



**Regional Arts Victoria**

**COVID-Safe Plan for Touring in 2022**

**Updated March 2022**

Dear Producer

Welcome back to touring! We are SO very delighted to be supporting you to get your beautiful art to regional communities again. However, there are still some precautions we all need to take to ensure the safety and wellbeing of the Australian community – artists, audiences, employers, employees, teachers, students, contractors, and volunteers – is considered.

Under the [Public Health and Wellbeing Act](https://content.legislation.vic.gov.au/sites/default/files/2020-05/08-46aa043%20authorised.pdf), The Victorian Government has mandated all people working on-site to be fully vaccinated (or have a relevant medical exemption) which includes [Creative Arts Workers](https://www.coronavirus.vic.gov.au/information-workers-required-be-vaccinated#vaccination-requirements-for-workers-under-victoria%E2%80%99s-roadmap). Which means that all artists and crew touring with us on a tour in 2022 will need to be fully vaccinated. For those with a medical exemption, we will work with you on a risk assessment to ensure that touring in 2022 is the right decision for you and develop safety measures if it is considered safe.

For the purposes of this document, ‘fully vaccinated’ means all people who have had (at December 2021) the first and second doses of a relevant COVID19 vaccination, as well as any subsequent booster shots mandated by relevant authorities; OR those who have a relevant medical exemption and have completed a risk assessment with Regional Arts Victoria prior to commencing their tour.

With strong vaccination results within Australia, we are really pleased to acknowledge that touring in 2022 and beyond will entail less measures to remain COVID-Safe than before, however, mitigation measures will still exist. Some of these measures are mandated by law, whilst others are ‘highly recommended’. The COVID-19 environment still requires us to manage risks of transmission, especially whilst on tour, and requires all of us to document how we will provide a COVIDSafe ‘Workplace’, ultimately protecting yourselves and regional communities.

**Our shared responsibility**

Whilst all Touring Party members will be required to be fully vaccinated (which includes having had a booster shot if required) by the time you go on the road, transmission is still possible whilst being fully vaccinated. Because touring poses a higher risk of transmission through its travel activity, **Regional Arts Victoria asks all Touring Company members to familiarise themselves with and agree to its 9 Key Touring Policies**, which are our key measures for COVID-Safe touring.

To action these key policies, the tables in this COVID-Safe Plan are a guide to how these may be enacted in a touring environment. It outlines the **sole responsibility** of the Touring Company and outlines the **shared responsibility** of companies, Regional Arts Victoria and venue staff.

Regional Arts Victoria’s COVID-Safe Plan is to be used in conjunction with State Governments Health information, guidelines and restriction levels, as well as presenters own COVID-Safe Plans when in their venues, which may change over the course of 2022.

Please read this document carefully, noting that your understanding of, and adherence to, this COVID-Safe Plan is expected under your 2022 Producer Agreement.

Rest assured we are here to support you, the Touring Party Members and Tour Producer, to navigate and deliver a safe and a delightful tour in 2022.

Warm Regards

**Rosie Dwyer**

**Director of Programming**

Regional Arts Victoria

Regional Arts Victoria’s COVID-Safe Plan for Touring 2022

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# About this COVID Safe Plan

This document is version 3.2 of the COVIDSafe work plan for Touring and was updated in March 2022 based on advice for the live performance sector found; <https://www.coronavirus.vic.gov.au/arts-and-live-performances-sector-guidance>

 **Each artist touring within Regional Arts Victoria’s programs will need to comply with the 9 Key Touring Policies listed below.** They inform the key requirements to tour with Regional Arts Victoria. Following the list of 9 Key Touring Policies, you will find guides that will support you and your company to enact these policies at Pre, During and Post tour stages.

If you are unable to comply with any aspect of this COVID-Safe Plan and an appropriate alternative cannot be found, rescheduling or cancelling the tour may need to occur.

# Regional Arts Victoria’s 9 Key Touring Policies

Regional Arts Victoria acknowledges the potential risk of COVID community transmission for touring artists from venue to venue, town to town, even with such high vaccination rates. 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 touring polices. Due to the identified potential for risk, in some instances the risk management policies may be more stringent than those currently mandated by the State Government Chief Health Officer, Department of Health or other regulatory body.

