

**Regional Arts Victoria**

**COVID-Safe Work Plan – Touring**

**Version 3.1**

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# About this COVID Safe Work Plan

Each artist touring within Regional Arts Victoria’s programs will need to comply with this COVID-Safe Work Plan. It informs the extra responsibilities and measures each company will need to take to be COVID Safe whilst undertaking your touring project with us. Regional Arts Victoria will schedule time to go through this plan with each of you as part of the pre-tour briefing process and make adaptations where necessary specific to your production.

If it is found that some of these measures are not feasible for your tour, or you are unable to comply with any aspect of this COVID-Safe Work Plan and an appropriate alternative cannot be found, rescheduling or cancelling the tour will need to occur.

# Regional Arts Victoria COVID Safe Touring Policies

Regional Arts Victoria acknowledges the potential risk of COVID community transmission through touring artists from venue to venue. In order to mitigate that risk and to uphold the highest duty of care for performers, crew, venues and the community, Regional Arts Victoria has adopted a range of risk mitigation polices. Due to the identified potential for risk, in some instances the risk management procedures adopted by RAV may be more stringent those currently mandated the State Government Chief Health Officer, DHHS or other regulatory body.

In agreeing to participate in this Tour, the Producer and Touring Company agree to adhere to the policies, procedures and processes included in this Regional Arts Victoria COVID-Safe Work Plan and any subsequent updates to this document, including all measures that are specific to your production and signed off by RAV.

The below outlines the overarching themes in the procedures expected to be undertaken by artists whilst touring with Regional Arts Victoria during the COVID pandemic context.

1. RAV will develop a COVID-Safe Work Plan for touring companies with accompanying processes and procedures to mitigate risk.
2. Touring companies agree to undertake a series of risk-mitigation measures to minimise the risk of Coronavirus transmission by themselves or co-workers before the tour commences.
3. Artists agree to undergo a series of protection measures before remount and going on the road to ensure they are Coronavirus negative before the touring project can proceed. This may involve getting tested and/or limiting community contact before going on road. Annexure A includes some suggestions to give you sense of how this might look. Regional Arts Victoria will work with you to finalise a pre-tour plan, and touring parties must sign off on this before remount or touring can commence.
4. Touring Parties form a “workforce bubble” for the duration of the tour. Physical Distancing is not required within the bubble but actions are taken to limit contact between the touring party and others.
5. COVID-Safe Work Plans are agreed between Producers and Presenters, along with Risk Management Plans, Technical Specifications and other standard documents in a timely manner.
6. Touring Parties are to adhere to other organisation’s COVID-19 procedures when in contact with them (ie venues or accommodation providers) unless its own procedures are of a higher standard and are deemed safer.
7. Symptoms, suspected or confirmed cases within the Touring Party Members will be reported to Regional Arts Victoria immediately, and all other reporting procedures detailed will be followed.
8. Cancellation of Scheduled Seasons due to positive Coronavirus cases may need to occur, and the Presenter, Touring Producer and Regional Arts Victoria will be supported to make this decision for the health and safety benefits of everyone. For those parties with online offerings, this will be offered in replacement of the live performance.
9. Protection and risk mitigation measures may be ‘dialled up’ or ‘dialled down’ multiple times throughout a tour depending on the conditions at each location. Triggers may include restriction declarations by the Chief Health Officer of Victoria for the State or for particular Local Government Areas, or changes in policy by Venues. The Touring Party must comply immediately with any change in directions or restrictions notified to them by RAV or other relevant authority.
10. As we are in a dynamic public health situation, this will be a dynamic document, updated as circumstances change. We will continue to be guided by the directions of the Chief Health Officer. All Touring Party Members must inform themselves of these updates as they are provided by Regional Arts Victoria.

### Quick Links to up-to-date Public Health Directives:

**Victoria**

VIC Restriction Levels: [https://www.dhhs.vic.gov.au/victorias-restriction-levels-COVID-19](https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19)

VIC Case Locations & Outbreaks: <https://www.dhhs.vic.gov.au/case-locations-and-outbreaks-covid-19>

VIC Coronavirus Daily Update: <https://www.dhhs.vic.gov.au/coronavirus-covid-19-daily-update>

VIC Schools: <https://www.education.vic.gov.au/school/Pages/coronavirus-advice-schools.aspx>

**Interstate**

ACT: <https://www.covid19.act.gov.au/resources/public-health-directions>

NSW: [https://www.health.nsw.gov.au/Infectious/COVID-19/Pages/public-health-orders.aspx](https://www.health.nsw.gov.au/Infectious/covid-19/Pages/public-health-orders.aspx)

NT: <https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers>

QLD: <https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers>

SA: <https://www.legislation.sa.gov.au/Web/Information/CV19/CV19.aspx>

TAS: <https://www.coronavirus.tas.gov.au/resources>

WA: [https://www.wa.gov.au/government/document-collections/COVID-19-coronavirus-state-of-emergency-declarations](https://www.wa.gov.au/government/document-collections/covid-19-coronavirus-state-of-emergency-declarations)

# Roles defined

**Regional Arts Victoria**: Touring Coordinator responsible for the management of the touring schedule, transport and accommodation

**Touring Producer**: Organisation/Individual contracted by Regional Arts Victoria to supply the performance and performers for the touring schedule. The Touring Producer is the employer of the Touring Party Members.

**Touring Party:** All traveling members of the touring schedule (employees), managed by the Touring Producer (employer)

**Presenters:** Organisations/Schools contracted by Regional Arts Victoria to present the live performance in a specific location of the touring schedule

**Venues**: The physical location that the live performance will take place in, managed by the Presenter

# RESPONSIBILITIES

Below outlines the ***COVID-Safe - specific responsibilities*** of these parties.

Touring with Regional Arts Victoria involves a three-way partnership that includes the Touring Producer, the Presenters on the schedule within the contract, and Regional Arts Victoria. Below outlines the COVID-specific responsibilities of these three parties.

## **Regional Arts Victoria (RAV)**

* Communication and Training of this Safe Work Plan to Touring Producer and Touring Party Members.
* Guidance on including production-specific safety measures within this plan throughout the life of the touring project. RAV will have final sign-off on any additions included by each company.
* Provision of each venue specific COVID Safe Work Plan in the touring schedule to the Touring Party.
* Provision of this generic Safe Work Plan to each venue 30 days prior to tour start date
* Provision of PPE to Touring Party as required, or those who will be in close working contact with venue staff.
* Communicating changes to Health Authority or Department of Education information, especially if COVID-19 cases occur in communities the touring party are scheduled to visit, or have visited in the last 14 days.
* Responding to reports of Venues that are in breach of their Safe Work Plans
* Supporting travel changes required where Touring Party members may need to divert their travel due to COVID-19 related issues.
* Managing contractual issues arising from cancelations, re-schedules or online offerings due to COVID-19 related issues.

## **Producer and Touring Party**

* Adhere to the measures included in the final Regional Arts Victoria COVID-Safe Work Plan, including all measures that are specific to your production, and signed off by RAV.
* Undertake the pre-program COVID-Safe induction and training in COVID-19 safety precautions delivered by RAV.
* Provision of your production-specific COVID-Safe Work Plan to venues at least 10 days before Season for venues to sign off.
* Review and sign off on each Venues COVID-Safe Work Plans at least 10 days before Season.
* Adjust bump in & out schedules to allow for increased time due to COVID-Safe Work Plan requirements.
* Adhere to Venue-specific COVID-Safe Work Plans upon entry to the venue unless yours are at a higher standard.
* Communicate with Regional Arts Victoria about unsafe practices identified whilst on road, including vehicle hire locations, accommodation providers or venues.
* The Touring Party forms a “Workforce Bubble” for the duration of the tour if required by current Health Authority directives. Physical Distancing is not required within the bubble but actions are taken to limit contact between the workforce bubble and others.
* Ensure that all precautions have been put in place during pre-tour and remount period to be negative for Coronavirus. Regional Arts Victoria staff will assist in formulating a pre-tour plan.
  + Includes COVID-19 testing before embarking on touring activity as well as potentially prior to pre-production if specified by RAV, as per the COVID-Safe Work Plan Procedures LEVEL 2 in this document (heightened restriction / risk levels).
* Encourage all Touring Party Members to get vaccinated for influenza to reduce the possibility of experiencing COVID-19 symptoms where no infection is present while on the road.
* *Do not attend a venue or other tour site if:*
  + you are unwell or experiencing any symptoms compatible with coronavirus (COVID-19)\*;
  + you have been in contact with confirmed cases of coronavirus (COVID-19);
  + you have recently been tested for coronavirus (COVID-19) and are awaiting test results;
  + you have a suspected or confirmed case of coronavirus (COVID-19);
  + you have travelled to a State Government declared ‘hot spot’ or ‘red zone’ in the past 14 days and are required to self-isolate;
  + you have been advised by DHHS that you are required to self-isolate for any other reason.

