



Seymour Centre

COVID-19 Venue Safety Plan for Hirers (as at January 2024)

Seymour Centre's COVID-19 venue safety plan for hirers aligns with [NSW Health guidelines](#) for minimising risk and protecting the health and wellbeing of all persons accessing the venue. In proceeding with venue hire, you agree to comply with the safety requirements outlined below.

Hirer obligations

1. You have an up-to-date COVID-19 safety plan that complies with the most current NSW Government guidelines for your industry.
2. You have read and agree to the Seymour COVID-19 venue safety plan as a condition of booking.
3. It is strongly advised that any person associated with your booking stays at home if they are COVID-19 positive and/or displaying COVID-19 symptoms.
4. It is encouraged that any persons associated with your booking wear a mask wherever possible while in the venue, especially where social distancing is not possible
5. All persons associated with your booking will wash their hands regularly while on site, including upon arrival and departure.
6. All persons associated with your booking will maintain personal hygiene, including the frequent sanitisation of any instruments, sets, props, or other items brought into the venue.

Seymour Centre obligations

1. Staff are strongly encouraged to stay at home if they are COVID-19 positive and/or displaying COVID-19 symptoms.
2. Staff are encouraged to wear masks (except in the circumstances listed above) and adhere to strict personal hygiene standards, including frequent handwashing and sanitisation.
3. Staff will monitor adherence to Seymour Centre's COVID-Safe plan by all venue users.
4. Ventilation systems are maintained and ventilation maximised for optimal air flow throughout the venue.
5. Hand sanitiser will be provided at key locations throughout the venue.
6. A thorough professional cleaning service will be provided once daily, encompassing public areas, bathrooms and toilets, corridors and high-traffic areas, railings, tables, door handles, sinks, and hard surfaces.
7. An additional public areas cleaning service will be provided between consecutive bookings.
8. A limited number of alcohol wipes are available upon request. If required, please ensure that you make provision for alcohol wipes as part of your own COVID-19 safety plan.

Each party will:

1. Notify the other party if it becomes aware that anyone on site during the hire period has tested positive to COVID-19 or has COVID-19 symptoms.
2. Nominate in writing to the other a person who will be present during the hire period and can act as a point of contact for any questions about COVID-19 safety and to help mitigate risks of the same.
3. Use reasonable efforts to comply with any request from the other party to the extent that such request is to help minimise the risk of COVID-19.

Contacts and further information

Please email names and contact details to the following email addresses **no later than 14 days prior to your booking**:

- sarah.purdue@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 Seymour Operations Manager, Sarah Purdue, on sarah.purdue@seymour.sydney.edu.au, or 02 9351 7915 | 0439 603 623.