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Entertainment facilities | COVID-19 Safety Plan

Safety Plan for cinemas, theatres, concert halls and drive-in cinemas.

Follow the steps below to ensure your business, staff and customers stay COVID Safe.

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- 1 **Keep your business COVID Safe** ▼
- 2 **Developing your COVID-19 Safety Plan** ▼
- 3 **How to complete the COVID-19 Safety Plan** ▼
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Effective 25 February 2022

Business details

Business name

Seymour Centre

Business location (town, suburb or postcode)

If your business has multiple premises, complete a Safety Plan for each location.

Chippendale 2007

Select your business type

Theatre

Wellbeing of staff and customers ^

Exclude staff and customers who are unwell from the premises.

Explain how you will do this

venue hirers and producers will mandate the same procedures for cast and crew in the venue. Via pre-show communications, patrons are asked not to attend if they display symptoms and are provided with the option to transfer their ticket to a new date or convert the value of their ticket to a gift voucher. Covid Safety information is provided to patrons on our website and in pre-show communication.

Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning.

Explain how you will do this

All staff will be issued with clear information on when to get tested, mask wearing, cleaning and physical distancing. All venue users will be provided with the venue COVID 19 Safety Plan, and fully briefed and inducted (WH&S including COVID safety requirements).

Display conditions of entry such as requirements to stay away if unwell and record keeping where applicable.

Explain how you will do this

Signage is placed throughout the venue and theatre entry points, bathrooms, hallways and foyers. Conditions of entry are also published on the venue website, and reinforced through social media communications and pre-show emails to patrons. A key conditions of entry for ALL customers, staff and venue hirers is that they must not have any COVID symptoms.

Businesses can require proof of COVID-19 vaccination in line with their COVID-19 vaccination policy.

An occupier of premises at which a music festival is being held in an indoor area must take reasonable steps to ensure that only fully vaccinated or medically exempt persons are allowed to attend the festival if there are more than 1,000 persons attending the festival.

For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance is available at: <https://www.nsw.gov.au/covid-19/business/covid-19-vaccinations-and-businesses> (<https://www.nsw.gov.au/covid-19/business/covid-19-vaccinations-and-businesses>).

Explain how you will do this

The requirement for double vaccination as a condition of entry was lifted on 27 April 2022 in line with the University of Sydney policy.

Physical distancing ^

Support 1.5m physical distancing where possible, including:

- at points of mixing or queuing
- between seated groups
- between staff.

Explain how you will do this

Social distancing markers are in place across the public areas of the venue. A COVID marshal will be present during performances to ensure social distancing is facilitated where possible across the venue, particularly in high traffic areas. Front of house and back of house staff will also support the marshal to ensure social distancing is maintained where possible.

Avoid congestion of people in specific areas where possible.

Explain how you will do this (optional)

Roped balustrades will control public movement during intermission, directing patrons in a single direction to and from refreshment service areas. The COVID marshal and front of house staff will ensure all patrons adhere to the guidelines. Roped balustrades will control movement of cast and crew when a large attendance is expected back stage. A COVID marshal and back of house staff will be on hand to ensure all patrons adhere to the guidelines. The business of the theatre is encouraged to avoid queues at box office for

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Explain how you will do this

Front of house staff, supported by COVID marshal, will manage crowding in the courtyard immediately outside the venue, as per above. Back of house staff will manage crowding around stage door. Roped balustrades and a COVID marshal will be implemented when large attendance is expected at this entry point.

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> (<https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance>) and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Explain how you will do this

Management team have reviewed COVID-19 ventilation guidelines and have developed procedures to manage ventilation, as outlined below.

Use outdoor settings wherever possible.

Explain how you will do this

Seymour's outdoor courtyard is small and also acts as an egress, and so will have limited use for managing safety. However, seating is available in the courtyard to encourage some patrons to consume food and beverage outdoors, pre-show or at interval.

