



COVID SAFE EVENT PLAN

Focus: Implement Social Distancing, Contact Tracing & Cleaning Protocols

Goal: Health and Safety of all attendees and students and the team

EVENT DETAILS:

Event Name: Backstreet Dance Term 1 Production

Event Description: Dance performance by dance students

Event Date: Sunday 28TH March 2021

Bump in Time: Staff arrive at 8am

Bump out Time: Staff leave at approx 3pm

Showtimes: 10am; 12noon; 2pm (duration approx. 1 hour)

Website: www.backstreetdance.com.au

VENUE DETAILS:

Event Location: Crosswell Hall, Cairns High State School, Cairns

Size of venue: 20 square metres x 20 square metres

ANTICIPATED ATTENDANCE DETAILS:

Anticipated total patron attendance: 250-300 per show including students

Number of staff and volunteers on site: up to 20 people per show

Expected crowd demographics: Families



LIST OF STAFF AND VOLUNTEERS:

Directors & Event Managers: Deborah and Jeffrey Storer

Front of House Manager: Katelyn Hall and Tracy Gardiner

Back of House Manager: Deborah Storer

Ticketing: Greg Howarth

Security Backstage during the show: Kim Sadler

- All employed staff have First Aid, Blue Card, CPR, Qualification in Dance.
- All student teachers, volunteers and staff have received in-house training to run a COVID SAFE EVENT.

ACTION TAKEN BEFORE THE EVENT:

Ticketing:

- communicate the prices and seating arrangements (families in the same household and social groups can sit together, then separate 1.5m apart from the next seated family).
- People must showcase their ticket at the front door
- communicate key health messages
- create big show tickets so the ticket is recognisable from a distance to prevent the front of house from touching them or getting close
- discourage people from purchasing tickets on the day and instead at the studio where cashless payments are accepted

Inform attendees not to attend the event if:

- You have been in close contact with a person who is positive for COVID-19
- You are positive for COVID-19
- You have travelled overseas or to a declared COVID-19 Hotspot in the previous 14 days
- You are unwell and showing signs of COVID-19 symptoms

Studio: 170-182 Mayers Street, Manunda
Postal: PO BOX 275, Bungalow QLD 4870
Email: cairns@backstreetdance.com.au

Mobile: 0407 995 182
Studio: (07) 4032 1384
(during studio hrs only)

Backstreet Dance
Directors: Deborah & Jeffrey Storer
ABN: 64 075 206 274

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Materials and things to organise:

- gloves
- masks
- sanitiser for hands
- sanitiser spray bottles
- paper towels
- pens
- clipboards
- white duct tape
- nikko pen
- voice over with distancing messages
- order hand sanitiser
- spray bottles
- collect venue keys

Train Staff:

- all staff and volunteers to attend the Staff Meeting prior to rehearsal week
- print and get familiar with checklists for the day
- share protocols for the management of aggression from attendees including liaison with police.
- monitor wellbeing of staff and volunteers
- limit bringing unnecessary personal items and sharing any items
- promote frequent washing of hands and also cough or sneeze in elbow.
- Share with the team about the evacuation plan (assembly point)
- Share with the team that dressing room is only for on duty staff only and must adhere to social distancing
- Inform team that there will be no end of show dance



Set up Venue:

- Signs
 - front of house (checklist and statement of compliance) and health signs
 - toilets
 - back of house
- spray seats with alcohol/disinfectant prior to show
- sanitise door handles and stair railings in between shows and other frequently touched surfaces like the dressing room
- numbers on seats (using duct tape and nikko)
- Check hand washing facilities available in the toilet
- floor markings where people queue
- sanitiser stations at entry and exit points
- sanitiser stations backstage
- sanitiser at the ticketing office
- site map of seats
- take a photo of the layout of seats
- put up Order of show around venue
- put up evacuation plan
- first aid and ice packs
 - ensure the first row of seating is 4 square metres away from the front of the stage
 - sanitise microphone
 - white duct tape and pen

Communication to Attendees:

- e-newsletter
- social media
- text messages
- on the back of the ticket

Messages to Attendees:

- rehearsals (bring own chair)
- ticket prices
- seating expectations
- health message
- distancing
- use of hand sanitiser
- sale of tickets and method of payment
- no foods or drinks are for sale
- ushers will chaperone groups to their seats

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ACTION TAKEN BEFORE, DURING & IN BETWEEN SHOWS:

Contact Tracing:

- QR Code available at the front of the venue
- Forms available for those who are unable to use the QR Code

Announcements:

- distancing
- sanitiser
- entry/exit
- seat spacing
- students head backstage 4 songs prior
- safety of students – parents meet backstage after the dance

Front of House:

- collect tickets at the front door
- Have passes available for those who leave the front door through the show
- keep records confidential and hold for 52 days
- Monitor health
- Hand out show programs

Cleaning:

- sanitise door handles and stair railings in between shows and other frequently touched surfaces

Enforce Social Distancing:

- Security to monitor crowd movement
- avoid touching people unless necessary
- encourage students to show their wristband and show ticket from a distance

Screening:

- identify unwell attendees (monitored by front of house)

Monitor health:

- Check in with staff and volunteers if unwell

ACTION TAKEN AFTER THE EVENT:

- Debrief with the team & make notes of any incidents/observations made
- Take off duct tape from seats
- Empty bins
- Sanitise door handles & sanitise stair railings
- Collect rubbish and throw away
- Clean and put seats back
- Remove stage tape

STAFF & VOLUNTEERS WILL FOLLOW A CHECKLIST OF OTHER DUTIES

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