

# COVIDSafe Plan – Williamstown Film Society

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Business name: **WILLIAMSTOWN FILM SOCIETY Inc**

Plan completed by: Michael Slee (President WFS), Maria Kouppas (Secretary WFS), Dimi Simeonidis (Treasurer WFS)

Date reviewed: **11/11/2021**      **Next review: 11/1/2022**

Venue: Hobson's Bay City Council, The Supper Room, Town Hall, Ferguson Street, Williamstown.

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The following is a summary of the main details. Hopefully it is easier to read and understand.

## 1. Physical Distancing

- All pre-screening notifications will include details on how to maintain correct social distancing for WFS screenings.
- HBCC (Hobsons Bay City Council) signage will be displayed in venue indicating room capacity and distancing requirements.
- Attendees will be required to arrive on time (wait in the car if early) and leave promptly without 'hanging around'.
- Speakers & introduction to the evening's program will be positioned at the front of the venue more 1.5m from the front row of seating.
- Seating will be arranged so that attendees maintain 1.5m separation. Family / household groups can sit together.
- Screenings are seated events. No free time to stand and roam for chat will be allowed.
- HBCC will re-locate the WFS screenings to the larger SUPPER ROOM (from the Council Chamber) to accommodate the spacing ratio of 1 person per 4m<sup>2</sup>.
- HBC staff will set the seating to one of their current COVID Safe plans, based on current guidelines.
- A 3m x 3m area will need to be roped off for the projector. This ensures that the projectionist will be 1.5m from the nearest attendee.
- WFS will place a limit / cap on the number of attendees per screening if numbers need to be reduced.
- Toilets will have floor stickers placed as visual aids for physical distancing.

## 2. Face Masks

- Attendees will be required to face masks from the time they enter the venue, only removing it on leaving the venue.

- Speakers, having established an appropriate distance from the audience, may remove their mask to speak. On completion, a speaker is required to put the mask on before returning to the general seating area.
- WFS Committee members will observe if attendees are wearing masks correctly and offer verbal assistance if required.
- All pre-screening notifications will include a pamphlet outlining the correct wearing of a mask.
- Michael Slee, President WFS, as part of his welcome and introduction to each screening, will re-iterate the importance of correct mask wearing and social distancing, with reference to Government and HBCC guidelines.

### 3. Hygiene

- WFS screenings are a single event of approximately 4 hours duration (6:30-10:30pm)
- HBC staff clean the venue prior to and following use.
- No shared equipment used by attendees.
- The cleaning log will not be displayed, as the infrequent use of individual venues could be misinterpreted by attendees as 'insufficient cleaning'. The important point to note is that HBCC staff clean the venue **prior to** and **following** use.
- Hand sanitiser (provided by HBCC) is available for attendees and its use encouraged.
- Sanitiser stations are available throughout the building.

### 4. Record Keeping

- All pre-screening notifications encourage attendees to get tested and stay home, even if they only have mild symptoms.
- WFS members will be asked to book (& provide names and contact numbers), prior to a screening.
- HBCC are currently providing a staff member (COVID-19 Check-in Marshal) on entry to complete QR Code Check-in and sight vaccination status/certificate.
- WFS members have been recommended (and provided with instructions) to link their vaccination certificate with their Services Victoria app on their smart phone.

- On entry all attendees are asked to declare verbally that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate. Also checked that they are correctly wearing an appropriate mask.
- WFS Treasurer (Dimi Simeonidis) will check attendance & vaccination status for our own records and will provide assistance if required.
- In the event that a WFS screening was attended by someone while infectious.
- Notify DHHS

Dedicated Victorian Coronavirus (COVID-19) hotline on  
1800 675 398

- Notify HBCC

Garth Sheridan, Venues Services Officer, Hobsons Bay City Council

T: 9932 4042 | M: 0437011689

- Notify all other attendees of the same screening.
  - Be prepared to cancel subsequent WFS screenings until DHHS permission to re-open.

## 5. Enclosed Spaces & Ventilation

- On entry all attendees are asked to declare verbally that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate. Also checked that they are correctly wearing an appropriate mask.
- HBCC staff will run aircon/HVAC to ensure the air stays fresh and clear for the duration of the screening. Checking that this has in fact been done will be included on the WFS setup list.
- Refreshments will no longer be communal (& NOT provided by HBCC). Individuals will be able to bring their own bottled water or a thermos and cup. But they are not to be shared with other attendees.

- Toilets will have floor stickers placed as visual aids for physical distancing.

6. **Workforce Bubbles** - N/A