

Temperance Hall's COVIDSafe plan adheres to the Victorian Government Department of Health and Human Services guidelines for Metropolitan Melbourne

Victoria's Road Map: Delivering the National Plan

Phase D – Current-
90% of 12+ fully vaccinated
Indicative date: 24 Nov

Temperance Hall Open

- Capacity limits or density quotients will be removed for all settings.
- Masks will only be mandatory indoors in some high-risk settings such as hospitals, aged care, public transport and justice and correctional facilities. * FOH staff at Temperance Hall Events will wear face masks.
- There will be no restrictions for indoor and outdoor events provided they follow COVIDSafe rules, including vaccination requirements.
- Events with significant numbers of children may not be able to operate at full capacity while vaccines remain unavailable for children.
- There will be capacity limits for religious ceremonies, weddings and funerals where vaccination status is unknown.

	Full capacity	DQ2	75% capacity
Main Hall	200	69	150 standing
Upstairs Studio	100	44	75 seated 100 standing
FRONT STUDIO		18	75 seated 27
Office		9	
Foyer		8	
Venue	300	100	225

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Vaccination Requirements

in order to work onsite at a work premises, you must be able to provide evidence to your employer that you have:

- received two doses of the COVID-19 vaccine and be in the four month period before a booster is needed.
- have a medical exemption evidenced by an authorised medical practitioner – which will need to be supplied before entering the premises. The only proof of vaccine exemption Temperance Hall will accept is an updated Australian Immunisation Registration COVID-19 digital certificate or print out copy with valid ID.

The quickest and easiest way to check vaccination status is via the Service Victoria app when patrons check-in using the Victorian Government QR code. However, there are other ways that businesses can check the vaccination status of their patrons, if they don't have access to a smart device or are under 16 years of age.

- COVID-19 digital certificate using the Service Victoria app
- COVID-19 digital certificate in a smart phone wallet
- Printed copy of COVID-19 digital certificate or immunisation history statement
- Australian Immunisation Register medical exemption certificate in a smart phone wallet or printed

Businesses should:

- check the vaccination status of your patrons before allowing entry
- ensure posters outlining vaccination requirements and Service Victoria QR codes are clearly visible
- train staff to check proof of COVID-19 vaccination status (or a valid exemption) and what to do if someone refuses to be checked or is not vaccinated
- remind customers of vaccination requirements via your social media channels and when taking bookings.

Further resources:

- [About COVID-19 vaccines, and how to book an appointment](#)
- [How to show proof of vaccination](#)
- [How to Get your COVID19 Digital Certificate](#)

COVID Safe Principles

TH Actions

Practice Physical Distancing

Where possible, aim for workers and visitors to maintain physical distancing of 1.5 metres.

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- Informing workers to work from home wherever possible
- Minimising the build-up of people waiting to enter and exit the workplace
- Using floor markings to provide minimum physical distancing guides
- Reviewing delivery protocols to limit contact between delivery drivers and workers
- Limit number of patrons in accordance with industry directions.

General

- TH will limit activity and attendance as per the Vic Gov advice for: Creative Studios and Entertainment Industries
- TH will display signage around the venue regarding:
 - Capacity limits
 - Vaccination requirements
 - Information about the symptoms of coronavirus (COVID-19) and the need to stay home when unwell
 - Physical distancing (especially around an attraction/display or waiting area)
 - Good hand and respiratory hygiene
 - Proper mask wearing
- Floor markings installed to identify 1.5m distance in entry foyer
- TH will minimise interaction between different groups by creating workplace bubbles:
 - Hirers using the Main Hall to use back toilet block
 - Hirers using the Upstairs Studio to use accessible bathroom in foyer
- TH will encourage contactless delivery – delivery drivers are already asked to call the office on arrival.

Production only

- Prod staff to allow additional time to discuss how to safely move any equipment/dressings/props, either on their own, or together and maintaining at least 1.5m
- Prod staff to sanitise high touch surfaces before they are handled

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- Prod staff to regularly wash their hands when handling equipment and always wash or sanitise their hands when finished

Office

- Staff encouraged to work from home where possible
- Office users to enter via external office door
- Office users to use toilet block only

Public events

- TH employ electronic record keeping via the Vic Gov QR code
- A dedicated COVIDCheck-in Marshall will be on-site to ensure members of the public are checking in using the Vic Gov QR code and checking vaccination status
- TH FOH Staff will complete the infection control training provided by the Vic Gov
- Separate entrances and exits for patrons will be arranged, including consideration of seat removal to facilitate additional pathways.
- TH will avoid self-service facilities
- Accessibility requirements will be accounted for when configuring spaces and patron flow

