

COVIDSafe Plan for Melbourne International Jazz Festival

Event name	Melbourne International Jazz Festival (MIJF)
Purpose	The management, promotion, production and presentation of events and activities at multiple venues/sites leading into and as part of Melbourne International Jazz Festival (MIJF)
Festival Dates	2– 5 December 2021
Festival Office	Meat Market, North Melbourne
Contact Details	Shirrah Comeadow
Venue/Site(s)	Offices as listed above and various venues and sites in and around Melbourne As per attached program schedule and festival site map
Attachments (When available)	MIJF Staff and volunteers contact list MIJF Contractors contact list MIJF Management and Operational Plans Venue, contractors and suppliers and partner organisations COVIDSafe plans
Prepared by	Tracey Wall (Safety in Numbers) and Shirrah Comeadow (MIJF)

DOCUMENT ISSUE HISTORY				
DATE	DESCRIPTION	ISSUE	BY	Not Valid
11/8/2021	COVIDSafe plan for the 2021 Melbourne International Jazz Festival Draft for Discussion and feedback	VERSION 1.0	TW	
25/8/2021	Minor updates based on discussion and feedback from MIJF	VERSION 1.1	SC	
25/11/2021	Phase D National Roadmap Updates	VERSION 2	TW	

Purpose of this policy

The purpose of this policy is to put in place procedures and record keeping systems for all Melbourne International Jazz Festival (MIJF) staff and workers engaged by MIJF, who attend the MIJF workplace (MIJF Office) and worksites and workplaces controlled by others such as buildings and event venues.

This policy has been developed and implemented in accordance with discussions with MIJF staff and Risk Management Consultant Tracey Wall from Safety in Numbers. It has been developed to reduce the potential risks to health or safety that are associated with coronavirus (COVID-19).

This document outlines the arrangements and procedures MIJF have in place to mitigate the introduction and spread of COVID-19 for staff and volunteers working at worksites under MIJF control and is to be applied in conjunction with the existing COVIDSafe plans of worksites controlled by others such as venues or public buildings.

This plan reflects MIJF corporate requirements and complies with the guidance and the advice issued by the Victorian State Government at the time of writing and is in line with Victorian Government Phase D COVIDSafe Settings, Open Premises Directions, Creative Industry Guidelines, and will be updated to comply with the current Restricted Activity Directions at the time of event if required.

<https://www.coronavirus.vic.gov.au/coronavirus-covidsafe-settings>

The MIJF management team acknowledge and understand their obligations under the Workplace Directions and are committed to the plan and will proactively ensure staff, volunteers and workers comply with this COVIDSafe Plan.

The following resources have been used in creating this plan and continue to be useful resources and should be referenced to update the plan as the situation in relation to the pandemic and response in Victoria changes.

- <https://www.coronavirus.vic.gov.au/victorias-roadmap>

- <https://www.coronavirus.vic.gov.au/coronavirus-covidsafe-settings>
- <https://www.coronavirus.vic.gov.au/public-events>
- <https://www.health.vic.gov.au/covid-19/directions-issued-by-victorias-chief-health-officer>
- <https://www.coronavirus.vic.gov.au/checking-customers-vaccination-status>
- <https://www.coronavirus.vic.gov.au/service-victoria-qr-code-app-faqs>
- <https://www.coronavirus.vic.gov.au/confirmed-case-workplace>
- <https://www.health.vic.gov.au/covid-19/infection-prevention-control-resources-covid-19#guidelines-and-resources-for-environmental-cleaning>
- <https://www.coronavirus.vic.gov.au/checklist>

Authority

This plan has been produced with the authority of the Business & Operations Manager in accordance with the Occupational Health & Safety Act, 2004 and will be reviewed prior to the festival.

This plan has been authorised by the MIJF Festival Operations Group acting as the Emergency Planning Committee (EPC), a membership list of which is retained by MIJF, and Safety in Numbers, on behalf of Melbourne International Jazz Festival.

This plan has been produced with references and resources from relevant industry, Federal and Victorian government agencies and is the result of the co-operative efforts of the MIJF senior management team

- CEO & Program Director- Hadley Agrez
- Senior Producer- Tom Browne
- Business & Operations Manager - Shirrah Comeadow

Scope

This policy applies to all staff, workers, volunteers, contractors and visitors to MIJF workplaces, worksites and MIJF controlled venues.

Review, Distribution and Consultation

This COVIDSafe Plan will be reviewed and updated post any major change in public health advice / industry directions and pre the start of any major project in consultation with the worksite controller (such as a venue).

The MIJF COVIDSafe Plan is to be made available to venues, principal contractors, Department of Health and Human Services (DHS), WorkSafe Victoria, Creative Victoria and City of Melbourne on request. A copy of the plan will be kept on file at the MIJF offices.

The plan will be shared with other staff, volunteers and workers and their feedback and input will be incorporated into future versions.

ALL VENUES IN WHICH MELBOURNE INTERNATIONAL JAZZ FESTIVAL PRODUCED AND PROMOTED EVENTS ARE CONDUCTED MUST HAVE THEIR OWN COVIDSAFE PLAN THAT COMPLIES WITH DHS GUIDELINES AND CURRENT GOVERNMENT DIRECTIONS INCLUDING OPEN PREMISES DIRECTIONS

PLEASE REFER TO MELBOURNE INTERNATIONAL JAZZ FESTIVAL COMMUNICATIONS MANAGEMENT PLAN FOR DETAILS IN REGARD TO COMMUNICATING WITH MIJF EVENT TICKET HOLDERS AND PATRONS.

