



# COVID Safe Touring Guidelines

Revised December 2021

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## 1. Introduction

Touring plays a crucial role in enabling Australians to enjoy live entertainment and the performing arts. In addition, touring is the major source of income for many artists, performers, musicians and contractors who bring live productions to life.

Touring, whether productions visit capital cities or regional and remote communities, provides audiences with access to quality live experiences. It supports community engagement, builds social cohesion and promotes good health and mental wellbeing. The economic contribution of touring activity to allied industries (such as hospitality, transport and accommodation) and regional towns and cities is also significant. COVID-19 has had a devastating impact on local communities, and the reactivation of touring activity is playing a vital role in supporting these communities to recover and return to normal – socially, culturally and economically.

The resumption of live performance touring and adaptation to living with COVID is a complex business process. A careful, risk-based process needs to be implemented to ensure the safety at venues and of artists, arts workers, service providers, audiences and the wider community.

While this edition of the Guidelines has been released as Australia moves towards living with COVID, the strictness of COVID Safe measures may be influenced by any evidence of transmission issues within the local community or the Touring Party. Companies need to have appropriate planning in place to respond accordingly in the event of a suspected or confirmed case while on tour.

It should be noted that each State and Territory has responsibility for Public Health, and that State and Territory Public Health regulations (which may be known as Public Health Orders, Chief Health Officer Directions etc) supersede company COVID Safe Plans and Guidelines.

Live Performance Australia, touring organisations and peak bodies (detailed in the Appendix) have created these guidelines in consultation with the broader sector to guide safe touring activity by performing arts organisations and producers undertaking touring activity in Australia.

## 2. About these guidelines

### 2.1. PURPOSE

This document aims to provide clear guidelines for safe national touring of live performances as Australia moves to living with COVID-19. These guidelines assist all parties to understand the steps required to protect communities, audiences, touring companies, venue staff and service providers so that the touring of live performances can continue safely. This needs to be done in accordance with evolving government regulations, and in a way that demonstrates the sector has taken appropriate steps to mitigate the risk of COVID-19 transmission during touring activity.

### 2.2. SCOPE

Productions of all sizes and all artforms may tour. However, the considerations involved in touring large scale productions with long running seasons in capital cities are quite different to touring small scale productions which frequently move from one location to another.

These guidelines are intended to apply:

- to Touring Parties touring a live production to multiple locations over a period of at least two weeks where the time spent in each location is generally less than four weeks. The duration of the tour and time spent in each location will depend on each production.
- in conjunction with relevant advice from public health authorities, Safe Work Australia and other guidelines produced by government or industry to support the safe presentation of live productions and related activity.

It is important to note these guidelines were originally conceived through the prism of touring small-scale theatrical productions. The measures outlined in this document may not be appropriate for touring productions which reside in one location for an extended period, and should be adapted accordingly to be fit for purpose for each specific tour.

### 2.3. WORK HEALTH AND SAFETY

Employers have a duty to provide a healthy and safe workplace for all workers (including contractors and volunteers) and visitors to the workplace. This includes:

- assessing and managing risks;
- maintaining the workplace and facilities (e.g. regular cleaning);
- providing appropriate information, training, instruction and supervision; and
- consulting with workers or their representative on any matters that affect them.

These guidelines should complement existing work health and safety processes and procedures. Implementing control measures outlined in this document must not cause other unsafe working conditions for any worker. Where these guidelines introduce new health and safety risks, or impede existing protocols, these risks should be assessed and managed accordingly.

## 3. Definitions

|           |  |
|-----------|--|
| Isolation | Separates people who are unwell and who are confirmed with or have been tested for a contagious disease (such as COVID-19) from people who are healthy.  |
| Pandemic  | An outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population.   |
| PCR Test  | Polymerase Chain Reaction Test. A doctor or nurse performs the test, using a medical swab to take a sample of fluid from inside the nose and/or throat, and the swab is sent to a laboratory for analysis. PCR testing identifies certain key DNA components to determine infection status to an extremely high level of accuracy. |

