

30 November 2020

COVID-19 Safety Plan

Effective 30 November 2020

Including the management of guests at the Royal Botanic Gardens Sydney

BUSINESS DETAILS

Business name:	The Australian Shakespeare Company
Plan completed by:	Peter Amesbury – Production Manager
Approved by:	ASC – Production Team
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> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your customers and workers safe

1. Wellbeing of staff and customers

- 1.1. Exclude staff and customers who are unwell from the premises.
 - 1.1.1. Conditions of Entry displayed at venue entrances that acknowledge COVID-19 conditions such as any visitor/staff displaying COVID-19 symptoms are instructed to stay away from the venue.
 - 1.1.1.1. These conditions of entry also address specific requirements for visitors/staff deemed vulnerable.
 - 1.1.2. Include the information “if you are unwell, do not attend the venue”, on venue signage, noticeboards, website & hire guides.
 - 1.1.2.1. Reinforce through staff training, toolbox talks and client inductions upon entering the site.
 - 1.1.3. Updated terms and conditions for ticket holders.
- 1.2. Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.
 - 1.2.1.1. The Australian Shakespeare Company staff made aware of the online training module on “COVID-19 Infection Control.”
 - 1.2.1.2. Training includes reinforcing to stay at home if you are sick, outlines when to get tested, how to stop the spread of COVID, and practical tips to stay safe including social distancing, cleaning, hand washing and respiratory hygiene.
 - 1.2.1.3. An acknowledgement of attainment is received upon completion.
 - 1.2.2. As an alternate to 1.2.1 - ASC to conduct face to face COVID-19 training for staff covering: Understanding our restrictions, overview of our COVID-19 Safety Plan, overview of our COVID Safe Risk Management Plan, overview of PPE venue hardware and personal PPE, COVID Safe staff duties, COVID Safe positioning for public facing staff, roles and responsibilities of the COVID-19 Safe Hygiene Marshal and prevention in the spread of COVID-19.
 - 1.2.3. ASC desk staff to attend Learning and Development training modules aimed at assisting CoP staff to be COVIDSafe.
 - 1.2.4. Staff instructed and trained in how to deal with a suspected case of COVID-19 on premises
- 1.3. Make staff aware of their leave entitlements if they are sick or required to self-isolate.
 - 1.3.1. Leave entitlement procedures for workers clearly outlined from ASC – People & Culture department on the [COVID-19 SharePoint site*](#) and also reinforced via internal communication channels.
 - 1.3.2. Employees who are required to self-isolate are directed to the [COVID-19 SharePoint site*](#) for specific and more detailed information relating to available leave during the COVID-19 pandemic.
 - 1.3.3. Where an employee is not sick but is directed not to attend the workplace due to isolation requirements, managers identify options for employees to work from home during the quarantine period as per the ASC Flexible Work Policy available on the [COVID-19 SharePoint site*](#).
 - 1.3.4. Where work is unable to be provided to employees of The Australian Shakespeare Company, they are to be placed on paid Special Leave for the entirety of the closure unless:
 - 1.3.4.1. The employee is directed to use excess Time in Lieu (provided 2 weeks’ notice is provided).
 - 1.3.4.2. The employee is directed to take annual leave (where the employee has in excess of 8 weeks’ annual leave and 4 weeks’ notice is provided); or
 - 1.3.4.3. The employee is directed to take long service leave (provided 4 weeks’ notice is provided).

1.3.5. Where work is unable to be provided to regular & forward roster casuals, they are to be placed on paid Special Leave for the length of the isolation (which as at 16 March 2020 is 14 days for forward roster casuals and 28 days for regular casuals).

1.3.5.1. Casual employees do not accrue sick leave, and instead receive compensation for this as part of their casual loading.