\* The most common symptoms of coronavirus (COVID-19) include fever, sore throat, cough, shortness of breath and runny nose. Less common symptoms include headache, muscle & joint pains, nausea, diarrhoea, vomiting, loss of sense of smell, altered sense of taste, loss of appetite and fatigue.

\* See Annexure D – COVID19 Symptoms. Get Tested then Stay Home for a printable Poster of COVID-19 symptoms.

* Communicate with Regional Arts Victoria immediately when any symptoms arise within the touring party no matter how mild.
* Follow Health Authority directives and supply contact tracing details of your Company should you be required to.
* Be aware of, monitor and support the physical and psychological wellbeing of the Touring Party.

## **Venues**

* Ensure Regional Arts Victoria & Touring Party are informed of any heightened health guidelines, regulations or outbreak cases within their local government area at the earliest possible time.
* Provide a point of contact to the Touring Party for pre-tour COVID-Safe Work plan discussions and to provide feedback if Venue Staff are not adhering to these measures during bump in/out & performance.
* Provide a COVID-Safe environment to undertake bump in, performance and bump out.
* Ensure all staff coming into contact with Touring Party are trained in their Venue COVID-Safe Work plan.
* Notify Regional Arts Victoria if the Touring Party breaches your venue COVID- Safe Work Plan.
* Notify Regional Arts Victoria if Touring Party breach their own COVID-Safe Work Plan
* Assist Touring Party in sanitising touring equipment where necessary and safe throughout bump in/out where required, and venue equipment Touring Party may be operating

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| PRE-TOUR PLANNING | | |
| Category | Procedure | Responsibility |
| Contracting | 1. Touring Party Member employment contracts to include adherence to this COVID-Safe Work Plan, with its inclusion as an attachment to the contract. 2. Artists agree to undergo a series of protection measures before remount and going on the road to ensure they are Coronavirus negative before travel begins. Regional Arts Victoria will work with you to finalise this plan, and will need to sign off on it before remount or touring can commence. 3. Venues to receive Regional Arts Victoria’s COVID-Safe Work Plan – Touring (this document) with company inclusions in a timely manner 4. Venue COVID-Safe Work Plans are reviewed by Touring COVID Marshal, and mutual sign off of agreements has occurred before embarking on the tour 5. External Contractors (freight drivers/tech equipment suppliers etc) to exchange COVID-Safe Work Plans 6. Cancelations or rescheduling due to an outbreak is a new reality within touring. For those without an online replacement, Regional Arts Victoria will manage all cancelations and rescheduling, artists will work with Regional Arts Victoria to find appropriate alternative dates in a timely manner | 1. Touring Producer 2. Touring Producer 3. Regional Arts Victoria 4. Regional Arts Victoria/Touring Party 5. Regional Arts Victoria 6. Regional Arts Victoria |
| Touring Party Roles | 1. A Touring COVID Marshal is appointed within the touring party to communicate and oversee COVID-Safe Working practices and report to Regional Arts Victoria any unsafe practices from Touring Party, Venue Staff or Service Providers | 1. Touring Producer to appoint Touring COVID Marshal from within the Touring Party Members |
| Before you Rehearse and Get on the Road | 1. Work with Regional Arts Victoria on a Coronavirus negative plan. **Annexure A – Remount Planning** has some suggestions    1. If your tour is non-sequential and broken into periods of touring interspersed with breaks throughout the year, discuss how the Touring Party will manage its Coronavirus negative plan with Regional Arts Victoria. The Touring Party may need to undertake asymptomatic COVID-19 testing before each ‘leg’ of the tour in addition to other COVID-Safe practices. 2. COVID-Safe Work Plans are exchanged by all venues on the touring schedule, discussions have occurred regarding each one, at least 10 days prior to scheduled performance. **Annexure B – Safe Work Plan venue discussions** includes suggested topics to discuss 3. We encourage putting in place effective, proactive mental health and wellbeing strategies that can be effectively maintained throughout the tour **Annexure C – Positive Mental Health Strategies for Touring Amidst COVID-19** includes relevant information from the Arts Wellbeing Collective & other resources | 1. Regional Arts Victoria/Touring Party 2. Touring COVID Marshal 3. Touring Party |
| Remount Planning | 1. Where possible, utilise one space for rehearsals and ideally be the only user 2. Consider how you will bump in, perform and bump out with physical distancing measures in place. Does this change your tech specs or minimum stage requirements? 3. Please use this remount period to ensure that performance elements no longer include contact with the audience/community | 1. Touring Party 2. Touring Party 3. Touring Party |
| Training | Before you rehearse and get on the road…   1. All Touring Party Members must undertake Training in the following areas (to be delivered by Regional Arts Victoria or appropriate other)  * This COVID-Safe Work Plan, and what to think about when developing further measures for your specific production for inclusion in this document * Reporting structure, roles & responsibilities * Mental Health & wellbeing strategies and/or resources   Training will occur before remount begins, to ensure appropriate measures are in place from rehearsal period onwards.   1. Touring COVID Marshal training must be undertaken in the following areas (to be delivered by Regional Arts Victoria or appropriate other):  * Breaches in this Safe Work Plan * What to do in a suspected case of COVID-19 in the touring party * What to do in a confirmed case of COVID-19 in the touring party * Daily temperature checks | 1. Regional Arts Victoria/Touring Party 2. Regional Arts Victoria/ Touring COVID Marshal/ Touring Producer |
| Safety, Hygiene & COVID-19 Testing | 1. Touring Party members to be supplied with:    1. Appropriate PPE usage & disposal, including face masks and thermometer/s for the remount and tour for use in each bump in & out when coming into contact with venue staff. A deep clean kit will also be provided for use in the case of a suspected or confirmed case.    2. Tour packs to include personal hygiene guidelines/advice, as well as mental health support services    3. Tour packs include step by step guide on what to do if Tour Party comes in contact with a suspected or confirmed case 2. All members of the Touring Party must undertake COVID-19 testing to screen for Coronavirus within 5 to 3 days of embarking on-road tour activity (Applies to Low-Risk tour context risk assessment by RAV. See Procedures 2 for Moderate Risk Testing requirements.).    1. Each member of the Touring Party must be able to provide proof of a negative Coronavirus test result to the Tour Producer prior to the tour commencing. For example, a screenshot of the SMS text advice to your phone.    2. The Tour Producer must provide a declaration and documented evidence to Regional Arts Victoria that all members of the Touring Party have returned negative COVID-19 test results prior touring commencing.    3. Regional Arts Victoria will reimburse any costs associated with paying for asymptomatic testing and can advise the Tour Producer regarding this process. 3. We encourage all members of the Touring Party to;    1. Download the Government’s COVID-SAFE app and have it running during activities.    2. Get vaccinated against the flu pre-tour    3. Complete dental, medical appointments with usual providers pre-tour    4. Put in place a personal support network/process for positive psychological wellbeing (i.e. regularly scheduled phone conversations with a psychologist and/or family/friends/partners) | 1. Regional Arts Victoria   2. Touring Party  3. Touring Party |
| Mental Health & Wellbeing Pre, During & Post Tour | Touring can be taxing on mental health and, amidst COVID-19, poor mental health may be exacerbated. Regional Arts Victoria will:   1. Provide Mental Health First Aid training via Arts Wellbeing Collective 2. Debrief with full Touring Party about the experience of touring in this unique and challenging time 3. Check in with Touring COVID Marshal regularly to ensure this COVID-Safe Work Plan is manageable, compliant and necessary. Please feedback any procedures or processes that do not feel viable to Regional Arts Victoria for assessment 4. Provide a copy of The Arts Wellbeing Collectives “Tour Well” booklet designed specifically for live performing arts touring. We ask all Touring Party Members read through this before going on tour, it’s a wonderful resource! 5. Provide a range of resources, information and further contacts to support good mental health during this creative program. See Annexure C   We also recommend the Touring Party   1. Encourage Mental Health Wellbeing as a culture from the start of their Tour and adopt good mental health and wellbeing practices 2. Include in the pre-tour schedule a company discussion around how people prefer to tour to maintain good mental health, and foster awareness within the tour party that this will look different for all individuals in the tour party 3. Establish a communications plan for the tour party while on the road 4. Encourage Mental Health Wellbeing as a culture from the start of the remount period 5. Put in place a personal support network/process for positive psychological wellbeing (i.e. regularly scheduled phone conversations with a psychologist and/or family/friends/partners)   Further suggestions   1. Scheduled regular opportunities on tour for company to resolve issues in a calm and focussed setting. 2. Ensure tour party members have access to their support structures, networks as required. 3. Touring Party Members check in with each other each morning. Touring Party Members encouraged to seek assistance from Producer/Regional Arts Victoria if any issues come up that feel overwhelming/there is a need for support 4. Read the Arts Wellbeing Tour Well booklet for great tips on what might make your tour as enjoyable as possible 5. Support Act Wellbeing Helpline - is a free, confidential phone counselling service, available 24/7 by calling 1800 959 500 within Australia. For details see Annexure C. 6. Touring Producers can also access the Manager Support Hotline on 1800 818 728 to access dedicated assistance in supporting the mental health and wellbeing of their teams. This service is also free of charge, and completely confidential. <https://www.artswellbeingcollective.com.au/resources/new-manager-support-hotline/> 7. Alongside Tour Well, read the Arts Wellbeing Collective Tour Well for Tour Managers booklet for great tips on what might make your tour as enjoyable as possible   <https://www.artswellbeingcollective.com.au/resources/new-tour-well-for-tour-managers/> | 1. Regional Arts Victoria/Touring Party 2. Regional Arts Victoria/Touring Party 3. Regional Arts Victoria/Touring Party 4. Regional Arts Victoria 5. Regional Arts Victoria   6-17 Touring Party |