|                                     |   |
|-------------------------------------|---|
| Personal protective equipment (PPE) | <p>PPE refers to anything used or worn to minimise risk to workers' health and safety. This may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• boots</li> <li>• goggles</li> <li>• respirators</li> <li>• ear plugs</li> <li>• hard hats</li> <li>• safety harnesses</li> <li>• face masks</li> <li>• high visibility clothing</li> <li>• safety shoes</li> <li>• gloves</li> <li>• sunscreen.</li> </ul>   |
| Presenting Venue                    | The person or entity engaging the Producer to perform in a location.  |
| Producer                            | The person or entity that engages the Touring Party.  |
| Public Health Order                 | Enforceable directions or restrictions implemented by the state or federal government in response to a public health concern. Also referred to as a Public Health Direction or Chief Health Officer Direction.  |
| QR Code                             | Quick Response code – a square computer-read graphic intended to make smartphone access to web addresses quick and easy. QR Codes are used by State and Territory checkin apps (among other relevant applications)  |
| Quarantine                          | Separates and restricts the movement of people who are well but may have been exposed to a contagious disease (such as COVID-19) to see if they become unwell. The quarantine period for COVID-19 varies depending on State and Territory regulation, vaccination status and the nature of possible exposure.   |
| Rapid Antigen Test (RAT)            | <p>A test where the individual either takes a saliva sample or nasal swab and places it in a chemical solution; the result can be viewed within 15 minutes. Self-tests are available for home use.</p> <p>If an individual gets a positive antigen test result, they should get a PCR test.</p> <p>A list of self-tests (home use) approved by the TGA for use in Australia is available at <a href="https://www.tga.gov.au/covid-19-rapid-antigen-self-tests-are-approved-australia">https://www.tga.gov.au/covid-19-rapid-antigen-self-tests-are-approved-australia</a></p> |
| Social Bubble                       | <p>A group of people who are travelling and working in close proximity over a period of time (in a way, similar to a household). Physical distancing is not required within the bubble but must be maintained between the bubble and others.</p> <p>A Touring Party (as defined below) may form a Social Bubble for the duration of the tour as part of Increased Risk Management Protocols (such as when touring productions travel to vulnerable or high risk communities, or in situations where members of the Touring Party are unvaccinated (see Part 6)</p>            |
| TGA                                 | Therapeutic Goods Administration. The TGA is Australia's regulatory authority for therapeutic goods.  |
| Tour                                | A live production travelling to multiple locations over a period of at least two weeks where the time spent in each location is generally less than four weeks.   |
| Tour Pack                           | The standard documentation that a Producer will generally prepare for a Touring Party. Includes itinerary, travel information, emergency contacts, etc.   |

|                   |   |
|-------------------|---|
| Touring Party     | <p>The people (e.g. actors and crew) travelling with the production including, but not limited to, performers, crew and contractors.</p> <p>Other service providers (i.e. technical, creative, marketing and publicity), who may visit the tour at different intervals throughout the tour, are not regular members of the Touring Party but should nonetheless follow these guidelines, where applicable.</p>  |
| Vaccination       | <p>Treatment with a TGA-approved COVID-19 vaccine:<br/> <a href="https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/approved-vaccines">https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/approved-vaccines</a></p> <p><u>Medical exemption</u></p> <p>An individual may be exempt from getting a mandatory vaccine due to a valid medical reason; medical exemptions can be granted by certain health professionals. Information on immunisation medical exemptions is available at <a href="https://www.servicesaustralia.gov.au/individuals/topics/immunisation-medical-exemptions/40531">https://www.servicesaustralia.gov.au/individuals/topics/immunisation-medical-exemptions/40531</a></p> <p><u>Unvaccinated</u></p> <p>An unvaccinated person is one who has not had a COVID-19 vaccine, has not had the recommended number of doses of a COVID-19 vaccine, or has a medical exemption from having a vaccine.</p> <p><u>Vaccinated</u></p> <p>A vaccinated person is one who has the recommended number of doses of a TGA-approved COVID-19 vaccine</p> |
| Vulnerable Person | <p>Any person deemed by public health authorities or advised by a medical professional to be at higher risk of more serious illness/complications if they are infected with COVID-19.</p>   |

## 4. National guiding principles

The COVID Safe Touring guidelines have been developed with the following principles in mind:

- Reduce risk of community transmission in the general public.
- Safeguard the safety and wellbeing of everyone on-site - audiences, performers, artists, musicians, crew, staff, venue personnel, contractors and volunteers.
- Implement measures that are consistent with Safe Work guidelines and public health directives.
- Continuously manage risks associated with the delivery and touring of public performances, adapting to new information, restrictions or requirements.
- Deliver a positive customer experience and contribute to Australia's economic, social, and cultural wellbeing emerging from COVID-19.
- Ensure the ongoing sustainability of the live performance industry (including venues, theatres, producers, promoters and service providers).

