

CHUNKY MOVE

COVID-SAFE PLAN

OFFICE & IN-STUDIO PRACTICE GUIDELINES

Version: v5 – Revised in line with Victorian Roadmap October 2021

Last Updated: 28 October 2021

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INTRODUCTION

Since mid-March 2020, the COVID-19 pandemic has caused significant disruption to the live performance industry both nationally and internationally.

As a Victorian State Government funded organisation based in a State Government owned facility, Chunky Move have developed this Covid-Safe Plan to reflect the most up to date requirements for onsite activity in line with State Government regulation. The plan outlines guiding principles for the response to COVID-19 conditions within Chunky Move and the steps to manage ongoing risk of infection. It has been developed in line with Federal and State Government advice and regulations, along with industry best practice frameworks and standards to manage the risk of COVID-19 infection within the workplace.

Key reference has been taken from the following documents:

- Australian Institute of Sport Framework for Rebooting Sport in a COVID-19 Environment¹
- Ausdance Return to Dance Framework²
- National COVID-19 Worksafe principles³
- Victorian Government roadmap.⁴

There is significant uncertainty in how the COVID-19 Pandemic will evolve in the future. This plan has been revised to reflect the current roadmap out of restrictions (October 2021) and is structured in line with the roadmap. The plan will be revised as government advice or directives are updated.

Chunky Move conducts activities under the following streams of work.

- Office Work
- Fitness Facilities (Public Classes & In-Studio Practice)
- Seated and non-Seated Entertainment (Shows and Programming)

Due to the diversity of work undertaken by Chunky Move it is likely that restrictions on in-studio practise will be implemented independently from restrictions on office work.

The priority at all times must be to ensure the health and wellbeing of staff, contractors, visitors and the public in line with the guidance of the Federal Government Chief Medical Officer and State Government Chief Health Officer.

Currently, the primary measure for control of COVID-19 transmission is vaccination. Proof of full COVID-19 vaccination or valid medical exception is required for anyone over the age of 16 to access Chunky Move offices and studios. All staff at Chunky Move will likewise be fully vaccinated.

¹ Australian Institute of Sport (2020), Framework for Rebooting Sport

https://ais.gov.au/data/assets/pdf_file/0008/730376/35845_AIS-Framework-for-rebooting-sport_FA.pdf

² Ausdance (2020), Return to Dance Framework

<https://static1.squarespace.com/static/57f90df32e69cfd1ffabb07d/t/5ecdc9a1410a777ae78e27da/1590544938926/Ausdance%2BReturn%2Bo%2BDance%2BFramework-2.pdf>

³ Safe Work Australia (2020), National COVID-19 safe workplace principles

https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/National%20COVID-19%20safe%20workplace%20principles%20-%2024%20April_1.pdf

⁴ Victorian Government – Department of Health (2021), Roadmap

<https://www.coronavirus.vic.gov.au/victorias-roadmap>

1. KEY PRINCIPLES

- *All workers, regardless of their occupation or how they are engaged, have the right to a healthy and safe working environment.*
- *To keep our workplace healthy and safe, Chunky Move must, in consultation with employees, assess the way we work to identify, understand and quantify risks and to implement and review control measures to address those risks.*
- *Resumption of dance activities will contribute many health, economic, social and cultural benefits to Australian society emerging from the COVID-19 environment.*
- *Resumption of dance activities should not compromise the health of individuals or the community.*
- *All decisions about resumption of activities must take place with careful reference to these principles following close consultation with federal, state and local public health authorities.*
- *Chunky Move follows the guidelines of state governments in which it is undertaking activity. The Victorian Government may have stricter requirements than other states and territories.*
- *At all times Chunky Move and its employees and contractors must respond to the directives of public health authorities. Localised outbreaks may require immediate restriction of activity and those organisations, businesses and individuals must be ready to respond accordingly. The detection of a positive COVID-19 case in an individual, business or organisation will result in a standard public health response, which could include quarantine of all employees, artists, students, contractors and volunteers or a larger community group and close contacts, for the required period.*
- *The Chunky Move work environment (both offices and studios, along with travel to/from these locations) should be assessed to ensure precautions are taken to minimise risk to dancers, students, teachers, administrative staff and others visiting the environment.*
- *The safety and well-being of the community will be the priority in any further and specific decisions about the resumption of all activities.*
- *Overriding principle: treat everything and everyone as if they are already infected including yourself.*

