ARTS AND CULTURE GUIDELINES - CHECKLIST

Before you open

Checklist for venue owners/managers

What you need to do to safely reopen your arts or cultural venue:

The following measures must be in place before reopening:

- A deep cleaning of premises
- Venue set up for appropriate number of people and physical distancing, including floor markers
- Signage and record keeping
- Staff and management policies, practices and training

Deep cleaning of venue

- Undertake venue or event risk assessment to identify focus areas for cleaning and environmental controls.
- Establish new processes and schedules for regular cleaning and disinfecting.
- Ensure appropriate detergents and disinfecting products are available to effectively clean and sanitise all surfaces.
- Conduct a clean of all contact surfaces and objects, e.g. counters, tables, doors, handles, keyboards, taps, chairs, tables, handrails, switches and lift buttons, tills, phones, vending machines, terminals.
- Have air conditioning systems serviced according to manufacturer’s instructions and ensure they are fully functional. Where possible fresh air flow should be maximised in indoor venues.

Venue set up for appropriate number of people and physical distancing

- Assess your venue and each separate space to calculate the maximum patron capacity in each area.
- Ensure venue is set up to adhere to physical distancing:
  - a limit of 20 patrons per separate space (not including staff)
  - a density quotient of 1 patron per 4 square metres of the floor space accessible to patrons.
- Optimise physical distancing in the layout by reviewing entry and exit points, flow of staff and patrons, location of hand sanitiser.
- Implement procedures to ensure physical distancing, including placing floor or wall markings or signs to identify 1.5 metres distance between people, using physical barriers where possible.
- Ensure all modification to entry, egress and flow within a space allows appropriate access for people of all abilities.
- Remove waiting area seating, or space each seat in the waiting area at least 1.5 metres apart
Display signs to encourage physical distancing (especially around an attraction/ display or waiting area) and good hand and respiratory hygiene.

Organise staffing of entrances to ensure appropriate patron numbers are not exceeded.

Place hand sanitiser at entry and exit points so staff and patrons can use it when arriving and leaving.

Carefully consider what additional accessibility requirements should be implemented to ensure workers and patrons of all abilities can access venues and events safely and that physical distancing measures recognise the needs of people of all abilities.

Consider reducing the number of touch points for staff and patrons. For example, leave internal access doors open where appropriate.

Remove, or prevent access to, any self-service drink stations.

**Signage and record keeping**


- a sign at the entrance to your venue that advises patrons of the maximum number of patrons allowed at any time
- information about the symptoms of coronavirus (COVID-19) and the need to stay home when unwell
- hand hygiene and physical distancing practices.

Promote physical distancing by placing floor or wall markings or signs to identify 1.5 metres distance between persons for queues and waiting areas and using physical barriers where possible.

Place physical barriers or use floor signage to maintain 1.5 metres physical distancing between cashiers and patrons. Consider installation of sneeze guards.

Set up a system for recording patron contact details (first name and a contact phone number) to support contact tracing. Whether this is a paper-based approach or electronic approach your system needs to minimise the number of people who touch the surface. Retain patron contact details securely for at least 28 days after the patron has visited your venue.

Set up a record keeping folder for Staff Coronavirus (COVID-19) Health Questionnaires which are encouraged to be completed before starting any shift.

**Staff and management policies, practices and training**

Distribute these guidelines to staff and ensure that they are familiar with the guidance information and your organisation’s own tailored plan.


Consult with staff on measures you have put in place and provide them with the information and education necessary for them to perform their work in a safe manner including on changes to work practices such as cleaning and sanitising.
Encourage all staff to download the COVIDSafe App before returning to work to assist contact tracing.

Consider appointing a staff member to be your Coronavirus Response Officer. This person would be responsible for ensuring that your policies and practices are being followed, that staff are trained, and records are being kept appropriately.