In agreeing to participate in this Tour, the Producer and Touring Company agree to adhere to the policies and procedures included in this COVID-Safe Plan and subsequent updates to this document.

**The below outlines the 9 Key Touring Policies that are expected to be undertaken by all Touring Party Members whilst touring with Regional Arts Victoria during the COVID-19 context:**

|  |  |
| --- | --- |
| **1** | Each member of the Touring Company will provide a valid and up to date Vaccination Certificate for the Touring Producer to sight before embarking in remount and on-road activities. This will include booster shots if that is required before your touring schedule commences. If you have a medical exemption, Regional Arts Victoria assess the risk of the artist to tour, and if deemed safe, develop a specific COVID Safe plan |
| **2** | Each member of the Touring Company will test for COVID, providing proof of negative result before embarking in on-road activity |
| **3** | Check in to venues and note stop offs in your daily schedule |
| **4** | Continue to wear a mask during bump in and bump out and at other times you cannot physically distance |
| **5** | General hand and other hygiene measures will be kept to a high standard whilst on tour. |
| **6** | Touring Parties are to adhere to other organisation’s COVID-19 procedures when in contact with them (ie venues or accommodation providers). |
| **7** | Confirmed cases within the Touring Party will be reported to Regional Arts Victoria immediately, and all other reporting procedures detailed in this COVID Safe Plan will be followed.  |
| **8** | Whilst unlikely, cancellation of Scheduled Seasons due to Case Outbreaks may need to occur, and the Presenter, Touring Producer and Regional Arts Victoria will work together to manage this occurrence.  |
| **9** | 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 and relevant State Government on actions to be taken and include risk mitigation specific to touring activity. The Touring Party must comply immediately with any change in directions or restrictions notified to them by RAV or other relevant authorities. |

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

|  |  |
| --- | --- |
| **Victoria** |  |
| VIC Travel Restrictions | <https://www.coronavirus.vic.gov.au/covidsafe-travel-victoria>  |
| 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://coronavirus.nt.gov.au/chief-health-officer-directions> |
| 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) |
| **Travel restrictions & permits** |  |
| VIC | <https://www.coronavirus.vic.gov.au/interstate-travel>NB. There are links to all other States Travel Restrictions on this page.  |
| **Health.gov.au resources** |  |
| Approved vaccines | <https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/approved-vaccines>  |
| Approved self-tests | <https://www.tga.gov.au/covid-19-rapid-antigen-self-tests-are-approved-australia>  |
| Immunisation medical exemptions | <https://www.servicesaustralia.gov.au/individuals/topics/immunisation-medical-exemptions/40531>  |
| Travel and restrictions | <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/coronavirus-covid-19-travel-and-restrictions>  |

# Quick Links to COVIDSafe Plan Resources – Victoria

|  |  |
| --- | --- |
| Performing Arts Sector Guidance | <https://www.coronavirus.vic.gov.au/arts-and-live-performances-sector-guidance> |
| Cases in the Workplace | <https://www.coronavirus.vic.gov.au/case-workplace>  |
| Outbreak Case Notification Form | <https://www.coronavirus.vic.gov.au/covid-outbreak-notification-form> |
| Cleaning Guidance  | <https://www.health.vic.gov.au/coronavirus-cleaning-guidelines-for-workplaces-doc> |
| Record Keeping Requirements – Workers | [coronavirus.vic.gov.au/covidsafe-](https://www.coronavirus.vic.gov.au/covidsafe-workplaces) [workplaces](https://www.coronavirus.vic.gov.au/covidsafe-workplaces)  |
| Worker Vaccination Requirements  | https://www.[coronavirus.vic.gov.au/worker-](http://coronavirus.vic.gov.au/worker-vaccination-requirements) [vaccination-requirements](http://coronavirus.vic.gov.au/worker-vaccination-requirements)  |
| Face Mask Requirements | <https://www.coronavirus.vic.gov.au/face-masks-when-wear-face-mask> |
| Good Hygiene Practices | <https://www.health.vic.gov.au/covid-19-infection-control-guidelines> |
| COVIDSafe Workplaces | <https://www.coronavirus.vic.gov.au/covidsafe-workplaces>  |
| Improved Ventilation  | <https://www.coronavirus.vic.gov.au/ventilation>  |
| Report a Positive Rapid Antigen Test ResultRapid Antigen Testing | <https://www.coronavirus.vic.gov.au/report> <https://www.coronavirus.vic.gov.au/rapid-antigen-tests>  |
| Checklist for COVID Cases | <https://www.coronavirus.vic.gov.au/checklist-cases>  |
| Checklist for COVID Contacts | <https://www.coronavirus.vic.gov.au/checklist-contacts>  |

