

COVID Management Plan

Section 1 - General Information

1. Business name:

Sarah Cookney Academy of Dance (SCAD)

2. Venue:

Fish Hoek High School

3. Contact details of Business:

Sarah Cookney 082 674 2139

4. Event type/Name:

Dancing show – “You should be dancing”

5. Number of people attending the event:

- Between 100-500 people
- Between 500-1000 people
- More than 1000 people

6. Location of venue/event/activity:

Fish Hoek High School hall & quad.

7. Event/activity dates and times:

Thursday 9 December 6pm – 10pm

Friday 10 December 6pm – 10pm

Saturday 11 December 1pm – 5pm

Saturday 11 December 6pm – 10pm

Sunday 12 December 1pm – 5pm

8. Duration of the activity:

Approximately 2 hours per show, with time for arrival and departure.

9. Adjacent activities:

Interval will be held in the quad where food and drinks will be sold.

10. Total venue/event/activity floor size in square metres:

1000sqm (hall and quad)

11. Maximum number of patrons at capacity:

1000

12. Requested maximum number of patrons for the venue/event/activity:

250 patrons, 13 ushers/marshals, 15 backstage hands and 100 dancers.

13. Detailed description of the activity:

The Annual SCAD dancing show takes place at Fish Hoek High School (FHHS). Dancers between the age of 5 and 18 perform in a 2 hour on-stage show. Members of the public pre-purchase tickets to view the show. The FHHS hall can accommodate up to 1000 patrons, however only 250 tickets have been sold per show. All patrons will arrive at FHHS and will be required to wear masks and stay 1.5m from each other. Floor markings outside the hall will ensure that queuing is spread out. COVID marshals/ushers will check the temperature of each patron prior to entering the hall foyer. Each person will be sanitised prior to entering the venue. Should any temperature readings be more than 37.5 degrees Celsius additional questions will be asked relating to symptoms and recent contact with anyone who has tested positive for COVID. No public members who have symptoms and/or have been in contact with a COVID positive person in the last 10 days will be permitted to enter the venue.

Section 2 – Seating

Effective seating is an important measure to have in place to promote physical distancing and reduce COVID-19 risks to the community.

1. Seating – Will your venue/event/activity have the following (check all boxes that apply):

- Fixed seating (cannot be moved)
- Non-fixed seating (can be moved)
- Assigned seating

If yes to any of the above, provide more detail below.

Seating is fixed within the hall. Groups who have arrived together (such as families) will be permitted to sit next to each other. A space of at least one chair will be left between groups.