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## 5. About COVID-19

### 5.1. COVID-19 SYMPTOMS

The symptoms of COVID-19 include<sup>1</sup>:

- fever (a temperature of 37.5°C or higher)
- chills or night sweats
- cough
- sore throat
- tiredness (fatigue)
- difficulty breathing
- headache
- muscle pain
- loss of sense of smell
- distortion of sense of taste
- nausea and vomiting
- joint pain
- loss of appetite
- runny nose
- acute blocked nose (congestion).

Uncommon symptoms may also occur. These include chest pain, diarrhoea and conjunctivitis.

### 5.2. TRANSMISSION

COVID-19 is spread in three main ways<sup>2</sup>:

- Breathing in air when close to an infected person who is exhaling small droplets and particles that contain the virus.
- Having these small droplets and particles that contain the virus land on the eyes, nose, or mouth, especially through splashes and sprays like a cough or sneeze.
- Touching eyes, nose, or mouth with hands that have the virus on them.

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<sup>1</sup> Source: <https://www.healthdirect.gov.au/coronavirus-covid-19-symptom-faqs#symptoms>

<sup>2</sup> Source: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>

## 6. Risk Management – Key Considerations

Detailed procedures for General and Increased risk settings are discussed in the next section of this document. Before applying detailed procedures, companies should undertake a risk assessment for the tour and identify measures to mitigate risks.

While each individual production must have its own risk assessment which examines its individual circumstances, some general risk considerations for a tour include:

- The performance activities involved, including whether they require close contact (most performance activities do) and activities which health authorities consider higher risk (such as singing).
- Whether the tour involves direct contact with community members, for example through workshops, community performers or other forms of direct engagement.
- The vaccination status of the Touring Party (see below).
- The geographical scope of the tour, particularly:
  - Whether the tour includes communities which may have lower rates of vaccination and/or higher levels of community transmission; and
  - Whether the itinerary includes areas with higher levels of vulnerable populations (such as Aboriginal and Torres Strait Islander communities).

These risk considerations should be considered alongside risk assessment of individual tour circumstances and the mitigation considerations below to conclude which of the risk settings (General or Increased Risk) should be applied when considering the detailed procedures outlined in Part 7.

### Key mitigation considerations include (but are not limited to):

- **Vaccination**

Vaccination is extremely effective against COVID-19. People who are fully vaccinated (that is, with at least 2 doses of a TGA approved COVID vaccine) have a much lower likelihood of being infected with COVID-19. Even vaccinated people who do become infected with COVID-19 have a much lower likelihood of having severe illness and a much lower likelihood of passing COVID-19 on to others. Vaccination is therefore not just protective of each vaccinated individual but also of the people around them, and is thus a highly significant risk control in relation to COVID-19.

As part of the risk assessment process, consider the role of vaccination in mitigating the risks in your touring / performing environment, and whether vaccination should be compulsory or highly recommended. See Section 9.4 for further information about the processes involved in developing and implementing vaccination policy.

Some states and territories only allow fully vaccinated people to enter arts venues, while others either only allow fully vaccinated people to enter from interstate or require unvaccinated people to undergo periods of quarantine. Even in states/territories where this is not a legal requirement, some venues may only allow fully vaccinated people to enter, including performers and crew. This should also be considered when formulating vaccination policy.

- **Testing**

Two key forms of COVID-19 testing are currently available in most Australian states and territories: Polymerase Chain Reaction (PCR) testing, which is professionally administered, and Rapid Antigen Testing (RAT), which most states and territories allow to be self-administered.

PCR testing is the 'gold standard' of COVID-19 testing, which is provided by state, territory and federal governments at testing clinics around Australia. In many circumstances this testing is free of charge. Currently, PCR is the only testing method accepted by governments when testing is required due to symptoms or for interstate travel. While PCR turnaround times vary, most results are available within 24 hours (although this may increase to 48-72 hours in regional areas).

Rapid Antigen Tests (RATs) are now permitted to be self-administered in all states and territories excluding SA and WA (as at November 2021) and are available for retail sale. Most test kits return results in approximately 15 minutes. A positive RAT result must be immediately followed up with a PCR test.

Companies should consider whether a regular testing regime is an appropriate risk mitigation measure in the context of each individual tour, and if so, which method/s and what frequency best suits their individual circumstances.

#### **Other health monitoring**

- Companies may consider daily temperature checks of the Touring Party (noting that a normal temperature does not mean the worker is COVID-19 negative). However, this requirement is not currently recommended by government.
- The Touring Party may be asked to complete the [healthdirect Coronavirus \(COVID-19\) Symptom Checker](#) (or other self-assessment tool) at the start of each day on tour.
- Touring Party members will be directed to get a PCR test for COVID-19 if any symptoms present for acute respiratory disease (cough, sore throat, shortness of breath) or a fever or history of fever. This person must remain in isolation until symptoms are no longer present and receives clearance from public health authorities or a health practitioner (depending on the circumstances, clearance may constitute a negative COVID-19 test result).
- Encourage good nutrition, sleep hygiene and regular exercise.