# 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 specific COVID-safe responsibilities of these three parties.

## Regional Arts Victoria (RAV)

* Ensure all RAV staff coming into contact with the Touring Party are fully vaccinated
* Communication and Training of this COVID-Safe Plan to Touring Producer and Touring Party Members.
* Provision of personal protective equipment (PPE) to Touring Party and Rapid Antigen Testing Kits as required.
* Communicating changes to Health Authority or Department of Health information that are relevant to the touring party whilst on-road.
* 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.
* Provide a copy of this Plan to the other parties listed below

## Producer and Touring Party

* Ensure all Tour Party Members are fully vaccinated and provide valid certification to Regional Arts Victoria to sight before going on-road, and to all venues as required.
* Test for COVID 3 days and then the day of tour start date, as well as regularly whilst on tour. Results will be provided to Regional Arts Victoria before embarking on touring activity, not required once on-road
* Ensure contact tracing measures are in place at all times for Touring Party Members (as detailed below)
* Adhere to Venue-specific COVID-Safe 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.
* 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 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 confirmed case of coronavirus (COVID-19);
	+ you have been advised by the Department of Health or other Government agency that you are required to self-isolate for any other reason.

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

* 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 all venue staff coming into contact with the Touring Party are fully vaccinated
* 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 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 Plan.
* Notify Regional Arts Victoria if the Touring Party breaches your venue or their own COVID- Safe 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
* Provide a copy of Venue COVID-safe plans to other parties listed in this document

