

Ainslie and Gorman Arts Centres COVID-19 Response Plan

16 March 2020

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WE ARE CURRENTLY AT LEVEL 2 – to be reviewed daily

NB: Government directives or biosecurity control orders may override this response plan at any time

RISK LEVEL	ARTS CENTRE ACCESS PROTOCOLS	FACILITY OPERATIONS	COMMUNICATIONS	PROGRAMS, EVENTS AND HIRES	STAFF AND BOARD
LEVEL 1 LOW RISK	<ul style="list-style-type: none"> Staff and residents stay at home if cold or flu-like symptoms occur Follow government health guidelines on self-quarantine Minimise physical contact 	<ul style="list-style-type: none"> WHS working group meets weekly Hand sanitiser and/or hygiene signage installed in common areas, bathrooms, and at reception Regular cleaning schedule continues Increase cleaning supply stock Normal emergency medical protocols Seek advice from artsACT 	<ul style="list-style-type: none"> Direct email to residents with general information & ACT Health advice Direct email to resident org managers with advice; request that they enact own plans and advise of status MYBOS (facility management software): rolling updates commence Install signage as required 	<ul style="list-style-type: none"> COVID-19 risk assessment of annual program, events, hires Liaise with peers and be aware of arts sector responses generally 	<ul style="list-style-type: none"> Normal working conditions All staff to report to work (unless they have cold or flu-like symptoms or other illness) Weekly WIP updates
LEVEL 2 MODERATE RISK	<ul style="list-style-type: none"> Staff, residents, hirers stay home if cold or flu-like symptoms occur; work at home option provided to staff Screening by medical practitioner before return from illness and/or isolation after overseas travel All visitors to observe check-point hygiene instructions at entrances Public events evaluated case by case in consultation with residents, artists & hirers; may be postponed; event risk plans in place No public events with >500 people No informal A+G social events Limit non-essential meetings Residents and hirers to enact risk plans and their own hygiene controls 	<ul style="list-style-type: none"> Daily meeting of crisis management team Brief cleaning contractors on COVID-19 response plan Increased cleaning schedule, including high-risk surfaces Hygiene checkpoints at all major entrances - signage and hand sanitiser Individual cleaning of work areas, staff desks, and co-working desks Visitors and tradespersons to be screened at reception and must sign-in with contact details Normal emergency medical protocols 	<ul style="list-style-type: none"> Update resident contact database daily Commence daily media monitoring Consult resident org managers directly about COVID-19 response plan Direct email to notify all residents, staff, hirers and stakeholders of COVID-19 response plan and Level 2 measures Discuss event plans with residents, artists, hirers Discontinue resident social gatherings Advertise cancellation of public events as required MYBOS: Update hygiene advice and public health directives Website: Publish COVID-19 response plan with status alert, links to public health resources Info Hub: Health guidelines displayed on info screens Update signage as required 	<ul style="list-style-type: none"> Consult with residents, program partners, event hirers, artists – identify high-risk community members Postpone A+G face-to-face core program activities Explore alternative (online/non-physical) program options for 2020 Discuss COVID-19 event risk plans with stakeholders Identify and cancel any >500 person events Implement event risk plans Consider possible measures to support residents, artists, hirers in case Level 3 is reached Notify funding partners and renegotiate deeds of grant if required 	<ul style="list-style-type: none"> Immediate all staff meeting to coordinate COVID-19 response plan Crisis management team established Work at home arrangements including WHS risks & IT finalised; selected staff commence working at home Virtual team meeting platform in place Task redeployment/amended duty plans prepared Casual event staff informed (7-day shift cancellation notice) Cancel non-essential travel and limit meeting attendance
LEVEL 3 ELEVATED RISK PLAN MAY NOW BE OVERRIDDEN BY HEALTH AUTHORITY DIRECTIVES	<ul style="list-style-type: none"> Residents with public-facing premises encouraged to restrict public access but may continue to operate under their own risk plans Facilities otherwise closed to all visitors – only residents, staff and essential services allowed All venue hire and events cancelled/postponed Residents and staff must stay at home if flu symptoms occur or if they have had contact with suspected COVID-19 carrier All-clear screening by medical practitioner required before return 	<ul style="list-style-type: none"> Increased cleaning schedule (greater frequency and level of detail, extra cleaning staff) Re-allocate bathrooms (nearest user access only; resident access only) Selected zones closed off; may include main halls, theatres, classrooms, common areas Restrict external hirer security access codes Defer to authorities for emergency medical responses/pandemic care locations; facilitate contact-tracing activities that may be required 	<ul style="list-style-type: none"> Confirm privacy protocols in case COVID-19 infection notification is required Update resident contact database daily Direct email to all residents, staff, hirers: Level 3 measures are in place MYBOS: Update advice to reflect Level 3 status; direct SMS to all residents Website: Update advice to reflect Level 3 status Media Release: A+G partially closed until further notice Social Media: update regarding closing to the public Info Hub: Health guidelines displayed on info screens Update signage as required 	<ul style="list-style-type: none"> Consult with residents, program partners, event hirers, artists as appropriate Support mechanisms for residents All venue hire and events cancelled or postponed Deliver alternative (online/non-physical) programs for 2020 Enact resident/artist/hirer support measures where possible Notify funding partners and renegotiate deeds of grant if required 	<ul style="list-style-type: none"> Follow health authority directions Board to confirm move to level 3; virtual board meeting platform in place Skeleton staff only to remain on site (senior managers, administration, facilities team) Regular virtual team meetings Task redeployment/amended duties commence
LEVEL 4 HIGHEST RISK	<ul style="list-style-type: none"> Arts centres fully closed for indeterminate period 	<ul style="list-style-type: none"> Skeleton staff only to remain on site (senior managers, administration, facilities team) Restrict all user security access codes Deep clean/disinfect entire premises before arts centres re-open 	<ul style="list-style-type: none"> Direct email to all residents, staff, hirers: Level 4 measures are in place MYBOS: update advice; direct SMS to all residents Website: update status Media Release: update status Notify mailing list that the centres are closed Social Media: notify audience of centre closure. Update signage as required 	<ul style="list-style-type: none"> Arts Centres closed Deliver alternative programs for 2020 where possible Enact resident support measures where possible Program and event planning for eventual re-opening of arts centres 	<ul style="list-style-type: none"> Follow health authority directions Board to confirm move to level 4 Skeleton staff only to remain on site (senior managers, administration, facilities team)