1.3.6. Support services, such as the Employee Assistance Program (EAP) is available to all staff, including casuals.

1.4. The COVID-19 SharePoint site is an intranet based site and is only accessible for ASC employees.

1.4.1. Display conditions of entry (website, social media, venue entry).

1.4.1.1. Conditions of Entry displayed at venue entrances and on the ASC website.

1.4.1.1.1. Inclusion of ASC's additional health and safety measures in response to COVID-19

1.4.1.2. Pre-attendance communications provided to all visitors to ASC via website & email. This includes:

1.4.1.2.1. Conditions of Entry

1.4.1.2.2. Outline of safety measures

1.4.1.2.3. Any new procedures

1.4.1.2.4. Visitor obligations, such as the obligation to stay at home if symptomatic.

1.4.1.3. Information is also displayed throughout the venue on wall mounted and noticeboard mounted signage which includes 4 key messages; stay at home if you are sick, practice social distancing, wash hands thoroughly and cough or sneeze into your elbow.

1.4.1.4. Artists, contractors, presenting partners and resident companies to be sent the conditions of entry directly via the The Australian Shakespeare Company Programming Team.

1.4.2. Consider whether appropriate cancellation or flexible booking is available where customers cancel due to COVID-19 factors (such as being unwell or awaiting test results).

1.4.2.1. Customers who have invested in a ticket purchase to be readily assisted when notifying The Australian Shakespeare Company that they are unwell and cannot attend.

1.4.2.2. Avoid a ticket holder being inadvertently encouraged to attend a performance when unwell in an effort to not lose out financially:

1.4.2.2.1. The Australian Shakespeare Company will readily work with a ticket holder to facilitate an exchange of performance date or credit note for the value to be carried forward as a credited Gift Voucher for redemption to a future performance if practical.

1.4.2.2.2. In cases where future attendance is deemed impractical, highly unlikely or impossible, a discretionary refund would be considered.

1.4.3. Ensure COVID-19 Safety Plans are in place, where relevant, for: community centres and halls (if hiring out space).

1.4.3.1. Premises with food or drink services must completed the COVID-19 Safety Plan for restaurants and cafes and register their business through NSW.gov.au

1.4.3.1.1. The Australian Shakespeare Company doesn't serve any food or drink for NSW performances

1.4.3.2. Venues taking bookings for weddings, funerals and corporate events (function centres only) should ensure there is a COVID-19 Safety Plan in place for the event.

1.4.3.3. Production companies & venue hirers to provide a completed COVID-19 Safety questionnaire (or a full-fledged COVID-19 Safety Plan) for their production / use of the venue.

1.4.3.4. ASC Staff working in the Royal Botanic Gardens Sydney are covered under this COVID-19 Safety Plan and the COVID-19 Safety Plan as held by the Royal Botanic Gardens Sydney team.

2. Physical distancing

2.1. Capacity must not exceed one person per 4 square metres of publicly accessible space (excluding paid staff)_OR 50% capacity of the venue (to a maximum of 1000 persons), whichever is the greater. Children count towards the capacity limit.

2.1.1. ASC Operations to calculate maximum capacities of all spaces/rooms located within the venue based on current NSW State Government restrictions.

2.1.2. 50% capacities have been deemed the greater capacity. Therefore, venues within The Australian Shakespeare Company have been calculated to the following:

2.1.2.1. ASC has been determined to allow up to a maximum of 240 patrons using the 50% model

- 2.1.2.2. Maximum capacities may be lesser than the above figures due to production restrictions such as singing or wind instrument activities.
- 2.1.3. Stage areas and back of house spaces are not accessible to the public and therefore cannot be included in the operating patronage capacity for the venue in relation to point 2.1
- 2.1.4. Ticket sales and venue bookings (rehearsals / productions / functions etc) will be limited to the COVID-19 Safety Plan maximum capacity of each venue as outline above.
 - 2.1.4.1. All planning of future productions will be planned as per current restrictions in place by the Public Health Order and only once the order has been updated will ASC engage in altering future production plans in regards to capacities.
- 2.2. Seated groups or individuals should be separated by 1-2 empty seats on both sides to support physical distancing. Develop strategies to achieve this, such as ticketing arrangements or blocked seating. If non-ticketed areas are being utilised, have strategies in place to ensure physical distancing between non-household groups.
 - 2.2.1. Use ropes and witches hats to segment the audience while seated on the grass and allow a 1.5m gap between family groups
 - 2.2.2. COVID wardens will be present to help seat the guests and explain to them that they need to maintain the distancing while seated
 - 2.2.3. During the location move, the COVID wardens and some members of the cast will help move the attendees and re-seat them in the new performance area with the 1.5m distance between families
- 2.3. Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing or to order food or drinks. Promote online ticket purchasing and electronic ticket checking where this is available. Use separate door or rope barriers to mark the entry and exit wherever practical.
 - 2.3.1. Venue Wide
 - 2.3.1.1. Bollards will be set up for attendees to follow to line up for tickets
 - 2.3.1.1.1. A label will be placed at each 1.5m interval along this line while they are checking in
 - 2.3.1.2. Signage will be placed throughout the venue with “please stand here” and “please keep 1.5m apart” messaging
 - 2.3.1.3. Front of House to assist in the managing of physical distancing if any queues become unavoidably high.
 - 2.3.2. Ticketing and Box Office
 - 2.3.2.1. Any ticketing to be purchased online or over the phone prior to event day. Ticketing will be available on site, but we have encouraged attendees to book prior
 - 2.3.2.2. ASC Marketing to run campaign’s encouraging online booking.
 - 2.3.2.3. Align process with any authorised external ticketing agencies if applicable.
 - 2.3.2.4. Offer easy post-sale care for booking changes and reissuing of lost or missing tickets.
 - 2.3.3. On-site ingress and egress
 - 2.3.3.1. FOH to view tickets to confirm the time and date and are then handed a sticker to identify them in the audience as separate to members of the public in the gardens.
 - 2.3.3.2. Patrons directed to Box Office only if ticketing issue or requiring to purchase a ticket.
 - 2.3.3.3. Queue management (eg queuing along one side of exterior loggia) with appropriate queue management to manage the patrons approaching front doors for ticket scanning.
 - 2.3.3.3.1. This includes the use of bollards to keep guests in one line as well as signage for allowing for social distancing
 - 2.3.3.4. Promote physical distancing messaging within pre-show announcements if applicable.
 - 2.3.4. Bathrooms
 - 2.3.4.1. Provide clearly indicated maximum space limit signage in bathroom entrances and main bathroom spaces
 - 2.3.4.2. Use all available bathrooms in the gardens for all performances
 - 2.3.4.3. Monitor queuing and use Front of House staff to redirect patrons to other bathroom facilities.
 - 2.3.5. Food and Beverage
 - 2.3.5.1. Allow food and drink to be eaten at their picnic location. They can either bring the food themselves or purchase onsite from the kiosk
- 2.4. Consider strategies to manage crowding during an intermission, such as a longer intermission period, encouraging people to take their food or drinks back to their seated area, adding additional food and drink serNSWe points and allowing customers to leave and return to the premises during this period.