You must apply density quotient to configure shared work areas and publicly accessible spaces

- TH will apply density quotations as listed above according to Vic Gov guidelines
- TH will ensure that all persons on-site check in using the QR codes provided, this will be outlined in the venue induction and during public events TH will have a COVID-Marshall on-site to ensure this maintained
- All Covid Marshals will undergo basic infection control awareness training at the Department of Health COVID-19 Infection Control Training website
- The COVID-Marshall will ensure the space is managed, count the number of people in the space, and monitor when the space is approaching capacity

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You should provide training to workers on physical distancing expectations while working and socialising. This should include:

- Informing workers to follow current public health directions when carpooling or using public transport. This can be found at vic.gov.au
- Reduce workers levels in accordance with industry directions.
- Limit number of patrons in accordance with industry directions.

- TH staff will undertake an induction that covers all requirements outlined in this COVIDSafe Plan, including individual responsibilities for maintaining the health and safety of all persons in attendance at TH as well as the infection control training

General

- Any Hall users will undertake an Induction prior to or on their first day of attendance at TH that outlines requirements of them while working at TH.
- General Induction items:
 - Symptoms of COVID-19
 - The need to immediately disclose any symptoms they experience and/or if a close contact is being tested for COVID-19 and to not attend TH in these cases
 - The need to maintain 1.5m physical distancing at all times
 - How to check in using the VIC GOV QR code
 - Instructions on personal hygiene, including:
 - frequent handwashing and/or hand sanitising
 - avoiding touching eyes, nose and mouth
 - practicing respiratory hygiene by coughing or sneezing into elbow or upper sleeve, or a tissue and then immediately disposing of the tissue
 - utilising hygiene stations to clean frequently touched items upon arrival, including mobile phone, headphones, keys, Myki card
 - bringing in as minimal equipment or props on site as possible and not leaving equipment in spaces overnight
 - bringing own water and water bottles as there will be no access to the kitchen
 - The need to wear fitted face masks as per directions by the Victorian State Government except when an exemption applies
 - The need to spend as little time as possible in the foyer / other transit areas within the building, including stairwell

Wear a Face Mask

You must ensure all workers adhere to current face mask requirements, as outlined at coronavirus.vic.gov.au/face-masks

Requirements may change over time.

You should provide training, instruction and guidance on how to correctly fit, use and dispose of Personal Protective Equipment (PPE).

You should inform workers that reusable face masks should be washed each day after use. However, if during the day the face mask is visibly dirty or wet, it needs to be replaced with a clean face mask immediately.

- As outlined above, the requirements for wearing fitted face masks will be covered during inductions for all persons attending TH
- Where possible, TH staff will monitor all attendees' wearing of fitted face masks to ensure instructions are followed as per government guidelines.
- If face covering suspected to not be appropriate, TH to provide disposable face mask.
- FOH staff at events will be required to wear a fitted face mask

Practise good hygiene

You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.

- TH cleaning schedules are constantly reviewed and considered when scheduling activity at TH, and new additional activity is only permitted when adequate additional cleaning can be arranged.

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You should:

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
 - Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
 - Conduct an audit of cleaning schedules.
 - You should display a cleaning log in shared spaces.
 - You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.
- TH has a high-touch-point cleaning checklist which hirers are inducted into prior to their hire period. It is necessary for all hirers to complete the cleaning and sign their name prior to commencing the hire.
 - Professional cleans occur weekly on Mondays, with additional cleans scheduled for larger events/workshops
 - Deep cleans will be organised in the event of a positive case at Temperance Hall
 - Cleaners also are asked to sign the checklist provided
 - Surfaces will be cleaned with a combined detergent and disinfectant, with special attention given to any visibly soiled surfaces and frequently touched surfaces including:
 - Door and cupboard handles
 - Stairwell railing
 - Light switches
 - Heating/cooling
 - Any equipment used including chairs, tables, PA system, props
 - Hygiene stations
 - Wash basins
 - Toilet seats
 - Church St gate lockbox and key
 - Kitchen area
 - High-touch communal items will be replaced where possible with hygienic alternatives, eg:
 - Touch-free rubbish bins
 - Touch-free soap dispensers
 - Where TH staff are required to undertake cleaning, they will be advised:
 - To wear gloves while cleaning, and to wash hands before and after cleaning
 - Which products to use and how to use them
 - To fill out the cleaning checklist upon completion
 - To notify other team members if cleaning supplies are running low
 - Handwashing posters in bathrooms / at kitchen sink
 - Hand sanitising poster at each hygiene station
 - Hygiene stations located in office, Main Hall, Studio and foyer, including:

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- Hand sanitiser with minimum 60% alcohol
- Disinfectant spray / wipes for sanitising equipment/high touch surfaces
- Gloves
- Masks
- Paper towels

Other TH Users

- TH will attempt to schedule bookings to align with existing cleaning schedules. Any additional venue cleans required will be at the expense of the hirer unless it is negotiated and deemed appropriate for the Hirer to clean at the end of the day themselves.
- Professional venue cleans will always be scheduled in between different users/groups using a particular space.

Keep records and act quickly if workers become unwell

You must support workers to get tested and stay home even if they only have mild symptoms.

- Artists contracts state that they will receive payment still if they must stay home due to having any symptoms, having to get tested or awaiting test results, or if they have been identified as a close contact of someone being tested for COVID-19
- TH provides refunds for persons who are unable to attend their booking because of reasons relating to COVID-19

You must develop a business contingency plan to manage any outbreaks.

This includes:

- Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or

General

- All persons to sign into the hall using the VIC GOV QR code provided and provide proof of vaccination or medical exemption
- Any person showing coronavirus (COVID-19) symptoms, however mild, will be asked not to attend TH and/or will be sent home immediately.
- If a person develops symptoms while at TH, they must:
 - Immediately notify TH staff;

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- have been in close contact should NOT attend the workplace until they receive their test results
 - Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period
 - Having a plan in place to clean the worksite (or part) in the event of a positive case
 - Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
 - Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace
 - Having a plan in the event that you have been instructed to close by DHHS
 - Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work
 - You must keep records of all people who enter the workplace for contact tracing.
 - Ask workers to declare verbally before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.
- Leave TH, travelling by the least public means possible; and
 - Ring the Department of Health and Human Services (DHHS) coronavirus (COVID-19) hotline on 1800 675 398 for advice on testing.
 - They must then stay home until symptoms have resolved, until it has been 72 hours since the last fever or chills and until they have received a negative test result.
- Should a person who's attended TH be suspected or confirmed to have COVID-19, TH staff will carry out the Suspected or confirmed case of COVID-19 procedure, key actions summarised below:
 - Identify and notify close contacts and tell them to stay home and get tested
 - Close off all areas that were used and arrange thorough cleaning and disinfecting as per Safe Work Australia guidelines, informing cleaners of the situation to ensure they take appropriate precautions
 - Contact DHHS (1800 675 398) and Worksafe Vic (13 23 60) if five or more positive cases arise, and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
 - Close/lock up TH and cancel any upcoming activities until DHHS have authorised a reopening
 - Check in with the person with symptoms regularly to check if their test results are positive/negative
- Office workers**
- Ask workers to declare verbally before each shift that they are free of symptoms, have not been in contact with a confirmed case, and have not been directed to isolate.
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- You should implement a screening system that involves temperature checking upon entry into a workplace.

You should reduce the amount of time workers are spending in enclosed spaces.

This could include:

- Enabling working in outdoor environments
- Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems

General

- Meetings to be held via Zoom or phone instead of on site unless necessary
- Most staff are employed part time and are to work on alternate days.
- All venue users instructed to eat and take breaks off-site and outdoors, and to not interact with other venue user groups

Other TH users

- Other TH users encouraged to turn on fans and open a window and doors at start of session

Create workforce bubbles

You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.

Other TH users

Where possible TH will limit the amount of bookings per space per day
Part-time employees encouraged to work on alternating days

You must apply density quotient to configure shared work areas and publicly accessible spaces

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- TH will ensure that all persons on-site check in using the QR codes provided, this will be outlined in the venue induction and during public events TH will have a COVID-Marshall on-site to ensure this maintained
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- Limit number of patrons in accordance with industry directions.
- Symptoms of COVID-19
- The need to immediately disclose any symptoms they experience and/or if a close contact is being tested for COVID-19 and to not attend TH in these cases
- The need to maintain 1.5m physical distancing at all times
- How to check in using the VIC GOV QR code
- Instructions on personal hygiene, including:
 - frequent handwashing and/or hand sanitising
 - avoiding touching eyes, nose and mouth
 - practicing respiratory hygiene by coughing or sneezing into elbow or upper sleeve, or a tissue and then immediately disposing of the tissue
 - utilising hygiene stations to clean frequently touched items upon arrival, including mobile phone, headphones, keys, Myki card
 - bringing in as minimal equipment or props on site as possible and not leaving equipment in spaces overnight
 - bringing own water and water bottles as there will be no access to the kitchen
- The need to wear fitted face masks as per directions by the Victorian State Government except when an exemption applies
- The need to spend as little time as possible in the foyer / other transit areas within the building, including stairwell

