

**YELLOW LINE PRODUCTIONS COVID-19 SAFETY PLAN
FOR AUDITIONS, REHEARSALS AND PERFORMANCES**

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Introduction.

We at Yellow Line Productions, like so many others, have been affected by the ongoing COVID-19 crisis. A crisis that has devastated so many industries both at home and abroad and our hearts go out to those who have lost lives and livelihoods.

However, we feel like there has never been a more crucial time to reconnect, rebuild and share our stories with each other.

It is because of this that Yellow Line Productions has decided to proceed with our April 2021 debut production of *Bakery Hill – An Australian Rebellion*.

Due to the COVID-19 pandemic, a number of restrictions have been placed upon the performing arts industry in order to safeguard the health and safety of patrons and performers alike.

The following document clearly outlines the control measures that will be implemented by Yellow Line Productions in order to mitigate the risks of COVID-19 spread.

Adhering to the recommendations of the public health authorities and industry bodies, Yellow Line Productions has created a safety plan for each stage of production for *Bakery Hill – An Australian Rebellion*.

A note on the following guidelines: Due to the ever-changing situation this document was created in adherence with restrictions as of September 2020 and amended as of March 29th 2021. As such, this document is subject to alteration to comply with updated regulations as the situation develops.

Declaration of Intent.

Yellow Line Productions declares to uphold the following:

- Implement measures in accordance with the Safe Work guidelines and in public health advice.
- Take all acceptable measures to reduce the risk of community transmission to the general public.
- Take steps to ensure the health and safety of all involved with *Bakery Hill – An Australian Rebellion* including but not limited to; cast, crew, musicians, volunteers, contractors and venue staff.
- Continuously adapt and comply with changing restrictions, guidelines and requirements.
- Work to ensure the sustainability and recovery of the performing arts industry in the safest way possible.
- Provide a safe environment and rewarding social and cultural experience for performers, creatives and audiences alike.

About COVID-19-19.

The following is a list of COVID-19 related symptoms, whenever “symptoms” is referenced to within this document it refers to the lists below:

Symptoms

COVID-19-19 symptoms may include any of the following:

- Fever (37.5 degrees or higher)
- Cough
- Sore/Scratchy Throat
- Shortness of Breath
- Loss of Smell/Loss of Taste

Other Symptoms

Other reported symptoms may include:

- Fatigue
- Runny Nose
- Muscle Pain
- Joint Pain
- Headache
- Diarrhoea
- Nausea/Vomiting
- Loss of Appetite.

Transmission

Human coronaviruses are spread from someone infected with COVID-19, to other people in close contact:

- Through contaminated droplets spread by someone coughing, sneezing or breathing in close proximity.
- Through direct contact with contaminated surfaces, hands or objects.

General Guidelines

Below is a set of guidelines for general production implementation:

Education

Yellow Line Productions aims to direct the implementation of its Safety Plan through general education including:

- Ensuring all persons associated with the production are aware of the presence and contents of this document.
- Ensuring all involved are acutely aware of all symptoms associated with COVID-19.
- Familiarise all involved of how, when and where to get tested for COVID-19.
- Outline transmission methods so that all persons involved are familiar with how to prevent spread.

Hygiene

We plan to implement the following to ensure best hygiene practices:

- Ensure that hand sanitiser is free and accessible in all production related spaces, including; audition rooms, rehearsal rooms, dressing rooms etc...
- Provide access and direction to hand washing stations with soap and direct on the best washing procedures.
- Recommend the wearing of masks where applicable in all production related spaces.

Physical Distancing

Where applicable Yellow Line Productions intends to promote adequate physical distancing by:

- Encouraging physical distancing of 1.5m between personnel in all production related spaces where it is possible to do so.
- In situations where physical distancing is not possible, Yellow Line Productions will provide and enforce a number of safety measures to mitigate risk including, but not limited to; PPE (facemasks, gloves, Perspex screens, etc), encouraged testing and appropriate sanitisation methods.
- Limiting the number of production members including crew, cast to essential personnel in any given space to minimise spread potential.

