



# Seymour Centre

## COVID-19 Venue Safety Plan

The Seymour Centre COVID-19 venue safety plan aligns with [NSW Health guidelines](#) for minimising risk and protecting the health and wellbeing of all persons accessing our venue.

In proceeding with venue hire, you agree to comply with the safety requirements outlined below.

### ***You must provide***

A copy of your COVID-19 safety plan

Name and contact details for your nominated COVID-19 safety coordinator responsible for enacting your safety plan during your booking

A list of names and contact details for all persons accessing the venue as part of your booking

***no later than 14 days prior to your booking.***

### ***You must ensure that***

Neither you nor any person associated with your booking presents unwell or exhibits any the following symptoms: fever, sore throat, sore ears, cough, loss of taste.

You or any person associated with your booking who begins to feel unwell or develops any of the above symptoms leaves the venue immediately.

You and all persons associated with your booking wash your hands regularly while on site, including upon arrival and departure.

You and all persons associated with your booking maintain social distancing at all times, including in the dressing rooms, green rooms, corridors, and bathrooms.

You and all persons associated with your booking maintain personal hygiene, including the frequent sanitisation of any instruments, sets, props, or other items brought into the venue.

You and all persons associated with your booking exit the venue promptly at the conclusion of your booking and strictly avoid congregating in corridors or hallways.

### ***Seymour Centre will provide***

Staff free from COVID-19 symptoms, adhering to strict personal hygiene standards, including frequent handwashing and sanitisation.

Thorough record keeping to facilitate contact tracing by NSW Health, if required.

Social distancing, room capacity, and directional signage throughout the venue.

Hand sanitiser at key locations throughout the venue.

A thorough professional cleaning service once daily, encompassing public areas, bathrooms and toilets, corridors and high-traffic areas, railings, tables, door handles, sinks, and hard surfaces.

An additional public areas cleaning service between consecutive bookings.

A limited number of alcohol wipes upon request.

*If required, please ensure that you make provision for alcohol wipes as part of your own COVID-19 safety plan.*

### ***Contacts and further information***

Please email a copy of your COVID-19 safety plan as well as names and contact details to the following addresses no later than 14 days prior to your booking:

danniellec@seymour.sydney.edu.au  
admin@seymour.sydney.edu.au  
stagedoor@seymour.sydney.edu.au

If you have any concerns or require assistance with your COVID-19 safety plan, please contact Operations Manager Danielle Caton (danniellec@seymour.sydney.edu.au | (02) 9351 7915).