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 - Cleaners also are asked to sign the checklist provided
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 - Door and cupboard handles
 - Stairwell railing
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- Conduct an audit of cleaning schedules.
- You should display a cleaning log in shared spaces.
- You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.
- Light switches
- Heating/cooling
- Any equipment used including chairs, tables, PA system, props
- Hygiene stations
- Wash basins
- Toilet seats
- Church St gate lockbox and key
- Kitchen area
- High-touch communal items will be replaced where possible with hygienic alternatives, eg:
 - Touch-free rubbish bins
 - Touch-free soap dispensers
- Where TH staff are required to undertake cleaning, they will be advised:
 - To wear gloves while cleaning, and to wash hands before and after cleaning
 - Which products to use and how to use them
 - To fill out the cleaning checklist upon completion
 - To notify other team members if cleaning supplies are running low
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- Hygiene stations located in office, Main Hall, Studio and foyer, including:
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You must support workers to get tested and stay home even if they only have mild symptoms.

- Artists contracts state that they will receive payment still if they must stay home due to having any symptoms, having to get tested or awaiting test results, or if they have been identified as a close contact of someone being tested for COVID-19
- TH provides refunds for persons who are unable to attend their booking because of reasons relating to COVID-19

You must develop a business contingency plan to manage any outbreaks.

This includes:

- Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results
- Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period
- Having a plan in place to clean the worksite (or part) in the event of a positive case

General

- All persons to sign into the hall using the VIC GOV QR code provided – keeping a log of all site attendees
- Any person showing coronavirus (COVID-19) symptoms, however mild, will be asked not to attend TH and/or will be sent home immediately.
- If a person develops symptoms while at TH, they must:
 - Immediately notify TH staff;
 - Leave TH, travelling by the least public means possible; and
 - Ring the Department of Health and Human Services (DHHS) coronavirus (COVID-19) hotline on 1800 675 398 for advice on testing.
 - They must then stay home until symptoms have resolved, until it has been 72 hours since the last fever or chills and until they have received a negative test result.
- Should a person who's attended TH be suspected or confirmed to have COVID-19, TH staff will carry out the Suspected or confirmed case of COVID-19 procedure, key actions summarised below:
 - Identify and notify close contacts and tell them to stay home and get tested

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- Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace
- Having a plan in the event that you have been instructed to close by DHHS
- Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work
- You must keep records of all people who enter the workplace for contact tracing.
- Ask workers to declare verbally before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.
- You should implement a screening system that involves temperature checking upon entry into a workplace.
- Close off all areas that were used and arrange thorough cleaning and disinfecting as per Safe Work Australia guidelines, informing cleaners of the situation to ensure they take appropriate precautions
- Contact DHHS (1800 675 398) and Worksafe Vic (13 23 60) and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
- Close/lock up TH and cancel any upcoming activities until DHHS have authorised a reopening
- Check in with the person with symptoms regularly to check if their test results are positive/negative

Office workers

- Ask workers to declare verbally before each shift that they are free of symptoms, have not been in contact with a confirmed case, and have not been directed to isolate.

You should reduce the amount of time workers are spending in enclosed spaces.

This could include:

- Enabling working in outdoor environments

General

- Meetings to be held via Zoom or phone instead of on site unless necessary
- Most staff are employed part time and are to work on alternate days.
- All venue users instructed to eat and take breaks off-site and outdoors, and to not interact with other venue user groups

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- Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems

Other TH users

- Other TH users encouraged to turn on fans and open a window and doors at start of session

Create workforce bubbles

You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.

Other TH users

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Part-time employees encouraged to work on alternating days

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PROCEDURES AND DOCUMENTS

Suspected or confirmed case of COVID-19

<https://www.coronavirus.vic.gov.au/confirmed-case-workplace#your-questions-ans>

Process once there is a confirmed case of COVID-19 at Temperance Hall

<https://www.coronavirus.vic.gov.au/confirmed-case-workplace#your-questions-ans>

If someone who tested positive worked while they were infectious, they are required to tell their workplace.

