

<b>Policy</b>	Communicable Diseases
<b>Approved by</b>	NSMT Committee
<b>Date of Approval</b>	8 <sup>th</sup> November 2021
<b>Date of Review</b>	7 <sup>th</sup> November 2022

### Organisational Scope

This policy will apply to all personnel associated with North Shore Music Theatre (**NSMT** or **we/us**), including members, members of the Management Committee (**Committee**), and all personnel involved in any NSMT production. It will also apply to visitors to, and/or users of NSMT's premises (**Clubrooms**), inclusive of the main hall, the workshop and the wardrobe shed.

For the purposes of this Policy, a 'communicable disease' includes, without limitation, every disease, virus or bacterial infection capable of being spread by human contact that is subject to a public health order (or similar) or for which a vaccination is readily available.

### Purpose

This Communicable Diseases Policy is to:

- (a) provide guidance of a person's right to enter the Clubrooms;
- (b) provide guidance on participation with any event produced or under the control of NSMT; and
- (c) describe the accountabilities and responsibilities of members, volunteers, contractors, hirers and visitors in relation to all matters connected with a communicable disease.

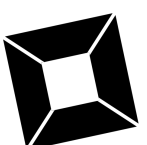
### Principles

This Communicable Diseases Policy is designed to support the Committee in maintaining a healthy and safe workplace and complying with public health directives (where applicable) by having a documented Communicable Diseases Safety Plan in place.

### Committee and Committee reporting

The following people will be the lead managers in the implementation of this Policy and have the right to request information from any person in the Clubrooms, or wishing to enter the Clubrooms:

- (a) any Committee member of NSMT;



- (b) the Production Manager for each show;
- (c) the Creative Team for each show; and
- (d) the Hirer of the Clubrooms (or their nominated representative).

Each person listed above is accountable to the Committee and, if requested, must report to the Committee in the manner, and in the time frame, stipulated by the Committee.

A decision of the Committee on any matter relating to this Policy will be final.

### **Guidelines**

**Each person who enters the Clubrooms for any reason will be deemed to have agreed to the following guidelines.**

#### **A Admission into Clubrooms:**

To control the flow of people into and through the Clubrooms, we will:

1. display information at the entrance outlining the requirements of entry;
2. require all people entering the Clubrooms to wear a face mask;
3. provide access to hand-hygiene products upon entry and exit (and at appropriate locations throughout the Clubrooms), such as an alcohol-based hand sanitiser or hand-washing facilities,

and we may:

4. request any person to present evidence satisfactory to NSMT that you are vaccinated against one or more communicable diseases. If a person cannot or will not provide such evidence of vaccination they will be presumed not to be vaccinated and will not be allowed entry to the Clubrooms.

#### **B Physical Distancing:**

1. While acknowledging the nature of shows and rehearsals means that maintaining a physical distance of 2.0 metres is not always possible, NSMT's practice is to provide training to all members of lead personnel involved with a show on how to minimise risk, including the right to limit the number of people on the premises at any one time; and
2. ask people who are collecting others to wait in their cars or outside the Clubrooms.

#### **C Infection-control training:**

All personnel involved with a show will undertake infection-control training as the Committee may determine from time to time. This training to be given as part of the Health & Safety induction routinely given at the first meeting of cast and crew for each production.



**D Use of personal protective equipment:**

Appropriate use of personal protective equipment (**PPE**) is critical in limiting the spread of any contagious disease. All participants in an event that has been organised by NSMT will:

1. ensure standard precautions are maintained, including hand hygiene, cough etiquette and appropriate waste-management techniques;
2. wear PPE appropriate to the occasion and in accordance with all local or national public health advice; and
3. dispose of all used PPE in accordance with specified standard precautions.

**E Environmental Management and Cleaning:**

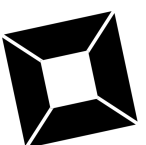
NSMT's practice is to regularly clean and disinfect shared spaces, surfaces and communal items. Further, we will, whenever and wherever appropriate:

1. enhance air flow by opening windows and doors in shared spaces and optimise fresh air flow in air conditioning systems by maximising the intake of outside air and reducing or avoiding recirculation of air;
2. minimise the sharing of equipment between people;
3. adhere to strict environmental cleaning as per the most current advice from a local or national public health unit;
4. regularly clean and disinfect frequently touched surfaces with detergent and disinfectant wipe/solution;
5. require personnel who are cleaning an area or equipment that may be contaminated to wear appropriate PPE that may include fresh non-contaminated gloves, a surgical mask, and eye protection;
6. provide training to all appropriate personnel on environmental cleaning requirements; and
7. maintain a cleaning log.

**F Record Keeping:**

To aid contact tracing we will comply with all Government requirements to provide a contactless electronic system (ie QR code or similar) for any person to record a visit to the Clubrooms.

Where a person chooses not to use a contactless electronic system, or such system is not available for any reason, we may require any such person to complete an entry on an attendance register, such information to include the person's name, contact telephone number and address, and date/time of entry.



We will maintain all electronic and hard copy records for a minimum of 28 days in accordance with the requirements of the Privacy Act 2020.

## **G Personal interactions:**

To reduce the risk of any transmission of a communicable disease between people at the Clubrooms or at any other venue under the control of NSMT, wherever and whenever possible, we will:

1. regularly communicate with all personnel regarding the requirement not to attend the Clubrooms if they have any symptoms consistent with a communicable disease, regardless of how mild, and will encourage testing consistent with local and national public health advice;
2. require a verbal confirmation from each person at the commencement of each event in the Clubrooms confirming they do not have any symptoms consistent with a communicable disease, have not knowingly been in contact with a confirmed case, and have not been directed to isolate;
3. support any person who tests positive for a communicable disease, or is identified as a close contact or is required to self-isolate – including by maintaining communication with them;
4. where any person typically works across a number of sites within the Clubrooms, minimise movement between those sites;
5. encourage physical distancing in common areas through organisation of furniture, floor markings and signage;
6. encourage tea breaks and lunchbreaks to be taken outside;
7. stagger breaks to limit the number of people in common areas;
8. encourage all team members to provide their own drinking vessels; and
9. require all personnel to thoroughly clean communal items (eg cutlery and crockery) immediately after use by placing them in the dishwasher to be washed on the hottest possible setting.

**Last updated:** November 2021

**Next review:** November 2022

