



City of Sale Eisteddfod COVID-19 PLAN

Annexure to Sale Eisteddfod Rules 2021

Purpose:

The purpose of this plan is to minimise the risk of exposure to, and community transmission of, COVID-19 at the Sale Memorial Venue and adjoining premises, during the City of Sale Eisteddfod. This plan details actions to be undertaken at Sale Memorial Venue premises to minimise the risk of exposure to COVID-19 during the pandemic, and how to respond to a COVID-19 infection.

This plan may be updated at any time, to ensure compliance with changed to Government rules, guidelines and policies associated with COVID-19.

Reference:

The City of Sale Eisteddfod have implemented new guidelines in line with: Victorian Government: Entertainment, Live performance, arts and cultural activities guidelines for reopening –

PAC Australia: Guidelines for COVID-Safe Venues -

<https://paca.org.au/wpcontent/uploads/2020/06/Guidelines-for-COVID-SafeVenues-pdf>

Safe Work Australia: How to clean and disinfect your workplace - [COVID19 Search | Safe Work Australia](#)

Infection Control Training - [COVID-19 infection control training | Australian Government Department of Health](#)

and as directed by: Sale Memorial Venue

Venue:

City of Sale Eisteddfod – Theatrical Dance will commence on Tuesday 6th April 2021 and conclude on Sunday 12th April 2021 at the Sale Memorial Venue, 3850.

The General Music Eisteddfod will commence on Sunday 23rd May 2021 and conclude on Sunday 30th May 2021.

Sale Memorial Venue will provide their terms and conditions which will be incorporated into this plan. At the time of drafting, the venue is strictly limited to the 4 square meter per person physical distancing rule.

The City of Sale Eisteddfod will be always enforcing the following capacity limits in line with Victorian Government requirement.

Capacity limits at Sale Memorial Venue are in line with public health directives, at the time of writing this plan which recommend the number of people in an indoor space is limited to one person per four square metres of floor space. This will allow all persons to maintain a physical distance of 1.5 metres from any other person whilst using the facilities. Hirers will be required to strictly adhere to the below room/space limits. These figures have also considered the requirement for one committee member or volunteer to enter these spaces at any given time:

Supper Room 50 Main Foyer 30 Main Venue 149 Stage Area 19 Back Stage music area 9
(Subject to change)

Advice sought:

The City of Sale Eisteddfod President contacted Victorian Health COVID hotline line – 1800 675 398 and was advised to read and download the advice on their webpage. The rules were amended on January 29th, 2021.

Email sent to Covid hotline on February 26th 2021. Confirmation received back from them on the same day, stating that we are in tier 3.

The representative advised that dance/music solos are not a prohibited activity under the current health direction for Victoria at this time and further advised that dance students and teachers must physically distance at all time except when dancing. However, City of Sale Eisteddfod must still adhere to the maximum capacity of each area or zone within the venue.

City of Sale Eisteddfod:

City of Sale Eisteddfod Committee have determined together with Victorian Health that allocating each competitor / studio their own designated area for the entire event, allowing 4 square meter per person, together with physically distancing is reasonable COVID-19 management under the current requirements.

The committee will comply with the current Victorian Government Covid 19 regulations in force at the time of the eisteddfod. These regulations may change during the event if advised of any changes

City of Sale Eisteddfod:

City of Sale Eisteddfod Society Inc Committee, together with Sale Memorial Venue, have taken every measure possible to research and inform themselves of obligations and requirements to hold this event at this time.

It is considered reasonable that the City of Sale Eisteddfod would be able to run troupes and solos at Sale Eisteddfod 2021 in accordance with this COVID-19 plan with medium/low risk.

The success of this event relies significantly on Sale Eisteddfod entrants, participants, spectators, and volunteers abiding by the strict rules and process put in place to protect our community within this plan.

City of Sale Eisteddfod committee will have no option but to remove any individual on the premises seen not to be complying without warning.

