



Seymour Centre

COVID-19 Venue Safety Plan (as at 1 May 2022)

The Seymour Centre COVID-19 venue safety plan aligns with [NSW Health guidelines](#) for minimising risk and protecting the health and wellbeing of all persons accessing our venue.

In proceeding with venue hire, you agree to comply with the safety requirements outlined below.

Hirer Obligations

COVID Safety Plans

1. You have an up-to-date COVID-19 safety plan that complies with the most current NSW Government guidelines for your industry
2. You have read and agree to the Seymour COVID-19 Safety plan as a condition of booking

Contact details

3. **No later than 14 days prior to your booking**, you must provide the name and contact details for your nominated COVID-19 safety coordinator responsible for enacting your safety plan during your booking
4. You must also provide list of names and contact details for all persons accessing the venue as part of your booking

Symptoms

5. You must ensure that any person associated with your booking does not present unwell or exhibit any the following symptoms: fever, sore throat, sore ears, cough, loss of taste.
6. You must ensure or person associated with your booking who begins to feel unwell or develops any of the above symptoms leaves the venue immediately.

Masks

7. It is strongly advised that all persons associated with your booking wear a fitted face covering at all times in the venue, unless exempt by medical certificate or other written evidence. Other exceptions include when eating/drinking, engaging in work (e.g. performing and rehearsing), when enunciation or visibility of the person's mouth is essential, or when engaging in heavy physical exertion (such as dancing or set building).

Sanitisation and social distancing

8. All persons associated with your booking wash your hands regularly while on site, including upon arrival and departure.
9. All persons associated with your booking maintain social distancing wherever practical (1.5m apart), including in the dressing rooms, green rooms, corridors, and bathrooms.
10. All persons associated with your booking maintain personal hygiene, including the frequent sanitisation of any instruments, sets, props, or other items brought into the venue.
11. You and all persons associated with your booking exit the venue promptly at the conclusion of your booking and strictly avoid congregating in corridors or hallways.

Seymour Centre obligations

1. Staff wear masks (except in the circumstances listed above), are free from COVID-19 symptoms, and adhere to strict personal hygiene standards, including frequent handwashing and sanitisation.
2. Staff will monitor strict adherence to the Seymour COVID Safe plan by all venue users
3. Signage will be provided to encourage social distancing and mask wearing, and limits to room capacities in line with NSW Health
4. Ventilation systems are maintained and ventilation maximised for optimal air flow through the building.
5. Hand sanitiser will be provided at key locations throughout the venue
6. A thorough professional cleaning service will be provided once daily, encompassing public areas, bathrooms and toilets, corridors and high-traffic areas, railings, tables, door handles, sinks, and hard surfaces.
7. An additional public areas cleaning service will be provided between consecutive bookings.
8. A limited number of alcohol wipes are available upon request. *If required, please ensure that you make provision for alcohol wipes as part of your own COVID-19 safety plan.*

Each party must:

1. Immediately notify the other party if it becomes aware that anyone on site during the Hire Period could have been exposed to COVID-19. This includes if a staff or audience member subsequently tested positive for COVID-19
2. Nominate in writing to the other a person who will be present during the Hire Period and can act as a point of contact for any questions about COVID-19 safety and to help mitigate risks of the same
3. Use reasonable efforts to comply with any request from the other party to the extent that such request is to help minimize the risk of COVID-19

Contacts and further information

Please email names and contact details to the following addresses no later than 14 days prior to your booking:

danniellec@seymour.sydney.edu.au admin@seymour.sydney.edu.au
stagedoor@seymour.sydney.edu.au

If you have any concerns or require assistance with your COVID-19 safety plan, please contact Operations Manager Dannielle Caton [on danniellec@seymour.sydney.edu.au](mailto:danniellec@seymour.sydney.edu.au), or (02) 9351 7915, 0416 293 373.