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| REMOUNT All procedures are the Touring Parties responsibility to adhere to | |
| Category | Procedures |
| Risk Mitigation – reducing close contact | Unavoidable close contact during rehearsals is mitigated by:   * Where possible, utilise one space for remount & rehearsals * Work within the ‘workforce bubble’ with your other touring party * Very high level of hand hygiene at all times, hand sanitiser to be placed at all entry and exit points and used by anyone entering or exiting the remount space * Minimal use of shared bathroom/kitchen facilities * The maximum group size should ensure a 1.5m distance wherever possible (directors notes/briefings etc) * Windows are open or air flow is able to be maintained * All touch points are sanitised before and after the rehearsal (door handles, light switches, taps, toilet flush buttons, elevator buttons, pens, chairs etc) * Temperature checking – all present at the rehearsals will have their temperature checked before and after rehearsal session by the appointed Touring COVID Marshal * A record of all contacts entering the rehearsal space will be kept throughout the duration of the remount period. This will include equipment drop offs, director visits etc. You can set up a QR code for free using the Victorian Government QR Code Service found here <https://www.coronavirus.vic.gov.au/victorian-government-qr-code-service> * Personal equipment, tour props and equipment will be sanitised before and after rehearsal * Microphones & Headsets will not be shared and artists will be trained to manage their personal audio equipment * Should cold or flu-like symptoms emerge 10 days before, anytime during and 10 days after the remount period, that Touring Party Member should be tested immediately and isolate until results are provided. It is likely that remount will have to cease at this stage.   + See COVID-19 Suspected Cases below for detailed process   + Notify RAV and plan next steps * All Touring Party Members who have been in close contact with symptomatic persons to be tested, and remain isolated until test results are negative * Once results are back, if negative, in-person rehearsals can continue * If test results are positive, the full Touring Party will need to remain in isolation and follow Health Authority advice.   + See COVID-19 Confirmed Cases below for detailed response   + It is likely that remount will need to be re-scheduled, and potentially some of the Scheduled Seasons, depending on pre-production schedule. * Consider alternative Touring Party Members may need to be rehearsed if original symptomatic member is unable to commence tour preparation (eg. positive case or wait times for test results not viable for tour) |
| Community Contact | * Touring Party Members may be asked to limit contact with the wider community during the remount period and on tour. This will be dictated by current Health Authority restrictions. * In-person pre & post show engagements may not be scheduled when close contact with the community is likely, pending Health Authority restrictions. On stage Q&A sessions or similar will be considered. * COVID-Safe workshops with online or physical distancing in place may be considered pending Health Authority restrictions. |

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# ON TOUR COVID-Safe PROCEDURES

The below table of COVID-Safe procedures is based on the current *COVID-Safe Summer* level of health restrictions and directives in the State of Victoria, as at February 11, 2021.

RAV and all Touring Party members acknowledge the potential for restrictions to fluctuate during the course of a tour. COVID-Safe procedures may need to scale up to a more rigorous level in the case of an outbreak or reported cases within the communities that touring parties have visited in the last 14 days, or are scheduled to visit. Should this occur the Touring Party undertakes to comply with all directions from RAV and the Chief Health Officer updated regulations.

Touring Procedure 1: As per table below and based on current COVID-Safe Summer restrictions in Victoria. To be undertaken at all times whilst on tour.

Touring Procedure 2: SEE TOURING PROCEDURE LEVEL 2 (P2): below this COVID-Safe Work Plan. These more stringent touring procedures provide a guideline only of what may be required to tour where there is a localised outbreak or active cases within the community you are about to visit, or have visited within the last 14 days. These procedures are subject to variable State Government and CHO restricted activity directions, localised and venue restrictions. RAV will discuss these with you should we move to higher level restrictions.

For those without an online replacement, Regional Arts Victoria may seek to cancel, re-route, or postpone a tour when outbreaks occur across one or more locations. RAV staff will make their decision based on the Risk Assessment Matrix in the *RAV COVID-Safe Touring Policies*. RAV will also consult with artists on their feelings of personal safety in addition to undertaking a risk assessment before determining if the tour will re-commence.