- 2.4.1. There is one intermission in the performance. During this intermission, guests are moved to a separate location. Box Office staff, ushers and the characters themselves will assist in the movement of guests to the new grass area
 - 2.4.1.1. They will also assist in placing the guests into their socially distanced picnic spots for the performance to resume.
 - 2.4.1.2. Comms will be sent to guests prior to each performance to advise them that this movement will be happening
- 2.5. Singing and certain wind instruments, can spread COVID-19 if a participant is infected. Additional planning around these activities should be undertaken from a work health and safety perspective.
 - 2.5.1. There is a minimum distance of 1.5m between the performance space and any audience member
 - 2.5.2. Individual and Group Singers
 - 2.5.2.1. Productions with individual singing and/or groups of singers should ensure the performers are a minimum of 5 metres distance from all audience, crew and other non-singing performers in the direction they are singing.
 - 2.5.2.2. There should be no more than 5 singers in one group and other groups of singers must be a minimum of 5 meters away.
 - 2.5.2.3. A stage/seating plan identifying singer location and direction as well as demonstrating the minimum 5 metres distance is advisable.
 - 2.5.2.4. Stage spiking of performer area and exclusion zone is advisable.
- 2.6. Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms. If staff are not able to physically distance, or work in a role with signification public interaction, strongly recommend they wear a face mask if practical.
 - 2.6.1. Internal signage provided to outline physical distances, maximum capacities in venues, dressing rooms, offices and shared spaces.
 - 2.6.2. Stages, back of house rooms (dressing rooms, hallways, green room, offices etc) admin offices, shared spaces, control rooms and meeting rooms are limited in their capacities by 4 square metres per person to ensure enough space for physical distancing and not overcrowding. This is reinforced with signage.
 - 2.6.3. No shared food or riders
 - 2.6.4. Avoid overlap of crews and productions in Green room
 - 2.6.5. Crews and artists to maintain physical distancing, including during rehearsal, performances, side of stage and in dressing rooms.
 - 2.6.6. Mechanical or other aids considered to increase the distance between people for a task. However, the safety of the task should not be compromised and still meet the outcomes of any safe work method statements.
 - 2.6.7. Physical distancing controls outlined in shift toolbox talks for crews as well as induction talks with hirers or production companies.
 - 2.6.8. Face masks are mandatory for ASC front/patron facing staff.
 - 2.6.9. Face masks are strongly recommended for patrons visiting the venue and are available upon request.
- 2.7. Use telephone or video for staff meetings where practical.
 - 2.7.1. Skype for Business & Microsoft Teams platforms used across all staff groups, supported by broader web meeting platforms like Zoom for large scale meetings
 - 2.7.2. Working from home is encouraged for non-essential works to minimise the numbers of staff that are onsite at any one time.
 - 2.7.3. Face to face meetings are limited and only conducted when absolutely necessary. Masks are strongly recommended in these situations.
- 2.8. Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.
 - 2.8.1. Fulltime ASC staff are the only ones to have multiple interactions with different cast bubbles. There will therefore be:
 - 2.8.1.1. Staged approach and plan in re-entering the workplace.
 - 2.8.1.2. Work from home and flexible work arrangements continue to be encouraged for any work activities that can be completed off-site.
 - 2.8.2. Considerations to stagger break times with consideration of onsite staff and venue amenity limitations in shared rooms like green room, courtyard, foyer etc to avoid over-crowding.
 - 2.8.3. Avoid overlap of ASC Front of House or Technical teams between shows.
 - 2.8.4. Consider physical barriers such as plexiglass around counters with high volume interactions with customers.
 - 2.8.4.1. Box Office Operations
 - 2.8.4.1.1. Box office area has been shielded to minimise opportunities for exposure.

- 2.8.4.1.2. Options for Box Office staff to use PPE such as gloves and/or use tongs or similar to issue tickets are to be made available for use.
- 2.8.4.2. Food and Beverage
 - 2.8.4.2.1. Kiosk to be shielded at each till to minimise opportunities for exposure.
 - 2.8.4.2.2. EFTPOS Terminals have been situated in front of shields to allow for ease of access by patrons.
 - 2.8.4.2.3. Mandatory for kiosk staff to use PPE such as gloves and tongs when serving.
- 2.8.5. Review regular deliveries and request contactless delivery and invoicing where practical.
 - 2.8.5.1. Contactless processes are encouraged as much as possible.
 - 2.8.5.1.1. Deliveries to be granted access via phone call and items placed by delivery company in front of bar or in front of box office area.
 - 2.8.5.1.2. All deliveries should be wiped down by disinfectant wipes before handling by ASC staff.
 - 2.8.5.2. Relevant paperwork and dockets are emailed to delivery driver and these should be shown to ASC staff on arrival.
 - 2.8.5.3. Invoicing should be emailed to staff rather than paper versions being sent.
- 2.8.6. Have strategies in place to manage gatherings that may occur immediately outside the premises.
 - 2.8.6.1. Position front of house as a welcoming and farewell team at key ingress and egress points to provide information and support for audience members
- 2.8.7. Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue for larger shows, if crowding on public transport may occur.
 - 2.8.7.1. Maximum attendance in ASC venues unlikely to drive crowding on public transport.
- 2.8.8. Encourage private transport options to minimise crowding on public transport where practical.
 - 2.8.8.1. Include a “how to get there” section in any communication with guests prior to the performance including advice on the best place to park and information on different transport methods