PLEASE REFER TO MELBOURNE INTERNATIONAL JAZZ FESTIVAL COVIDSAFE EVENT PLAN AND ASSOCIATED PROCEDURES FOR THE FESTIVAL

What is Coronavirus?

Coronaviruses are a large family of viruses, which may cause illness in animals or humans. Coronavirus (COVID-19) is the most recently discovered coronavirus.

How is Coronavirus spread?

- COVID-19 is spread from someone infected with COVID-19 virus to people they have been in 'close contact' with or by contact with contaminated hands, surfaces or objects contaminated by droplets and aerosols spread by coughing or sneezing

What are the symptoms?

A coronavirus infection can cause mild to severe respiratory illness and death. Symptoms can range from mild illness to pneumonia. Affected people may experience:

- Fever
- Chills or sweats
- Cough
- Sore throat
- Shortness of breath
- Runny nose
- Loss of sense of smell

In certain circumstances headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea may also be considered.

All staff/ workers/volunteers/ visitors/contractors must understand and follow the infection control guidelines set out below.

- Carry a facemask with them at all times and wear facemask when it is not possible to maintain a physical distance of 1.5metres away from other people.
- Comply with Directions to wear a facemask as directed by Victorian Government
- All staff/ workers/volunteers/ visitors/contractors should be encouraged to practice frequent hand washing/hand sanitising
- Wherever possible, maintain physical distancing (at least 1.5 metres away from people)
- Use good “cough” etiquette when sneezing or coughing, i.e. cough/sneeze into your elbow. DO NOT cough/sneeze over people, objects or into the air.
- Always use a tissue where needed and dispose of in the bin. Wash hands straight after.

Please ensure that you DO the following:

- Avoid people that are experiencing fevers, sweats, chills or any other flu like symptoms
- Do NOT shake hands, hug, kiss or touch others
- Perform the correct and appropriate cleaning and disinfection procedures
- Avoid touching eyes, nose, or mouth with unwashed hands

If you exhibit any COVID-19 symptoms isolate and get tested immediately and seek further medical advice if necessary.

- Not come to work or attend an event
- If you been diagnosed with coronavirus (COVID-19)
- If directed by Department of Health and Human Services as a result of being a close contact of someone with coronavirus (COVID-19) to get tested and quarantine for the required set period and follow DHS instructions

Attachments (not for publication)

- Venue COVIDSafe Plans
- MIJF Staff contact list
- MIJF Contractors contact list
- Contractor/Supplier COVIDSafe Plans

COVIDSafe Plan for Melbourne International Jazz Festival

PLEASE REFER TO VENUE COVIDSAFE PLANS FOR EVENT AND VENUE SPECIFIC INFORMATION

ALL VENUES IN WHICH MIJF PRODUCED AND PROMOTED EVENTS ARE CONDUCTED MUST HAVE THEIR OWN COVIDSAFE PLAN THAT COMPLIES WITH DHS GUIDELINES AND GOVERNMENT DIRECTIONS INCLUDING OPEN PREMISES DIRECTIONS.

PLEASE REFER TO MIJF COMMUNICATIONS MANAGEMENT PLAN FOR DETAILS IN REGARD TO COMMUNICATING WITH MIJF TICKET HOLDERS/PATRONS AND GENERAL PUBLIC

Guidance		Actions to mitigate the introduction and spread of COVID-19			
		Training			
What needs to happen	Action	Responsibility	When	Check	
<p>Provide training to staff and volunteers on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<ul style="list-style-type: none"> Business & Operations Manager and Senior Producer, with the support of the Risk Management Consultant are responsible for providing appropriate information and resources. As well as ensuring workers are trained on hand and cough hygiene, including how to wash and sanitise their hands correctly if required. Ensuring appropriate information on the use of face coverings and PPE. Reinforcing the importance of not attending work if unwell and getting tested. 	Business & Operations Manager Senior Producer Risk Management Consultant	Now-ongoing		
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> The Senior Producer and the Business & Operations Manager with the support the Risk Management Consultant is responsible to develop and educate staff and volunteers on strategies and work practice changes to maintain physical distancing (e.g. taking lunch breaks outside, not carpooling to jobs, building in physical distancing in work activities and event design). Reinforce messaging to staff and volunteers that physical distancing needs to be maintained during work and during social interactions. 	Business & Operations Manager Senior Producer Risk Management Consultant	Now-ongoing		

COVIDSafe Plan

Melbourne International Jazz Festival

Guidance	Actions to mitigate the introduction and spread of COVID-19			
<p>Provide training to staff, volunteers and contractors on MIJF policy and procedures working off site</p>	<ul style="list-style-type: none"> • Publish COVIDSafe Plan/information on MIJF website. Distribute MIJF COVIDSafe information to all venues, staff, volunteers and contractors prior to commencement of work on any MIJF worksite/place/venue or in MIJF office. • All MIJF staff, volunteers and contractors to complete a mandatory event health and safety induction prior to starting work on the festival. • MIJF staff, volunteers and contractors working at venues not controlled by MIJF to complete relevant venue training and induction in the venue COVIDSafe Plan and processes. • Business & Operations Manager and Senior Producer must ensure all staff are aware of relevant policies and comply with all relevant in procedures. Including having links to procedures when working remotely. • All MIJF staff, volunteers, contractors and workers are required to complete the following Business Victoria Return to Work training: Working in COVID-19 environment hospitality services training course or a similar a government approved COVIDSafe training course prior to returning to work https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training • All staff acting as COVID Marshals to complete the following or similar approved training and any other safety or COVID-19 related training courses as directed by the COVIDSafe Coordinator or Risk Management Consultant https://marshal.clickontraining.com.au/ • Business & Operations Manager and Senior Producer to provide any additional training to staff if required. • Business & Operations Manager and Risk Management Consultant will monitor the Victorian Government’s latest public health advice and incorporate it into future plans and processes. 	<p>Business & Operations Manager</p> <p>Senior Producer</p> <p>Risk Management Consultant</p> <p>Venue COVIDSafe plans</p>	<p>Now-ongoing</p>	

