**[INSERT WORK]**

**COVID SAFE TOUR PLAN *TEMPLATE***

The following template outlines many of the general policies and procedures to implement when planning a COVID Safe tour. This template aligns closely with LPA’s COVID Safe Touring Guidelines (2020) and aims to assist you in developing a plan that is specific to your tour.

*Arts on Tour would like to thank* ***CDP Theatre Producers*** *for their generous contribution toward developing this template.*

Example preamble:

*This COVID Safe tour plan has been developed by [insert your company name] with strict accordance to LPA’s COVID Safe Touring Guidelines (2020).*

*We are committed to providing a workplace that promotes the health and safety of the Touring Party as well as those they interact with on tour, including venue staff, audiences, and the broader community.*

*This plan aims to provide clear guidelines and procedures to ensure a safe touring experience for all parties during the COVID-19 pandemic. These guidelines will assist all parties to understand their responsibilities and obligations in protecting themselves and the community.*

**GENERAL PRINCIPLES**

Note that this template is based on the following general principles that are current as of Nov 2020

*At present the most effective measures to protect against COVID-19 include:*

* *Physical distancing*
* *Maintaining good hand hygiene*
* *Correct use of personal protective equipment*

*The Touring Party will form a ‘social bubble’ for the duration of the tour. Adopting this approach means that once the tour commences physical distancing is not required within the bubble. However, actions are taken to limit contact between members of the Touring Party, and between members of the Touring Party and those outside the bubble.*

**RISK MITIGATION**

The following general risk mitigation strategies will be adopted

Examples of risk mitigation strategies for you to consider:

* *A* ***risk assessment*** *will be completed ahead of the tour that takes into account immediate restrictions and government advice.*
* *An* ***understudy*** *will be rehearsed to minimise the risk of the tour being jeopardised should a cast member become a confirmed COVID-19 case.*
* ***Health monitoring*** *will become a standard policy for the Touring Party that will include temperature checks at the start of a work day.*
* *The touring party may also be asked to complete the* [*healthdirect*](https://www.health.gov.au/resources/apps-and-tools/healthdirect-coronavirus-covid-19-symptom-checker) *Coronavirus (COVID-19) Symptom Checker (or other self-assessment tool) at the start of each day on tour.*
* *The company will be encouraged to* ***maintain good nutrition****,* ***sleep hygiene*** *and* ***regular exercise.***

This list is not exhaustive, and will be dependent on the types and level of risk at time of touring

**PRE-TOUR – REMOUNT POLICY AND PROCEDURE**

The below outlines some general areas to consider, however does not take into account potential additional considerations for specific art forms e.g. dance or choirs

**General**

* *Where possible, the rehearsal will take place in a large, well-ventilated area.*
* *A cleaning schedule will be established to regularly disinfect frequently touched surfaces in the rehearsal room and communal areas.*
* *Rehearsal schedules will be developed to include regular breaks (e.g. every 2 hours) to promote air circulation.*
* *A record will be kept of who enters and exits the rehearsal space for tracing close contacts.*

**Pre-rehearsals**

* *The company will be provided with a copy of the company’s COVIDSafe policy and procedures.*
* *The company will be encouraged to bring a pen, notebook, water bottle, mug, and towel for personal use during rehearsals, rather than sharing items.*

**During Rehearsals**

* *On the first day of rehearsal, the company will discuss the COVIDSafe procedures, and individual responsibilities will be highlighted.*
* *The number of people permitted in the rehearsal room will comply with the relevant state/territory regulations.*
* *Personal items will be handled by their owner only.*
* *Only essential personnel will be present in the rehearsal room.*
* *The company will practice physical distancing inside and outside the rehearsal room.*
* *All personnel will wash/sanitise hands upon entering and exiting the rehearsal space.*
* *The company may be asked to limit interactions with people outside of the production to reduce risks to the broader community.*