#### **PPE, Cleaning and hygiene**

- Instruct the touring party on the appropriate use of PPE, such as in circumstances when social distancing cannot be maintained with those outside the touring party.
- Encourage the Touring Party to practise good hygiene such as:
  - Regular handwashing with soap and water
  - Hand sanitiser use
  - Cover coughs and sneezes
  - Avoid touching face.
- Regularly clean and disinfect high touch surfaces.

### Swings and Understudies

- Consider teams, swings and understudies to fill roles if a cast or crew member is unwell. However, it should be noted that if a cast or crew member is confirmed as having COVID-19, all those in close contact with the confirmed case may need to quarantine in line with public health directives, possibly resulting in more than one cast or crew member needing to be replaced.

### Contact tracing and tracking

- Maintain up-to-date employee contact details.
- Inform employees their contact details may be shared with health authorities.
- Require all employees to install the Government check-in apps for each State and Territory the tour will visit and to use these apps at all times.
- Require all employees to carry their proof of vaccination in the legally required format. This may include installing the Medicare Plus app and linking the certificate to state and territory check-in apps.

### Managing suspected cases

If a member of the Touring Party presents with COVID-19 symptoms during the tour:

- isolate the employee in a safe area and supply them with a surgical mask (if available).
- assess whether this employee represents a risk to others in the workplace. As a precaution, companies may wish for other (non-symptomatic) employees to complete a RAT.
- ensure the employee has transport to safely return to the hotel or visit a doctor or medical facility.
- advise the employee to get a PCR test for COVID-19, as per government advice, and follow instructions regarding isolation.
- ensure that impacted employees are supported, including making arrangements for isolation (e.g. extend hotel booking).

The Touring Party member displaying symptoms can return to the workplace once symptoms are no longer present and receives clearance from public health authorities or medical practitioner (depending on the circumstances, clearance may constitute a negative COVID-19 test result).

If advised by a third party that Touring Party members may have come in contact with someone who is suspected to have COVID-19:

- seek as much information as possible in order to undertake a risk assessment.
- seek advice from local health officials and, where required, advise employees that they may have been exposed to COVID-19 and, if advised, the requirement for quarantine and testing.
- if health officials do not advise quarantine or testing, consider Rapid Antigen Testing as a further risk management measure.
- refer to the Touring company's individual COVID Safe Plan and, where reasonably practicable, comply with the presenter's contract conditions.

## Managing confirmed cases

If a member of the Touring Party is a confirmed case of COVID-19:

- physically isolate the employee if they have not already been isolated. The employee will not be able to return to work until they have received clearance from public health authorities or treating medical practitioner.
- seek advice from local health officials (either directly or through the use of a published Risk Management Matrix, such as those issued by NSW and Victorian Health Departments) and if advised:
  - notify close contacts (e.g. other employees or third-party employees, such as venues, accommodation and transport providers) that they may have been exposed to COVID-19.
  - require members of the Touring Party to get a PCR test and follow instructions regarding quarantine. The nature of this testing and any quarantine requirement will depend on the guidelines and/or decisions of the relevant state/territory health authorities.
  - if required, notify and submit an incident notification to the WorkSafe Authority in the relevant state and/or territory (different notification requirements apply in each state – refer to Appendix 9.1).
  - if health officials do not advise quarantine or testing, consider Rapid Antigen Testing as a further risk management measure.
  - encourage all employees to monitor their personal health and report any symptoms to their Supervisor immediately.
  - undertake a risk assessment to determine whether it is still viable to continue with the tour.
  - make arrangements for impacted employees to isolate (e.g. extending hotel booking).

If notified by a Presenting Venue or other supplier partner of a confirmed COVID-19 case:

- seek as much information as possible in order to undertake a risk assessment, including who came into close contact with the person affected, who shared spaces or equipment with the person affected, etc.
- seek advice from local health officials and, where required, advise other employees/third party employees (such as venues, accommodation and transport providers) that they may have been exposed to COVID-19 and, if advised, the requirement for quarantine.
- if health officials do not advise quarantine or testing, consider Rapid Antigen Testing as a further risk management measure.
- encourage all employees to monitor their personal health and report any symptoms to their Supervisor immediately.
- undertake a risk assessment to determine whether it is still viable to continue with the tour.
- refer to the Touring company's individual COVID Safe Plan and, where reasonably practicable, comply with the Presenting Venue's contract conditions.