COVIDSafe Plan

Melbourne International Jazz Festival

Guidance	Actions to mitigate the introduction and spread of COVID-19			
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<ul style="list-style-type: none"> All MIJF staff are trained in how to report incidents. The Business & Operations Manager with the support of the Risk Management Consultant are responsible for any bridging training and educating workers on how to report OHS incidents to management and the importance of timely and accurate reporting of OHS incidents including how to comply with all COVID19 reporting requirements. 	Business & Operations Manager Senior Producer Risk Management Consultant All Staff	Now-ongoing	

Guidance	Actions to mitigate the introduction and spread of COVID-19			
	Building			
What needs to happen	Action	Responsibility	When	Check
Where possible: enhance airflow by opening windows and adjusting air conditioning in offices and venues.	<ul style="list-style-type: none"> Windows and doors in offices and rooms to be open where possible (weather permitting). Production Manager and/or Senior Producer to liaise with venue management when working indoors on site to ensure AC systems are functioning correctly, serviced and set for optimum fresh airflow at the start of each workday, event or shift. 	Business & Operations Manager Senior Producer Production Manager Venue COVIDSafe plans	Now-ongoing	
Signage	<p>PLEASE REFER TO INDIVIDUAL VENUE COVIDSAFE PLANS OR EVENT COVIDSAFE PLAN FOR SPECIFIC SIGNAGE IN PLACE</p> <ul style="list-style-type: none"> All staff/contractors/visitors and patrons entering an MIJF controlled site or an MIJF partner venue will observe a range of prominent signs displayed around the workplace/venue that serve to reinforce, remind and assist contractors, workers, visitors and patrons to adhere to COVIDSafe procedures. It is a condition of entry that all workers contractors, volunteers visitors and patrons comply with the COVIDSafe Plan's written and displayed instructions. 	Business & Operations Manager Senior Producer All Staff Venue/Event COVIDSafe plans	Now-ongoing	

COVIDSafe Plan

Melbourne International Jazz Festival

Guidance		Actions to mitigate the introduction and spread of COVID-19			
		Hygiene			
What needs to happen	Action	Responsibility	When	Check	
<p>In areas, venues or workplaces where it is required ensure all staff and patrons to wear required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff and patrons that do not have their own.</p>	<p>PLEASE REFER TO INDIVIDUAL VENUE COVIDSAFE PLANS OR EVENT COVIDSAFE PLAN FOR SPECIFIC HYGIENE MEASURES IN PLACE</p> <ul style="list-style-type: none"> Workers and volunteers responsible to provide and maintain own PPE including masks. MIJF will provide additional PPE, for workers and volunteers, where required. The use of facemasks and PPE by workers and patrons will be as per Government Directions in place at the time. Facemasks must be carried in accordance with the Restricted Activity Directions in place at the time. Business & Operations Manager, and/or Senior Producer responsible training volunteers and workers in correct mask use, storage and disposal and for monitoring compliance of staff and volunteers. Rubbish bins are available for disposal single use masks. Business & Operations Manager to prepare distribute and service event COVIDSafe kit. All MIJF events to have supply of single use masks available for use in event COVIDSafe kit. All disposable PPE MUST be changed after each use. Disposable PPE must NEVER be washed or reused under any circumstance. Disposable masks must be replaced if damaged, soiled or after every 4-hours and disposed of in a rubbish bin. Workers and volunteers to comply with Government directives in regards to wearing masks while travelling to and from work. Individuals are directed to implement good personal hygiene practices. Discourage staff and volunteers from greeting each other with physical contact. Workers and volunteers to be instructed not to shake hands, hug, kiss or touch each other. While gloves may be required for some work, it has been advised that the wearing of gloves in certain circumstances can be counter-productive and cause the spread further. Therefore it is recommended that thorough washing of hands with soap/supported by frequent hand sanitising is still the preferred 	<p>Business & Operations Manager</p> <p>Senior Producer</p> <p>Production Manager</p> <p>All Staff</p> <p>Venue COVIDSafe plans</p>	<p>Now-ongoing</p>		

COVIDSafe Plan

Melbourne International Jazz Festival

Guidance	Actions to mitigate the introduction and spread of COVID-19			
	<p>strategy in the prevention of COVID-19 contamination.</p> <ul style="list-style-type: none"> This recommendation does not include the wearing of gloves to prevent hands from injury. If it is recommended then gloves should still be worn. 			
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> Staff and volunteers to provide and label own food and drink bottles. Staff and suppliers to provide and maintain own equipment, kit and tools where possible. Where meals supplied at venues by others, ensure appropriate hospitality COVIDSafe practices are followed in type, preparation and serving of meals (e.g. pre-packaged meals, single use drinks). Any shared equipment such as ticket scanners will be sanitised before and after use Staff required to wear a MIJF issued radio will be provided with alcohol wipes, personal earbuds and radios will not be shared where possible 	<p>Business & Operations Manager</p> <p>Senior Producer</p> <p>Production Manager</p> <p>All Staff</p>	<p>Now-ongoing</p>	