City of Sale Eisteddfod management of capacity limits and physical distancing:

- The change room at the rear of the stage may be used with appropriate management oversight
- Each school will be allocated a space and that space will be theirs for the entire event for all age groups
- The wearing of facemasks may have to be worn inside the Sale Memorial venue as per government regulations at the time
- Capacity posters displayed in each zone/area
- No vendor space allocated in foyer
- Limited seats for spectators available (possibly only one parent / guardian) depending on the Government regulations enforced at the time
- Contact tracing and number counting taken at the front and rear entry points of the building
- Regular checks of each room/area to ensure adherence to room limits as specified by Sale Eisteddfod Covid plan
- Markers of 1.5 metres in front of house areas
- Lock down of the venue during age blocked sections
- Adopt the theory of “get in dance and get out” – (AUSDANCE/AIS)
- Once an age group is concluded that entire age group is vacated from the premises before the next age category
- Strictly no parents allowed in any dance change area or backstage area, unless no teacher available to supervise the competitor, or prior authorisation has been given by the school or convenor
- The change room area in the supper room is not to be used as casual sitting, socialising or relaxing
- Suggesting one parent per competitor as a general attendance/patron rule with no guarantee of capacity to seat

Contact Tracing:

- As per government guidelines all attendees including minors are required to register or sign into the venue upon arrival
- Competitors/performers/teachers are to arrive and depart through the front door and will be directed to their area once signed in.

Parents are to sign in by registering with our QR Code then enter through the front foyer entrance and are only permitted in the venue when their child's age section is scheduled.

- City of Sale Eisteddfod Committee members are to arrive and depart through the back door and are to sign by in by using the QR code each shift they are on duty

Stopping the Spread:

- Teachers are to control the dance music submitted for each competitor items as per the email sent to the schools by the convenor. Independent competitors are to make their music available preferably on an iPod or similar
- Music sheets are to be registered upon arrival at the secretary desk. The secretary or volunteer are to wear gloves to receive the music sheet
- The wearing of facemasks may have to be worn inside the Sale Memorial venue as per government regulations at the time
- Prohibiting hair style changes and requesting that competitors arrive with hair done for the day
- Limited food handling in canteen, see separate Canteen specific COVID-19 plan
- Not operating a BBQ
- Offering contactless payment options
- One-person handling money only (entry desk) with gloves on
- All desks including the adjudicator desk are to have protective screens in place
- All volunteers handing over items such as trophies will wear gloves
- No parents backstage
- Small hand props are only to be used for onstage items and these props must be set and removed on stage by competitors only. No scenery items are to be used
- All props that have been used on stage must be taken out of the venue immediately after use
- Hand sanitiser readily available
- Regular sanitising of the stage (By Sale Eisteddfod between the sections)
Regular cleaning of wet areas (By Sale Eisteddfod or cleaner)
- Sanitising each station of a volunteer at the start of and upon conclusion of a shift and at regular times during their shift
- Adjudicator and scribe to be separated 1.5 meters apart
- Protective sneeze screens will be used at all tables that committee, volunteers or adjudicator are seated

- Microphones are to have the attached wind sock changed over at the end of each session and cleaned. Microphone is to be wiped over with antibacterial wipes
- Max capacity of 149 persons in the main venue
- Regular high touch surfaces cleaned frequently (By Sale Eisteddfod or cleaner)
- Volunteers and committee members will undertake the Victorian government infection control online training

Responding to Potential COVID-19 Infection:

Every entrant to the venue must sign a “good health and no symptoms” declaration form at the commencement of the day or session and will be a condition of entry and participation – failure to provide this form will result in the entry being rejected.

Patrons and Guests should be advised that they must not attend the venue if they are unwell, have symptoms of COVID-19, suspect they may have been infected with COVID-19 (including close contact with a person diagnosed with COVID-19) or been advised by health authorities to self-isolate or quarantine.

A guest who is observed to be reasonably displaying any symptoms (for example persistent coughing) of COVID-19 in the venue will be asked to leave.

Guests who are vulnerable to a serious COVID-19 infection should discuss with their doctor what activities are safe for them to resume once restrictions are eased. The onus is on the guest to determine their capacity to safely resume venue activities and/or attendance at the venue.

(Guest = Competitor, teacher, committee member, volunteer, parent, spectator, sibling, or any other person in attendance of the venue during the 2021 Sale Eisteddfod).

In the event of a COVID-19 case been notified to the committee, the event will be paused whilst a deep clean of any affected are/s is conducted.

The advice of the Victorian Health department will be sought, prior to the recommencement of the event.