3. RISK CONTROLS/ACTIONS

Measures that Chunky Move will undertake to minimise the risk of COVID-19 Transmission within the office staff fall into several broad categories. Where possible, risk controls below are assigned to staff for actioning.

Items in Bold are Mandatory under public health direction.

1. Vaccination.

In line with the roadmap out of lockdown restrictions (2021) Indoor Fitness Facilities can only be accessed by fully vaccinated staff and patrons. All Chunky Move Staff have been fully vaccinated.

Chunky Move is required to record the vaccination status of all workers, and sight documentation of vaccination (fully vaccinated) for visitors. Where possible, workers to provide proof of vaccination for record keeping prior to arrival onsite. Vaccination record keeping is held in line with the Victorian CHO Directions under the State of Emergency along with the Chunky Move Privacy Policy.

“Workers” include, but are not limited to:

- Core Staff
- Performers & Creatives engaged by Chunky Move
- Teachers engaged by Chunky Move
- All other Artists/Workers Engaged by Chunky Move

“Visitors” include, but are not limited to:

- Public Class participants
- Minimax/Maximised artists
- Contractors for Building Maintenance
- All other visitors to Chunky Move Studios

2. Ensure Physical Distancing

- Executive team to encourage flexible working arrangements where possible.
 - Remote work still undertaken where possible
 - Staggered workday to minimise contact where necessary

- Individual consultations between staff and Executive Director on return to work plan, including journey to/from Chunky Move studios.

- Room Capacities set based on square meter calculation and aligned with current Victorian Government restrictions:

VENUES	2 Square Meters	4 Square Meters
Upstairs Foyer		6
Downstairs Foyer		5
Studio 1		58
Studio 2		27
Office Area	16	
ED/AD Offices	2	
Meeting Room		4
Kitchenette		1
Elevator		1
Stationary Cupboard	2	
Studio 1 Storeroom	2	

Note: room capacities are in place until 90% Double Vaccinated Age 12+. After this point capacity limits will not apply.

- Production & Operations team to implement social distancing markers on floor in high traffic areas (Reception Area).

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2. Ensure Physical Distancing (continued)

- Meeting/Common Room furniture rearranged to ensure physical distancing.
- All Staff to adhere to revised meetings policy to enable physical distancing.
 - Where possible, meetings between external parties and staff to take place by phone or online.
- Adoption of 'Get In, Dance, and Get Out' strategy for studio use.
 - Studio users advised to minimise use of bathrooms, change rooms and communal areas.
 - Studio users advised to arrive dressed and ready for in-studio work.
 - All studio users maintain at least 1.5m apart.
 - All studio users wear an appropriate face covering (fitted mask) when not undertaking strenuous exercise
 - Any tasks that can be done at home, should be done at home, online meetings, etc.
- On return to office, staff take part in induction by Production & Operations Team on COVID-SAFE work practises including but not limited to:
 - Reiterating the need for physical distancing in the workplace.
 - Identifying symptoms of COVID-19.
 - Additional measures in office environment.
 - Reinforce messaging on physical distancing.
 - Methods to limit spread of infection (including by not touching their face, sneezing into their elbow, and staying home if feeling sick).
 - Reinforce Hand Hygiene, and the use of face coverings/PPE.
 - Reminder of importance not to attend work when unwell.
 - Staff to clean personal property that comes to offices such as sunglasses, mobile phones and iPads with disinfectant (wipes or similar) regularly.
- COVID-SAFE Signage installed around premises including:
 - Symptoms of COVID-19
 - Enhanced hygiene processes as a response to COVID-19
 - Room Capacities as outlined in physical distancing.
 - Signage advising of mandatory sign in via Service Victoria QR App.
 - Posters on appropriate hand hygiene installed in all high contact areas (bathrooms, studios, kitchenette).
- Class capacities capped in line with Victorian Government restrictions for sport/physical activity.