3. Hygiene and Cleaning

- 3.1. Adopt good hand hygiene practices
 - 3.1.1. All visitors and staff to the venue are guided to
 - 3.1.1.1. Wash hands regularly with soap and water before and after work tasks, especially before and after breaks
 - 3.1.1.2. Regularly apply hand sanitiser located at prominent back of house areas, in venues and other public locations around the building.
 - 3.1.1.3. Do not touch your face. Sneeze or cough into your elbow.
 - 3.1.1.4. Minimize sharing of tools and equipment. If this is unavoidable (eg consoles, meeting room equipment etc), ensure the equipment is thoroughly cleaned with alcohol based cleaner or disinfectant wipes between uses.
 - 3.1.2. Signage of correct method of handwashing located at all handwashing facilities.
 - 3.1.3. Office staff also to have disinfectant wipes available to wipe and clean computer keyboard, mouse and telephones.
- 3.2. Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.
 - 3.2.1. Toilet seat sanitiser sprays added to all toilet cubicles in the front of house bathrooms & office bathrooms.
 - 3.2.2. Pre-interval and post-performance OR daily for non-performance days, stock check and cleaning of front of house and administration bathrooms
 - 3.2.3. Post-performance/event stock check and cleaning of back of house bathrooms
 - 3.2.4. Storage areas are well stocked to ensure there is no shortage of supplies.
- 3.3. Have hand sanitiser at key points around the facility, such as entry and exit points.
 - 3.3.1. Front of House: hand sanitisation stations are installed across the site in all paths of travel and nearby bathroom facilities.
 - 3.3.2. Back of House & Admin Offices: Hand sanitisation stations are installed at frequently accessed areas including clock-on areas, kitchens, green room.
 - 3.3.3. Portable self-standing hand sanitisation units available to be moved into an area that may be deemed a temporary high frequented area.
- 3.4. Clean frequently used indoor hard surface areas at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day
 - 3.4.1. ASC Operations team have upgraded the venue Cleaning Standard Operating Procedure to include routine
 - 3.4.1.1. disinfection, non-COVID case cleaning and confirmed COVID case cleaning as well as listing the approved certified disinfectants that kills COVID-19.

- 3.4.1.2. Increase in cleaning staff on-site to ensure sanitising practices and supervisor audits to take place on all major paths of travel (foyers, hallways) and within frequented spaces (bathrooms, dressing rooms, green room, etc)
- 3.4.1.3. Production briefs and end of night / show reports to explicitly outline key rooms and paths of travel used by audiences, performers and crew to flag additional cleaning requirements to be reviewed and actioned by the ASC facilities team.
- 3.4.2. Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.
 - 3.4.2.1. ASC Facilities team ensure that appropriate cleaning products are used in correct strength as per the manufacturer's instructions.
 - 3.4.2.2. All disinfectant products selected are approved for the surface to be cleaned. In general, ASC Facilities use combined detergent/disinfectant solutions or wipes for hard surfaces.
 - 3.4.2.3. Some products such as bleach can damage fabrics, stainless steel and other surfaces so only plant based or recommended hospital grade disinfectant which contains Viral killing products are used.
 - 3.4.2.4. Safety Data Sheets are to be available for all chemicals utilised in the workplace. For most general cleaning tasks, a neutral detergent with pH between 6 and 8 is used.
 - 3.4.2.5. Food and Beverage
 - 3.4.2.5.1. Disposable glassware and utensils to be used where possible
 - 3.4.2.5.2. Any catering utensils used to serve food to be cleaned often throughout the working day
- 3.4.3. Develop strategies to address cleaning of very high-touch surfaces such as handles and chair arms. Consider having disinfectant wipes available for customers to use.
 - 3.4.3.1. ASC Facilities team have a cleaning schedule for high touch surfaces.
 - 3.4.3.1.1. Particular attention is paid to horizontal surfaces such as tables, chairs & arm rests and frequently touched surfaces such as handrails, door handles, toilets, basins, cisterns, light switches, bench tops as well as any frequently touch areas like keypads etc.
 - 3.4.3.1.2. Front of House staff may be included in assisting the cleaning and sanitisation of any common surfaces.
 - 3.4.3.2. ASC to provide an initial clean before each production.
- 3.4.4. Food and Beverage
 - 3.4.4.1. Counters regularly sanitised with appropriate products
 - 3.4.4.2. Sanitiser available near service counters for patrons to use as required.
- 3.4.5. EFTPOS
 - 3.4.5.1. Wipes available for EFTPOS keypads and bins to discard must be available.
- 3.5. Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.
 - 3.5.1. Personal Protective Equipment is provided for all cleaning staff
 - 3.5.2. All cleaning staff advised to:
 - 3.5.2.1. Stay at home if they are in any way unwell, even with minor symptoms.
 - 3.5.2.2. Use chemicals in accordance with the Manufacturer's instruction and the safety data sheets.
 - 3.5.2.3. Avoid touching their face especially mouth, eyes and nose when cleaning
 - 3.5.2.4. Wear appropriate personal protective equipment e.g. disposable gloves and mask (if they deem appropriate) while cleaning
 - 3.5.2.5. Wear protective eyewear to avoid eye splashes when handling disinfectant solutions
 - 3.5.2.6. Perform hand hygiene after removing disposable gloves on completion of cleaning tasks.
 - 3.5.3. Production staff trained on procedures and cleaning protocols for the sanitisation of production equipment including the use of any required PPE.
- 3.6. Encourage contactless payment options.
 - 3.6.1. All cash handling terminals on site have contactless payment services
 - 3.6.2. Box office operations
 - 3.6.2.1. Online payment facilities are available for booking and paying for tickets
 - 3.6.2.2. Cashless operation procedure at onsite box office and tap and go type payment encouraged over swipe or card insert.
 - 3.6.2.3. In all cases of EFTPOS use at the Box Office the cleaning of the keypad is to be undertaken before and after each use via disinfectant wipes.
 - 3.6.3. Food and Beverage
 - 3.6.3.1. Cashless operation procedure at onsite bar and tap and go type payment encouraged over swipe or card insert.
 - 3.6.3.2. In cases of PIN entry, cleaning of the keypad is to be undertaken following the use of the terminal.