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| **A GUIDE TO PRE-TOUR PLANNING**To ensure your company aligns with our **9 Key Touring Policies**, the following guide walks you through the steps to take BEFORE you go on the road plus some Mental Health support suggestions.  |
| Category | Procedure | Responsibility |
| Contracting | 1. Touring Party Member employment contracts to include adherence to this COVID-Safe Plan, with its inclusion as an attachment to the contract.
2. Touring Party Members agree to be fully vaccinated before embarking in on-road activity. Tour Producer to sight all vaccination certificates and record and document all touring party personnel status and provide a copy to Regional Arts Victoria. You can use your own record or download the Govt template [HERE](https://www.coronavirus.vic.gov.au/sites/default/files/2022-03/COVID-19%20Vaccination%20Status%20Register%20.pdf). You must include (‘Vaccinated & Date’ or Exempted and certified) This information may be shared with venues should their policies require it. Acceptable proof of vaccination formats include;
* Vaccination status viewable via the Service Victoria app
* COVID-19 digital certificate through the Medicare app, Service Victoria app or in a smart phone wallet
* Printed copy of COVID-19 digital certificate
* Immunisation history statement
1. Tour Party Members agree to testing for COVID-19 3 days before, the day of and regularly during the tour dates. Evidence of the pre-tour results must be provided to Regional Arts Victoria before embarking in on-road activity.
2. Cancelations or rescheduling due to an outbreak is still a possibility. 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. Touring Producer
4. Touring Producer/Regional Arts Victoria/Touring Party
 |
| New Touring Party Roles | 1. A COVID Compliance Officer is appointed within the touring party to communicate and oversee COVID-Safe Working practices and be a key contact in case outbreak management and contact tracing efforts should they be required
 | 1. Touring Producer to appoint COVID Compliance Officer from within the Touring Party Members
 |
| Before you Rehearse or get on the Road | 1. Each Touring Party member provide Tour Producer a valid Vaccine Certificate for sighting
2. Each Touring Party member provide Regional Arts Victoria a COVID Negative test result
3. Review and familiarise yourself with above Touring Policies and outbreak management
4. Agree to note their movements outside of the daily schedule in the space provided in their Tour books. Should include date, time in and time out and contact details. This information may be required in case of a confirmed COVID-19 outbreak.
5. We encourage putting in place effective, proactive mental health and wellbeing strategies that can be effectively maintained throughout the tour **Annexure A – Positive Mental Health Strategies for Touring Amidst COVID-19** includes relevant information from the Arts Wellbeing Collective & other resources
 | 1. Tour Producer
2. Touring Party & Producer
3. Touring Party & Producer
4. Touring Party & Producer
 |
| Familiarisation | Before you rehearse and get on the road… 1. All Touring Party Members must become familiar with the following areas (delivered by RAV/other)
* This COVID-Safe Plan
* Reporting structure, roles & responsibilities
* Daily documentation of movements
* Mental Health & wellbeing strategies and/or resources
1. COVID Compliance Officer to be familiar with processes to manage (delivered by Regional Arts Victoria/other):
* Breaches in this COVID-Safe Plan
* What to do in a confirmed case of COVID-19 in the touring party
 | 1. Regional Arts Victoria/Touring Party
2. Regional Arts Victoria/ COVID Compliance Officer / Touring Producer
 |
| Vaccination Hygiene & COVID-19 Testing | 1. Each member of the Touring Party must be able to provide a valid vaccination certificate to the Tour Producer and a negative Coronavirus test result to Regional Arts Victoria prior to the tour commencing, and during the tour.
	1. The Tour Producer must provide a [proof of worker vaccination declaration](https://www.casey.vic.gov.au/sites/default/files/user-files/COVID/Record-sheet-Workers-vaccination-status-register.pdf) and provide to Regional Arts Victoria staff prior touring commencing.
	2. Regional Arts Victoria will provide Rapid Antigen Tests (RATs) for the tour, or reimburse any costs associated with paying for testing should this be required.
2. Touring Party members to be supplied with:
	1. Outbreak Cleaning kit to support cleaning of areas should someone become positive
	2. Personal hygiene kit and guidelines/advice, as well as mental health support services
	3. COVIDSafe Plan includes guide on what to do if Tour Party encounters a confirmed COVID-19 case.
3. We strongly encourage all members of the Touring Party to;
	1. Download the **Service Victoria app** and link it to their Vaccination Certificate via MyGov. This ensures an easy proof of vaccination process at venues and other locations.
	2. Get vaccinated against the flu pre-tour during winter months
 | 1. Touring Party
2. Regional Arts Victoria