3. Wear a Face Covering

- **All staff to wear a face mask when not undertaking high intensity activity as per current directions**
 - Supply of Disposable masks kept onsite for workers who do not have their own.
- Direction on proper mask fit, use and disposal to be included in COVID-Safe Induction.

4. Interaction in Enclosed Spaces

- Where possible, activities not tied to Indoor space for functional reasons (Meetings/Debriefs etc) to take place outdoors.
- Staff to take breaks outdoors, not using indoor facilities.

5. Where possible, create Workforce Bubbles

- Schedule rehearsals to minimise crossover between groups undertaking separate activities.
- Classes scheduled with varied start/finish times to minimise crossover between class participants.

6. Hygiene/Cleaning

- *Contract cleaning*
 - *Regular cleaning 6 nights a week by contract cleaners with substances and processes appropriate to minimise the risk of COVID-19 transmission.*
 - *Cleaning contractor to undertake enhanced cleaning of all hard surfaces as part of their regular cleaning routine.*
 - *All staff to keep desk areas clear to aid regular office cleaning.*

- *Additional sanitiser stations (Bin, Paper Towel, Disinfectant, Hand Sanitiser) installed and monitored by Production & Operations Team at key locations throughout Chunky Move:*
 - *Downstairs Foyer (disinfectant only)*
 - *Reception Desk*
 - *Kitchenette*
 - *Meeting Room*
 - *Studio 1 Sound Desk*
 - *Studio 2 Sound Desk*
- *Staff to disinfect hard surfaces between all users of kitchenette and meeting room.*

- *Additional office cleaning during workday.*
 - *Cleaning undertaken with disinfectant solution according to Safe Work Australia advice.*
 - *Staff members are required to use gloves while cleaning high contact areas and washing hands thoroughly before and after using gloves.*
 - *Checklist and administrative system developed for cleaning process. Surfaces cleaned include but are not limited to:*
 - *Light Switches*
 - *Lift Buttons*
 - *Main Door Doorbell*
 - *Door Handles*
 - *Stairway Handrails*
 - *Kitchenette Surfaces*
 - *Meeting Room Surfaces*

- *Additional studio cleaning during workday*
 - *Staff members using gloves while cleaning high contact areas and washing hands thoroughly before and after using gloves.*
 - *Studio users to remove all items brought with them into the studio at the conclusion of each day of use.*

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- Where possible, Chunky Move staff member to provide COVID-SAFE Induction to all scheduled visitors prior to arrival onsite.
 - Induction sign off stored in line with Chunky Move privacy policy.

- If available, contactless delivery services to be used for deliveries.

- Production & Operations team to schedule all maintenance visits in advance to ensure physical distancing capacity limits are not broken.

- Enhanced scrutiny of visitors on arrival via building intercom to ensure they are in correct location and minimise unnecessary contact with Chunky Move Staff.

- Office and Program Coordinator to ensure all contractors/visitors sign in using Service Victoria QR code or iPad sign in.
 - All staff asked to verbally declare that they are free of symptoms, have not been in contact with a confirmed case, have not been directed to isolate or attended a public exposure site.
 - Visitors can use their own device to sign in, or manually using a tablet at reception.
 - If the tablet is used for sign in, screen to be sanitised with alcohol wipes by Office & Program Coordinator after use.
 - All Staff/Visitors are required to be temperature checked on arrival as part of this process. Temperature specifics are not stored, only that a temperature check has taken place.
 - All Staff to ensure visits by outside parties to Chunky Move are scheduled and sign in with the Service Victoria QR code.