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| ON TOUR All procedures are the Touring Parties responsibility to adhere to | |
| Category | Procedures – Normal Touring |
| General Health, Hygiene & Wellbeing | * Touring Parties form a “workforce bubble” for the duration of the tour * Practise good hand hygiene regularly during the tour including – handwashing and sanitiser use:   + Including before handling food, after smoking/coughing/sneezing/blowing nose/eating or using the toilet, after touching hair/scalp/mouth/nose or ear canal, after handling money or bank cards, plus strictly before, during and after travel with persons outside the Workforce Bubble. * Do not share personal items such as water bottles and keep cups. * Have cleaning protocols in place for shared facilities * Flexibility in socialising and group meals within the Workforce Bubble can be considered * Test temperature each morning before entering tour party vehicle * Daily wiping of phones/bank cards/keys, all items that are utilised frequently * Cover coughs and sneezes * Avoid touching face * Cleaning surfaces * Personal washing/Showers * Encourage good nutrition, sleep hygiene and regular exercise |
| Contact Tracing | * You must keep an up-to-date log or record of all performance site / venue visits by all Touring personnel including the name, times of entry/exit and date of any visit. We have provided a section in your physical daily schedules to write these down as you go. * Ensure any extra activities or locations visited in the community are noted in your daily schedule in the case of contact tracing measures needing to be put in place. |
| Face Masks and PPE | * All Touring Party Members must carry a face mask at all times. * Face masks are to be worn at all times when working within presenter venues and at other times as indicated in this COVID-Safe Work Plan. * State Government Health regulations regarding where and when face masks must be worn are subject to regular change. To ensure you are working to the latest mandated directives please check regularly for updates [here](https://www.coronavirus.vic.gov.au/face-masks). * Face Masks are recommended whenever physical distancing of 1.5m cannot be maintained. * Gloves must also be worn during venue-based activities, as detailed in this COVID-Safe Work Plan. * Any other PPE appropriate to your activities must be worn at all times as required * Correct use: A face mask must cover the nose and mouth. Face shields, scarves or bandanas do not meet these requirements. |
| Physical Distancing | * Physical distancing of 1.5m should be maintained in all settings wherever this is possible * Venues will advise of density quotient limits (persons per space) at each venue * 1.5m distancing should be maintained wherever possible in all work settings both within and outside of the venue settings. |
| Ground Transport:Transfers/Taxis/Ride Shares / Public Transport | * Wear a Face Mask when using public transport, taxis, share ride vehicles or any other shared transport. * Windows open where practical * If air-conditioning is on, set to bring external air into vehicle * Use contactless payment where possible. Cab charges provided by Regional Arts Victoria can be utilised like a normal bank card and be tapped * Adhere to any additional relevant service provider policies and procedures (while accounting for “Workforce bubble”) * Touring Party to handle own baggage * Avoid public transport where possible. |
| Rental Vehicles | * Sanitise steering wheel, clutch, door handles, seat belt, keys/immobilizer and other regular touch points when entering/leaving vehicle * Passengers disinfect internal door handles, personal vent and window controls and any other touch points when entering/leaving vehicle * Windows open where practical * If air-conditioning is on, set to bring external air into vehicle * Touring Party to handle own baggage * Adhere to any additional relevant service provider policies and procedures * Keep a log of who has been in the vehicle and who was driving at all times (handy for speeding fines also) |
| Freight/Show Equipment | * Sanitise any containers / roadcases / handles / tie downs etc appropriately per move (eg disinfectant spray) * Wear PPE (masks, gloves) when unloading truck/van with others * Travel with extra PPE for venue staff who have not been provided with PPE * Only driver and/or official company delegate can open/close freight compartments * Venue personnel and loaders able to assist with unload of vehicles, and enter freight compartment * Log all names of personnel at each move who have accessed freight * Pack for the next load out as distanced from others as possible * Personal items allowed in the truck * If air-conditioning is on, set to bring external air into vehicle * Limit any actions which would involve contact within 1.5m to a minimum where possible |
| Bump in | Process for Touring Party bump in staff:   * Ensure Touring COVID Marshal has discussed any COVIDSafe Work Plans with each venue before arrival, and communicated these to the touring party * Call the venue staff from your vehicle to advise you are at the loading dock, awaiting instruction * Put a of pair gloves and PPE/mask on before entering venue * Venue COVID Safe Work Plan & Toolbox chat. Touring Party will need to work under the Venues COVID Safe Work Plan at this point, unless it is unsafe to do so. Staff may be required to undergo health checks and procedures (temperature check etc) once entering the venue. * Unload vehicle with essential items only * Commence bump in as prepared during your remount period, or discussed with the Venue before arrival, with extra time allowed for sanitising and maintaining distancing wherever possible * Ensure sanitation of all venue controls (LX & Audio desks/follow spots etc) that touring personnel may be operating * Remove PPE responsibly once back at accommodation |
| Tech Equipment & Props | * Identify, list and create a risk management / hygiene strategy for all high touch / high risk and ‘shared’ staging, performance and technical equipment that you are touring with. * This may include headsets, microphones, headphones, props and sets as well as audio and LX equipment including laptops. * Work with your technical team to establish practical, safe equipment protocols and training. * Sanitise all high-risk equipment before / after each use with an alcohol-based disinfectant. * Hand hygiene immediately before and after use of shared equipment is recommended. * Consider a system of colour coded tape on all equipment to quickly identify when equipment has been cleaned and is ready for next use. * Restrict items like headsets and microphones to single allocated use by individuals in the Touring Party only. Consider colour coded or other tape identification method for each item/ person allocated. * Venues may require performers to fit their own body-worn radio mics if required. Ensure that performer’s clothing has a fixed collar/lapel position and a waistband/belt. * Require cast to handle hand-held props out of a sanitised bag and return them to the same bag when finished. |
| Company-Specific Bump in Measures |  |
| Performance | * Performers will be asked to limit contact with the wider community throughout the duration of the performance * Physical distancing of performers of 1.5m may need to be in place, pending Health Authority directives * Face Masks may need to be worn by non-singing / oral instrument performers should Health Regulation directives revert to this setting. **For those who can wear a mask during their performance, they must wear a mask.** * Minimum distance between audience and performers may be mandated by DHHS or by the venue and will need to be complied with. Should normally be at least 2 metres. * In-person pre & post show engagements may not be scheduled when close contact with the community is likely, pending Health Authority restrictions. PPE must be worn. On stage Q&A sessions or similar will be considered |
| Company specific Performance measures |  |
| School Venue specific measures | Utilise above ‘Performance’ measures and additionally:   * Confirm with schools ahead of time which areas of the school artists will be able to enter, exit and occupy throughout the time in the school * Confirm with schools ahead of time a contact teacher to minimise contact with multiple people * Adhere to school contact tracing measures and any physical distancing requirements * Adhere to school**’**s temperature check procedure on arrival to school premises * Wear masks and PPE whilst on school**’**s premises at all times except during the performance or workshop * Any additional measures as advised by Department of Education and Training at the time of touring, which are deemed to be of a higher safety standard than those outlined in this document |
| Bump OutEssential Bump out Staff | Process for Touring Party essential bump out staff:   * Put a of pair disposable gloves and PPE/mask on before Toolbox chat * Venue COVID Safe Work Plan & Toolbox chat may be required for bump out, or changed by Venue Technical Staff. Touring Party to adhere to Venue Safe Work Plans unless it is unsafe to do so, in which they will adhere to this COVID Safe Work Plan * Commence bump out as per usual, with PPE on, with extra time allowed to sanitise and maintain distancing wherever possible * Pack up performance equipment, sanitise all boxes/equipment before loading into vehicle * Load vehicle with essential items only * Debrief with Venue Staff to ensure satisfactory adherence to COVID-Safe practices maintained by all parties. Paperwork may be required to be signed confirming this. Ensure RAVs COVID Safe bump out sheet is signed * Remove PPE responsibly once back at accommodation or travelling within the “Workforce Bubble” |
| Bump OutNon-Essential Bump Out Staff | Process for Touring Party non-essential bump out staff:   * Put a of pair disposable gloves and PPE/mask on before commencing bump out * Pack up all personal items away from stage/main bump out activity area. * Wash costumes if possible at venue, or at accommodation (sanitise washing machine buttons before use).   + Ensure all costumes washed before entering next location * Sanitise all boxes/equipment in preparation for loading into vehicle * Advise your Touring Manager that you have completed your pack, and leave the venue under Venue COVIDSafe Work Plan guidelines (may be specific exits, or hygiene requirements etc) * Return to accommodation or wait at a designated space as directed by Venue staff for vehicle to be ready for departure * Remove PPE responsibly once back at accommodation or travelling within the “Workforce Bubble” |
| Company specific bump out measures |  |
| Accommodation | Upon booking:   * Individual rooms to be booked when available * If individual rooms are not available, private facilities are required   Before arrival:   * Call ahead to arrange check in time to avoid queuing, ascertain if accommodation has any COVID Safe Procedures you need to comply with   During & After:   * Adhere to any additional relevant hotel policies and procedures at all times * Request no contact room service delivery method * Clean keycards with disinfectant wipes upon receipt and daily * Use self-parking options where possible. If valet services are compulsory, clean contact points on the car before use   On departure:   * Utilise contactless check out when available |
| In the Community | Take steps to minimise interaction between Touring Party and community (to minimise transmission risk) by taking the following action:   * Avoid crowded areas where possible, * When shopping for groceries, opt for click and collect or delivery to accommodation or venue. If this isn’t possible, consider only one member of the company shop for groceries * Do not share personal items such as water bottles and keep cups * Wear appropriate PPE (masks) when in community for essential services including as mandated by regulations. |
| Hot Spots / Community Case Alerts | If anyone in the Touring Party is in, or has been in, a premises, community or Local Government Area that becomes a declared ‘hot spot’ with confirmed cases linked to a community outbreak of COVID-19, you need to:   * Check for latest case locations and outbreaks advice in Victoria [here](https://www.dhhs.vic.gov.au/case-locations-and-outbreaks-covid-19). (For other States see top of document) * Notify: Regional Arts Victoria * Remain within your Workforce Bubble, or if the tour is yet to commence, then limit contact with the community. * Isolate and remain either at home (pre-tour) or in accommodation (on-tour) until advised otherwise by DHHS or RAV. This may take several days and performance cancelations or re-scheduling may have to occur. You may need to relocate to your home if a prolonged isolation is required of all persons wanting to leave a declared ‘hot spot’. DHHS will be able to advise time periods required. * DHHS website will advise the dates from which the coronavirus risk was active. (This will pre-date the alert due to non-symptomatic infectious periods).   + Use this advice and talk with RAV staff to determine timelines and potential exposure risk to Touring Party. * Follow current Government advice as per [website](https://www.dhhs.vic.gov.au/coronavirus-covid-19-daily-update). * Seek advice from DHHS / RAV regarding next steps. RAV will provide assistance. * If only one Touring Party Member is affected and they have not been in contact with the rest of the tour / workforce bubble, have that person isolate until advised otherwise and remainder of Touring Party continue as per normal COVID-Safe Work Plan. NB: this scenario is only likely to occur *before* you embark on tour, e.g. During remount. * If all Touring Party is potentially at risk from a declared public exposure site undertake precautionary isolation, then follow RAV and DHHS Advice.   + Check for COVID Symptoms.   + If relevant, follow ‘*COVID-19 Suspected Cases’* Procedures, below. * The Touring Party may be required to remain within the declared ‘hot zone’ either until it is ‘delisted’ by DHHS or the required period of isolation has been completed.   + Regional Arts Victoria will assist you with this, including extensions to accommodation as necessary. |
| Interstate Travel / Permits / Red Zone | Before you travel interstate:   * Check for Travel Restrictions between States or Border Closures * Do you need a Permit to enter another State, or to come back into Victoria?   + As at January 11, 2021 you will need to apply for a permit to enter Victoria from anywhere in Australia * Check the Victorian ‘Travel Permit System’ web site [here](https://www.coronavirus.vic.gov.au/victorian-travel-permit-system) * Ensure you are not travelling into an ‘orange’, ‘red’ or ‘hot’ zone, or where an outbreak might be developing. * If you have travelled to or through a Red zone, you will not be allowed to enter Victoria without an exception, Specified Worker Permit or exemption. |
| Airline Travel | Pre-flight   * Company to be seated together on aircraft to minimise contact outside workforce bubble * Where possible check in online before airport arrival * Consider wear face masks in airport / in flight. If mandated at the time, comply and do so.   At the airport   * Arrive at airport at recommended time to minimise time in the airport * If online check in is not possible, one person to check in Touring Party at group check in * Adhere to additional relevant airport COVID-Safe procedures * Limit contact with others by avoiding retail and food outlets, lounges and seating areas where possible * Ensure all personal carry on is contained in appropriate bags and are not loose during travel   On the flight   * Wearing of face mask may be optional or may be mandated. Check with airline/ crew. * Adhere to any additional relevant airline and airport procedures * Disinfect own table and touch areas with disinfectant wipes   Arrivals   * Ensure sanitation of all luggage before handling * Wearing a mask may be mandated when picking up luggage from carousel and within the airport. Otherwise optional. |