**Blocking**

* *Where possible, blocking should take into consideration physical distancing. Where this is not possible, blocking will be discussed in detail and agreed upon by all parties.*
* *Where physical distancing will be compromised for 15 minutes or more, appropriate PPE (such as masks or face shields) should be used.*

**Props**

* *Props will be allocated to individuals where possible to minimise sharing and a cleaning/sanitising schedule for props will be established.*
* *Additional time will be allocated to rehearsals to ensure cleaning and sanitisation of props.*
* *Props that come into extremely close contact with a performer (for example, placed into a performer’s mouth) will be limited to the individual performer only.*

**PRE-TOUR – COMMUNICATION TO VENUES AND OTHER PARTIES**

**Communication with venues**

*There are two major touch points with each tour venue ahead of the Touring Party’s arrival:*

1. *Upon contracting*
2. *During production liaison.*

*COVID Safe plans (and/or risk assessments) will be exchanged upon contracting each venue (approximately 4 months prior to the commencement of the tour). Both parties will agree to use best endeavours to adhere to each other’s COVID Safe polices.*

*Any adjustment or change to the COVID Safe plans will be communicated to the relevant parties.*

*A reporting procedure will be agreed upon in case of a suspected or confirmed COVID-19 case amongst the Touring Party, venue staff, audiences, or anyone else in attendance at the venue.*

**Communication with contractors (eg. freight drivers)**

*During the engagement process COVID Safe plans will be exchanged with contractors. Both parties will agree to use best endeavours to adhere to each other’s COVID Safe polices.*

*Any adjustment or change to the COVID Safe plans will be communicated to the relevant parties.*

*A reporting procedure will be agreed upon in case of a suspected or confirmed COVID-19.*

**PRE-TOUR – TOURING PARTY PREPARATION**

**Contracting cast, crew and creatives**

*All cast, crew and creatives will be advised of their expected behaviour, obligations and responsibilities as it relates to COVID Safety when they are contracted to ensure that expectations are set early.*

**Tour briefing**

*The tour briefing with the Touring Party will include:*

* *An overview of the COVID Safe policies and procedures.*
* *Information about travel supplier COVID Safe policies where relevant and available.*
* *Training on basic infection control measures (physical distancing and hygiene) as well as correct use of provided personal protective equipment.*

**Ongoing Touring Party communications**

* *The Touring Party will be advised of any changes to government restrictions or company COVID Safe procedures, and the COVID Safe plan may then be formally adjusted.*

**Tour pack**

*Depending on the risk level, tour packs may include:*

* *Face masks and shields*
* *Sanitisers*
* *Surface cleaner*
* *Details of local COVID-19 screen facilities for each tour location*
* *COVID Safe personal hygiene guidelines/advice*
* *Non-contact temperature checker*

**Other pre-tour preparation**

*Touring party members will be required to have a COVID-19 test. A negative test result is required.*

*A nominated COVID Safe Officer (generally the Company Stage Manager) will be appointed to be responsible for ensuring that the COVID Safe procedures are enacted throughout the tour.*

*Touring party members are encouraged to:*

* *Download the Government COVID Safe app*
* *Get vaccinated against the flu*
* *Complete regular personal appointments pre-tour (doctors, haircuts, dentist etc)*

**ON TOUR – ADJUSTABLE PROCEDURES ACCORDING TO RESTRICTION LEVELS ACROSS TOUR**

The following table is based on LPA’s scalable guide found within the COVID Safe Touring Guidelines (2020)