- In the case of a COVID-19 outbreak or link between staff member entering quarantine, all Chunky Move facilities to be closed immediately, with staff to work remotely until further notice.
 - Executive, Board, DHHS and Worksafe to all be notified if a COVID-19 Case is linked to Chunky Move.
 - Deep clean of facilities undertaken by contract cleaners prior to staff return.
 - Contact tracing logs provided to DHHS staff as required and in line with privacy policy.
 - Staff Advised that if they are suspected/diagnosed with COVID-19, they will be required to submit confirmation that they do not have or have recovered from coronavirus prior to returning to onsite work.
 - All Staff Return to office/in-studio practice in line with DHHS/Worksafe advice.
 - Business Continuity Plan developed by executive team for continuing operations in the case of facilities closure.

In line with Government advice, Chunky Move has moved to a [risk based approach](#) for isolation and case management, this approach classifies workplace contacts along a risk scale. It considers the duration of the contact, mask wearing and vaccination status. Isolation and testing requirements for contacts reflect their level of exposure risk. For further information please consult coronavirus.vic.gov.au.

6. KEY CONTACTS & REFERENCES

Key Contacts

Victorian Government DHHS COVID-19 Hotline: [1800 675 398](tel:1800675398)

Notification must be made regardless of whether the Victorian Department of Health and Human Services is already aware of the case.

Work Safe Victoria: [1800 136 089](tel:1800136089)

Duty holders must notify WorkSafe Victoria when they become aware of a case of COVID-19 in the workplace.

Key Documents

Australian Institute of Sport (2020), Framework for Rebooting Sport

https://ais.gov.au/_data/assets/pdf_file/0008/730376/35845_AIS-Framework-for-rebooting-sport_FA.pdf

Ausdance (2020), Return to Dance Framework

<https://static1.squarespace.com/static/57f90df32e69cfd1ffabb07d/t/5ecdc9a1410a777ae78e27da/1590544938926/Ausdance%2BReturn%2Bto%2BDance%2BFramework-2.pdf>

Safe Work Australia (2020), National COVID-19 safe workplace principles

https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/National%20COVID-19%20safe%20workplace%20principles%20-%202024%20April_1.pdf

Victorian Government, DHHS (2020), Victoria's restriction levels – Work and study

<https://www.dhhs.vic.gov.au/work-and-study-restrictions-covid-19#can-i-go-to-work>

Victorian Government, DHHS (2020), Victoria's Restriction Levels – Sport and Exercise

<https://www.dhhs.vic.gov.au/sport-and-exercise-restrictions-covid-19>

Harlequin (2020), Coronavirus Advisory

<https://cms.harlequinfloors.com/eu-en/wp-content/uploads/sites/12/2020/05/Harlequin-vinyl-floor-cleaning-update-on-Coronavirus.pdf>

Dancehouse (2020), Coronavirus Plan

<https://dancehouse.com.au/wp-content/uploads/2020/05/DANCEHOUSE-COVIDSAFE-PLAN-%E2%80%94-May-2020-1.pdf>

Safe Work Australia (2020), Incident Notification Fact Sheet

<https://www.safeworkaustralia.gov.au/doc/incident-notification-fact-sheet>

Safe Work Australia (2020), Cleaning Checklist COVID-19

<https://www.safeworkaustralia.gov.au/doc/cleaning-checklist-covid-19>

Safe Work Australia (2020), Signage & Posters COVID-19

<https://www.safeworkaustralia.gov.au/doc/signage-and-posters-covid-19>

Victorian Government (2020), Arts and Recreation Sector Guidance | Coronavirus

<https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-arts-and-recreation-services#arts-venues-and-studios-metropolitan-melbourne>