Cleaning

In collaboration with venues, Yellow Line Productions intends to establish a detailed cleaning regime of all high contact surfaces related to production including:

- Sanitisation of surfaces door handles, tables, chairs.
- Encouraging the use of personal food and beverage containers and bottles to limit contact.
- Sanitisation of group spaces such as bathrooms, dressing rooms, kitchens and green rooms.
- Providing appropriate cleaning materials such as hand soaps, hand sanitiser, surface disinfectant, paper towels and tissues.

Symptom Checking and Training

Ensure all production personnel are familiar with COVID-19.

- Provide details of symptoms to production members and furnish all members with a copy of the COVID-19 Safety Plan.
- Advise that any production member; cast, crew, creatives or contractors refrain from attending any production related activity if symptoms are present.
- Encourage testing when exhibiting symptoms related to COVID-19.

Auditions

Yellow Line Productions plans to implement the following safety measures for the production audition process:

- All auditions will be booked and confirmed with an online system.
- Auditions will be conducted in a sufficiently large space to comply with all active physical distancing requirements.
- Physical distancing will be encouraged amongst all auditionees outside and inside the audition room.
- Auditionees will log their attendance digitally to manage contact tracing.
- A hand sanitising station will be present at the entrance to the audition room and all members; creatives, auditionees, crew will be encouraged to sanitise their hands upon entering and leaving the audition room.
- All auditionees will provide a digital copy of their audition sheet music to the repetiteur prior to the audition to limit potential contact spread.
- Auditionees will be encouraged to cancel, reschedule or provide a video audition if they are experiencing any COVID-19 related symptoms.
- Auditionees will conduct their audition behind a PPE screen to ensure the safety of both the auditionee and the creatives.
- The audition screen will be sanitised between auditionees.
- All creatives present will be wearing masks for the duration of the audition process for both individual and community safety.
- Any audition related content including; sheet music, script excerpts, etc... will be for the individual's personal use and will not be shared with others.
- In the event of group audition work, all members will be provided with PPE face shields to minimise transmission risk.

Rehearsals

The following control measures will be implemented for the entire duration of the rehearsal process.

- Where possible, physical distancing will be encouraged between all production personnel.
- At the commencement of the rehearsal period all personnel must consent to uphold all measures and controls listed in this document at all times when engaging in any activity on a premises related to the production process of *Bakery Hill – An Australian Rebellion*. Understanding that the document may be subject to change in accordance with the most recent regulations and restrictions.
- At the commencement of rehearsals all personnel will receive a COVID-19 safety briefing explaining the contents of this document and clarifying procedures and expectations.
- Enact regular reminders of appropriate COVID-19 Safe protocols and systems.

- Rehearsals will be conducted in a sufficiently sized space to allow for physical distancing.
- Various sanitisation methods and materials will be provided, including; hand washing stations, hand sanitiser, paper towel, etc...
- Rehearsal spaces will be cleaned and sanitised regularly, including all high contact surfaces, bathrooms, etc....
- Provide a digital check in system to allow for contact tracing of all production members.
- In the event that cast members will be required to participate in intimate scenes, cast members will be informed in writing and written consent from those involved will be required. No cast member will be required to partake in an intimate scene for which they have not given written consent.
- All production personnel will be encouraged to refrain from attending any and all production related activities if any COVID-19 symptoms are present.
- All production personnel will be encouraged to undergo testing and follow all public health advice if COVID-19 symptoms are present.
- During production week and the active production season; cast, crew and creatives will be encouraged to limit social contact for the safety of production personnel and the community.
- Non-essential personnel will be asked to leave the rehearsal space when possible to limit the number of people present in any given space.

Singing

Yellow Line Productions will monitor and adhere to the latest NSW Health regulations regarding singing. We will manage our rehearsal process accordingly in terms of groupings, distancing and mask wearing within the rehearsal space and the way we structure our rehearsal schedule to manage numbers within each space at any given time.

Amendment March 29th, 2021: In line with the recent government order released March 29th 2021, Yellow Line Productions will be rehearsing and performing “Bakery Hill: An Australian Rebellion” without physical distancing on stage and full ensemble singing unmasked. Prior to the release of the government order, Yellow Line Productions had applied for an exemption to NSW Health to perform the production with the above structure. If NSW Health recommendations change between the release of this updated COVID-19 Safe Plan and performances in April, Yellow Line Productions will work in conjunction with recommendations and reassess our COVID-19 Safety Plan.

