**CINEMAS AND THEATRES**

***Note****: Physical distancing and hygiene information for Cinemas and theatres will include the similar general content included for other industries, however, outlined below for Members’ feedback is the more industry-specific information that the Agency proposes to include for Cinemas and theatres. Particular measures specific to Cinemas and theatres are highlighted in yellow for ease of reference.*

***Also Note****: Restrictions are currently in place preventing the opening of cinemas and theatres to the general public. These restrictions may be relaxed in different jurisdictions at different times. The information below provides measures to consider with respect to staff interactions and staff facilities where staff may still be working. However, while restrictions remain in place, the information on measures for the public facing areas or activities is provided only for the purpose of informing planning for when restrictions are reduced in the relevant state or territory to enable reopening to the general public. The below makes clear that Cinemas and theatres must only operate to the extent permissible in the state or territory they operate in.*

**Physical distancing**

**What physical distancing measures do I need to implement in my workplace?**

Below are measures to ensure physical distancing is achieved in cinemas and theatres once able to reopen to the general public. Due to current restrictions on cinemas and theatres opening to the general public, any outlined measures relevant to the public facing areas or activities are only provided for the purpose of informing planning for when restrictions in the relevant state or territory are lifted. You should check what restrictions are in place in your state or territory and only operate based on what activities are permissible

Remember, you must consult with workers and their representatives (e.g. health and safety representatives (HSRs)) on health and safety matters relating to COVID-19, including what control measures to put in place in your workplace.

***Worker interactions and work tasks***

Where possible, provide each person (workers and patrons) with 4 square metres of space in enclosed areas in accordance with general health advice.

* To achieve this, calculate the area of the enclosed space (length multiplied by width in metres) and divide by 4. This will provide you with the maximum number of people you should have in the space at any one time.
* Where the nature of work means you are not able to provide 4 square metres of space per person, you need to implement other measures to prevent the spread of COVID-19.

To help you achieve 4 square metres of space per person (or where not reasonable, to achieve the maximum space per person) limit the number of people in the areas of your cinema or theatre by:

* limiting the number of tickets sold for each cinema showing or theatre show
* reducing the number of sessions, and allowing time between sessions to minimise interactions between patrons arriving and leaving
* implementing separate entrances and exits for patrons where possible, as well as separately walkways (with one-way flow) in lobby areas
* provide advice to patrons to only arrive just before session start times and to leave immediately afterwards to avoid crowds forming.
* staggering workers’ shifts to reduce the number of workers in staff areas at any given and scheduling time between shifts so that there is no overlap of staff arriving at and leaving the workplace.

Direct workers to keep 1.5 metres of distance between them in accordance with general health advice. To achieve the best outcomes for physical distancing:

* implement measures in combination with measures for 4 square metres spacing, as set out above
* allocate seating in your theatre/cinema to ensure physical distancing of 1.5 metres such as only allocating every third seat and staggering that between rows. Other seats should be clearly marked (e.g. with signage or tape) that they are not to be used
* put signs around the areas of the cinema or theatre where patrons normally gather such as lobbies, bar areas, and service counters and queues and create wall or floor markings to identify 1.5 metres distance. Your staff could wear a badge as a visual reminder to each other of physical distancing requirements.
* limit physical interactions between workers and customers, where possible – e.g. rotating tasks to ensure no worker has all contact with patrons
* where available, promote the use of pre-purchased and electronic ticketing to reduce face to face worker interactions with patrons, and
* require workers to use other methods such as mobile phone or radio to communicate rather than face to face interaction.

Where it is practical and safe to do so, review tasks and processes that usually require close interaction and identify ways to modify these to increase physical distancing between workers. Where not possible, reduce the amount of time workers spend in close contact. See also our information on what to do if your workers cannot maintain a physical distance of 1.5 metres

***Layout of the workplace***

* You may need to redesign the layout of the workplace and your workflows to enable workers to keep at least 1.5 metres apart to continue performing their duties. This can be achieved by, where possible:
	+ restricting workers and others to certain pathways or areas, and
	+ spreading out furniture, such as seats in lobby or waiting areas to increase distancing.
* Consider floor and/or wall markings and signage to identify 1.5 metres distancing requirements.

If changing the physical layout of the workplace, your layout must allow for workers to enter, exit and move about the workplace both under normal working conditions and in an emergency without risks to their health and safety so far as is reasonably practicable.