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| COVID-19 CASES | |  |
| Category | Procedure | Responsibility |
| Suspected Case of COVID-19 | NOTE: *Each Presenter Venue will have their own policy and procedures for a suspected COVID-19 case and will enact their own isolation, cleaning, notification and related policies. Coordinate procedures with the Venue if you are in that environment. RAV will assist with this.*  *The below information is adapted from* [*Safe Work Australia*](https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Infographic-Suspected-or-Confirmed-Cases-a3.pdf)*;* [*Work Safe Victoria*](https://www.worksafe.vic.gov.au/report-confirmed-positive-case-covid-19)*;* and, the [*Victorian Government/ DHHS*](https://www.dhhs.vic.gov.au/workplace-guidance-for-managing-suspected-confirmed-cases-covid-19-doc)   1. If a member of the Touring Party is displaying symptoms: (Refer to [THIS](https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Infographic-Suspected-or-Confirmed-Cases-a3.pdf) infographic)    * **Isolate** - Immediately physically isolate the employee displaying symptoms, supply them with a face mask and gloves. Maintain physical distancing.    * **Notify & Seek Advice** - Inform Regional Arts Victoria immediately. Regional Arts Victoria will provide [local health authority contacts](https://www.health.gov.au/about-us/contact-us/local-state-and-territory-health-departments) for further advice and information about where and how to isolate.      + Contact Regional Arts Victoria after this discussion so we can assist with further actions required      + Notify the Venue if you are in or have just left if you are on tour.      + RAV will coordinate other Venue notifications related to your previous itinerary.    * **Get Tested & Transport** - Provide them transportation (taxi or drive them in your tour vehicle) to have them attend a COVID-19 testing clinic, and then back to accommodation.      + Isolate (II): Suspected Case must isolate from rest of Touring Party, community and all contact until test results are received. Normally within 48 hours.    * **Clean** - Clean & disinfect all areas where the person and close contacts have been. Use PPE when cleaning. Include accommodation, transport, production rooms and etc. Liaise with recently visited Venues re their facilities and procedures.    * **Identify** - who has had close contact with this person and what spaces they have occupied recently in order to assist contact tracing if required. This includes spaces other than the Venues, such as accommodation, cafes, shops.    * **Advise** – all other Touring Party Members / Workforce Bubble Members that they may have been exposed to COVID-19 and if advised by health authorities any requirement for testing and isolation.    * **Support** - Ensure that impacted employees are supported, including working with Regional Arts Victoria to arrange for isolation (e.g. extend hotel booking/getting them home etc)    * The Touring Party Member displaying symptoms can return to the workplace once a negative test result has been received    * Regional Arts Victoria will support the management of the schedule to ensure these measures can be undertaken by the Touring Party Members    * For those without an online replacement, work with Regional Arts Victoria to either cancel affected seasons or re-arrange travel 2. If advised by a third party such as a Venue that Touring Party Members may have come in contact with someone with a suspected case of COVID-19: (Refer to [THIS](https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Infographic-Suspected-or-Confirmed-Cases-a3.pdf) infographic)    * AS ABOVE(1) and ADDITIONALLY**:**    * Stay within the workforce bubble until negative test results or advised by health authorities that normal Touring activity can commence    * Regional Arts Victoria will provide support to ensure these measures can be undertaken, including any tour rescheduling that may be required. | Touring Party / Regional Arts Victoria  Touring Party /Regional Arts Victoria |
| Confirmed Case of COVID-19 | ***NOTE****:* While mandatory reporting and other actions are the responsibility of the Touring Producer – Employer, Regional Arts Victoria will work closely with the Tour Producer to actively assist you with reporting and with all other COIVD-19 case management procedures required, including isolating, accommodation, tour rescheduling or cancelling, and notifying all venues on the tour.  *The below information is adapted from* [*Safe Work Australia*](https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Infographic-Suspected-or-Confirmed-Cases-a3.pdf)*,* [*Work Safe Victoria*](https://www.worksafe.vic.gov.au/report-confirmed-positive-case-covid-19)*;* and[*the Victorian Government/ DHHS.*](https://www.coronavirus.vic.gov.au/confirmed-case-workplace)  Refer to [THIS](https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Infographic-Suspected-or-Confirmed-Cases-a3.pdf) infographic   1. If a member of the Touring Party has a confirmed case of COVID-19(i.e: returned a Positive Test for Coronavirus as advised by health authorities):    * Take ALL ACTIONS AS per SUSPECTED CASESABOVE and ADDITIONALLY;    * NOTIFY: immediately notify Regional Arts Victoria who will assist you. 2. **Mandatory Reporting:** As the Employer of the Touring Party, the Touring Producer must notify WorkSafe and DHHS immediately after becoming aware that:    * Any member of or person employed for the Tour has received a confirmed COVID-19 diagnosis    * The coronavirus-positive Tour Party Member has been physically present and engaged with the tour, with venues or had other similar physical contact within the relevant infectious period.      + The infectious period is normally 14 Days unless advised otherwise by DHHS. 3. **WORKSAFE:** Complete the WorkSafe incident notification form in full and submit to WorkSafe within 48 hours.    * How to report to WorkSafe – [here](https://www.worksafe.vic.gov.au/report-confirmed-positive-case-covid-19).    * Call WorkSafe on [**13 23 60**](tel:132360) 4. **DHHS**: You will need to work with DHHS to provide close contact details and comply with any further directions.    * DHHS have a range of reporting requirements, depending on ‘suspected’, ‘confirmed’, ‘single’, or ‘multiple’ cases.    * For full details of scenarios, process, contact form and risk assessment form templates see *Workplace Guidance for Managing Suspected and Confirmed Cases* – downloadable [here](https://www.dhhs.vic.gov.au/confirmed-case-in-the-workplace-covid-19).    * Notify DHHS or other entity nominated by the Department, report on actions taken, provide a copy of risk assessment, provide close contact details, and comply with any further directions from DHHS or WorkSafe as to further actions.    * DHHS notification: **1300 651 160**    * Completed Close Contact Forms and Risk Assessments to: [COVIDEmployerNotifications@dhhs.vic.gov.au](mailto:COVIDEmployerNotifications@dhhs.vic.gov.au) 5. **As the Employer**, the Touring Producer / Party must undertake any further steps required to assure the safety of the employees (Touring Party) and any workplaces as soon as practicable. This includes:    * Removing the employee from the work premises if required.    * Cleaning and disinfecting.    * Identification and notification of workplace close contacts and provision of close contact details to DHHS.    * Putting in place appropriate control measures. 6. **Identify** - who has had close contact with this person and where they have been recently in order to assist contact tracing if required. This includes spaces other than the Venues, such as accommodation, cafes, shops. 7. **Advise & Inform** – all other Touring Party Members / Workforce Bubble Members that they may have been exposed to COVID-19 and if advised by health authorities any requirement for testing and isolation. 8. **Testing** - Touring Party Members who have been in contact with a Confirmed Case *will* have to get tested and isolate until they return a negative result.    * DHHS may advise them to isolate for 14 days and wait of a second negative result before resuming work/ touring. 9. **Support** - Ensure that impacted employees are supported, including working with Regional Arts Victoria to arrange for isolation (e.g. extend hotel booking/getting them home etc) 10. The Tour process going forward:     * For those Touring Party Members other than the confirmed infected person, follow all directions of DHHS regarding testing, isolation or quarantine, and time periods.     * In addition to getting tested, all employees to monitor their personal health and report any symptoms to RAV immediately.     * Ensure 14 day isolation before continuing program (should a further test come back negative)     * The infected creative worker can return to the program once a negative test result has been received and symptoms are no longer present 11. If notified by a Presenter or other third party of a confirmed COVID-19 case (Refer to [THIS](https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Infographic-Suspected-or-Confirmed-Cases-a3.pdf) infographic):     * As per SUSPECTED CASES ABOVE     * **Isolate – Get Tested – Notify & Seek Advice – Clean – Identify – Workforce Bubble** | Touring Producer / Party  Regional Arts Victoria |