Victorian Government (2020), Information for Business and Industry | Coronavirus

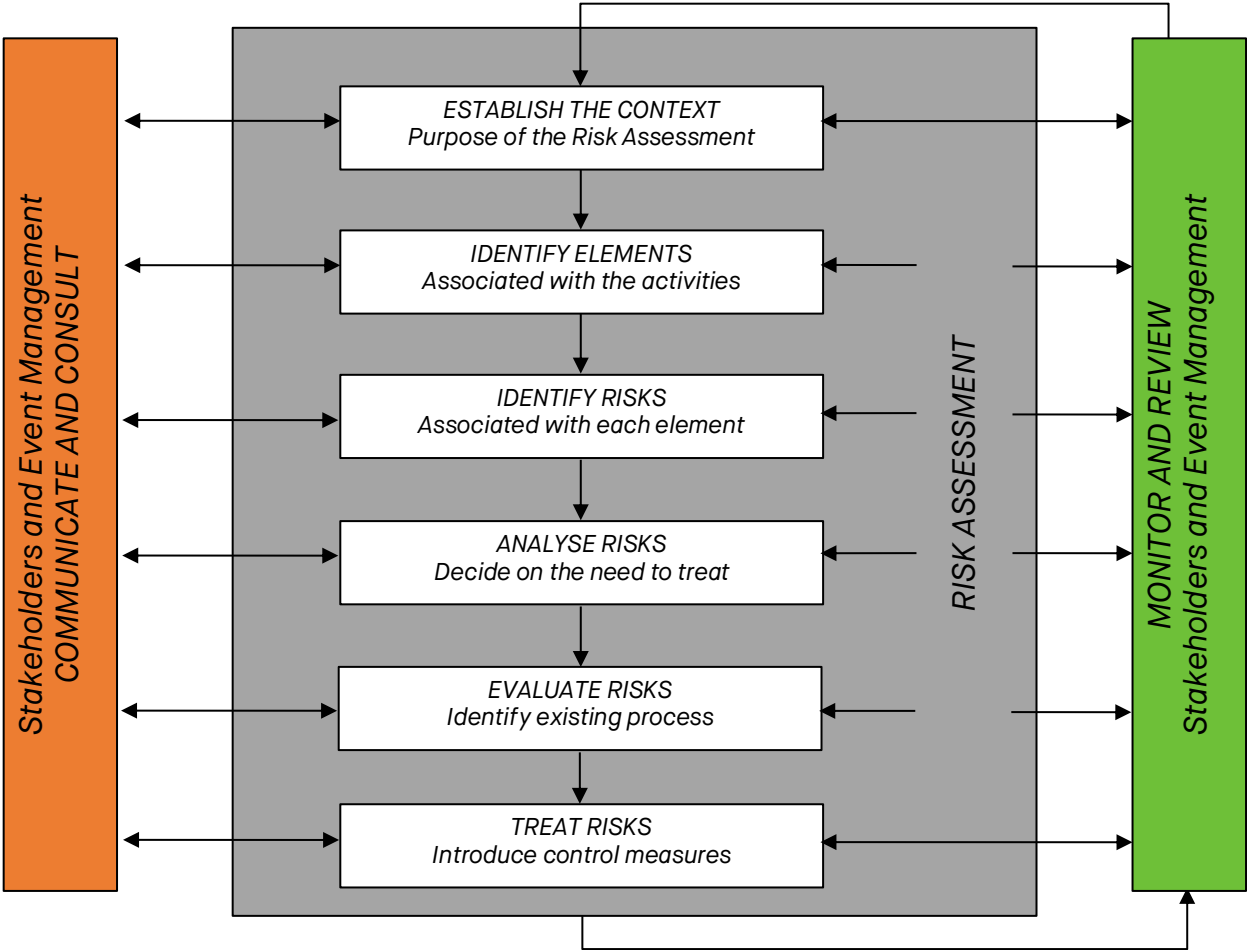
<https://www.coronavirus.vic.gov.au/information-business-and-industry>

Victorian Government (2020), COVIDSafe Plan Template

<https://www.coronavirus.vic.gov.au/covidsafe-plan>

7. COVID-19 RISK REGISTER & ASSESSMENT

RISK MANAGEMENT PROCESS – OVERVIEW



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LIKELIHOOD

TABLE 1: LIKELIHOOD RATINGS

LIKELIHOOD	CATEGORY	DESCRIPTION
Almost Certain	A	The event is expected to occur in most circumstances
Likely	B	The event will probably occur in most circumstances
Possible	C	The event should occur at some time
Unlikely	D	The event could occur at some time
Rare	E	The event may occur only in exceptional circumstances