COVIDSafe Plan

Melbourne International Jazz Festival

Guidance		Actions to mitigate the introduction and spread of COVID-19		
		Cleaning		
What needs to happen	Action	Responsibility	When	Check
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p> <p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p>PLEASE REFER TO INDIVIDUAL VENUE COVIDSAFE PLANS OR EVENT COVIDSAFE PLAN FOR SPECIFIC CLEANING MEASURES IN PLACE</p> <ul style="list-style-type: none"> • Business & Operations Manager in conjunction with Senior Producer responsible for developing or monitoring MIJF workplace and partner venues' cleaning schedule including toilets dressing rooms, catering areas and kitchen areas (if open) and providing information on how to use cleaning products if required. • Professional cleaning companies engaged to provide cleaning service at a level and frequency suited to specific activity/venue/office (e.g. MIJF office cleaned weekly by cleaning company Jim's Cleaning, with high use areas such as kitchens cleaned twice weekly). • High touch surfaces such as door and cupboard handles, kitchen counters, touch screens, AV equipment, shared work equipment cleaned regularly/at least twice daily. • Dishes must be washed, dried and returned immediately and high-touch items to be disinfected. Staff to provide own personal cups. • Production Manager responsible for ensuring cleaning of MIJF owned and hired equipment as required when on site. • All equipment must be kept clean and in a good working order. • Ensure soap, hand sanitiser and alcohol wipes are available for all staff and stocked in office. • Ensure that appropriate cleaning and disinfecting procedures are undertaken when equipment is being shared after each use. • Ensure items that can be immersed in water are: <ul style="list-style-type: none"> ○ Dismantled and rinsed in warm water; ○ Ensure you are wearing gloves, clean items thoroughly with hot water and soap/detergent; ○ Rinse thoroughly with hot water and allow to completely dry. • Cleaning of items that can not be put in water: <ul style="list-style-type: none"> ○ Ensure you are wearing heavy duty gloves; ○ Clean items with cloth immersed in 70% or above alcohol 	<p>Business & Operations Manager</p> <p>Senior Producer</p> <p>Production Manager</p> <p>Venue COVIDSafe plans</p>	<p>Now-ongoing</p>	

Guidance	Actions to mitigate the introduction and spread of COVID-19			
	<p>cleaning solution;</p> <ul style="list-style-type: none"> ○ Allow to dry thoroughly. • Isopropyl alcohol spray, such as Glen20 for items such as hats or soft furnishings that cannot be adequately cleaned with a cloth or water and disinfectant. • Always adhere to the manufacturers instructions when cleaning equipment. • Set up sanitiser stations in both box office/entry foyer and backstage areas (including, box office, side of stage, green room) and in entrance to and on each floor of MIJF office. • Provide disinfectant wipes for cleaning of shared surfaces such as ticket scanners, pens, microphones, computers, telephones, monitors, stands, cameras, personal property (phones etc.), audio equipment, printers, kitchen spaces, bathroom. • Ensure performers do not share stage equipment where possible (i.e. have dedicated, labelled microphones for each performer to avoid need for sanitising, discourage use of microphone stands for between acts). • For QA sessions – allocate a Moderator to take audience questions and relay to speakers/audience and/or use online means for audiences to relay questions (e.g. twitter / forms). • Clean and sanitise microphones as per manufacturers instructions. • Increased waste bins and servicing throughout Venues including backstage and dressing rooms. • Venue management responsible for maintaining cleanliness of all communal and public areas when on site. 			

COVIDSafe Plan

Melbourne International Jazz Festival

Guidance		Actions to mitigate the introduction and spread of COVID-19			
		Screening and limiting workplace and venue attendance			
What needs to happen	Action	Responsibility	When	Check	
<p>Ensure that all staff that can and/or must work from home do work from home.</p>	<ul style="list-style-type: none"> MIJF Business & Operations Manager to ensure compliance with Victorian Government Directions and Restrictions at time of activity in Metropolitan Melbourne. Business & Operations Manager and Senior Producer to regularly assess work requirements in relation to staff in attendance at MIJF sites to determine whether they are required to be there. 	<p>Business & Operations Manager</p> <p>Senior Producer</p>	<p>Now-ongoing</p>		
<p>Establish a system for recording details of staff members and volunteers working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> Business & Operations Manager and/or Senior Producer and Production Manager wherever practical to roster workers and volunteers on one site at a time. Where this is not possible Business & Operations Manager and/or Senior Producer and Production Manager to keep clear records of workers movements between sites. MIJF management aware of non-exclusive nature of worker and volunteer engagement. 	<p>Business & Operations Manager</p> <p>Senior Producer</p> <p>Production Manager</p>	<p>Now-ongoing</p>		
<p>Establish a system to screen workers, volunteers visitors and patrons before accessing the workplace/venue.</p> <p>Control site access</p> <ul style="list-style-type: none"> Entry to the site must be restricted. Screening must take place upon entry to the site. Numbers on the site must be minimised. Signage and other information must be provided. <p>Employers cannot require workers to work when unwell.</p>	<ul style="list-style-type: none"> Limit the number of people in liaison with venue if required. MIJF Staff/Worker/Volunteers names and contact phone numbers to be included in event run orders. Contractor worker names and contact phone numbers list(s) to be included in event run orders. Venues must use the Victorian Government QR Code for registering attendance and may also have their own additional system in place for completing health questionnaire, monitoring limits and for security reasons. MIJF staff, contractors performers and participants to declare via health questionnaire or through acknowledgement when checking in that they: <ul style="list-style-type: none"> Have not been diagnosed with coronavirus (COVID-19) Declare they are free from any COVID-19 symptom(s) and/or are not a “close contact” of any positive COVID-19 person Comply with all reasonable directions relating to health and safety whilst working on MIJF; Maintain a high level of personal hygiene; Maintain safe social distancing (1.5m) wherever possible; 	<p>Business & Operations Manager</p> <p>Senior Producer</p> <p>Production Manager</p> <p>Venue COVIDSafe plans</p>	<p>Now-ongoing</p>		