Production Week and Performances

The following section outlines the specific guidelines as they apply to various groups and activities related to production week and the live performances.

Introduction

Production week will commence with a briefing in conjunction with venue staff to clearly outline the COVID-19 Health and Safety measures and how they apply to production personnel.

Sound and Technical Equipment

In collaboration with the venue's in-house technician, Yellow Line Productions intends the following course of action:

- Where applicable provide equipment for individual use and minimise the sharing of technical equipment.
- Introduce a strict cleaning regime of all technical equipment under the directives of the in-house technician.
- Ensure all microphone technicians are supplied with appropriate PPE if in close contact with other technicians, cast or musicians.

Front of House Staff

For all front of house staff supplied by Yellow Line Productions the following steps will be taken:

- FOH staff will be briefed on the appropriate measures to be taken when dealing with the general public to reduce the risk of transmission including; physical distancing, the wearing of PPE, along with a personal supply of hand sanitiser for application if necessary, before and after assisting patrons.
- FOH staff will be instructed to encourage physical distancing among patrons both in the foyer area and the theatre space.
- Yellow Line Productions intends to encourage the wearing of masks for all patrons prior to entering the performance space for the individual's safety and the safety of Yellow Line personnel.
- Patrons who are experiencing any form of COVID-19 related symptom will be requested not to enter the performance space and will be offered an option for an alternative performance date or a full refund at their discretion.

Back of House Staff and Crew

For all back of house staff and crew provided by Yellow Line Productions the following control measures will be in place:

- Crew will be instructed to abide by physical distancing wherever possible in all areas including; back stage, green rooms, communal spaces, etc...
- Crew will be provided with appropriate materials for the act of cleaning and sanitising any items that require it, including; hand sanitiser, cloths, spray disinfectant, etc...
- The sharing of any prop items will be minimised as much as possible.
- In instances where prop sharing is required, said items will be sanitised prior to the item changing hands.
- Crew will have in place a checklist of all prop and set pieces to be sanitised before and after each performance.

Dressing Rooms

The following will be applied to all personnel in relation to the use and cleaning of dressing rooms:

- Cast members will be allocated specific dressing rooms for the duration of the performances and will be encouraged not to visit other dressing rooms unless under specific circumstances.
- Cast members will be allocated specific spaces in each dressing room for the duration of performance to both adhere to physical distancing requirements and limit potential transmission by preventing surface sharing.
- Dressing rooms will be supplied with necessary cleaning, sanitising and disinfecting articles to facilitate good health and safety practices.
- Cast will be instructed to sanitise and wipe down their specific section before and after each performance and encouraged to do so throughout their use of the space.
- Dressing rooms will receive a detailed disinfectant procedure at the end of each performance.
- Cast will be instructed to keep both costumes and personal effects within their designated space at all times where applicable.

Hair and Makeup

The following set of guidelines applies to the entirety of the hair and makeup department for the duration of the production.

- Wherever possible cast will be encouraged to apply their own makeup and style their own hair.
- In instances where this is not a possibility all measures will be taken to mitigate the contamination risk to both the hair and makeup artist and the cast member, including the use of PPE, masks, gloves, etc...
- Cast will be instructed to provide their own makeup and hair products for personal use only and prohibit the sharing of these products due to high transmission potential.
- Where a hair and makeup artist is employed or required they will be instructed to take the following steps to reduce the risk of transmission; washing and sanitising hands before and after assisting each cast member, sanitising/disinfecting all equipment and applicators between cast members and where possible assign specific equipment/product to individuals to prevent sharing.
- Cast will be encouraged to store all hair and makeup products appropriately in sealed containers when not in use.

Costumes

Yellow Line Productions endeavours to undertake the following precautions:

- For costume fittings and measurements where physical distancing is not possible PPE will be provided.
- The costume department will have in place a regime of hand washing and sanitising along with sanitising equipment between individual use.
- Wherever possible costumes will be assigned to specific individuals to prevent sharing.
- Wherever possible the process of storing and cleaning costumes will be designated to the individual in possession of said items to limit spread.
- Cast will be instructed on the appropriate means of cleaning and sanitising their own costume pieces by the costume department.
- Under circumstances where the above is not possible, costume handlers will be equipped with PPE to limit contamination potential.

