musicsa

COVID-19:
VENUE BEST PRACTICE GUIDE

With restrictions lifting, SA Live Music Venues must create a safe space in order to be sustainable. Maintaining consistent procedures and messaging across all venues will help the community get on board and ensure venues are doing their part to control the spread and supporting live music.

CURRENT GUIDELINES ON PATRON & CAPACITY LIMITS

The guidelines, as announced by the Marshall Government, on Tuesday 23 June are:

MAX CAPACITY

From 29 June all restrictions will no longer apply

1 patron per 2m^2 in all indoor venues

in most cases, resulting in 50% of the licenced capacity.

YOU *MUST* HAVE A COVID SAFE PLAN FOR YOUR VENUE

COVID SAFE PLAN and/or COVID MANAGEMENT PLAN?

The table below provides guidance on when a COVID Management Plan and/or a COVID-Safe Plan will be required.

If you already have a COVID-Safe Plan in place, it should be submitted together with your COVID Management Plan. A COVID-Safe Plan can be obtained from www.COVID-19.sa.gov.au

Defined public activities for under 1000 people	COVID-Safe Plan
Venues/Activites with no drinking of liquor or dancing	COVID-Safe Plan
Venues/Activities with dancing but no drinking of liquor	COVID-Safe Plan
Venues/Activities with drinking of liquor and dancing	COVID Management Plan
Venues/Activities with drinking of liquor and dancing that has multiple vendors	COVID Management Plan for the event/activity and a COVID-Safe Plan for each vendor
Activities, events, gatherings with over 1000 people	COVID Management Plan
Activities, events, gatherings with over 1000 people that has multiple vendors	COVID Management Plan for the event/activity, and a COVID-Safe Plan for each vendor

Currently under the [Declared Emergency](#), a COVID Management Plan, approved by SA Health, will be required for the following:

- Any activity of more than 1,000 people (reasonably expected to be present at or participating in the activity); and/or
- Venues of any size wishing to offer both dancing and consumption of alcohol

A COVID Management Plan is a more comprehensive plan than the COVIDSafe Plan (see below). The COVID Management Plan is required to adequately describe the management of higher risks associated with hosting larger numbers of people onsite and hosting higher risk activities.

SA Health has released the COVID-19 Management documentation today, including:

- [COVID Management Plan – Assessment Process](#)
- [COVID Management Plan –Template](#) (also attached as word document)
- [COVID Management Plan – Frequently Asked Questions](#)
- [COVID Management Plan – Guidance](#)

SUBMITTING MY COVID MANAGEMENT PLAN

Plans must be completed and submitted using a template available at:

www.covid-19.sa.gov.au

The plan and supporting documentation must be emailed to:
Health.COVIDManagementPlan@sa.gov.au

Information on the approval process can be found at:
www.covid-19.sa.gov.au

Once approved: You will be notified in writing of the outcome of the assessment if your plan has been approved, denied or where you may have received conditional approval subject to some changes. It is then your responsibility to implement the control measures in accordance with your plan. Your COVID Management Plan may also be published by SA Health online to allow the public to inspect how you will manage risk in your venue or at your event.

If not approved: If your plan is rejected, SA Health will advise you of the reasons and will provide advice on possible ways to address the plan's deficiencies. You can then choose to submit an updated plan.

HOW PLANS ARE BEING MONITORED AND ENFORCED

Ensuring compliance with the infection control measures stated within your COVID Management Plan will be the responsibility of the venue owner/activity coordinator.

SAPOL and SA Health staff will undertake unannounced site visits to assess and monitor compliance from time to time. Where a venue/activity neglects their responsibilities or is in wilful breach of their COVID Management Plan, they may be cautioned, fined, or the approval of your

COVID Management Plan will be revoked. This may mean your venue or activity may not re-open until such time as:

- The areas of concern are addressed, and/or
- The COVID Management Plan is revised and resubmitted for assessment.
- Approval is obtained for the revised COVID Management Plan.

