing relevant advice to all contacts identified by the public health investigation, including information on self-isolation and testing for production members. Public Health Unit staff may request that production members require immediate testing even though symptoms may not be present.	NSW Health public health authorities
CONSULT AND RE-OPEN	A thorough clean and disinfection of the venue will be carried out by an authorised COVID-19 cleaning contractor. Once cleaning and disinfection are complete NTC will seek approval from NSW Health to reopen.	Production team

MANAGEMENT & EXECUTION OF COVID SAFE PLAN

As the reopening is implemented, it is understood improvements to COVID Safe processes will be required. To facilitate this, and to encourage full transparency, a COVID-19 safe observation and suggestion tool will be available for all members to use. A link to this tool will be provided to all production members at the first rehearsal.

The purpose of the tool is to record any concerns, behaviours or processes that could potentially catalyse the spread of COVID, and suggest changes to reduce the infection risk. All NTC members should be encouraged to report any COVID related concerns they may have through the use of the observation and suggestion tool.

The below committee members are involved in the management and execution of the COVID Safe Plan. NTC will appoint a dedicated COVID Safety Officer to attend rehearsals who will be responsible for ensuring all aspects of the COVID Safe Plan are being adhered to.

Name	Role
James McAtamney	President
Rod Herbert	Vice President
Isabelle Pikoern	Secretary
Anthony Cutrupi	Treasurer
Keira Connelly	General Member



Marcus James Hurley	General Member
Neville Bereyne	General Member
Vanessa Vumbaca	General Member
Georgia Herbert	General Member



REFERENCES

Official NSW Government References

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<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>, last viewed January 6th, 2021.
2. Industry guidelines for COVID Safe workplaces, specifically for community centres and halls, and Indoor recreation, yoga, pilates and dance studios, martial arts training facilities: <https://www.nsw.gov.au/covid-19/covid-safe>, last viewed January 6th, 2021.
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7. NSW Government: COVID-19 Guidance on Ventilation:
<https://www.nsw.gov.au/covid-19/business/covid-safe-business/ventilation>
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<https://www.health.nsw.gov.au/Infectious/covid-19/Pages/public-health-orders.aspx>
9. NSW Government Business Rules for NSW, available online at
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<https://legislation.nsw.gov.au/file/Public%20Health%20%28COVID-19%20General%29%20Order%202021.pdf>



Other industry relevant references

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3. Australian Institute of Sport 2020, 'The Australian Institute of Sport (AIS) Framework for Rebooting Sport in a COVID-19 Environment', May, viewed 21 May 2020,
<https://ais.gov.au/__data/assets/pdf_file/0008/730376/35845_AIS-Framework-for-rebooting-sport_FA.pdf>.
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