Performers

Performers will be instructed to adhere to the guidelines listed below at all times:

- Wherever possible abide by physical distancing restrictions in all production related spaces.
- Discourage the sharing of food and beverages in all production related spaces.
- Encourage performers to engage in physical distancing and limit social encounters during production week and the performance run.
- Performers will be provided with adequate soap, sanitiser and disinfectant to maintain good health and safety practices at all times and will be encouraged to wash and sanitise hands frequently.
- Where applicable props will be assigned to individual use to prevent sharing.
- If blocking requires cast members to travel through seating aisles, all Yellow Line Productions personnel are instructed to not interact with patrons in any form and to move in a one way direction to minimise cross contamination.
- When interacting with patrons either before or after a production, all Yellow Line Productions personnel will be encouraged to forgo physical contact, follow physical distancing recommendations, and wear masks or similar face coverings. This is intended to safeguard all Yellow Line Productions personnel, venue staff and the general public.

Risk Management

The following risk assessments and techniques will be employed by Yellow Line Productions to mitigate potential risks to all personnel, affiliates and general public associated with Yellow Line Productions in accordance with public health directives and industry recommendations.

Swings

Should any cast member present with symptoms over the course of any public performance they will be temporarily stood down from the role and instructed to undergo testing. Yellow Line Productions will be employing the use of Swings who will be trained to fill roles that may potentially be left vacant due to the effects of COVID-19.

Risk Management for Suspected COVID-19-19 Case

Should any Yellow Line Productions personnel present with symptoms or be suspected of contracting COVID-19 the following actions will be taken:

- The affected member will be instructed to don PPE and immediately limit all inessential interactions.
- If able, the affected member should make their way home or to visit a medical facility or doctor immediately.
- If unable, Yellow Line Productions will organise transportation of the affected member to any of the above locations.
- The affected member will be instructed to undergo test in a timely fashion.
- The affected member will be asked to provide details of any close contact with any other Yellow Line Productions personnel or equipment.
- The affected member will be instructed that they will be unable to partake in any physical activities related to Yellow Line Productions until a negative COVID-19 test result can be provided along with clearance from a health professional.
- A designated Yellow Line Productions COVID-19 Safety Officer will then assess the potential risk to the company and general public.
- If the risk is assessed as being low, all personnel will be made aware of the situation and asked to be aware of any symptoms that may arise and inform the company immediately.
- If the risk is deemed too high the company will be asked to isolate, undergo testing and all public performances may be cancelled until the risk assessment proves the threat negligible.

Risk Management of Confirmed COVID-19 Case

Should any personnel of Yellow Line Productions test positive to COVID-19 the following actions will be taken:

- The affected member will be required to isolate until such a time as they have been given clearance by the public health authorities.
- Any Yellow Line Productions personnel deemed by the public health authorities to have had close contact with the affected person will be required to:
 - Be informed about the confirmed case.
 - Be required to quarantine for a period dictated by the public health authorities.
 - Encouraged or required to undergo testing at the discretion of the public health authorities.
- Yellow Line Productions will then seek and strictly follow all recommendations and directives of the public health authorities, including but not limited to the cancellation of a specific production and or the production season.
- If required, Yellow Line Productions will submit a full incident notification to the local WorkSafe Authority.

Contact Tracing

Throughout the audition, rehearsal and production process, Yellow Line Productions, in association with the Bryan Brown Theatre, will maintain a constant and up to date digital register of the attendance and location of all personnel when engaging in activities associated with *Bakery Hill – An Australian Rebellion*. In addition, and in collaboration with the venue, patrons will be required to sign in when attending any performance of *Bakery Hill – An Australian Rebellion*.

Production Cancellation

Yellow Line Theatre acknowledges that under the guidance and directives of the public health authorities, *Bakery Hill – An Australian Rebellion* may be cancelled at any time in order to safeguard the health and safety of personnel and the general public and comply with all restrictions and regulations.

Acknowledgments

Yellow Line Productions would like to thank and acknowledge **Live Performance Australia** for their hard work and dedication, without which this document would not have been possible.

For more information on the guidelines as laid out by Live Performance Australia along with a list of references and support materials please visit:

- <https://liveperformance.com.au/wp-content/uploads/2020/08/Guidelines-for-Auditions-Rehearsal-and-Performances-FINAL-2020.08.05.pdf>