CONSEQUENCE

TABLE 2: RISK CONSEQUENCE DESCRIPTORS

CONSEQUENCE	CATEGORY	BUSINESS INTERRUPTION	ENVIRONMENTAL	FINANCIAL	HUMAN	PUBLIC IMAGE & REPUTATION
Catastrophic	5	Essential service failure, or key revenue generating service removed	Irreversible damage	Above \$20,000,000	Death(s) / many critical injuries	National and international concern / exposure
Major	4	Service or provider needs to be replaced	Harm requiring restorative work	Up to \$10,000,000	Single death/ multiple long term or critical injuries	State wide concern / exposure
Moderate	3	Temporary, recoverable service failure	Residual pollution requiring cleanup work	Up to \$1,000,000	Single minor disablement/ multiple temporary disablement	Local community concern
Minor	2	Brief service interruption	Remote, temporary pollution	Up to \$200,000	Injury	Customer complaint
NEGLIGIBLE	1	Negligible impact, brief reduction/loss of service 2-12 hours	Brief, non hazardous, transient pollution	Up to \$20,000	Minor first aid	Resolved in day-to-day management

RISK MATRIX

TABLE 3: LEVEL OF RISK MATRIX

LIKELIHOOD LABEL	CONSEQUENCE LABEL				
	1	2	3	4	5
A	MEDIUM	MEDIUM	HIGH	VERY HIGH	VERY HIGH
B	MEDIUM	MEDIUM	HIGH	HIGH	VERY HIGH
C	LOW	MEDIUM	MEDIUM	HIGH	HIGH
D	LOW	LOW	MEDIUM	MEDIUM	HIGH
E	LOW	LOW	MEDIUM	MEDIUM	MEDIUM

CONTROL HIERARCHY

The control hierarchy is a list of control measures, in priority order, that can be used to eliminate or minimise exposure to risk source elements. Below is the control hierarchy with general examples of each control measure:

Avoidance of all risk	<i>Cancellation of event or not proceeding with activities</i>
Elimination of certain elements	<i>Avoid the risk by removing the risk source element completely.</i>
Substitution	<i>Use less hazardous procedure/substances equipment/process.</i>
Isolation	<i>Separate the process using design, barriers, enclosures or distance.</i>
Engineering controls	<i>Mechanical/physical changes to equipment/materials/process.</i>
Administrative controls	<i>Change procedures & design to reduce exposure to a risk source element</i>
Personal protective equipment	<i>Gloves, hats, boots, goggles, masks, clothing etc.</i>

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Accepting or increasing risk to pursue an opportunity		<i>Accepting residual risk once all available effective controls are in place</i>		
COMPILED BY	DATE	POSITION	PHONE	EMAIL
BLAIR HART	25/10/21	PRODUCTION & OPERATIONS MANAGER	+61 432 883 838	blair@chunkymove.com.au
REVIEWED BY	DATE	POSITION	PHONE	EMAIL
KRISTY AYRE	25/10/21	EXECUTIVE DIRECTOR & CO-CEO	+61 438 284 822	kristy@chunkymove.com.au
LOCATION	ADDRESS			
CHUNKY MOVE STUDIOS	111 STURT ST, SOUTHBANK VIC 3006 P: +61 3 9645 5188 E: INFO@CHUNKYMOVE.COM.AU			

RISK ASSESSMENT CONTROL CHECKLIST

NO.	ELEMENTS	OK	NOT OK	N/A	DETAILS
COVID-19					
1.1	COVID-19 Infection to/from Staff Members	Y			
1.2	COVID-19 Infection to/from Contractors	Y			
1.3	COVID-19 infection to/from Studio Users	Y			
1.4	COVID-19 infection to/from General Public	Y			
1.5	Business Disruption from Facilities shutdown due to COVID-19 Infection	Y			
1.6	Regular use of hand sanitiser/gloves	Y			