|  |  |  |
| --- | --- | --- |
| **Highest level of restrictions** | **Intermediate level of restrictions** | **Lowest level of restrictions** |
| **General hygiene** | | |
| Apply personal hygiene measures at all times.   * Practice hand hygiene regularly during the tour (hand sanitisers), plus strictly before, during and after travel. * Where possible, maintain physical distancing with anyone outside the Social Bubble. * Limit socialising and group meals, even within the Social Bubble. * Do not share personal items such as water bottles and keep cups. * Avoid using communal facilities and equipment where possible. * Have cleaning protocols in place for shared facilities and equipment. * All Touring Party members carry own pens to prevent contact when signing documents for vehicles etc. | ***Retain Highest Level except:***   * Flexibility in socialising and group meals within the Social Bubble can be considered. * Flexibility in use of communal facilities and equipment can be considered, with cleaning protocols in place. | ***Retain Intermediate Level except:***   * Socialising and group meals within the Social Bubble permitted. * Full use of communal facilities and equipment permitted, with cleaning protocols in place. |
| **Freight** | | |
| Handling touring freight considered a Close Contact Task:   * Work with freight provider for mutually agreed COVID Safe protocols * Limit any actions which would involve contact within 1.5m to a minimum wherever possible * Consider wearing PPE (masks, gloves) * Where possible, minimise personnel entering freight compartments * If possible, avoid prolonged time in cargo compartments * If air-conditioning in the driver’s cabin is on, set to bring external air into vehicle * Log all names of personnel at each move who have accessed freight | ***Retain Highest Level except:***   * Windows can be open or closed * Flexibility in handling of Touring Party baggage by service provider | ***Retain Intermediate Level except:***   * No requirement for all passengers to sit near a window (i.e. centre seat/s can be used) * Service provider permitted to handle Touring Party baggage |
| **Ground Transfers / Taxis / Ride Share Services / Coaches** | | |
| * Seat all passengers near a window (i.e. no centre seat/s), where possible * Windows open where practical * If air-conditioning is on, set to bring external air into vehicle * Touring Party to handle own baggage, where possible * Use contactless payment, where possible * Adhere to any additional relevant service provider policies and procedures (while accounting for “Social bubble”) | ***Retain Highest Level except:***   * Windows can be open or closed * Flexibility in handling of Touring Party baggage by service provider | ***Retain Intermediate Level except:***   * No requirement for all passengers to sit near a window (i.e. centre seat/s can be used) * Service provider permitted to handle Touring Party baggage |
| **Rental vehicles** |  |  |
| * Seat all passengers near a window (i.e. no centre seat), where possible * Windows open where practical * If air-conditioning is on, set to bring external air into vehicle * Disinfect driving controls and keys/immobilizer when leaving the vehicle. * Passengers disinfect internal door handles, personal vent and window controls and any other touch points when leaving vehicle * Keep a log of who was in the vehicle and who was driving * Adhere to any additional relevant service provider policies and procedures | ***Retain Highest Level except:***   * Windows can be open or closed * Flexibility in the driver disinfecting touch points can be considered * Flexibility in passengers disinfecting touch points can be considered | ***Retain Intermediate Level except:***   * No requirement for all passengers to sit near a window (i.e. centre seat can be used) * No requirement for driver disinfect touch points * No requirement for passengers to disinfect touch points |
| **Airline travel** |  |  |
| Pre-flight   * If travelling in one group, Touring Party should be seated together on aircraft, where possible, to minimise contact outside social bubble * Where possible, check in online before airport arrival to minimise queuing at the airport | ***Retain Highest Level except:***  Pre-flight   * Where possible, Touring Party should be seated together | ***Retain Intermediate Level except:***  Pre-flight   * No requirement for the Tour Party to be seated together |
| At the airport   * Arrive at airport at recommended time to minimise time in the airport * Adhere to additional relevant airport COVID Safe procedures * Limit contact with others by avoiding retail and food outlets, lounges and seating areas where possible | At the airport   * Flexibility in airport arrival time can be considered * Use of retail and food outlets and lounges permitted but avoid crowded seating areas and facilities | At the airport   * Individuals able to arrive at airport at preferred time * Full use of airport retail, food outlets and lounges and seating areas permitted |
| On the flight   * Wearing of mask is recommended or may be required by airline or health authorities * Limit movement around the cabin and use hand sanitiser on return to seat * Adhere to any additional relevant airline and airport  procedures * Disinfect own table and touch areas with disinfectant wipes | On the flight   * Wearing of mask is optional * Reasonable movement around the cabin permitted | On the flight   * Free movement around the cabin permitted |
| **Accommodation** | | |
