ARTS AND CULTURE GUIDELINES - CHECKLIST

Once you are open

Checklist for venue owners/managers

☐ Check with your staff that they are aware of, and understand, the resources and support services available to them.

☐ Encourage staff to complete a coronavirus (COVID-19) health check at home before every shift. This can include a temperature check with a thermometer.

☐ Direct staff to stay at home if they have a fever (a temperature of 37.5°C or greater), or if they have any symptoms of coronavirus (COVID-19).

☐ Encourage staff who are unwell to be tested for coronavirus (COVID-19). Staff must remain in isolation at home until they get the result and it is negative for coronavirus (COVID-19).

☐ Require your staff to contact a manager if they notice a co-worker or manager with symptoms of coronavirus (COVID-19).

☐ Postpone or cancel non-essential face-to-face gatherings, meetings and training and use video conferencing where practicable.

☐ Arrange for your venue to minimise the number of staff who come into contact with patrons.

☐ Consider installing physical barriers that can minimise the spread of droplets, such as a “sneeze guard” but only if it conforms to relevant safety standards.

☐ Encourage all patrons to download the COVIDSafe App to assist contact tracing.

☐ Encourage online and phone bookings and limit the number of walk-in patrons to your venue, where appropriate.

☐ Record patron contact details on arrival, with name and a telephone contact number for every member of a party, including children. Remember to minimise the number of people who touch your record keeping surface and securely store patron contact details for at least 28 days.

☐ Securely destroy patron contact details after 28 days.

☐ Ensure cleaning and sanitising procedures are thoroughly implemented.