COVIDSafe Plan

Melbourne International Jazz Festival

Guidance	Actions to mitigate the introduction and spread of COVID-19			
	<ul style="list-style-type: none"> ○ Acknowledge ALL communications sent from MIJF with regards to COVID-19; ○ Register their attendance on site and complete any contact tracing requirements; ○ Follow any active direction specified by the Chief Health Officer. ● Entry to the site will be prohibited or persons removed if any of the following apply: <ul style="list-style-type: none"> ○ They have been in close contact with someone with a confirmed case of COVID-19; ○ They exhibit any COVID-19 type symptoms, including flu or cold like symptoms; or ○ They are subject to a Public Health Isolation Order or similar; ○ They have not scanned or signed in; ○ Have been recently tested and are waiting for results, workers must not return to work until cleared to do so. 			

COVIDSafe Plan

Melbourne International Jazz Festival

Guidance	Actions to mitigate the introduction and spread of COVID-19		
Physical distancing and limiting workplace attendance			
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> • there is no more than one worker per two square metres of enclosed workspace • workers are spaced at least 1.5m apart • there is no more than one member of the public per two square meters of publicly available space • Confirm number of people who can enter worksite/room. <p>Where relevant, ensure clear and visible signage in areas that specifies maximum occupancy of that space, as determined by the <u>two square metre' rule.</u></p> <p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p> <p>Pedestrian traffic flow must be managed.</p> <p>Barriers for necessary face-to-face interactions must be installed if required.</p> <p>Signage and other information must be provided.</p>	<p>PLEASE REFER TO INDIVIDUAL VENUE COVIDSAFE PLANS OR EVENT COVIDSAFE PLAN FOR SPECIFIC PHYSICAL DISTANCING MEASURES IN PLACE</p> <ul style="list-style-type: none"> • Adapt working arrangements for staff to continue working from home where possible. • All staff/visitors/contractors/patrons MUST follow social/physical distancing guidelines and relevant density quotient as set out in current Workplace Directions whilst on MIJF worksites and at MIJF partner venues. • Ensure signage displayed at entry points to worksites, venues, office spaces, meeting rooms, bathrooms, kitchens, etc. indicating maximum occupancy depending on indoors/outdoors and type of facility/industry in which event taking place (e.g. hospitality venue or entertainment venue). • Wherever practicable and safe work to be undertaken/workers spaced at least 1.5m. It should be noted that certain manual tasks require more than one person to complete safely. These will be identified in relevant SWMS. • Ensure ticketing sales reflect venue density quotient requirements (i.e. only make number of tickets available as per venue capacity). • The Business & Operations Manager and/or the Risk Management Consultant shall be consulted in the design, planning and scheduling phases of events so the above can be considered and taken into account. • Note considerations when planning performances include <ul style="list-style-type: none"> ○ Maximising distance from stage and performers to patrons recommended to be 5m from patrons; ○ Patrons/audience to be seated; ○ Use of facemasks indoors wherever possible to be supported. e.g. between performances in dressing rooms, in places of poor ventilations. ○ Maximising available distance between performers on stage e.g. between vocalists, singers and wind instrument musicians recommended to maintain 2m distance from other performers. Other musicians and performers to maintain 1.5m distance from each other where possible. Where physical distancing not possible consider the duration of the close contact e.g. length of 	<p>Business & Operations Manager</p> <p>Senior Producer</p> <p>Production Manager</p> <p>All Staff</p> <p>Venue COVIDSafe plans</p>	<p>Now-ongoing</p>