***Staff gatherings and training***

* Postpone or cancel non-essential gatherings, meetings or training.
* If gatherings, meetings or training are essential:
	+ use non face-to-face options to conduct – e.g. electronic communication such as tele and video conferencing
	+ if a non face-to-face option is not possible, ensure face-to-face time is limited, that is make sure the gathering, meeting or training goes for no longer than it needs to
	+ hold the gathering, meeting or training it in spaces that enable workers to keep at least 1.5 metres apart and with 4 square metres of space per person – e.g. outdoors or in large conference rooms
	+ limit the number of attendees in a gathering, meeting or training. This may require, for example, multiple training sessions to be held, and
	+ ensure adequate ventilation if held indoors.

See also our information on [training](https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/training?tab=tab-toc-employer).

***Staff facilities***

* Reduce the number of workers utilising common areas at a given time – e.g by staggering meal breaks and start times.
* Spread out furniture in common areas. If changing the physical layout of the workplace, you must ensure the layout allows for workers to enter, exit and move about the workplace both under normal working conditions and in an emergency without risks to their health and safety so far as is reasonably practicable.
* Ensure workers maintain 1.5 metres distance when travelling in lifts. Depending on the size of the lift, this may result in only one person travelling in a lift at any one time.
* Place signage about physical distancing around the workplace. Our website has links to a range [of posters and resources](https://www.safeworkaustralia.gov.au/doc/signage-and-posters-covid-19) to help remind workers and others of the risks of COVID-19 and the measures that are necessary to stop its spread. These posters can be placed around the workplace and in client-facing work environments (e.g. workplace entrances). Consideration needs to be given to how to communicate with workers and others for who English is not their first language.
* Consider providing separate amenities for workers and others in the workplace – for example separate bathroom facilities for workers and visitors/clients.

***Deliveries, contractors and visitors attending the workplace***

* Non-essential visits to the workplace should be cancelled or postponed.
* Minimise the number of workers attending to deliveries and contractors as much as possible.
* Delivery drivers and other contractors who need to attend the workplace, to provide maintenance or repair services or perform other essential activities, should be given clear instructions of your requirements while they are on site.
* Ensure handwashing facilities, or if not possible, alcohol-based hand sanitiser, is readily available for workers after physically handling deliveries.
* Direct visiting delivery drivers and contractors to remain in vehicles and use contactless methods such as mobile phones to communicate with your workers wherever possible.
* Direct visiting delivery drivers and contractors to use alcohol-based hand sanitiser before handling products being delivered.
* Use, and ask delivery drivers and contractors to use, electronic paper work where possible, to minimise physical interaction. Where possible, set up alternatives to requiring signatures. For instance, see whether a confirmation email or a photo of the loaded or unloaded goods can be accepted as proof of delivery or collection (as applicable). If a pen or other utensil is required for signature you can ask that the pen or utensil is cleaned or sanitised before use. For pens, you may wish to use your own.

***On-going review and monitoring***

* If physical distancing measures introduce new health and safety risks (e.g. because they impact communication or mean that less people are doing a task), you need to manage those risks too.
* Put processes in place to regularly monitor and review the implementation of physical distancing measures to ensure they are being followed and remain effective

**Hygiene**

To enhance good hygiene outcomes:

* develop infection control policies in consultation with your workers. These policies should outline measures in place to prevent the spread of infectious diseases at the workplace. Communicate these policies to workers
* train workers on the importance of washing their hands with soap and water for at least 20 seconds and drying them correctly, or using an alcohol-based hand sanitiser, before entering and exiting a common area
* place [posters](file:///C%3A%5Cdoc%5Csignage-and-posters-covid-19) near handwashing facilities showing how to correctly wash and dry hands and clean hands with sanitiser, and
* inform workers of workplace hygiene standards that are expected when utilising common areas (cleaning up after yourself, placing rubbish in bins provided, avoiding putting items such as phones on meal surfaces, etc.)
* encourage contactless payment where possible
* provide alcohol-based hand sanitiser in appropriate locations for patrons to use, such as at the entry and exit points of the cinema/theatre rooms
* inform patrons with signs throughout the cinema/theatre and notices on your website/social media of workplace hygiene standards that are expected when they come to the cinema/theatre. This may include:
	+ washing their hands or using alcohol-based hand sanitiser upon arrival
	+ minimising the number of items they bring to the cinema and times they touch their phone and other personal items as they could unintentionally transfer germs to the workplace
	+ staying at home if they feel unwell.

You should put processes in place to regularly monitor and review the implementation of hygiene measures to ensure they are being followed and remain effective.