Section 3 – Distancing and Density

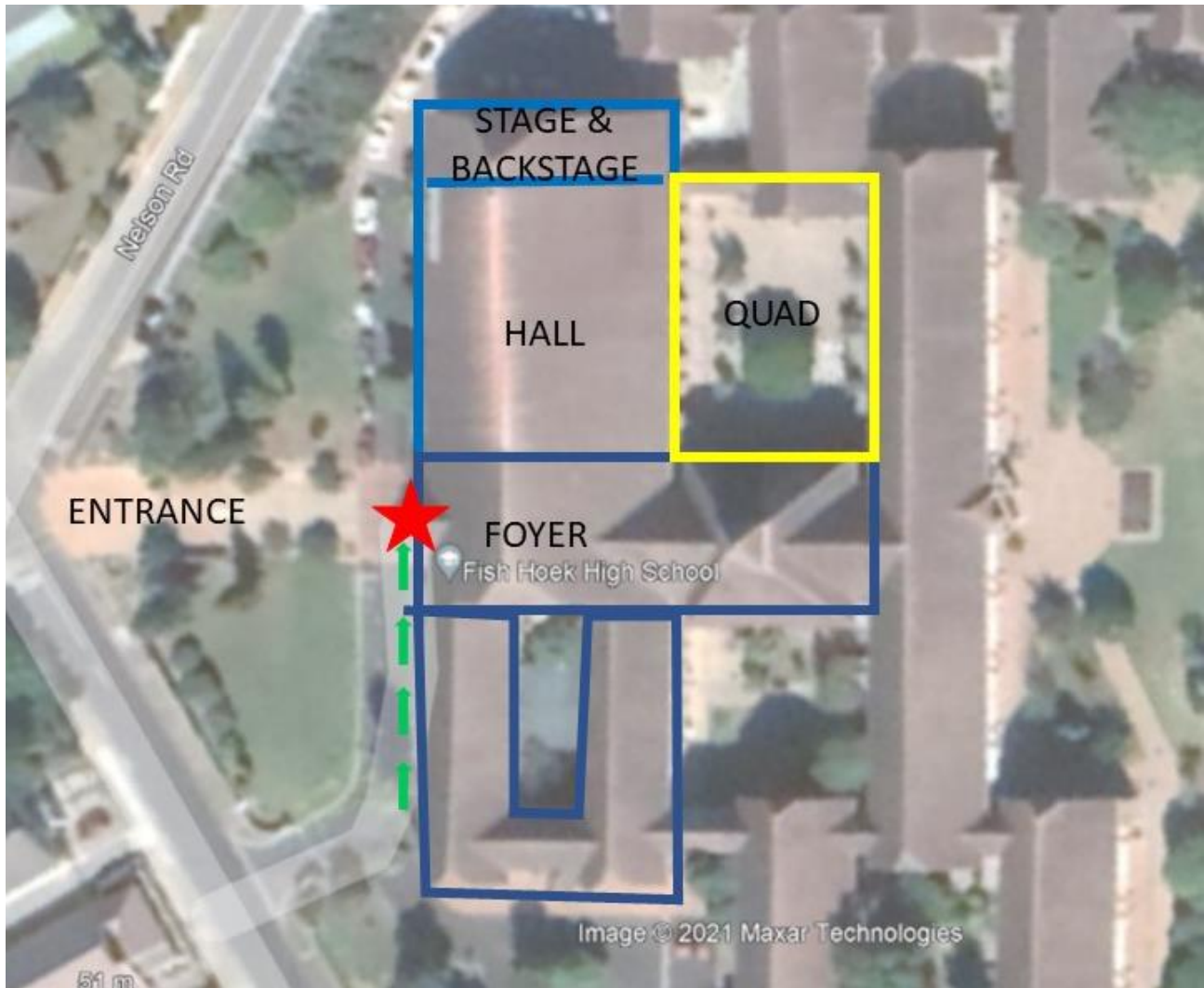
Distancing and density management are important measures to have in place to reduce the risk COVID-19 poses to the community.

1. People capacity - Complete the table below by including each separate area at your venue, the publicly accessible area, and the maximum number of people allowed as per the density requirements.

What density requirement are you planning to follow? Check the box that applies:

- 1 person per 4 m²
- 1 person per 2 m²
- 3 people per 4 m²
- **Other** - describe: The total density will depend on the number of families who attend the show. Note that the total number of tickets sold (250) is well below the normal capacity (1000).

2. Map/diagram



Green arrows indicate queuing area where temperature checks will be undertaken.

Red star indicates entrance.

Marshals will be available in the foyer to indicate where the hall, toilets, backstage areas are.

Marshals will be available in the hall to help patrons find appropriately spaced seating.

Marshals will be available backstage and in the changing rooms to ensure masks are worn and social distancing is practiced.

Food and drinks will be sold in the open-air quad.

3. Control measures – check all boxes that apply

a. Capacity signage – Will you have signage indicating venue area capacity for all areas mentioned above?

If yes, provide more detail below.

Yes, the total capacity of 250 will be displayed.

b. Distancing signage – Will you have signage indicating distancing requirements?

If yes, provide more detail below.

Distancing signage indicating that a space of 1.5m should be maintained between people will be displayed.

c. Floor markers – Will you have floor markers indicating distancing requirements placed across the venue (e.g. in the venue areas mentioned above)?

If yes, provide more detail below.

Floor markers will be placed at the main entrance to ensure proper queuing prior to entering the hall.

d. Ticketing – Will you use a ticketing system to manage capacity and density (e.g. limiting ticket sales)?

If yes, provide more detail below.

Pre-sale tickets will ensure limited numbers at each of the shows.

k. Other – Will you use other measures (not outlined above) to manage distancing and density requirements?

If yes, provide more detail below.

COVID marshals / ushers will be inducted prior to the events and will ensure that distancing requirements are maintained.