COVID-19 AWARENESS TRAINING

A free 30-minute online course has been developed by the South Australian Tourism Commission, designed to provide employees and business owners in the tourism and hospitality sector with the basics needed to understand prevention and control of COVID-19 – Access the COVID-19 Awareness Training

SAFETY & HYGIENE MEASURES

Staff training and extra hygiene measures will be a priority in any successful COVID Safe Plan.

These include:

- Deep cleaning including sanitisation between shows/ nights of operation
- Increase cleaning during trade – focusing on commonly touched surfaces such as hand rails, door handles, ATMs, cigarette machines and bar tops
- Cleaning between performances – change vocal microphones, clean high touch surfaces such as vocal microphone stands, shared drum kits, DJ mixers controls, etc.
- Use of disinfectant/high grade cleaning products according to manufacturer's instructions
- Ensure regular hand washing and/or use of alcohol-based hand sanitisers by staff. Click here for info on Good Hand Hygiene
- Hand washing and/or sanitisation stations for customers in all key areas of venue – entry/ exits, bars, toilets, staff rooms
- Recommend that artists use own gear over shared where possible, particularly vocal microphones, drum kits and DJ headphones
- Live Music Venues with gaming machines MUST keep Contact Tracing Records for all gaming room areas. Access the Contact Tracing Template

SOCIAL DISTANCING

Social distancing is an important element of creating a COVIDSafe environment and one of the trickiest to achieve in a live music venue.

While there are government guidelines for square metres, it will be the role of each venue to show they can effectively manage safe distancing within their spaces.

Extra measures to be put in place to encourage safety, might include:
- regular work teams & limited work areas to minimise exposure between staff and patrons;
- management of audience spaces (2sqm rule applies)
- extra patron separation in front of the stage;
- management of queues, staircases, entries/exits;
- management of patron flow throughout the venue to control bottle necks.
- floor markings and venue signage - click here for signage templates

COMMUNICATING TO STAFF & PATRONS

All communication should include any parts of your plan that people will need to consider before entering the venue. The main points any communications with patrons should include:

- Strongly recommend people download COVIDSafe app and keep it open while in your venue. More info can be found here
- Provide information on safe distancing & correct hygiene and their importance in allowing venues to reopen. Click for info on Good Hygiene for Coronavirus
- Prepare patrons for all COVID-19 response measures that will be in place when visiting your venue – eg varied entry procedures, cashless payments, queuing and capacity limits etc.
- Ask patrons & staff to stay home if they are unwell or have been in contact with someone who has been unwell.

All venues should have a plan of action ready for the possibility of an outbreak or confirmation of a COVID-19 case at their venue. While it is important that steps are taken to inform authorities and your community of any increased risk, it is important that you do so thoughtfully and privacy issues are considered in any steps that you take.

PAYMENT OF ARTISTS & STAFF

More than ever, venues have a responsibility to renumerate artists and production staff fairly for their work. Restrictions have impacted everyone in the industry and it is vital that fair payment of artists is factored into all show budgets moving forward.

Please refer to Music SA's Live Music Toolkit for more information.

RESOURCES

COVID SAFE PLAN
https://www.covid-19.sa.gov.au/recovery/create-a-covid-safe-plan

COVID MANAGEMENT PLAN
https://www.covid-19.sa.gov.au/recovery/create-a-covid-management-plan

Music SA - Live Music Toolkit for Live Music Venues
http://www.musicsa.com.au/wp-content/uploads/2020/01/Live-Music-Toolkit-FINAL-Umbrella-Web-SMALL.pdf

South Australian Tourism Commission – COVID-19 Awareness Training
https://tourism.sa.gov.au/events-and-industry/industry-support/coronavirus

SA Health – Activities and Gatherings Restrictions and Responsibilities
https://www.covid-19.sa.gov.au/restrictions-and-responsibilities/activities-and-gatherings

Contact Tracing Record Attendance at Public Activities
https://www.covid-19.sa.gov.au/__data/assets/pdf_file/0011/209594/Contact-Tracing-Record-Attendance-at-Public-Activities.pdf