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RISK SOURCE ELEMENT	RISKS	INITIAL RISK RATING	REQUIRED RISK TREATMENT	RESIDUAL RISK RATING	ACCEPT/ REJECT	RESPONSIBLE & ACCOUNTABLE AS RISK OWNERS	
COVID-19							
1.1	COVID-19 Infection from Core Staff Members	- Staff, Contractors, Studio Users or others contracting COVID-19 (serious illness or death)	C4 High	<ul style="list-style-type: none"> - Proof of full COVID-19 vaccination or valid medical exception is required for anyone over the age of 16 to access Chunky Move offices and studios. All staff at Chunky Move will likewise be fully vaccinated. - Executive team to encourage flexible working arrangements where possible. - Remote work undertaken where possible. - Staggered workday to minimise contact where necessary. - Require unwell employees to stay home and get tested. - Staff induction by Production & Operations Manager on COVID-SAFE work practises. - COVID-SAFE signage installed around premises including: <ul style="list-style-type: none"> - Symptoms awareness - Enhanced hygiene processes - Service Victoria QR Code - Room capacities - Meetings policy implemented to minimise face to face contact and appropriate physical distancing when necessary. - Room capacity limits for enclosed spaces implemented and monitored by P&O team. - Social distancing floor markers implemented by P&O team. - Additional sanitiser stations dispersed in key locations around the building. - Cleaning undertaken with disinfectant solution according to Safe Work Australia advisory. - Staff members are required to use gloves while cleaning high contact areas and washing hands thoroughly before and after cleaning. - Process developed for management if case identified and linked to Chunky Move - Kitchenette, and meeting/common Room only available to core staff and not Studio Users – in line with ‘Get In, Dance, Get Out’ strategy. 	D3 Medium	Accept	<ul style="list-style-type: none"> - Chunky Move Staff - Chunky Move Board - Chunky Move Executive Team - Production & Operations Manager - Production & Operations Coordinator - Office & Program Coordinator

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RISK SOURCE ELEMENT		RISKS	INITIAL RISK RATING	REQUIRED RISK TREATMENT	RESIDUAL RISK RATING	ACCEPT/ REJECT	RESPONSIBLE & ACCOUNTABLE AS RISK OWNERS
1.2	COVID-19 Infection from Contractors	<ul style="list-style-type: none"> - Staff, Contractors, Studio Users or others contracting COVID-19 (serious illness or death) 	C4 High	<ul style="list-style-type: none"> - Proof of full COVID-19 vaccination or valid medical exception is required for anyone over the age of 16 to access Chunky Move offices and studios. All staff at Chunky Move will likewise be fully vaccinated. - Visitors/Contractors restricted to only essential works. - Office and Program coordinator to ensure all contractors/visitors sign in to building log with phone number and name for contact tracing. - Production & Operations team to schedule all maintenance visits in advance to ensure physical distancing capacity limits are not broken. - All staff to ensure visits by outside parties to Chunky Move are scheduled via the Service Victoria QR App. - Enhanced scrutiny of visitors on arrival via building intercom to ensure they are in correct location and minimise unnecessary contact with Chunky Move Staff. - Mandatory Service Victoria QR sign in. 	E2 Low	Accept	<ul style="list-style-type: none"> - Chunky Move Staff - Chunky Move Board - Chunky Move Executive Team - Production & Operations Manager - Production & Operations Coordinator - Office & Program Coordinator