3. Touring Party  |

|  |
| --- |
| **A GUIDE TO ON TOUR COVID-Safe PROCEDURES**In addition to being fully vaccinated and receiving a COVID negative test result before embarking in on-road activity, a small number of safety measures will be in place to reduce the risk of community transmission once traveling throughout regional Victoria and must be adhered to at all times whilst on tour. The below table may be adapted if Health Authorities or State Government change these settings.**NOTE** All procedures are the Touring Party Members responsibility to adhere to. |
| Category | Procedures  |
| General Health, Hygiene & Wellbeing | * Practise a high level of hand hygiene regularly during the tour including frequent handwashing and sanitiser use i.e. 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.
* Do not share personal items such as water bottles and keep cups.
* Test temperature and additional RA Test if feeling unwell
* Daily wiping of phones/bank cards/keys, all items that are utilised frequently
* Cover coughs and sneezes
* Encourage good nutrition, sleep hygiene and regular exercise to avoid symptoms due to being run-down
 |
| Checking in and Contact Tracing | * **QR Checking in is still a requirement of operating venues within Victoria to review your Vaccination status.** If you cannot check in using your Service Victoria app, you must also carry with you your valid vaccine certificate to enter venues if you do not have the Service Victoria app
* You must also keep an up-to-date log or record of all unscheduled 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.
 |
| Face Masks, PPE and Rapid Antigen Testing | * All Touring Party Members must carry a face mask at all times.
* State Government Health regulations regarding where and when face masks must be worn are subject to regular change, however Regional Arts Victoria asks all Tour Party Members wear face masks during bump in/out and any other time where physical distancing is not possible whilst indoors. To ensure you are working to the latest mandated directives please check regularly for updates [here](https://www.coronavirus.vic.gov.au/face-masks).
* Correct use: A face mask must cover the nose and mouth. Face shields, scarves or bandanas do not meet these requirements.
* **Rapid Antigen Tests (RATs) will be provided in your Tour Kits for each party member to test 3 days before, the day of and 1-2 times a week during your tour. RATS will assist with COVID-Safe touring, and support on-tour testing where;**
	+ You have symptoms and cannot access a standard (PCR) test quickly.
	+ You want to quickly check if you may have COVID-19.
	+ You are notified you are a workplace, household, close or other contact.
	+ When otherwise recommended by the Department of Health.
* If your RAT displays a positive result, **you are a confirmed case**, and you must immediately undertake the steps in the “IF IT IS POSITIVE” section of this guide
* If you do not have symptoms and you are not a contact, and you test positive on a rapid antigen test, we recommend you get a PCR test to confirm that result. We do not recommend this if you have symptoms, or you are a contact.
* Review [THIS GUIDE](https://www.coronavirus.vic.gov.au/rapid-antigen-self-tests?fbclid=IwAR1yOIgBvJwCLKfmYmU2ro1xOV6EBjiFl2b5R9sXUONYQ00orqFrisTQ_pM) to help assess your RAT result
 |
| Physical Distancing – Recommended.  | * Although no longer mandated, it is highly recommended to continue practising physical distancing in workplace environments wherever that is possible. Where you can, work with the venue to:
	+ avoid enclosed and confined co-working spaces wherever possible – increase fresh airflow if possible
	+ Where 1.5m physical distancing cannot be safely maintained implement control measures and Safe Work practices
	+ Ensure compliance with any changeable regulations regarding distance between performers and to workers
	+ Where physical distancing is not possible, including working backstage with venue staff and crew, wear masks and limit the duration of close contact
	+ discuss COVID-Safety in your pre-bump in tool box chat with venue crew and staff. Ensure you are familiar with their venue requirements and any distancing, room capacity or other risk mitigation measures.
 |
| In the Community | * Take steps to minimise interaction between Touring Party and community (to minimise transmission risk) by observing social distancing and mask wearing when in the community whenever possible.
 |
| Interstate Travel / Permits  | In most cases there are currently no travel restrictions or quarantine requirements for interstate travel, however States such as W.A. still have entry requirements. Interstate travel may still be subject to changed restrictions during the current year. Therefore, before you travel interstate: * Check for Travel Restrictions between States or Border Closures
* Check the Victorian ‘Interstate Travel’ web page <https://www.coronavirus.vic.gov.au/victorian-travel-permit-system>
* This page incudes links to all other State travel restrictions: <https://www.coronavirus.vic.gov.au/interstate-travel>
* Do you need a Permit to enter another State, or to come back into Victoria?
* Ensure you are not travelling into a zone where an outbreak might be developing.
* Victorian residents who test positive to COVID-19 interstate can return home to isolation. You should not travel to Victoria by plane. You must take precautions to avoid putting other people at risk while travelling, such as wearing a mask and maintaining physical distance from others. If travelling by car, you should not leave your vehicle unless necessary for your safety or wellbeing. You should check requirements in the place you are coming from before leaving isolation to make sure you meet the laws there
 |

# Case Outbreaks

Due to high vaccination rates, Victoria is changing the management of contacts of confirmed cases of COVID-19 in the workplace, which in your instance is your touring party, and each venue/location you visit whilst on tour. Full information about Case Outbreak management can be found <https://www.coronavirus.vic.gov.au/case-workplace>

If a Tour Party Member has tested positive for COVID-19 and had performances within venues during their infectious period (48 Hours before symptoms developed), they must inform their Tour Manager/COVID Compliance Officer and Regional Arts Victoria as soon as possible. Regional Arts Victoria will then work closely with you to identify and inform other workers who may have been exposed to a case to determine if they are a workplace contact.