4. Record Keeping

- 4.1. Keep a record of name and a mobile number or email address for all staff, customers and contractors for a period of at least 28 days. For group bookings, one contact is sufficient to support contact tracing. Ensure records are used only for the purpose of tracing COVID-19 infections and are stored confidentially and securely.
 - 4.1.1. Ticket and booking processes to ensure that name, mobile number and/or email address are collected for at least one member of each group booking tickets to attend a performance or event at The Australian Shakespeare Company. This includes any complementary tickets.
 - 4.1.1.1. General Terms and Conditions for Tickets and Attendance at Events should reference the requirement for provision of details to be made available to authorities for the purpose of contact tracing should risk of exposure be present.
 - 4.1.1.2. Terms and conditions should specify that the purchaser is required to retain contact records of ticket holders entering the event on tickets purchased by them, and that they are obliged to readily supply these details/on-inform other attendees in response to contact tracing being initiated by health authorities.
 - 4.1.1.3. Customer communications and transaction path messaging to highlight CovidSafe changes to Terms & Conditions and contact tracing requirements of purchasers.
 - 4.1.1.4. On arrival at the venue, customers are encouraged to complete a questionnaire with a QR code that includes their personal contact details. All contact details are destroyed after 28 days
 - 4.1.2. All ASC Staff are to sign in using Cast and Crew QR code prior to each shift.
 - 4.1.2.1. The QR code denotes their personal contact details as well as asks them their current health status
 - 4.1.3. Reports can be run on both systems to determine who was on site on a particular day.
 - 4.1.3.1. All Non ticketed visitors, performers, outside crew, contractors etc must sign-in at the stage door or the front door with a ASC representative present and contact details are kept either digitally via an online form accessed on the visitors own personal mobile device or via a paper form as backup to the digital form.
 - 4.1.3.2. Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.
 - 4.1.3.2.1. The COVIDSafe app has been promoted in internal communications to staff
 - 4.1.3.2.2. COVIDSafe app to also be promoted and encouraged to download for patrons and visitors to site.
 - 4.1.4. Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.
 - 4.1.4.1. The Australian Shakespeare Company process which outlines the steps to deal with a suspected or positive case of COVID-19
 - 4.1.4.2. This process outlines the requirement for the ASC leadership team to notify SafeWork NSW in the case of a positive or confirmed case of COVID-19.