| Upon booking:   * Individual rooms to be booked when available (avoid two-bedroom apartments). * If individual rooms are not available, private facilities are required. * Kitchens to be provided where possible to help minimise community contact. * Private laundry facilities to be provided where possible to help minimise community contact. | ***Retain Highest Level except:***  Upon booking:   * Flexibility considered in the need to book individual rooms. * Flexibility in considering the need for the provision of kitchen facilities. * Flexibility in considering the need for the provision of private laundry facilities. | ***Retain Intermediate Level except:***  Upon booking:   * Sharing 2 bedroom apartments is permitted. * No requirement in the need for kitchen facilities. * No requirement in the need for private laundry facilities. |
| On arrival:   * Call ahead to arrange check in time to avoid queuing. * Utilise contactless check in when available. * If contactless check in is not available, one person to check in the entire Touring Party. | On arrival:   * Flexibility in the need to call ahead to arrange check in time. * If contactless check in is not available, each person is permitted to check in individually. | On arrival:   * No requirement to call ahead to arrange check in time. |
| During:    * Adhere to any additional relevant hotel policies and procedures at all times. * Request no contact room service delivery method. * Limit the frequency of housekeeping. * Use self-parking options. If valet services are compulsory, clean contact points on the car before use. * Take all possible steps to avoid other hotel guests by minimising use of shared facilities and movement around common areas of the hotel * Clean keycards with disinfectant wipes upon receipt and daily. | During:   * Flexibility considered in the increased frequency of housekeeping services. * Flexibility considered in the use of valet parking services. * Flexibility considered in the use of shared facilities, and the need for movement around common areas of the hotel. | During:   * Regular housekeeping services are permitted. * Use of valet parking services is permitted. * Use of shared facilities is permitted. * Free movement around common areas of the hotel is permitted. * Less frequent keycard cleaning can be considered |
| On departure:   * Utilise contactless check out when available. |  |  |
| **In the community** | | |
| Take all possible steps to minimise interaction between Touring Party and community (to minimise transmission risk) by taking the following action:   * Go straight from accommodation/home to theatre and vice versa unless exercising or for essential reasons * Avoid populated areas when exercising and do not use gyms, pools or outdoor equipment (unless required for maintenance of performance fitness, physiotherapy or injury rehabilitation) * Exercise should be kept to 2 people from touring bubble * When shopping for groceries, opt for click and collect or delivery to accommodation or venue, if available. * With pre-prepared food, have takeaway or delivery rather than eat in restaurants * Consider wearing appropriate PPE when out in community * Limit socialising and group meals, even within the Social Bubble * Do not share personal items such as water bottles and keep cups. | ***Retain Highest Level except:***   * Flexibility in movements around community * Limit use of gyms, pools and outdoor exercise equipment (unless required for maintenance of performance fitness, physiotherapy or injury rehabilitation) * Flexibility in number of people exercising together as long it remains in touring bubble * Limit personal shopping * Limited dining at cafes or restaurants * Avoid crowded areas in the community wherever possible for example tourist attractions and recreation activities | ***Retain Intermediate Level except:***   * Free movement within the community whilst adhering to relevant health guidelines |
| **Mental wellness** | | |
| * Where possible, provide access to external touring wellness support (recognising that all these steps increase stress) * If possible, provide team with opportunities for socially distanced exercise * Regular check-in video calls with HQ team to increase ‘social’ aspect without increasing risk * Encourage company to access mindfulness and/or yoga apps * Encourage social interactions with external friends and family via online platforms * Promote wellness helplines and other support networks within the company (see Appendix) * Encourage company conversations to promote wellbeing and ensure a common dialogue is achieved. | ***Retain Highest Level except:***   * Promotion of safe and socially distanced team activities e.g. include company meals | ***Retain Intermediate Level except:***   * Consider relaxing level of social restrictions for family members in line with prevailing restrictions e.g.: family members can visit the tour where company approved |
| **Arrival at the venue** | | |
| * All parties in a touring environment have a positive responsibility to communicate when any member of their team reports symptoms, with a wellness check prior to arrival at each venue recommended. * Only essential personnel can go into the venue (limit creatives, non-show essential Touring Party members) * Consider wearing appropriate PPE (mask) when leaving vehicles * Only essential items may be taken into the venue * Complete driving log if self-driving | ***Retain Highest Level except:***   * Personal items may now be taken to the venue such as musical instruments (depending on venue / company agreements) | ***Retain Intermediate Level except:***   * PPE (mask / gloves) optional and subject to company policies * Full touring parties can access the venue. including creatives and Producer employees |