## Production shutdown

- The company may be required to cancel performances or the entire tour, in order to comply with government directions.
- If a member of the Touring Party has tested positive for COVID-19, each company will need to assess the risks and ascertain whether it is possible to continue performances.

## 7. Guidelines & protocols

These guidelines outline two levels of procedures to manage and mitigate risk: General and Increased. Considerations in determining the appropriate level of risk are discussed in Part 6 above.

A tour may be adjusted to operate under higher or lower levels multiple times throughout a tour, depending on specific conditions of the locations on the tour and based on advice from relevant public health authorities.

### 7.1. PRE-TOUR PLANNING

#### Policies and procedures

- Consider implementing a code of conduct which outlines responsibilities of employers and employees to maintain safety in regard to COVID-19. The code of conduct should be signed by the employee and the employer separate from the contract of employment.
- Provide employees with a copy and an induction/briefing of the employer's COVID Safe policy and procedure documents. Regularly remind employees of COVID Safe procedures.
- The Touring Party will be advised of any changes to government restrictions or Touring Party protocols as required.
- The Touring Party may be asked to limit interactions with people outside of the Touring Party prior to going on tour.

#### Contracting

Venue contracts:

- During the contracting process, Producers and Venues should exchange each party's COVID Safe plans, including any vaccination requirements (e.g. some venues may only allow fully vaccinated people to enter due to government and/or venue policy). These plans should be communicated to relevant staff, including the Touring Party.
- Producers and Venues should agree on a reporting procedure in the case of a suspected or confirmed COVID-19 case amongst Touring Party, venue staff, audience, or anyone else in attendance at the venue.
- Venues should be provided with these COVID Safe Touring Guidelines for their reference, and to inform their internal risk assessments.

Agreements with Contractors who work closely with the Touring Party (such as freight providers):

- During the contracting process, Producers and Contractors should exchange each party's COVID Safe plans. These plans should be communicated to relevant staff, for example, freight drivers.

- Producers and Contractors should agree on a reporting procedure in the case of a suspected or confirmed COVID-19 case.

### **Tour preparation**

#### Testing:

- Consider implementing a pre-tour testing protocol consisting of RAT or PCR tests (depending on your State/Territory) for all Touring Party members ahead of the commencement of the tour.

#### Tour briefing should include:

- Information about the company's COVID Safe policies and procedures (including any updates, if the policies and procedures were provided in advance).
- Information on basic COVID Safe infection control procedures and, if applicable, correct use of PPE.
- Clear instructions on how breaches of company policies and procedures will be managed, including the company grievance procedure.

#### Tour packs should include:

- Information on correct use of PPE, such as face masks.
- If available in your State/Territory, rapid antigen tests and instructions on their use.
- Details of local COVID-19 screening facilities for each tour location and/or links to state/territory lists of screening facilities.
- COVID Safe personal hygiene guidelines/advice.
- Details of state/territory check in apps to be installed prior to the tour party's departure.

#### Touring Party members should be encouraged to:

- Get vaccinated against the flu pre-tour.
- Complete dental, medical and other personal appointments (e.g. haircuts) with usual providers pre-tour.

#### Company should develop detailed plans and provide appropriate instruction to Supervisor(s) on:

- What to do in a suspected case of COVID-19 in the Touring Party.
- What to do in a confirmed case of COVID-19 in the Touring Party.

#### Appropriate instructions/training on Company procedures should be provided to:

- Employees who will be responsible for managing suspected and/or confirmed cases of COVID-19 in the workplace.
- Employees who will be responsible for managing complaints and/or grievances relating to breaches of the COVID Safe policies and procedures.

## 7.2. ON TOUR

The measures undertaken on tour to mitigate risks to the Touring Party and community will depend on a number of factors, such as requirements imposed or recommended by government, and level of active COVID-19 cases in the community. The measures employed while on tour will vary depending upon the level of risk, and companies should consider the appropriate level of protocols to implement at each stage of the tour.