COVIDSafe Plan

Melbourne International Jazz Festival

Guidance	Actions to mitigate the introduction and spread of COVID-19			
	<p>performance;</p> <ul style="list-style-type: none"> ○ No sharing of microphones and instruments unless cleaned between uses; ○ Performers and staff not included in venue caps; 			
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create congregation of staff and patrons</p>	<ul style="list-style-type: none"> • Floor/ground markings to be placed at high traffic areas (e.g. passages, foyers, toilets, production offices, performance spaces, loading bay areas etc.). • When on site, follow any floor/ground markings and be aware of and avoid areas where people congregate (e.g. queuing areas, loading areas, smokers areas, production offices etc.). 	<p>Business & Operations Manager Senior Producer Production Manager Venue COVIDSafe plans</p>	<p>Now-ongoing</p>	
<p>Modify the alignment of workstations and workspaces so that workers do not face one another.</p> <p>Zone go and no go areas for different worker/groups</p>	<ul style="list-style-type: none"> • Workstations and workspaces are adequately spaced from each other and configured so that workers do not face one another. • Instruct staff to not move or rearrange furniture or equipment. • Stage plans, patron seating areas and communal public places designed with COVIDSafe principles in mind in line with current Restrictions 	<p>Business & Operations Manager Senior Producer Production Manager Venue COVIDSafe plans</p>	<p>Now-ongoing</p>	
<p>Minimise the build-up of workers and patrons waiting to enter and exit the workplace/venue.</p>	<ul style="list-style-type: none"> • Follow any access/entry/exit protocols put in place at partner venues) e.g. one-way systems, dedicated exits, contactless sign in on entry/exit etc.). 	<p>Senior Producer Production Manager Venue COVIDSafe plans</p>	<p>Now-ongoing</p>	
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> • MIJF has instituted a contactless delivery and invoicing system. • Delivery protocols and invoicing to the office must be contactless and exchanged at the foyer entrance. Signage with instructions to be displayed at door. • Signage is displayed for delivery drivers to facilitate deliveries. • Load in bays and drop areas signed accordingly. • When on site MIJF deliveries will comply with venue systems in place. 	<p>Business & Operations Manager Senior Producer Production Manager Venue COVIDSafe plans</p>	<p>Now-ongoing</p>	
Guidance	Actions to mitigate the introduction and spread of COVID-19			

COVIDSafe Plan

Melbourne International Jazz Festival

Guidance		Actions to mitigate the introduction and spread of COVID-19			
		Record keeping			
What needs to happen	Action	Responsibility	When	Check	
<p>Establish a process to record the attendance of patrons and workers, visitors and workplace inspectors, delivery drivers. This information will assist in identifying close contacts.</p>	<p>PLEASE REFER TO INDIVIDUAL VENUE COVIDSAFE PLANS OR EVENT COVIDSAFE PLAN FOR SPECIFIC RECORD KEEPING MEASURES IN PLACE</p> <ul style="list-style-type: none"> Business & Operations Manager and Senior Producer/Production Manager to ensure all workers, subcontractors, labour hire, cleaners, delivery drivers, volunteers and visitors to worksites/places t controlled by MIJF, or by partner venues who attend each of the worksite(s) accessed during each shift or visit, noting where staff are working across multiple sites (where this is unavoidable) register their attendance on the VIC GOV QR CODE SERVICE VIC GOV QR CODE SERVICE records are only used for tracing COVID-19 infections and are stored confidentially and securely. Understanding and written agreement in place for events in Venues not under control of MIJF in regard to record keeping, use of mandatory VIC GOV QR CODE SERVICE. 	<p>Business & Operations Manager</p> <p>Senior Producer</p> <p>Production Manager</p> <p>Venue COVIDSafe plans</p>	<p>Now-ongoing</p>		

COVIDSafe Plan

Melbourne International Jazz Festival

Guidance		Actions to mitigate the introduction and spread of COVID-19		
		Preparing your response to a suspected or confirmed COVID-19 case		
What needs to happen	Action	Responsibility	When	Check
<p>Plan for potential cases of COVID-19</p> <ul style="list-style-type: none"> • Be prepared to respond to individual symptomatic cases. • Confirmed cases must be managed, including notification. 	<p>PLEASE REFER TO INDIVIDUAL VENUE COVIDSAFE PLANS OR EVENT COVIDSAFE PLAN FOR VENUE SPECIFIC RESPONSE MEASURES IN PLACE</p> <ul style="list-style-type: none"> • COVID-19 screening of all staff and volunteers implemented prior to or at worksites/venues. • A staff and volunteer roster has been established and will be updated to confirm staff and volunteers at the worksite(s)/ places each day in the event that contact tracing is required • Workers must keep a daily log of places they have visited off-site in relation to MIJF inspection, site visit or meeting in the event of attendance at a known COVID exposure risk site and for the purposes of contact tracing • A person displaying or reporting symptoms is not permitted to attend the workplace, is directed to get tested, isolate and follow DHS instructions and to notify the Business & Operations Manager immediately. • https://www.coronavirus.vic.gov.au/confirmed-case-workplace • https://www.coronavirus.vic.gov.au/checklist • MIJF staff and volunteers have access to a range of replacement reusable and single use masks as needed. • Event COVIDSafe kits to have a supply of spare disposal medical masks for use by other workers on site if required. • If a staff member/worker or volunteer develops symptoms while at the worksite/venue, they are to leave site immediately travel home, isolate and get tested and follow DHS instructions. • An MIJF staff member, volunteer, contractor or worker of a contractor who has been COVID tested and is awaiting results is not permitted to attend a MIJF worksite until test results have been confirmed negative and after any Vic Gov. directed mandatory quarantine period. • All MIJF staff and active volunteers that undertake COVID testing must advise MIJF and complete a notification form. • If a MIJF contractor or their workers undertake COVID testing they must advise their MIJF Production Manager 	<p>Business & Operations Manager</p> <p>Senior Producer</p> <p>Production Manager</p> <p>Ticketing Manager</p> <p>Marketing and Partnerships Manager</p> <p>COVID+ Response Officer</p> <p>Venue COVIDSafe plans</p>	<p>Now-ongoing</p>	