**ON TOUR – AT THE VENUE**

**Back of house**

* *Maintain appropriate physical distancing between members of the Touring Party bubble and venue staff.*
* *Ensure dressing room allocation meets venue COVID Safe requirements (e.g. density). Where possible, assign each team member their own dressing room.*
* *Ensure that Touring Party members do not share dressing rooms, toilet or shower facilities with venue staff or any other persons.*

**Bump in/out**

* *Physical distancing and PPE will be used when interacting with venue staff.*
* *The need for physical distancing must not cause other unsafe working conditions for crew. For example, if equipment requires multiple people to lift it safely, it should continue to be done this way, while taking whatever steps possible to minimise physical contact or close proximity.*
* *Ground plans will be adjusted where necessary to ensure the required distance between the most downstage performer and the closest audience member.*
* *Where venue crew and company members must work in close proximity, they will minimise the time in close contact. Where it is practical and safe to do so, we will review tasks and processes that usually require close interaction and identify ways to modify these to increase physical distancing.*

**Sound and technical equipment**

* *Technical equipment (e.g. headsets, radio mics) will be allocated to individuals where possible to minimise sharing.*
* *Equipment will be cleaned and sanitised after use.*
* *Additional time will be provided at the end of the day, if required, for cleaning and sanitisation of equipment used.*
* *If possible, performers will apply and remove their own radio mic.*

**Props**

* *Props will be allocated to individuals where possible to minimise sharing.*
* *High touch props will be cleaned and sanitised after each performance.*
* *Additional time will be provided at the end of the day to ensure cleaning and sanitisation.*
* *Other props will be cleaned regularly (e.g. weekly).*
* *Props which come into extremely close contact with a performer (for example are placed into a performer’s mouth) will be limited to one performer only.*

**Sets**

* *High touch surfaces will be regularly cleaned.*
* *Provide additional time at the end of the day for cleaning and sanitisation.*

**Hair and makeup**

* *Cast will do their own hair and makeup where possible and will not share make up kits.*
* *Make up kits will be regularly sanitized by the cast member.*
* *Wigs will be regularly cleaned.*
* *If possible, at least 1.5m distance will be maintained between hair and makeup stations.*

**Wardrobe and costume**

* *Costumes will be regularly cleaned.*
* *Costumes which come into extremely close contact with a performer (for example oral prostheses) will be limited to one performer only.*

**ON TOUR – MANAGING CONFIRMED/SUSPECTED CASES, CONTACT TRACING**

**MANAGING SUSPECTED CASES OF COVID-19**

**If a member of the Touring Party is displaying symptoms:**

* *Immediately physically isolate the employee displaying symptoms, supply them with a face mask and transportation (ideally not public transport) to have them attend a COVD-19 testing clinic.*
* *Ensure the worker has transport to safely return to accommodation after their test.*
* *Assess whether this worker represents a risk to others in the workplace.*
* *The Touring Party member cannot return to the workplace until symptoms are no longer present and they receive clearance from public health authorities (such as a negative test result with no requirement for further isolation) or medical practitioner.*
* *Ensure that impacted employees are supported, including making arrangements for isolation (e.g. extend hotel booking).*
* *Assess the best way forward for the performances in the absence of this employee (e.g. understudy/swing etc).*