In most instances each ‘workplace’ – which includes a Touring Party – is now responsible for the self-management of any positive cases, including identifying and notifying other workers – touring party members and venue staff. Regional Arts Victoria must be notified and will assist you to manage this process.

However, If there has been 5 or more cases within your workplace within a 7-day period, you are required to notify the Department of Health via the [COVID-19 outbreak notification form](https://www.coronavirus.vic.gov.au/covid-outbreak-notification-form). Detailed in the below procedures.

The following key principles apply to managing a positive COVID-19 case in your touring party:

* If a worker who has tested positive for COVID-19 has worked in the work premises during their infectious period, they must inform their workplace as soon as possible.
* Workers must get tested at the first sign of symptoms
* When you become aware of a case of COVID-19 at the workplace, you must follow government and RAV advice on what to do.

**The below is a step-by step guide for the COVID Compliance Officer & Tour Producer**, who are responsible for managing the actions required, and the Mandatory Reporting process in those instances where it is required, supported by your Tour Coordinator at Regional Arts Victoria. **It is a requirement that these roles are familiar with these processes** before your tour commences with Regional Arts Victoria.

|  |
| --- |
| COVID-19 CASES |
| Category | Procedure |
| Symptoms, testing, confirmed positive cases and reporting  | The below information is adapted from the [Case](https://www.coronavirus.vic.gov.au/case-workplace)-in-the-Workplace Coronavirus website, and [Checklist for COVID Contacts](https://www.coronavirus.vic.gov.au/checklist-contacts)1. THE PRESENCE OF SYMPTOMS REQUIRES TESTING. If a member of the Touring Party is displaying symptoms:
	* **Get Tested & Isolate**- Isolate them immediately from the rest of the tour party and/or venue staff and provide a RA test. Keep them isolated until they receive their results, provide PPE if they do not have sanitiser/masks on hand.
	* If your RA Test is negative but you are experiencing symptoms, it is advisable to either re-test with a RAT, or alternatively get a PCR test.
2. IF IT IS POSITIVE
	* **Continue to Isolate – Positive cases must isolate for 7 days.** Provide them transportation (preferably a taxi or other isolated transport/drive option) to isolate from rest of Touring Party, community, and all contacts for the 7 days after the date they were tested. Ensure full PPE is provided. Read on for Regional Arts Victoria support in the management of logistics and tour seasons.
	* **Clean** – Clean & disinfect all areas where the person has been. Use PPE when cleaning. Include transport, production rooms, any equipment the person may have used and etc.
	* **Identify**– who has had Workplace Contact with this person in the past 48 hours in order to identify workplace contacts. A workplace contact is an employee (or contractor) who has:
		+ been informed by a person who has COVID-19 or by their workplace that they are a workplace contact; OR,
		+ had face-to-face (<1.5m) for more than 15 minutes (total in one day) with a confirmed case: OR,
		+ been in a small indoor space (<100m²) working with a confirmed case.
		+ You can use these guidelines to determine workplace contacts, but we advise that if one Tour Party Member tests positive to COVID-19, you should assume all Tour Party Members are workplace contacts and jump straight to **Advise**. ([COVID workplace contact form - openforms.com](https://au.openforms.com/Form/719314db-8200-4707-9ff5-8927827e7a0f))
	* **Advise** – all other Touring Party Members that they may have been exposed to COVID-19 and provide them with an RA Test. Ask them to isolate whilst awaiting results. It is recommended to take an RA Test every day for 5 days for workplace contacts, and to remain vigilant about the onset of COVID-19 symptoms
	* **NOTIFY: If there has been 5 or more cases within a 7-day period**, you are required to notify the Department of Health via the [COVID-19 outbreak notification form](https://www.coronavirus.vic.gov.au/covid-outbreak-notification-form).
		+ **NOTE;** The Tour Party / COVID Compliance Officer only needs to identify and notify workplace contacts. (Those whom the positive worker has worked with in the past 48 hours).
		+ Persons testing Positive are required to notify their own household or social close contacts they may have been in contact with outside of the workplace while they have been infectious.
		+ you may be contacted by the Department of Health or Local Public Health Unit if an outbreak is identified. In these situations, they will provide you with special advice that you must follow. Ensure you notify RAV if this occurs.
	* **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)
		+ 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-schedule if feasible
3. If advised by a third party such as a Venue that Touring Party Members may have come in contact with a confirmed case of COVID-19:
	* Get Tested & Isolate
	* Stay isolated until negative test results within the appropriate timeframe
	* If you receive a negative RA Test, but become symptomatic, get a PCR test
	* Regional Arts Victoria will provide support to ensure these measures can be undertaken, including any tour rescheduling that may be required.