COVIDSafe Plan

Melbourne International Jazz Festival

Guidance	Actions to mitigate the introduction and spread of COVID-19			
	<ul style="list-style-type: none"> COVID+ Response Officer (Venue or MIJF nominated) to be nominated and trained in infection control procedures A patron communication plan including critical COVID Safety information, policy and procedures will be prepared and executed by MIJF and will include information on ticketing refunds, COVIDSafe measures in place, venue limits, scanning in etc. The plan will cover media releases, social messaging, ticketing email alerts, website information etc. and also account for the need to communicate to patrons in the event of cancellation, postponement, change of venue etc. (crisis communication management plan). 			
<p>Prepare to identify close contacts and provide staff and patron records to support contact tracing.</p>	<ul style="list-style-type: none"> Business & Operations Manager will be responsible for undertaking employer-led contact tracing and engaging with DHS. The Business & Operations Manager will make available all Workplace/Venue registers and other relevant digital records including rosters, worker details, ticketing information etc. or direct DHS to the venue contact where the venue is responsible for record keeping. Business & Operations Manager and/or Senior Producer will maintain an up to date list of worker and volunteer mobiles and be able to send and receive relevant information and instructions via text messaging as required. Business & Operations Manager will be responsible for notifying and reporting to DHS including on actions taken risk assessment as to closure of the work premises and to provide close contact details. MIJF will comply with any further directions from DHS as to further closure or cleaning. Business & Operations Manager and/or Senior Producer will prepare records from the period commencing 48-hours prior to the onset of symptoms in the suspected case that include all rosters and worker details, along with customers, clients, visitors, patrons and workplace inspectors to assist in contact tracing should be worker test positive. For a positive case, records will be requested from the period commencing 48-hours prior to the onset of symptoms or 48-hours prior to the positive test if asymptomatic. 	<p>Business & Operations Manager Senior Producer Production Manager Ticketing Manager Venue COVIDSafe plans</p>	<p>Now-ongoing</p>	

Guidance	Actions to mitigate the introduction and spread of COVID-19			
<p>Prepare to assess whether the workplace or part of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</p>	<p>PLEASE REFER TO INDIVIDUAL VENUE COVIDSAFE PLANS OR EVENT COVIDSAFE PLAN FOR VENUE CLOSURE AND CLEANING SPECIFIC MEASURES IN PLACE</p> <ul style="list-style-type: none"> Where a suspected case is present at a MIJF worksite/venue in the 48-hours prior to the onset of symptoms or while symptomatic, MIJF management must take all practicable steps to manage the risks posed by the suspected case, including cleaning the affected worker’s or volunteers workspace, areas where they attended and high-touch surfaces. Where a suspected case is present at a worksite not controlled by MIJF the venue management/principal contractor are obligated to inform MIJF management so all practicable steps to manage the risks posed by the suspected case, including cleaning the affected workspace, areas where they attended and high-touch surfaces can be taken. Where a case is confirmed to have been at an MIJF workplace/venue, cleaning must be undertaken in accordance with DHS guidance. https://www.health.vic.gov.au/covid-19/infection-prevention-control-resources-covid-19#guidelines-and-resources-for-environmental-cleaning The Business & Operations Manager and the Risk Management Consultant in consultation with the partner venue must undertake a risk assessment to determine whether the worksite (or part of the worksite) should be closed. Where a case is confirmed to have been at a worksite/venue not controlled by MIJF, the venue management or principal contractor are obligated to inform MIJF management, cleaning must be undertaken in accordance with DHS guidance. The Business & Operations Manager and the Risk Management Consultant must undertake a risk assessment to determine whether the MIJF activity should be ceased. If at an MIJF controlled site the Business & Operations Manager will coordinate/implement a process for the cleaning and disinfection of the worksite, worker’s workspace and high touch surfaces, The Business & Operations Manager and the Risk Management Consultant will establish a process for determining whether closure or part closure of the business or activity and/or implementation of other control measures are required to manage 	<p>Business & Operations Manager Senior Producer Risk Management Consultant Venue COVIDSafe plans</p>	<p>Now-ongoing</p>	

Guidance	Actions to mitigate the introduction and spread of COVID-19			
	<p>risk.</p> <ul style="list-style-type: none"> Where a work premises/venue has more than 5 suspected case in a seven -day period the Business & Operations Manager and Risk Management Consultant will conduct a risk assessment around cease work and/or vacate the venue/work premises is required and notify Department of Health covidemployernotifications@DHS.vic.gov.au 			
<p>Prepare for how you will manage a suspected or confirmed case in a worker or patron at the workplace/venue.</p>	<p>PLEASE REFER TO INDIVIDUAL VENUE COVIDSAFE PLANS OR EVENT COVIDSAFE PLAN FOR VENUE SPECIFIC NOTIFICATION MEASURES IN PLACE</p> <ul style="list-style-type: none"> MIJF staff and volunteers will inform the Business & Operations Manager as soon as possible. The Business & Operations Manager will inform venue/building management if applicable. A worker /volunteer suspected to have COVID-19 is to be supported to travel home immediately (own vehicle preferably/picked up by family member/driven by work colleague/not to be sent home by public transport). If unable to travel home immediately they will be issued with a new single use mask be isolated at work in the first aid room or if onsite at the venue’s nominated first aid or isolation room. Staff and volunteers will be instructed to self-isolate get tested and to self-quarantine and follow DHS instructions. https://www.coronavirus.vic.gov.au/confirmed-case-workplace https://www.coronavirus.vic.gov.au/checklist A patron suspected to have COVID-19 is to be supported to travel home immediately (own vehicle preferably/picked up by family member/driven by colleague/not to be sent home by public transport). COVID+ Response Officer to be nominated and trained in infection control procedures. The patron communication plan will be activated with the appropriate messaging/ communications sent to patrons. If unable to travel home immediately they will be issued with a new single use mask be isolated in the first aid room or venue’s nominated first aid or isolation room away from others. Patrons will be instructed to self-isolate get tested and to self-quarantine and to follow DHS instructions/advise. 	<p>Business & Operations Manager Senior Producer Risk Management Consultant COVID+ Response Officer Venue COVIDSafe plans</p>	<p>Now-ongoing</p>	