4. Monitoring – What measures will you have in place to proactively ensure that capacity numbers and distancing in each venue area is complied with?

For distancing:

Floor markings prior to entering the venue will ensure distancing while queuing and temperature checks.

For density:

Ticket sales have been limited to 250 per show to ensure density is kept low.

Section 4 – COVID Marshals

COVID Marshals are an important measure to have in place to reduce the risk COVID-19 poses to the community.

1. Marshal breakdown - Complete the table below including each area at your venue, the type of Marshal that will be based there (e.g. dedicated or dual role – if dual role what is the other role?), and the quantity.

Marshal breakdown		
Venue area	Type of Marshal	Quantity of Marshal
Queuing area	Temperature Check	2
Foyer	Usher/Advisor	1
Main Hall	Usher	4
Backstage	Marshall	2
Change rooms	Marshall	4
TOTAL		13

2. Head Marshal – Provide the name and contact details for your Head Marshal(s).

Monique Sham 072 989 5119

4. Overall Marshal strategy – Describe your overall Marshal strategy.

Marshals will be identified prior to the event. Marshals will attend an induction training session with the Head Marshal prior to the event. This training will include describing the measures as included in this plan. All marshals will be required to sign the attendance register at the induction.

Section 5 – Hygiene and Cleaning

Appropriate hygiene and cleaning practices at your venue are important measures to have in place to reduce the likelihood of virus transmission and the risk COVID-19 poses to the community.

The following is expected for venues/events/activities that operate under a COVID Management Plan:

- All **high touch surfaces are cleaned at least once per**; and
- All **toilets are cleaned at least once per show**; and
- **Tables** available to the general public (i.e. not allocated) for food and beverage consumption are cleaned in between each use where possible or at least once per hour; and
- **Hand sanitiser** is provided outside of each toilet, all entry and exit point entrance to the venue, at all food service areas, and other high touch/interactive points.

1. High-touch surface cleaning – Describe how will you clean high-touch surfaces.

Due to the nature of the event there will be limited high-touch surfaces requiring cleaning.

2. Hand washing facilities – Describe how you will manage hand washing facilities.

All bathrooms have hand washing facilities.

3. Hand sanitiser – Describe how you will distribute hand sanitiser across all venue areas.

Sanitiser will be dispensed to all patrons while waiting in the queue to enter the venue. Hand sanitiser will also be available within the venue.

4. Communication – Describe how you will communicate and encourage personal hygiene principles to all patrons and non-patrons.

Relevant signage will be displayed throughout the venue. Marshals will communicate verbally to patrons regarding mask wearing and maintaining acceptable distance.

Section 8 – Food and Beverage

Appropriate food and beverage practices are important measures to have in place to reduce the risk COVID-19 poses to the community.

1. Food and beverage overview – Describe all food and beverage related activity that will occur.

Snacks and beverages will be sold during interval in the open-air quad located next to the hall.

2. Other control measures – Describe any other food and beverage related control measures (e.g. online ordering and collection).

Due to the nature of the food and beverages no further control measures are deemed necessary.

4. Seated consumption –describe how will you manage this for all patrons and non-patrons.

N/A as no seated consumption will be provided.

Section 9 – Non-compliance

Appropriate non-compliance practices are important to have in place.

1. Non-compliance – Describe your procedure for when there is non-compliance for each of the distancing, density, health and wellbeing, hygiene and cleaning, food and beverage, or contact tracing requirements (e.g. non-disclosure of contact details, non-disclosure of health and wellbeing, patron congestion etc.).

Marshals will request that patrons provide at least 1.5m between groups. Patrons will be required to queue outside the hall and will slowly be permitted into the foyer and directed straight into the hall – no loitering in the foyer will be permitted. Marshals will direct groups directly to seats, should patrons not remain seated prior to the show they will be requested, first, to remain seated and thereafter to leave the venue. The removal of masks during the show will not be tolerated and marshals will first request that masks are replaced over the nose and mouth and if a second non-compliance occurs the person will be requested to leave the venue.

Section 10 – Responsibilities

1. Responsibility – Describe who will be responsible for the implementation of each of the measures outlined in this plan.

All marshals will be responsible for implementation of this plan.

Section 11 – Declaration

Full name and title	Sarah Cookney
Signature	
Date	