Refer to Risk Management (Section 6) to decide which protocol is most appropriate for a tour, or for destinations within a tour.

| General protocol – applicable for all tours  | Increased risk mitigation protocols – for increased COVID cases / hotspots / vulnerable communities / unvaccinated touring party members – see Part 6  |
|--|--|
| <ul style="list-style-type: none"> <li>• Apply personal hygiene measures at all times.</li> <li>• Practise hand hygiene regularly during the tour (hand sanitisers), plus strictly before, during and after travel.</li> <li>• Practise cough and sneeze etiquette (i.e cough or sneeze into a tissue and then dispose of tissue safely; cough or sneeze into elbow; wash hands after coughing, sneezing or blowing nose).</li> <li>• Where reasonably practicable, maintain physical distancing with anyone outside the Touring Party.</li> <li>• Wear PPE (masks) as per local government guidelines. It is recommended to wear appropriate PPE (masks) if physical distancing is unable to be maintained.</li> <li>• Consider regular testing of the Touring Party.</li> <li>• Undertake regular COVID Safe Toolbox Talks to ensure ongoing compliance</li> <li>• Do not share personal items such as water bottles and keep cups.</li> <li>• Avoid using communal facilities and equipment where reasonably practicable.</li> <li>• Have cleaning protocols in place for shared facilities and equipment.</li> </ul> | <ul style="list-style-type: none"> <li>• Touring Parties form a “Social Bubble” for the duration of the Tour. Physical distancing is not required within the bubble but actions are taken to limit contact between the Touring Party and others. Regular Rapid Antigen Testing protocols instigated.</li> <li>• Limit socialising and group meals, even within the Social bubble.</li> </ul> |

| General protocol – applicable for all tours  | Increased risk mitigation protocols – for increased COVID cases / hotspots / vulnerable communities / unvaccinated touring party members – see Part 6 |
|--|---|
| <ul style="list-style-type: none"> <li>All Touring Party members carry own pens to prevent contact when signing documents for vehicles etc.</li> <li>Provide all Touring Party members with cleaning and PPE supplies (e.g. masks, hand sanitiser, disinfectant wipes and tissues).</li> </ul>   |   |
| <p><b>Freight</b></p> <p>Handling touring freight considered a Close Contact Task:</p> <ul style="list-style-type: none"> <li>Work with freight provider for mutually agreed COVID Safe protocols.</li> <li>Limit any actions which would involve contact within 1.5m to a minimum, where reasonably practicable.</li> <li>Minimise personnel entering freight compartments. All other safety protocols must be adhered to, such as safe lifting.</li> <li>Avoid prolonged time in cargo compartments.</li> <li>If air-conditioning in the driver’s cabin is on, set to bring external air into vehicle.</li> <li>Where appropriate, maximise ventilation by opening windows.</li> <li>Log all names of personnel at each move who have accessed freight.</li> </ul> | <ul style="list-style-type: none"> <li>Wear PPE (masks, gloves) if within 1.5m.</li> </ul>  |
| <p><b>Ground Transport</b></p> <ul style="list-style-type: none"> <li>It is recommended to wear PPE - masks.</li> <li>Windows open, where reasonably practicable.</li> <li>If air-conditioning is on, set to bring external air into vehicle.</li> <li>Adhere to any additional relevant service provider policies and procedures.</li> </ul>  | <ul style="list-style-type: none"> <li>Wear PPE – masks.</li> <li>Seat all passengers near a window (i.e. no centre seat/s).</li> </ul>               |

| General protocol – applicable for all tours  | Increased risk mitigation protocols – for increased COVID cases / hotspots / vulnerable communities / unvaccinated touring party members – see Part 6   |
|--|---|
| <b>Rental vehicles</b>   |   |
| <ul style="list-style-type: none"> <li>• Seat all passengers near a window (i.e. no centre seat).</li> <li>• Windows open, where reasonably practicable.</li> <li>• If air-conditioning is on, set to bring external air into vehicle.</li> <li>• Keep a log of who was in the vehicle.</li> <li>• Adhere to any additional relevant service provider policies and procedures.</li> </ul>  | <ul style="list-style-type: none"> <li>• Wear PPE – masks.</li> <li>• Seat all passengers near a window (i.e. no centre seat).</li> </ul>   |
| <b>Airline travel</b>  |   |
| <b>Pre-flight</b> <ul style="list-style-type: none"> <li>• If travelling in one group, Touring Party should be seated together on aircraft, where reasonably practicable, to minimise contact with others.</li> <li>• Where reasonably practicable, check in online before airport arrival to minimise queuing at the airport.</li> <li>• Ensure Touring Party is supplied with masks, hand sanitiser and disinfectant wipes.</li> </ul> |   |
| <b>At the airport</b> <ul style="list-style-type: none"> <li>• Arrive at airport at recommended time to minimise time in the airport.</li> <li>• Adhere to additional relevant airport COVID Safe procedures.</li> </ul>   | <b>At the airport</b> <ul style="list-style-type: none"> <li>• Limit contact with others by avoiding retail and food outlets, lounges and seating areas, where reasonably practicable.</li> </ul> |
| <b>On the flight</b> <ul style="list-style-type: none"> <li>• Wear masks, even if not required by airline or health authorities.</li> <li>• Limit movement around the cabin.</li> <li>• Adhere to any additional relevant airline and airport procedures.</li> </ul>   | <b>On the flight</b> <ul style="list-style-type: none"> <li>• Disinfect own table, seatbelt and touch areas with disinfectant wipes.</li> </ul>   |