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| POST TOUR | |  |
| Category | Procedure | Responsibility |
| Mental Health | 1. Regional Arts Victoria will debrief with Touring Party Members on each touring project, and check in on Mental health during this debrief, with appropriate referrals to additional support if needed | 1. Regional Arts Victoria |
| Communication | 1. All members of the Touring Party (including performers, touring crew and subcontractors) to immediately advise the Touring Producer and Regional Arts Victoria if they develop or are diagnosed with COVID-19 within 14 days of the tour ending. 2. Touring Producers to maintain communications for a minimum 14-day period following completion of performances with all members of their Touring Party in order to advise on the above 3. Touring Producers to advise Regional Arts Victoria, Touring Party & subcontractors involved in the Tour (such as freight drivers and crew) if any members of the Touring Party develop or are diagnosed with COVID-19 within 14 days of the tour ending 4. Venues to advise Regional Arts Victoria if any venue staff, students or audience members develop or are diagnosed with COVID-19 within 14 days of the performances being presented. 5. Review operational practices and protocols as required based on monitoring and feedback from debriefing processes. 6. Identify any further training required for staff or Touring Parties to ensure future safe touring | 1. Touring Party 2. Touring Producer 3. Touring Producer 4. Venues 5. Regional Arts Victoria/Touring Party 6. RAV &Touring Party |

# TOURING PROCEDURE LEVEL 2 (P2):

These more stringent touring procedures provide a guideline only of what may be required to tour where there is a localised outbreak or active cases within the community you are about to visit, or have visited within the last 14 days. These are subject to variable State Government and CHO restricted activity directions, localised and venue restrictions. RAV will discuss these with you should we move to higher level restrictions

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| ON TOUR All procedures are the Touring Parties responsibility to adhere to | |
| Category | Procedures Level 2 – Higher Restrictions  Adhere to ALL Normal Touring Procedures PLUS Level 2 Procedures below |
| General Health, Hygiene & Wellbeing (P2) | * Touring Parties form a “workforce bubble” for the duration of the tour (including remount period) * Avoid using shared facilities wherever possible * Limit socialising and group meals, even within the Workforce Bubble * Fill out online Health Questionnaire daily * Where possible maintain distance of at least 1.5m with anyone outside the Workforce Bubble * All Touring Party Members should be tested for COVID-19 if any symptoms present for acute respiratory disease (cough, sore throat, shortness of breath) or a fever or history of fever from anyone within the workforce bubble. All remain in self - isolation until a negative result is returned. |
| COVID-19 Testing (P2) | * If tour pre-production is commencing within a ‘*Moderate’* risk assessment context (As determined by the Risk Matrix in *RAV Policies COVID-Safe Touring*) then all members of the Touring Party must also undertake COVID-19 testing to screen for Coronavirus within 5 to 3 days of remount or pre-production activity, in addition to when commencing the tour on-road. * Regional Arts Victoria will advise you if this is required.   + Each member of the Touring Party must be able to provide proof of a negative Coronavirus test outcome to the Tour Producer prior to the remount. For example, a screen shot of the SMS text advice to your phone.   + The Tour Producer must provide a declaration to Regional Arts Victoria that all members of the Touring Party have returned negative COVID-19 test results prior to remount including documentation evidence.   + Regional Arts Victoria will reimburse any costs associated with paying for asymptomatic testing and can advise the Tour Producer regarding this process. |
| Ground Transport:Taxis/Ride Shares / Public Transport / Rental Vehicles (P2) | * Touring Party to handle own baggage. If handled by other parties, sanitise immediately * Seat all passengers near a window (i.e. no centre seat/s). Utilise 8/12 seaters or multiple vehicles to allow for this |
| Freight/Show Equipment (P2) | * Avoid prolonged time in cargo compartments – no one but driver/loaders should enter unless absolutely necessary and avoid venue personnel accessing interiors of truck/containers * Limit items that need to be removed from the freight load where possible (ie: pre plan packs to ensure items that don’t need to be moved can stay in place) * No personal items allowed on truck (eg: musical instruments, sporting equipment etc) |
| Bump In (P2) | * If advised of a local COVID outbreak, ensure Venue Staff are aware of community outbreak and appropriate measures are in place to continue to bump in & perform * Notify Regional Arts Victoria immediately of active case information * Only essential Touring Party Members to enter the venue during bump in * Non-essential Touring Party Members to go straight to accommodation and remain there until required. PPE to be worn during travel between venue & accommodation |
| Bump Out (P2) | * No post-show celebrations after show, please go straight back to accommodation |
| Accommodation (P2) | Upon booking:   * Kitchen & laundry facilities to be provided where possible to help minimise community contact   Before arrival:   * Utilise contactless check in when available * If contactless check in is not available, one person to check in the entire Touring Party   During & After:   * Limit the frequency of housekeeping. * Take all possible steps to avoid other hotel guests by minimising use of shared facilities and movement around common areas of the hotel |
| In the Community (P2) | * Go straight from accommodation to theatre and vice versa unless exercising or for essential reasons * Exercise with others should be kept to people from touring bubble, try to utilise exercise equipment outdoors, and ensure thorough sanitation before and after use * Visits and meals with people outside work bubble should be in an outside or distanced setting where possible, or further restricted depending on mandated regulations. * Limit socialising and group meals, even within the workforce Bubble * Avoid populated areas. * With pre-prepared food, have takeaway or delivery rather than eat in restaurants * Wear appropriate PPE (masks) when in community for essential services |
| Airline Travel (P2) | Pre-flight   * Monitor updates from flight provider, stay alert to any late notice changes to services. * Consider wearing PPE (gloves/masks) in airport. NB: This may be mandated. Check with airline / crew re regulations.   On the flight   * Wearing of mask is recommended, even if it is not mandated. * Adhere to any additional relevant airline and airport procedures * Disinfect own table and touch areas with disinfectant wipes * Limit movement around the cabin and use hand sanitiser on return to seat   Arrivals   * Wearing a mask and gloves is recommended when picking up luggage from carousel and within the airport (Is currently mandated – be aware of regulation changes) |

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# Reference Documents:

This document was created utilising the below Health Authority resources and Creative Industry guidelines & Plans

**Safe Work Australia**

Resource Kit: [https://www.safeworkaustralia.gov.au/collection/COVID-19-resource-kit](https://www.safeworkaustralia.gov.au/collection/covid-19-resource-kit)

Taxi & Ride Share: [https://www.safeworkaustralia.gov.au/COVID-19-information-workplaces/industry-information/taxi-and-ride-share](https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/taxi-and-ride-share)

Information for Workplaces: <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces>

Confirmed Case Infographic: <https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Infographic-Suspected-or-Confirmed-Cases-a3.pdf>

**Work Safe Victoria**

Coronavirus Resources <https://www.worksafe.vic.gov.au/coronavirus-covid-19>

Preparing for a Pandemic - <https://content.api.worksafe.vic.gov.au/sites/default/files/2020-05/ISBN-Preparing-pandemic-guide-employers-2020-05.pdf>

**Department of Human and Health Services**

<https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>

<https://www.dhhs.vic.gov.au/coronavirus>

**Health.gov.au resources:**

[https://www.health.gov.au/resources/publications/coronavirus-COVID-19-advice-on-managing-the-health-risks-from-COVID-19-on-international-flights](https://www.health.gov.au/resources/publications/coronavirus-covid-19-advice-on-managing-the-health-risks-from-covid-19-on-international-flights)

[https://www.health.gov.au/resources/publications/coronavirus-COVID-19-information-for-hotels-and-hotel-staff](https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-for-hotels-and-hotel-staff)