The workplace must identify and inform other staff who are contacts (including sub-contractors, but not patrons).

These contacts are required to:

- get a standard (PCR) test at a testing centre within 24 hours and stay isolated until they return a negative result
- and show the workplace evidence of that result before they return to work.

Find out more information in the guidance below, and use this matrix to help you determine who is and isn't a contact:

Contact management guidance for workplaces, business and industry

Workplaces are not required to provide the list of contacts to the Department of Health, unless specifically asked (e.g. in the case of an emerging outbreak).

There may be other steps you should advise, including the recommended use of rapid antigen self-tests before entering sensitive settings.

These tests, with supporting advice, will be provided free-of-charge to workplace contacts at testing centres.

KEY PROCEDURES

People who get tested should stay home until they get a negative result.

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- If a worker finds out if they have tested positive for COVID-19 and attended the workplace while potentially infectious, they must notify their employer.
- If an on-site worker tests positive for COVID-19, employers must follow the steps below to protect workers, contractors, visitors, customers and the wider community from potential transmission.
- Employers must notify the department of a confirmed case of COVID-19 in the workplace. Penalties apply for failing to do so.
- Download the Confirmed case in workplace information pack for step-by-step instructions and the documents you must complete should there be a confirmed case of COVID-19 in the workplace.

Business Contingency

In the instance of a confirmed case of COVID-19 at TH, the space and associated common areas will be closed and bookings postponed until additional comprehensive cleaning and airing/ ventilation of the space can be undertaken.

CONTACT ASSESSMENT AND MANAGEMENT MATRIX

Contact = any staff member or contractor who has contact with a confirmed positive case of COVID-19 in a **non-household** setting.

Case = any confirmed positive case of COVID-19.

EXPOSURE EVENT RISK ASSESSMENT

An exposure event is contact with a confirmed case of COVID-19 during their infectious period.

1. The business conducts a risk assessment for each exposure event using the contact assessment and management matrix.
2. Individuals are identified as contacts or low risk. Contact lists are managed by the workplace and are not provided to the Local Public Health Unit unless specifically requested (for example, during an outbreak).
3. Individuals must follow the testing and quarantine requirements for their assessed level of risk (low risk or contact).

	No exposure	Low-risk exposure scenario: Contact with a confirmed case in their infectious period that is: <ul style="list-style-type: none"> • face-to-face (<1.5m) and transient (<1 minute) OR <ul style="list-style-type: none"> • distanced (>1.5m) and any duration in a large (>300m²) indoor space or outdoors AND <ul style="list-style-type: none"> • <i>does not meet the criteria for medium or high risk</i> 	Medium-risk exposure scenario: Contact with a confirmed case in their infectious period that is: <ul style="list-style-type: none"> • face-to-face (<1.5m) and non-transient (1–15 minutes) OR <ul style="list-style-type: none"> • distanced (>1.5m) and very prolonged (>2 hours) in a medium-sized indoor space (100–300m²) AND <ul style="list-style-type: none"> • <i>does not meet the criteria for high risk</i> 	High-risk exposure scenario: Contact with a confirmed case in their infectious period that is: <ul style="list-style-type: none"> • face-to-face (<1.5m) and prolonged (>15 minutes) OR <ul style="list-style-type: none"> • direct physical contact (for example, shaking hands, hugging, kissing) OR <ul style="list-style-type: none"> • distanced (>1.5m) and very prolonged (>2 hours) in a small indoor space (<100m²) 	
Masks not worn*	Extremely low risk	Low risk	Contact		
Masks worn	Extremely low risk	Low risk	Low risk (if vaccinated)	Contact (if unvaccinated)	Contact

*Mask not worn by either the case or the person exposed. Incorrect mask use or a medical mask exemption is to be considered the same as 'no mask' for assessment and management. Note: time periods are cumulative across a period of one day (for example, two separate 10-minute exposures should be assessed as a 'prolonged' (>15 min) exposure).

QUARANTINE AND TESTING REQUIREMENTS

What you need to do	Low risk (and extremely low risk)	Monitor for symptoms and get PCR tested if you have any symptoms, however mild.
	Contact	Daily rapid antigen testing for 5 days after contact notification. There are no ongoing quarantine requirements and contacts may return to work. If a rapid antigen test is positive or the contact develops symptoms, they must have a PCR test and isolate until they receive a negative result.

Note: a positive rapid antigen test must be confirmed by a PCR test.

THE PRESENCE OF SYMPTOMS ALWAYS REQUIRES TESTING