*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.*  |
| Returning to the Tour | * Anyone who has tested **positive for COVID-19 must self-isolate for 7 days after the date they got tested**. Workers can return to work / the tour / production once they have completed their 7-day self-isolation
* Workplace contacts who had symptoms can return to work if they return a negative result from a rapid antigen test (or a PCR test if they cannot access a rapid antigen test). They are recommended to stay home until their symptoms have resolved.
* Workplace contacts without symptoms can continue to work but are recommended to do a rapid antigen test each day for 5 days. If they develop symptoms and unable to access rapid antigen tests, they should get a PCR test
* RAV will work with you in the instance that you need to replace creatives, adjust logistics or cancel shows.
 |

|  |  |
| --- | --- |
| 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 Touring Party Members (including subcontractors) to immediately advise the Touring Producer and Regional Arts Victoria if they develop or are diagnosed with COVID-19 within 7 days of the tour ending.
2. Venues to advise Regional Arts Victoria if any venue staff or crew develop or are diagnosed with COVID-19 within 7 days of the performances being presented.
 | 1. Touring Party
2. Venues
 |

# TOURING PARTY / ORGANISATION DETAILS

|  |  |
| --- | --- |
| **Production Company / Organisation / Performer**  |  |
| **ABN / CAN** (where relevant)  |  |
| **QR Code/s for site / space / workplace** (where relevant) |  |
| **Tour / Production Manager** |  |
| **Contact Details / phone** |  |
| **COVID Safe Compliance Coordinator** |  |
| **Contact Details** |  |
| **Date & Version Number** |  |

# Plan Review

|  |
| --- |
| This plan will be reviewed for compliance with any updated health or other regulatory requirements every: *state interval/ when* *Person responsible for regular review: state who* |

# Approval of COVIDSafe Plan

Tour Manager acknowledgement of responsibilities and obligations under the Pandemic Workplace Order.

|  |  |
| --- | --- |
| **Approved by - Name** |  |
| **Role** |  |
| **Signature** |  |
| **Date** |  |

# Annexure AOn the Road Guide to *Maintaining Positive Mental Health*

**Implement the plans you developed prior to touring**

* Did the team 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 your self-care needs within the touring schedule and plan ahead for more demanding days.
* You may want to download meditation, sleep and/or exercise apps to help, or schedule catch ups with your loved ones to stay connected to the outside world.

**Check in regularly to address practical things that cause stress**

* Identify a regular time to check in with the team. Maybe this is in the car between venues or 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 our document *Positive Mental Health Strategies for Touring Amidst COVID-19* to offer or ask for appropriate support.

**Resources**

* **Arts Wellbeing Collective:** [artswellbeingcollective.com.au/resource-category/tour-well/](https://artswellbeingcollective.com.au/resource-category/tour-well/)

Many of the suggestions in RAV’s guide have been adapted from AWC’s *Tour Well for Tour Managers*, so this one is worth a read! Visit the website to view a range of tailored *Tour Well* resources, designed to support touring artists while they’re on the road.

* **Support Act Wellbeing Helpline:** 1800 959 500

Free, confidential phone counselling 24/7. Available to anyone working in the arts in Australia, who wants to discuss any aspect of their wellbeing.

* **Lifeline:** 13 11 14

24/7 crisis support for people who are feeling overwhelmed or having difficulty coping or staying safe.

* **Beyond Blue:** 1300 22 4636

24/7 phone line for brief support, information and advice, and to point you in the right direction so you can get the help you need.