**Creative Victoria** Arts and Culture Guidelines for coronavirus (COVID-19): <https://creative.vic.gov.au/coronavirus/return-to-business>

**Circa** Covid Safe Plan <https://paca.org.au/wp-content/uploads/2020/06/Circa-Covid-Safe-Plan-14-5-20-small.pdf>

**VAPAC** Venue re-opening Guidelines https://vapac.org.au/resource\_category/covid-19/

**Live Performance Australia** Covid-Safe Touring Guidelines <https://liveperformance.com.au/wp-content/uploads/2020/08/Touring-Guidelines-FINAL-2020.08.05-1.pdf>

**The Arts Wellbeing Collective** Tour Well <https://www.artswellbeingcollective.com.au/wp-content/uploads/2018/07/Tour-Well-Arts-Wellbeing-Collective-February-2019.pdf>

**The Arts Wellbeing Collective** Tour Well for Tour Managers https://www.artswellbeingcollective.com.au/wp-content/uploads/2019/08/Tour-Well-for-Tour-Managers-Arts-Wellbeing-Collective-Arts-on-Tour.pdf

# Annexure A – Remount Planning

**Coronavirus negative plan**

In order to be able to tour throughout the state within the context of COVID-19, all measures must be put into place to ensure Touring Party Members are free from Coronavirus before any rehearsal period, and getting on the road. Regional Arts Victoria will work with each touring party member to formulate a plan on how to do this. Below are some suggestions to formulate this plan.

**COVID-19 screening tests.**

In order to mitigate risks from touring to artists and the community, RAV have formulated a Policy and set of processes regarding when pre-production and pre-tour COVID-19 testing is required by all Touring Party Members. Refer to the Safety, Hygiene & COVID-19 Testing sections under both Normal P1 and Procedure P2 Touring above.

It is best if Touring Party Members can limit community contact to within in the “workforce bubble” throughout the remount period. This will ensure you are able to go on the road immediately after the remount period.

**During Remount**

The Safe Work Plan outlines the measures that need to be in place during remount. Further to this, we suggest you;

1. Create a checklist for touchpoints within the space you are rehearsing to be sanitised
2. Create a colour coding system for ensuring equipment is sanitised. A colour for each performer, with that colour tape on their mic/ headset etc; and a red dot for not cleaned; green dot for sanitised and clean type system. This type of system will be used by venues too.
3. We highly recommended using one rehearsal space for the duration of the remount period.
4. Sanitise phones and keys and other items regularly touched throughout each day.

**Preparing your Company/ Tour Party**

1. Schedule a time during the remount to discuss with all company members the COVID Safe touring requirements. Be clear about roles and responsibilities for everyone to tour safely – what they will be required to do, and what *not* to do.
2. Designate who will be the Touring COVID Marshal for the tour party
3. Make a plan for bump in and bump out, go through the roles for everyone, and consider how best to carry out your pre-show preparations safely, ensuring physical distancing.
4. Does your new plan for bump in and bump out require any additional time? Alert the venues to discuss

**Performance elements**

1. Assess your production, and consider which elements of your performance need to be adapted to ensure physical distancing and safety is maintained.
   * Do you have any audience participation? Can this be done safely or will you need to adapt these performance moments?
   * How close do the performers get to the front row audience?
   * Physical distancing on stage between performers – can this be maintained? (NB the actual distance will be updated via Health Authorities)
   * Do the performers share props – do they need to? Do you need to consider duplicates?
2. Establish a list of the show elements which will be brought into the venue, and make a plan for who will be responsible for moving these items, to minimizing touch points.
3. Limit the handling of venue equipment to only what is necessary. Discuss in advance who will be required to handle venue equipment and keep this behaviour to those people.
4. Consider where people need to move around within the venue and stick to those movements. Build a routine. EG performers never go into the bio box, where physical distancing is problematic.

**Prepare Management protocols for on tour**

1. Work with RAV to determine your PPE requirements, – keep a COVID Kit available which specifies current PPE recommendations for various stages of working.
2. Producers are recommended to maintain a list of “in case of emergency” contacts for all members of the tour party
3. Work with RAV to create a contact list of COVID specific contacts (agencies or organisations) who will need to contacted in the event of an incident, and have this list be easily accessible
4. Establish a process for recording locations visited by the tour party as you travel, to support contact tracing if required at a later dates. Could be notes in the tour book, take a photo of each location, can be kept private until required by agencies.

**Before going on the road**

During your discussions with the venues about technical specifications, the Touring COVID Marshal will also need to exchange your COVID-Safe Work Plan with venues, and discuss extra measures that may need to be put into place.

This is something that may take time, and we recommend planning a few extra days for this role to undertake these conversations between remount & touring. We recommend using this time to develop and put in place a mental health plan. For support to develop a mental health plan, download a copy of the Arts Wellbeing Collective’s **Designing a Psychosocial Framework: COVID-19** or contact the team at the Arts Wellbeing Collective who can assist you to develop a tailored plan. (Email artswellbeingcollective@artscentremelbourne.com.au)

<https://www.artswellbeingcollective.com.au/resources/designing-a-psychosocial-safety-framework-covid-19/>

**Having seconds/replacements**

Replacement performers/technicians are only advisable during the remount period, where the scheduling has allowed enough time to ensure the rest of the Touring Party Members are not symptomatic. Once on the road, replacements will not be an option and it is likely the tour will have to be cancelled.

# Annexure B – Safe Work Plan venue discussions

Recommendations to Producer and Tour Party for questions and issues to consider in the pre-tour planning period.

SUGGESTED QUESTIONS TO DISCUSS WITH EACH PRESENTER DURING YOUR PRE-TOUR COMMUNICATIONS

In the same way that you will discuss the tech requirements of your show or the marketing plan, you will now need to have a discussion regarding working in a COVID Safe way according to your company and the venue’s requirements. Some suggested questions to ask are;

1. Who is the current COVID compliance contact for your venue?
2. Do I have the most current COVID safe plan from your venue?
3. What do I need to be aware of when we arrive - What phone number should I call on arrival at the venue? How does your venue plan to do inductions with our company?
4. Are you planning to run a Q&A after the show, what is your process for doing this?
5. Will we have the same crew for bump in and out?
6. Does your venue provide PPE for your crew?
7. Who do we speak with if we’re concerned about something / have a suggestion for a COVID safe idea / improvement?
8. What other important things do I need to know about working in your venue?

# Annexure C – Positive Mental Health Strategies for Touring Amidst COVID-19

Touring is a challenging environment for maintaining positive mental health at the best of times. Being away from home, travelling for long periods of time, sleeping in different beds and adjusting to new surroundings & schedules can be both exciting and draining. The added complexities of touring amidst COVID may affect your touring party members’ wellbeing and now, more than ever, it’s important to look out for each other.

Regional Arts Victoria strongly encourages touring parties to develop a plan to mitigate risks to mental health. The following is a guide to communicating and collaborating with your teams and corresponding industry resources.

**Remount**

Prior to touring, it is crucial that companies consider how they will support mentally healthy rehearsal and remount periods, and that touring party members are encouraged to plan individually to meet their own positive mental health needs *before* they hit the road.

**Recommended actions:**

* **Get informed:** Visit the links listed at the end of this Annexure to develop an understanding of positive mental health practices, resources and supports available
* **Develop a plan:** Use these resources to form a plan that is relevant to your own company’s rehearsal and touring contexts. Consider any barriers to participating in rehearsals and touring, and address competing priorities ahead of time (family or cultural commitments, access requirements, other work commitments, etc.) to minimise stress. For support to develop a mental health plan, download a copy of the **Arts Wellbeing Collective’s Designing a Psychosocial Framework: COVID-19** or contact the team at the Arts Wellbeing Collective who can assist you to develop a tailored plan. [artswellbeingcollective@artscentremelbourne.com.au](mailto:artswellbeingcollective@artscentremelbourne.com.au)

<https://www.artswellbeingcollective.com.au/resources/designing-a-psychosocial-safety-framework-covid-19/>

* Put it in writing: Include information about your commitment to positive mental health in contracts with touring party members. Email touring party members before the first rehearsal or meeting with information about your plan and an invitation to participate in a group discussion about positive mental health
* Discuss in person: Put aside time at the first rehearsal or meeting to draw touring party members’ attention to the added stressors of touring amidst COVID-19 and emphasise that the company will put structures and resources in place to support positive mental health. Share information about the structures, including:
* Developing and enacting COVID Safe Plans
* Contractually committing to promoting a mentally healthy environment
* Regularly promoting positive mental health in rehearsals, on tour & post-tour
* Inviting suggestions and offering some of your own, for example: developing a Code of Conduct together, doing daily check ins or weekly debriefs, etc.
* Providing information about professional services touring party members can access: Support Act Helpline, Lifeline, Beyond Blue, etc.
* Sharing Arts Wellbeing Collective’s Tour Well resources and this document
* Inviting touring party members to discuss their needs with each other at the next rehearsal or meeting. They should share as much or as little as they’d like to, with consideration of how their sharing may raise issues for others
* Listen and share: Follow up with an email containing the above information and relevant documents/resources
* Revisit: Regularly resend the above information and encourage touring party members to develop their own individual strategies. Your plan should also include opportunities for in person discussions throughout remount and on the road
* Look out for each other: If you or another touring party member observe concerning changes to behaviour or mood in yourself or others, use the tools and resources in this document to offer or ask for appropriate support

**On the road**

Your touring party has discussed mentally healthy touring and been encouraged to develop their own individual strategies. Now it’s time to put them into practice on tour.