			<ul style="list-style-type: none"> Comms plan developed for eventual re-opening of arts centres 		
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Risk Level Indicators

NB:

- Not all indicators may be observed at a given risk level

<p>LEVEL 1 LOW RISK</p>	<ul style="list-style-type: none"> No cases of coronavirus recorded in the ACT Cases reported in other parts of Australia Some countries have declared a public health emergency Airports implement informal screening procedures
<p>LEVEL 2 MODERATE RISK</p>	<ul style="list-style-type: none"> A confirmed coronavirus case in the ACT occurs (but still no cases at our arts centres) A pandemic has been declared by WHO Travel advisories recommended by WHO, Australian Government No A+G staff, residents, hirers or visitors are known to have contracted the coronavirus A+G staff, resident, hirer attendance remains high (>80% on average) COVID-19 virus behaviour/contagion level remains unchanged Large public event cancellations may be required or are taking place voluntarily
<p>LEVEL 3 ELEVATED RISK</p>	<ul style="list-style-type: none"> A coronavirus case occurs within our A+G community – staff, residents, hirers, visitors to the facility and/or ... Credible evidence exists that sustained community transition of the coronavirus is occurring in the ACT (defer to ACT Chief Medical Officer advice) A+G staff and resident work attendance declines significantly (<80%) Increasing evidence of travel restrictions, school closures, or quarantine zones in the ACT COVID-19 virus behaviour/contagion level increases resulting in higher risk
<p>LEVEL 4 HIGHEST RISK</p>	<ul style="list-style-type: none"> COVID-19 is spreading in the A+G community among staff, residents, hirers, visitors Community transmission of the disease is escalating rapidly in the ACT Government directives enforce closure of public facilities and activities Braddon and/or surrounding area is declared a quarantine zone A+G staff and resident work attendance declines to unsustainable levels

- Previously unforeseen indicators may arise as the situation evolves
- Health authority directives may override these indicators at any time

COVID-19 Information Resources

- Australian Government Coronavirus Health Information Hotline: Operates 24 hour a day, seven days a week: **1800 020 080**
- Australian Government Coronavirus health alerts: <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>
- ACT Health COVID-19 updates: <https://www.health.act.gov.au/public-health-alert/updated-information-about-covid-19>
- World Health Organisation COVID-19 resources <https://www.who.int/>
- Fair Work Ombudsman: Coronavirus and Australian workplace laws: <https://www.fairwork.gov.au/about-us/news-and-media-releases/website-news/coronavirus-and-australian-workplace-laws>
- For public health journalism covering the latest coronavirus news and evidence-based research: ABC Radio “Coronacast”: <https://www.abc.net.au/radio/programs/coronacast/>