| General protocol – applicable for all tours  | Increased risk mitigation protocols – for increased COVID cases / hotspots / vulnerable communities / unvaccinated touring party members – see Part 6   |
|--|---|
| <b>Accommodation</b>   |   |
|  | <p>Upon booking:</p> <ul style="list-style-type: none"> <li>• Individual rooms to be booked when available (avoid two-bedroom apartments).</li> <li>• If individual rooms are not available, and the employee and employer agree to share arrangements, private facilities are required.</li> <li>• Kitchens to be provided where reasonably practicable to help minimise community contact.</li> <li>• Private laundry facilities to be provided where reasonably practicable to help minimise community contact.</li> </ul> |
| <p>On arrival:</p> <ul style="list-style-type: none"> <li>• Utilise contactless check in when available.</li> </ul>                              | <p>On arrival:</p> <ul style="list-style-type: none"> <li>• If contactless check in is not available, one person to check in the entire Touring Party.</li> </ul>   |
| <p>During:</p> <ul style="list-style-type: none"> <li>• Adhere to any additional relevant hotel policies and procedures at all times.</li> </ul> | <p>During:</p> <ul style="list-style-type: none"> <li>• Request no contact room service delivery method.</li> <li>• Limit the frequency of housekeeping.</li> <li>• Use self-parking options. If valet services are compulsory, clean contact points on the car before use.</li> <li>• Take all possible steps to avoid other hotel guests by minimising use of shared facilities and movement around common areas of the hotel.</li> </ul>   |
| <p>On departure:</p> <ul style="list-style-type: none"> <li>• Utilise contactless check out when available.</li> </ul>                           |   |

| General protocol – applicable for all tours   | Increased risk mitigation protocols – for increased COVID cases / hotspots / vulnerable communities / unvaccinated touring party members – see Part 6  |
|---|--|
| <b>In The Community</b>   |  |
| <ul style="list-style-type: none"> <li>Wear appropriate PPE – masks - if physical distancing is unable to be maintained when out in community.</li> </ul>   | <p>Take all possible steps to minimise interaction between Touring Party and community (to minimise transmission risk) by taking the following actions:</p> <ul style="list-style-type: none"> <li>Go straight from accommodation/home to theatre and vice versa unless exercising or for essential reasons.</li> <li>Avoid populated areas when exercising and do not use gyms, pools or outdoor equipment (unless required for maintenance of performance fitness, physiotherapy or injury rehabilitation).</li> <li>Group exercise should be kept to people from the Social Bubble.</li> <li>When shopping for groceries, opt for click and collect or delivery to accommodation or venue, if available.</li> <li>With pre-prepared food, have takeaway or delivery rather than eating in restaurants.</li> <li>Limit indoor socialising and group meals, even within the Social Bubble.</li> </ul> |
| <ul style="list-style-type: none"> <li>Encourage outdoors social contact and exercise where possible within the Touring Party and with the appropriate physical distancing.</li> <li>Where reasonably practicable, provide access to mental health first aid and/or external touring wellness support (recognising that touring under COVID Safe conditions and associated extra processes may increase stress).</li> <li>Where reasonably practicable, provide the team with opportunities for physically distanced exercise.</li> <li>Encourage company to access mindfulness and/or yoga apps.</li> <li>Promote wellness helplines and other support networks within the company.</li> </ul> | <ul style="list-style-type: none"> <li>Increased restrictions for family members and/or friends visiting the tour.</li> <li>Encourage social interactions with external friends and family via online platforms.</li> <li>Regular check-in video calls with HQ team to increase ‘social’ aspect without increasing risk.</li> </ul>  |

| General protocol – applicable for all tours  | Increased risk mitigation protocols – for increased COVID cases / hotspots / vulnerable communities / unvaccinated touring party members – see Part 6  |
|--|--|
| <ul style="list-style-type: none"> <li>Encourage company conversations to promote wellbeing and ensure a common dialogue is achieved.</li> </ul>   |  |
| <b>In Performance Venues</b>   |  |
| <ul style="list-style-type: none"> <li>Undertake safety briefing on arrival at the venue and debrief on departure, providing feedback to HQ and venue staff.</li> <li>All parties in a touring environment have a responsibility to report when any member of their team displays COVID-19 symptoms, with completion of self-assessment health questionnaire prior to arrival at each venue recommended.</li> <li>Complete driving log if self-driving.</li> </ul> | <ul style="list-style-type: none"> <li>PPE (mask / gloves) at all times apart from performances.</li> <li>Only essential personnel can go into the venue (limit creatives, non-show essential Touring Party members).</li> </ul> |