**If advised by a third party that Touring Party members may have come in contact with someone with a suspected case of COVID-19:**

* *Seek as much information as possible in order to undertake a risk assessment.*
* *Seek advice from local health officials and, where required, advise employees that they may have been exposed to COVID-19 and, if advised, the requirement for self-isolation.*
* *Arrange for cleaning of spaces that the person displaying symptoms has occupied.*

**MANAGING CONFIRMED CASES OF COVID-19**

**If a member of the Touring Party has a confirmed case of COVID-19:**

* *Physically isolate the employee if they have not already been isolated. The employee will not be able to return to work until they have received clearance from health authorities or treating medical practitioner.*
* *Seek advice from local health officials, and if advised:*
* *notify close contacts (e.g. other employees or third-party employees) that they may have been exposed to COVID-19;*
* *require members of the Touring Party to get tested and follow instructions regarding self-isolation.*
* *Supply all information required by the relevant State/ Territory Public Health teams to conduct Contact Tracing in relation to the infected employee.*
* *Encourage all employees to monitor their personal health and report any symptoms to their Supervisor immediately.*
* *Undertake a risk assessment to determine whether it is still viable to continue with the tour, including assessing the safety and viability of the use of understudy / swing personnel.*
* *Make arrangements for impacted employees to isolate (e.g. extending hotel booking).*
* *If required, submit an incident notification to the relevant state and/or territory WHS regulator.*

**If notified by a Presenting Venue or other supplier partner of a confirmed COVID-19 case:**

* *Seek as much information as possible in order to undertake a risk assessment including who came into close contact with the person affected, who shared spaces or equipment with the person affected, etc.*
* *Seek advice from local health officials and, where required, advise other employees/third party employees that they may have been exposed to COVID-19 and, if advised, the requirement for quarantine.*
* *Encourage all employees to monitor their personal health and report any symptoms to their Supervisor immediately.*
* *Undertake a risk assessment to determine whether it is still viable to continue with the tour, including assessing the safety and viability of the use of understudy/swing personnel.*
* *Refer to the production and venue COVID Safe Plan and ensure compliance with the Presenting Venue’s contract conditions.*

**CONTACT TRACING AND TRACKING**

**We will:**

* *Maintain up-to-date employee contact details and details of any visitors to Company controlled spaces.*
* *Inform employees their contact details may be shared with health authorities.*
* *Encourage employees to use the COVID Safe app.*

**TOUR SHUT DOWN OR PART SHUT DOWN**

* *The company may be required to cancel performances or the entire tour in order to comply with government directions.*
* *If a member of the Touring Party has tested positive for COVID-19, we will assess the risks and ascertain whether it is possible to continue performances.*

**POST TOUR**

* *We will advise venues, the Touring Party and subcontractors involved in the tour (such as freight drivers and crew) if any members of the Touring Party are diagnosed with COVID-19 within 14 days of the tour ending.*
* *Presenting Venues will advise Producers if any venue staff or audience members are diagnosed with COVID-19 within 14 days of the performances being presented.*
* *We will adhere to presenting venues’ plan for advising audience members of any confirmed cases in the venue and cooperate with public health authorities for contact tracing purposes.*
* *All members of the Touring Party (including performers, touring crew and subcontractors) will advise [insert contact person] if they develop or are diagnosed with COVID-19 within 14 days of the tour ending.*
* *We will maintain communications for a minimum 14 day period following completion of performances with presenters and all members of their Touring Party in order to advise on the above.*
* *We will conduct debrief with all members of Touring Party and presenting venues post-performance to ensure satisfactory adherence to COVID Safe practices maintained by all parties.*
* *We will maintain clear documentation in relation to all aspects of the tour, including COVID Safe policy compliance.*
* *We will review operational practices and protocols as required based on monitoring and feedback from debriefing processes.*
* *We will identify any further training required for staff or touring parties to ensure future safe touring.*