Control of Each Designated Area:

- Once an area is allocated to a school for the duration of the event, it is the responsibility of all competitors using these areas to ensure the following steps are always followed:
 - 1) No parents allowed backstage and in allocated change rooms
 - 2) Fill out the QR code each day including minors
 - 3) Regularly clean change room and not leave items laying around
 - 4) Ensure your students minimise their “mess zone” to their own designated space you have allocated them in your area
 - 5) Keep clothing in their costume bags wherever possible
 - 6) No hair changes (we will advise the adjudicator of this)
 - 7) Use bins provided
 - 8) Ensure all mess is cleaned up and room is cleared at the end of each session

- 9) Adhere to capacity limits for all spaces, always including change rooms
- 10) Schools are to supply a Covid helper at the venue
- 11) Facemasks are to be worn as per Victorian Government regulations in place at the time

Spectators:

Unfortunately, this year we are unable to support a large audience. Therefore, we are limiting the number of audiences to one person per competitor who is performing on stage in that session. The main hall can only hold 149 people at any one time, and does not include committee members, adjudicator, or volunteers etc.

Schools will be allocated seat areas prior to the event, and that they are expected to seat their students in those area only. This allocation will vary depending on the number of performers within each session.

Please also note the foyer in front of the canteen and toilets only allows capacity of 30 people not including workers at any one time. Therefore, there may be the requirement to line up outside prior to the commencement of sessions.

Intended Scheduling of the theatrical dance to Assist in Capacity Management:



RUNNING SHEET 2021.pdf

PLEASE NOTE: on conclusion of each session the venue must be vacated for sanitising and cleaning.

Once the venue has been sanitised, the next session and their attendees will be invited to register their attendance for contact tracing purposes and enter the premises. No entry to the building will be permitted unless you can prove you are there for the age group scheduled for that time.

Competitor, Performer & Teacher Requirements:

- Each competitor must only arrive for their scheduled age blocked section
- Competitors should arrive with hair and makeup done for the day
- Upon entry, exit, and as reasonably required, sanitise hands
- Costumes should always be bagged and covered when not in use
- Upon arrival for age group, competitors and teachers are to enter through the front door, unless authorised to use another entry point that has been authorised by the convenor and register their contact details for contact tracing requirements
- Swiftly proceed to designated room
- Competitors and teachers or parent must apply the physical distancing requirements of 1.5 meters apart. and the 4 square meter rule per person per space at all times, when not performing
Competitors are exempt from this rule when on stage only
- When not performing performers are not to wonder the venues or gather with others.
Competitors are to remain in their designated space

- Teachers are required to ensure that their students are always complying with these rules
- ONE teacher per team (unless previously approved by the convenor) are permitted to escort their troupe or soloists to the designated waiting areas, watch from side stage then escort them back to their designated area, by ensuring that they are always physical distancing
- Canteen facilities may be available for food and refreshments. We wish to limit the amount of entry and exit during performance times wherever possible.
- If you do require to leave the building and return during your age section, you will need to follow the procedures or directions from the door person that will be set out on that day
- No parents permitted backstage or in change rooms unless a designated helper
- No props unless they can be handled by the competitors (troupes and solos) with no volunteer or adult help allowed
- Props cannot be stored backstage or anywhere on site as this takes up square meterage limiting the number of competitors allowed even further
- Ensure you are regularly cleaning your space with disinfectant
- Ensure all items are clean and the change room is left in order and disinfected at the end of your age groups and upon vacating
- Adopt the 'get in dance get out' policy suggested by the AIS
- Complete the QR tracing app each day
- Do not lend or borrow makeup or hair items (as you are ready to go there should be no need for these items)
- If you bring lipstick or lash glue for touch ups PLEASE HAVE THESE LABELED AND only use your own – no sharing, however we recommend that this be left at home
- Upon registration, please email a list to saleeisteddfod@gmail.com on what age groups the teacher/s will be in attendance, together with how many students and teachers for each age group – this is to help assist in zone allocations.

Process/Rules for Individual Soloists Attending on Their Own

This set of rules pertain to entrants who wish to compete at City of Sale Eisteddfod 2021 as a soloist and are coming from a studio on their own with an accompanying parent.

IF A SOLOIST ATTENDING WITHOUT A TROUPE/STUDIO/TEACHER PLEASE EMAIL saleeisteddfod@gmail.com AND ADVISE ASAP.

E.g.: Mary and Sarah wish to compete in solos – they live in Traralgon, Mary and Sarah are the only two students from their studio in Traralgon that will be attending Sale Eisteddfod. Mary and Sarah will each come with their mums. Mary and Sarah are therefore considered individual soloist.

If Mary and Sarah's teacher decides to attend, then their teacher becomes the responsible adult for Mary and Sarah and mum becomes a "patron" and not allowed in the designated changing area.