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RISK SOURCE ELEMENT		RISKS	INITIAL RISK RATING	REQUIRED RISK TREATMENT	RESIDUAL RISK RATING	ACCEPT/ REJECT	RESPONSIBLE & ACCOUNTABLE AS RISK OWNERS
1.3	COVID-19 infection from Studio Users	<ul style="list-style-type: none"> - Staff, Contractors, Studio Users or others contracting COVID-19 (serious illness or death) 	C4 High	<ul style="list-style-type: none"> - Proof of full COVID-19 vaccination or valid medical exception is required for anyone over the age of 16 to access Chunky Move offices and studios. All staff at Chunky Move will likewise be fully vaccinated. - Space capacities limited to Stage 1/Stage 2 maximum capacities. (See Section 3 - Roadmap for Studio Activity) - Adoption of 'Get In, Dance, and Get Out' strategy for studio use. - Require unwell studio users to stay home and get tested. - Kitchenette, and meeting/common room only available to core staff and not Studio Users – in line with 'Get In, Dance, and Get Out' Strategy. - Change rooms not available to studio users – in line with 'Get In, Dance, Get Out' Strategy. - Social distancing markers provided on floor in high traffic areas including reception area - All meetings with external parties to take place by Phone or Online means. Internal meetings to take place in a socially distanced meeting setup within Studio 2. - Staff members using gloves while cleaning high contact areas and washing hands thoroughly before and after using gloves. - Studio users to remove all items brought with them into the studio at the conclusion of each day of use. 	D3 Medium	Accept	<ul style="list-style-type: none"> - Chunky Move Staff - Chunky Move Board - Chunky Move Executive Team - Artistic Director - Program Producer - Production & Operations Manager - Production & Operations Coordinator - Office & Program Coordinator
1.4	COVID-19 infection from General Public	<ul style="list-style-type: none"> - Staff, Contractors, Studio Users or others contracting COVID-19 (serious illness or death) 	C4 High	<ul style="list-style-type: none"> - Proof of full COVID-19 vaccination or valid medical exception is required for anyone over the age of 16 to access Chunky Move offices and studios. All staff at Chunky Move will likewise be fully vaccinated. - Public access to the building limited. All public facing events (Public Classes, Workshops etc) to observe density quotas restrictions. - Enhanced scrutiny of visitors on arrival via building intercom to ensure they are in correct location and minimise unnecessary contact with Chunky Move Staff. 	E2 Low		<ul style="list-style-type: none"> - Chunky Move Staff - Chunky Move Board - Chunky Move Executive Team - Office & Program Coordinator

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RISK SOURCE ELEMENT		RISKS	INITIAL RISK RATING	REQUIRED RISK TREATMENT	RESIDUAL RISK RATING	ACCEPT/ REJECT	RESPONSIBLE & ACCOUNTABLE AS RISK OWNERS
1.5	Facilities shutdown due to COVID-19 Infection	<ul style="list-style-type: none"> - Reputational Damage from improperly managed outbreak - (Business Disruption) Inability to deliver projects and follow up reputational/financial effects. 	C4 High	<ul style="list-style-type: none"> - Proof of full COVID-19 vaccination or valid medical exception is required for anyone over the age of 16 to access Chunky Move offices and studios. All staff at Chunky Move will likewise be fully vaccinated. - In the case of a COVID-19 outbreak or link between staff member entering quarantine, all Chunky Move facilities to be closed immediately, with staff to work remotely until further notice. - Deep clean of facilities undertaken by contract cleaners prior to staff return. - Contact tracing logs provided to DHHS staff as required and in line with Privacy Policy. - Return to office/in-studio practice in line with DHHS advice. - Business continuity plan developed by executive team for continuing operations in the case of facilities closure. - Media management briefing note with proposed shutdown statement to be developed by Marketing Manager in advance. 	E3 Low	Accept	<ul style="list-style-type: none"> - Chunky Move Staff - Chunky Move Board - Chunky Move Executive Team - Production & Operations Manager - Marketing Manager
1.6	Regular use of hand sanitiser/gloves	<ul style="list-style-type: none"> - Dermatitis or other skin irritation 	C2 Medium	<ul style="list-style-type: none"> - Gloves selected are nitrile to minimise risks associated with latex/powder allergies. - Discussion with users of gloves to ascertain risk of dermatitis - Staff are encouraged to wash hands with soap and water for 20 secs where possible as an alternative to hand sanitiser in non-medical situations 	E1 Low	Accept	<ul style="list-style-type: none"> - Production & Operations Manager - Production & Operations Coordinator - Office & Program Coordinator