**Recommended actions:**

* Implement the plans you developed prior to touring: Did the touring party agree to follow the Arts Wellbeing Collective’s Tour Well guides and/or make any other plans together? Make sure you revisit what has been agreed to and remind people to review their individual strategies while they’re on the road
* Communicate and compromise on touring preferences: Everyone will have their own preferences for singalongs or sleeping in the car, shared or solo meals, post-show hangs or alone time. Share your own and listen to/respect others’ preferences. This will enable touring party members to address their own needs and be considerate of each other
* Role model self-care: Start with the basics by eating regularly and nutritiously, drinking lots of water, prioritising regular exercise and maintaining regular sleep patterns. Consider all of these self-care needs within the touring schedule and plan ahead for more demanding days. Stay connected to your loved ones and the outside world. Implement your individual strategy to maintain good mental health
* Check in regularly to address practical things that cause stress: Identify a regular time to check in with the touring party (in the car between venues, over morning coffee/tea). Has bump in felt rushed at the last few venues? Are touring party members struggling to find time for exercise or regular meals? Share your own non-judgemental observations of things that may be causing stress and ask others to do the same, then work toward a solution
* Look out for each other: If you or another touring party member observe concerning changes to behaviour or mood in yourself or others, use the tools and resources in this document to offer or ask for appropriate support

**Post-tour**

You made it! But supporting positive mental health can continue even after you’ve unloaded the truck and returned home doesn’t end there.

**Recommended actions:**

* Express gratitude: Be generous with positive feedback and thank your touring party for their work. Acknowledge the challenges faced and overcome through working together
* Debrief: Within a month of the tour finishing, meet with the full team to discuss what worked well, what you might want to do differently next time, what lessons you’ll each take away with you, and express appreciation for each other
* Acknowledge the adjustment period: It may take some time to adjust to post-tour life. Remind your team to look after their wellbeing by reconnecting with friends and family. Direct them to resources such as helplines to help them readjust as needed

## Useful Links

**Prepare**

Arts Wellbeing Collective

* [Tour Well for Tour Managers](https://www.artswellbeingcollective.com.au/resources/new-tour-well-for-tour-managers) | practical suggestions, evidence-based tips and real life examples for designing and delivering tours that promote positive mental health for the whole company
* [Pre-Tour Preparation for Individuals](https://www.artswellbeingcollective.com.au/resources/tour-well-pre-tour-preparation/) | preparing your brain and your bags for touring
* [Designing a psychosocial safety framework](https://www.artswellbeingcollective.com.au/resources/designing-a-psychosocial-safety-framework-covid-19/) | guidelines for arts organisations and companies to put in place strategies for mitigating risks to mental health and wellbeing

Company & Business Resources

* [Mental Health First Aid Guidelines](https://mhfa.com.au/mental-health-first-aid-guidelines) | free guidelines for providing mental health first aid
* [Business Victoria](https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/mental-health-in-business) | guide to recognising the signs of stress and know what to do about it
* [Victorian Small Business Commission (VSBC)](https://www.vsbc.vic.gov.au/responding-to-coronavirus-covid-19/looking-after-your-mental-health/) | comprehensive mental health guide for small business owners

**Maintain**

Arts Wellbeing Collective

* [Sharing your story](https://www.artswellbeingcollective.com.au/resources/deciding-tell-others) | a guide to safely sharing your mental health needs and experiences
* [Caring for yourself and others in COVID](https://www.artswellbeingcollective.com.au/resources/covid-19) | tips and resources for looking out for each other

Meditation & Mindfulness

* [Smiling Mind](https://www.smilingmind.com.au/smiling-mind-app) | free daily meditation and mindfulness app
* [Headspace](https://www.headspace.com/headspace-meditation-app) | another free daily meditation and mindfulness app
* [Waking Up with Sam Harris](https://www.wakingup.com/) | neuroscientist, philosopher and author Sam Harris explores the practice of meditation and examines the theory behind it
* [Meditations for Performance Energy](https://www.artswellbeingcollective.com.au/resources/meditations-for-performing-arts-practitioners/) | free meditations designed by performing artist Deone Zanotto

Get Moving

* [Yoga with Adriene](https://www.youtube.com/user/yogawithadriene) | plenty of yoga options for all experience and mobility levels of various time lengths, free on YouTube
* [Retro Sweat](https://www.youtube.com/channel/UCEyPgVaudpNmKj1-rWYk30g) | the original 1980s freestyle aerobic workout in free 3 min YouTube blocks
* [PE with Joe](https://www.youtube.com/user/thebodycoach1) | home (or hotel room) high intensity workouts, free on YouTube
* [Nike Training](https://www.nike.com/au/ntc-app) | 185+ free workouts from 15-45 mins of length with a range of exercise types and training plans via app

**Respond**

Counselling and Crisis Support

* [Support Act Wellbeing Helpline](https://supportact.org.au/wellbeinghelpline/) | 1800 959 500 | free, confidential counselling service that is available to anyone working in Australian music or the arts, who needs to talk to someone about any aspect of their wellbeing
* [Lifeline](https://www.lifeline.org.au/) | 13 11 14 | crisis support
* [Beyond Blue](https://www.beyondblue.org.au/the-facts/looking-after-your-mental-health-during-the-coronavirus-outbreak) | 1300 22 4636 | crisis support
* [R U OK?](https://www.ruok.org.au/findhelp) | helplines and resources
* [Ahead for Business](https://aheadforbusiness.org.au/) | small business mental health advice
* [Heads Up](https://www.headsup.org.au/healthy-workplaces/for-small-businesses) | small business mental health advice
* [Suicide Call Back Service](https://www.suicidecallbackservice.org.au/) | 1300 659 467 | professional 24/7 phone and online counselling for people affected by suicide
* [Alcohol Drugs Information Service](https://campaigns.health.gov.au/drughelp) | 1800 250 015 | hotline and resources for those dealing with drugs and alcohol issues
* [National Debt Helpline](https://ndh.org.au/) | 1800 007 007 | free advice and step-by-step guides on how to tackle debt
* [The Royal Women's Sexual Assault Crisis Line](https://www.thewomens.org.au/health-professionals/violence-and-sexual-assault/sexual-assault-crisis-line) | crisis counselling, support and advocacy for survivors of sexual assault
* [Mensline](https://mensline.org.au/) | 1300 78 99 78 | crisis support for men
* [Health VIC Women's Mental Health](https://www2.health.vic.gov.au/mental-health/rights-and-advocacy/diversity/women-and-mental-health-services) | women’s mental health services finder
* [Domestic Violence Resource Centre Victoria](https://www.dvrcv.org.au/womens-refuges) | secures refuges for women suffering from domestic violence in Victoria
* [Reach Out](https://au.reachout.com/) | help for young people and their parents in difficult times
* [Red Cross](https://www.redcross.org.au/stories/covid-19) | practical tips to maintain your wellbeing and manage isolation
* [SANE Australia](https://www.sane.org/) | 1800 187 263 | support for those who identify as having a complex mental illness
* [Relationships Australia](https://www.relationships.org.au/) | relationship support services
* [Standby](https://standbysupport.com.au/) | support for anyone who has been impacted by suicide
* [Black Dog Institute](https://www.blackdoginstitute.org.au/) | self-help tools, apps and information for people with depression
* [Mindspot](https://mindspot.org.au/) | free service providing assessment and treatment courses
* [Qlife](https://qlife.org.au/) | telephone and web-based services to support LGBTI people of all ages
* [PANDA](https://www.panda.org.au/) | a national telephone information, counselling and referral service for people suffering from perinatal anxiety & depression

# Annexure D – COVID19 Symptoms. Get Tested then Stay Home