E.g.: 2 Mary, Sarah, Kate, Jane, Emily, Alice, Helen, Mel, Joan, Penny, Nicole, Abby, Lisa, Amy & Sue all dance for the same school and in the same age group, however their troupes are not performing. We would in this case STRONGLY encourage a teacher from their studio to attend.

These girls will be given a “space”, and we suggest that in the absence of a teacher ONE parent is nominated to be the responsible adult in this instance to avoid over capacity and breach of social distancing rules.

However, if these same girls were split over a number of age groups, so they would be allocated space in the supper room and allowed one carer each.

As a general guide, if your competitor is aged 12 years or older parent assistance is considered to be minimal and, in these instances, we urge you to re think your need to be in any changing areas unnecessarily particularly when busy. We ask that you be aware of your surroundings and take responsibility to ensure capacity is not overreached.

For parents of competitors 10 years or younger we understand the level of parent involvement is higher. As hair and makeup are removed from this event and you are required to arrive ready this eliminates one of the main issues – quick changes will be avoided in all areas possible and may only effect troupe sections which will be dealt with accordingly.

Each parent assisting an individual soloist will need to be identified as such.

Moving Around the Venue:

- Moving around the venue is limited to committee members, performers, teachers, and volunteers
- Competitors will be advised when it is their turn to come to the designated waiting area prior to going on stage
- Competitors for that section will be seated in their allocated area of the main venue whilst waiting to perform on stage and will then proceed to the stage as directed
- From here competitors will be ushered onto the stage to perform
- Once finished and they come off stage, exit down the stairs as directed and may again sit in the designated area of the main venue until that section is completed.

Suggestions to Help Limit Movement and Numbers:

- Order food and coffee in advance – No catering will be supplied this year.
- Have what you need with you but kept to a minimum.
- Keep an eye on the progress and times and listen for announcements.
- Schools are to inform the Sale Eisteddfod committee of the number of parents that are interested in watching troupe items as the numbers allowed in the main venue will be limited. This may change if we cannot have an audience
- Keep parent attendance as low as possible on troupe times to help avoid disappointment and over capacity
- Always follow directions by officials and teachers

Every entrant to the venue must sign a “good health and no symptoms” declaration form at the commencement of the day or session and will be a condition of entry and participation – failure to provide this form will result in the entry being rejected.

COVID-19 Refund Policy:

Due to the rules surrounding the event and not allowing anyone with symptoms of COVID19 to attend the following refund policies apply:

For competitors planning to travel to the Sale Eisteddfod to perform, please note that entry is at own risk.

If the Sale Eisteddfod can proceed, refunds will NOT be available in the event that state borders are closed and/or a non-essential travel ban is imposed by the Government. The Sale Eisteddfod Committee reserves the right to refuse entry to competitors travelling from a COVID-19 high risk areas and hot spots. Please refer to the COVID-19 safe website for current restrictions and quarantine/isolation rules.

If the Sale Eisteddfod cannot proceed as a directive from Government regulation or by the Sale Venue Committee as a direct result of COVID-19 infection control measures, refunds, minus admin fees will be given to all entrants who have not yet danced.

PLEASE ENSURE YOU UNDERSTAND AND ACCEPT ALL TERMS AND CONDITIONS PRIOR TO ENTRY.

Solo, Duo/Trio:

Prior to your attending the event, if your competitor shows symptoms and you withdraw them, you must complete the following steps to claim a refund:

- 1) within 10 days from 5th April 2021
- 2) email saleeisteddfod@gmail.com a copy of the COVID-19 competitor refund form available by request to our email address
- 3) include a copy of a valid medical certificate for the competitor
- 4) provide bank account details

A refund will be provided in due course following receipt of a valid medical certificate receipt.

The refund amount will be calculated as follows: entry less the admin fee

At any time during the event, if you are identified by a Sale Eisteddfod committee member as showing flu symptoms at the event and asked to leave the eisteddfod you will not be entitled to a refund. This will be considered as a direct breach of the terms and conditions of this event and non-compliant behaviour under VIC law and the COVID-19 Plan for the Sale Eisteddfod. Your details will be recorded and noted as a person in breach.

ALL OTHER REFUNDS WILL BE AT THE DISCRETION OF THE CITY OF SALE EISTEDDFOD COMMITTEE INC.

As at 10th February 2021

Attachment Files



Guidelines-for-COVID-Safe-Theatres-Endorsed-Published-August-2020.pdf



cleaning-table-covid19-10 November 2020_0.pdf