COVIDSafe Plan

Melbourne International Jazz Festival

Guidance	Actions to mitigate the introduction and spread of COVID-19			
<p>Consider individual needs</p> <ul style="list-style-type: none"> Consider whether individual employees are at increased risk. Provide wellbeing supports for employees. Support employees using public transport to and from work. Promote annual seasonal influenza immunisations. Promote uptake of COVID-19 vaccination 	<ul style="list-style-type: none"> All MIJF staff will be encouraged to have a flu vaccination prior to starting work/attending on site at MIJF worksites/venues All MIJF staff, volunteers contractors working on site, performers, musicians and artists engaged by MIJF to be vaccinated (both doses) in accordance with DHS guidelines evidence of vaccination or valid proof of medical exemption from own employees and volunteers. Contractors and suppliers engaged by MIJF to provide affirmation that all their workers, staff etc. working on site at MIJF venues have been vaccinated (both doses). www.coronavirus.vic.gov.au/information-workers-required-be-vaccinated 	<p>Business & Operations Manager</p> <p>Senior Producer</p>	<p>Now-ongoing</p>	
<p>Prepare to notify workforce and site visitors (including close contacts)</p> <p>DHS Tel: 1300366356</p> <p>Prepare to notify patrons (including close contacts)</p>	<p>PLEASE REFER TO INDIVIDUAL VENUE MANAGEMENT PLANS FOR VENUE SPECIFIC NOTIFICATION MEASURES IN PLACE AND CONTACT MANAGEMENT GUIDANCE FOR WORKPLACES, BUSINESSES AND INDUSTRY</p> <ul style="list-style-type: none"> For any confirmed case the Business & Operations Manager, and/or Senior Producer record relevant information such as shift/work history/rosters, visitors log, ticketing information, delivery log, etc. in preparation for contact tracing requirements. <p>https://www.coronavirus.vic.gov.au/confirmed-case-workplace</p> <p>Immediately Direct the worker to return home and isolate immediately (if they are on site), even if they don't have symptoms.</p> <p>Within 24 hours Identify the workplace contacts of the infectious worker. Use the Contact assessment and management guide to assist you. Contact management guidance for workplaces, business and industry Contact the workplace contacts and inform them they are required to get a standard (PCR) test at a testing centre within 24 hours.</p> <ol style="list-style-type: none"> See evidence of each contact's negative test result before they return to work. You must keep records of the contacts and their test results. Recommend the workplace contact uses rapid antigen self-tests in the days following their negative PCR result, particularly before entering sensitive settings. These tests are available free for workplace contacts at testing centres. You should notify the Department of Health or Local Public Health Unit if 5 or more staff members are diagnosed with COVID-19 within 7 days. You can email the Department of 	<p>Business & Operations Manager</p> <p>Senior Producer</p> <p>Ticketing Coordinator</p> <p>Marketing and Partnerships Manager</p> <p>Venue COVIDSafe plans</p>	<p>Now-ongoing</p>	

COVIDSafe Plan

Melbourne International Jazz Festival

Guidance	Actions to mitigate the introduction and spread of COVID-19			
	<p>Health at covidemployernotifications@DHS.vic.gov.au.</p> <ol style="list-style-type: none"> 4. Notify WorkSafe. 5. In some situations, such as if there is an outbreak, the Department of Health or a Local Public Health Unit may contact you to provide special advice which your staff will be required to follow. 6. Contact The Department of Health on 1300 651 160 for further information. <p>Workers and volunteers will be encouraged to be tested as soon as reasonably practicable if exhibiting any COVID-19 symptoms with appropriate information and support available from MIJF in regard to financial entitlements and rights.</p> <ul style="list-style-type: none"> • Patron COVID + A patron communication plan including critical COVID Safety information, policy and procedures will be prepared and executed by MIJF and will include information on processes in place should a MIJF patron test COVID+. The plan will cover media releases, social messaging, ticketing email alerts, website information etc. and also account for the need to communicate to patrons in the event of cancellation, postponement, change of venue etc. The plan will align and follow DHS advice and contact tracing requirements and be mindful and comply with privacy provisions. 			
<p>Prepare to immediately notify WorkSafe Victoria on Tel: 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> • The Business & Operations Manager must immediately notify WorkSafe of a confirmed case: by calling the mandatory incident notification hotline and providing formal written notification within 48-hours. • MIJF management to comply with all directions from DHS and WorkSafe including potential closures or cleaning. 	<p>Business & Operations Manager</p>		
<p>Prepare to re-open your workplace once agreed by DHS and notify workers they can return to work.</p>	<ul style="list-style-type: none"> • The Business & Operations Manager is responsible for communicating with workers (with a suspected or confirmed case) and monitoring their health situation/progress in regard to whether they have undergone a test, test results, general health and well-being in regard to their return to work. • The Business & Operations Manager is responsible for Liaising with DHS should it be required to open the workplace once MIJF have complied with all the requirements under the Directions. • The Business & Operations Manager is also responsible for notifying WorkSafe once the site is open. 	<p>Business & Operations Manager</p>		