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Explain how you will do this

Weather allowing and where practical, some doors and windows in the venue can be left open in order to encourage airflow, in particular the large front doors into the foyer.

In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Explain how you will do this

High-grade mechanical ventilation systems ensure that the average intake of outside air meets if not exceeds Australian standards within an entertainment facility. Each theatre has its own plant room, ensuring the air is independent of other rooms.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Explain how you will do this

The mechanical ventilation system is managed by experts via Central Operations Services, University of Sydney and are on a regular maintenance schedule.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Explain how you will do this

As above. Experts via Central Operation Services, University of Sydney, have been consulted to ensure optimal indoor ventilation.

Hygiene and cleaning

Face masks are encouraged in indoor settings where it is difficult to maintain physical distance from others.

Businesses can require workers and customers to wear face masks in line with their face mask policy.

Note: Face masks must be worn by workers and attendees at music festivals being held in an indoor area with more than 1,000 attendees, unless exempt.

Explain how you will do this

Clear communication will be provided to staff, venue hirers and producers and patrons about the strong recommendation for mask wearing at all times inside the building. Signage will be placed at key entry points and around the building to remind venue users of this advice.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the facility.

Explain how you will do this

Hand hygiene signage has been placed throughout foyers and bathrooms. Hand sanitisation stations have been installed at key points across the venue.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Explain how you will do this

Professional cleaners stock bathrooms with hand soap and paper towels daily. Front of house staff regularly check stock and replenish stock as needed during the day.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

Explain how you will do this

Hard surface areas are cleaned daily by professional cleaners with high-grade disinfectant. High-touch areas have enhanced cleaning throughout each day when the venue is being used by hirers/producers or if the general public is in the building. Staff have been briefed and trained to frequently clean Seymour-owned equipment to a schedule (e.g. microphones, sound-desks), particularly after each performance. Where reasonably practicable, technical equipment will be allocated to individuals to handle and minimise contact.

Record keeping

Consider having a record keeping method in place to support contact tracing if a person with COVID-19 visits the premises.

Note: Music festivals with more than 1,000 attendees must take reasonable steps to ensure that workers and attendees check-in using the NSW Government QR code system when they enter the premises.

Explain how you will do this

The vast majority of audience members will have a ticket or be registered for events at the Centre, with their contact details kept via our centralised ticketing database. Some venue hirers will keep their own registration list, which they warrant has contact details and can be supplied to the Centre within 12 hours of request. This will facilitate contact tracing if a person with COVID-19 visits the premises.

Review the 'guidance for businesses with a worker who tests positive for COVID-19' available at <https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case> (<https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case>) and have protocols in place in the event that a worker who tests positive for COVID-19 has been in the workplace.

Explain how you will do this

Protocols have been developed through University of Sydney COVID-19 Taskforce for a worker who tests positive for COVID-19; a worker who tests positive, or their manager, must alert this Taskforce

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW ([https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.safework.nsw.gov.au%2Fforms%2F9377&data=04%7C01%7CCraig.Fordham%40customerservice.nsw.gov.au%7C130ba982353a4d53008608d9e1f8c236%7C1ef97a68e8ab44eda16db579fe2d7cd8%7C0%7C0%7C637789280783054379%7CUnk) ([https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.safework.nsw.gov.au%2Fresource-library%2FCOVID-19-Coronavirus&data=04%7C01%7CCraig.Fordham%40customerservice.nsw.gov.au%7C130ba982353a4d53008608d9e1f8c236%7C1ef97a68e8ab44eda16db579fe2d7cd8%7C0%7C0%7C637789280783054379%7CUnk)) more information.

Explain how you will do this

Protocols have been developed through University of Sydney COVID-19 Taskforce for a worker who tests positive for COVID-19, which will fully cooperate with NSW Health if contacted and also get in touch with SafeWork NSW as needed.

Now that you have finished, select the print button to print the plan or save as a PDF.

Last updated: 25 February 2022