

# COVID-19 SAFETY PLAN

## GENERAL

We have developed this COVID-19 Safety Plan to create and maintain a safe environment for you, our workers, visitors and our patrons.

## BUSINESS DETAILS

Business name: HUSKISSON PICTURES and INLET CINEMA

Plan completed by: Jan and Peter Cotter

Approved by: Staff

## WELL-BEING OF STAFF, VISITORS and PATRONS

Staff Information and Training on Covid-19

- A national training course can be found at the following link. Whilst this training is aligned with the health sector, other businesses are utilizing this resource for staff training purposes as it is approved by the Department of Health.  
<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>
- The training Certificate must be presented on your return to work to the cinema.

Any staff who are unwell are not permitted to attend work. If showing any symptoms of Covid-19

- Staff must be tested before returning to work.
- Supply to Jan or Peter your test results.
- If the test is positive for Covid-19 staff will be required to self-isolate for two weeks before returning to work.

Any visitors or customers who are unwell are not permitted to enter the premises.

- Display conditions of entry for any customers or visitors on our website, social media and entry points.

Our website will encourage customers to purchase online through Choovie. Tickets will also be available from each cinema.

## PHYSICAL DISTANCING

Put plans and systems in place to monitor and control the numbers of staff, visitors and patrons on site at any given time to allow for physical distancing.

- 1 person per 4 square metres and 1.5m social distancing
- Huskisson Pictures limit of:
  - 4 in foyer
  - 40 in cinema
- Inlet Cinema limit of:
  - 4 in foyer
  - 21 in cinema
- 1 staff member only behind the counter; 2 staff members if they are from the same household.
- When 2 staff are rostered on social distancing must be respected.

- Patrons must stand on floor markers
- A table will be placed along the counter to keep patrons 1.5m from staff
- Every second row in the cinema is off limits
- Patrons will enter via the front doors and exit via the side exit door
- Unless patrons are from the same household there must be at least two vacant seats between patrons
- Before movie starts staff are to check that patrons are seated correctly, and a seating plan is filled in.
- If a patron needs toileting after a movie, they are to be directed to use the outside toilets
- Review regular deliveries and request contactless delivery and invoicing where practical.

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

- Place tape on pavers to indicate 1.5m distance
- Place Covid-19 social distancing signs on all outside tables

## HYGIENE and CLEANING

Maintain disinfectant solutions at an appropriate strength and use in accordance with the Manufacturer's instructions.

Staff to serve morning tea at appropriate sessions.

Provide hand soap/hand sanitizers for staff, visitors and patrons.

- Hands free sanitizer in foyer
- Pump action sanitizer on counter for staff, visitor and patron use
- Pump action sanitizer in projection room
- Soap provided in the toilets

Staff

- to wear gloves when cleaning
- wash hands thoroughly before and after cleaning with soap and water
- Screens and masks will be available for staff if they request them.

Bathrooms

- Stock with hand soap and paper towels
- Clean regularly with detergent/disinfectant
- Place posters with instructions on how to wash hands
- Wash tap handles between every session with disinfectant

Foyer

- Disinfect frequently touched areas and surfaces.
  - Counter
  - All door handles (front doors, cinema entry doors and toilets)
  - Eftpos machine
  - Phone

Cinema

- Between every session disinfect
  - plastic cup holders

- Exit door handles.

## **RECORD KEEPING**

To support contact tracing if required

- Make staff aware of the COVID Safe app and encourage them to use it while at work.
- Keep name and mobile number or email address for all
  - staff
  - visitors
  - patrons
  - contractorsfor a period of at least 28 days.
- Records are
  - only to be used for tracing COVID-19 infections
  - stored confidentially and securely for 28 days.
  - Patron information need not be collected if tickets were purchased through Choovie

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace and notify SafeWork NSW on 13 10 50.