### 7.3. INDIGENOUS COMMUNITY TOURING

Touring within Indigenous communities has the highest risk within Australia in terms of infectious disease control and management for some of Australia’s most vulnerable people. The following guidelines should be considered in addition to the guidelines above; these are based upon the restrictions within the Northern Territory at time of writing. Producers and Tour co-ordinators should check applicable State/Territory directives and consult with the specific Land Councils of the areas on the itinerary.

| Visiting Communities with more than 70% fully vaccinated   | Visiting Communities with less than 70% fully vaccinated  |
|--|---|
| <p><b>Pre-entry</b></p> <ul style="list-style-type: none"> <li>All visitors must be fully vaccinated against COVID-19 in order to enter (from 24 December 2021).</li> <li>Consider the Touring Party taking a Rapid Antigen Test within 72 hours before entry to the community.</li> </ul> | <p><b>Pre-entry</b></p> <ul style="list-style-type: none"> <li>All visitors must be fully vaccinated against COVID-19 in order to enter.</li> <li>Require the Touring Party taking a Rapid Antigen Test within 72 hours before entry to the community (this is a legal requirement for most visitors).</li> </ul>   |
| <p><b>In the Community</b></p> <ul style="list-style-type: none"> <li>Free movement within the community whilst adhering to relevant health guidelines.</li> </ul>   | <p><b>In the Community</b></p> <ul style="list-style-type: none"> <li>Masks must be worn at all times for the first seven days when in public.</li> <li>Take all possible steps to minimise interaction between Tour Party and community (to minimise transmission risk), including restricting movement between venue and accommodation, unless exercising or for personal reasons.</li> <li>Where possible, bring food and supplies for the Touring Party to avoid accessing local stores.</li> </ul> |

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#### 7.4. POST TOUR

- Producers to advise Presenting Venues, staff, Touring Parties and subcontractors involved in the Tour (such as freight drivers and crew) if any members of the Touring Party are diagnosed with COVID-19 within 14 days of the tour ending.
- Presenting Venues to advise Producers if any venue staff or audience members are diagnosed with COVID-19 within 14 days of the performances being presented.
- Presenting venues to develop a plan for advising audience members of any confirmed cases in the venue and cooperate with public health authorities for contact tracing purposes.
- All members of the Touring Party (including performers, touring crew and subcontractors) to advise the Producer if they develop or are diagnosed with COVID-19 within 14 days of the tour ending.
- Producers to maintain communications for a 14 day period following completion of performances with presenters and all members of their Touring Party in order to advise on the above.
- Conduct debrief with all members of Touring Party and Presenting Venues post-performance to ensure satisfactory adherence to COVID Safe practices maintained by all parties.
- Maintain clear documentation in relation to all aspects of the tour, including COVID Safe policy compliance.
- Review operational practices and protocols as required based on monitoring and feedback from debriefing processes.
- Identify any further training required for staff or Touring Parties to ensure future safe touring.

## 8. Acknowledgements

The following organisations were integral to the development of these COVID Safe Touring guidelines:

### Working Group

- Arts on Tour
- Critical Stages Touring
- CDP Theatre Producers
- Circa
- Monkey Baa Theatre Company
- Performing Lines

### In consultation with:

- Media, Entertainment and Arts Alliance (MEAA)
- Regional Arts Victoria
- CircuitWest
- Regional Arts WA
- Artour QLD
- Artback NT
- Flying Fruit Fly Circus
- Ten Tonne Sparrow
- Ensemble Theatre
- Sydney Dance Company
- Bangarra Dance Theatre
- Bell Shakespeare
- Legs On The Wall
- Gravity And Other Myths
- Patch Theatre
- Barking Gecko
- Louise Withers and Associates
- Andrew Kay and Associates
- GWB Entertainment
- Sydney Symphony Orchestra

## 9. Appendices

### 9.1. REFERENCE DOCUMENTS

#### Safe Work Australia

- Resource kit: <https://covid19.swa.gov.au/covid-19-information-workplaces>
- Individual industry information: <https://covid19.swa.gov.au/covid-19-information-workplaces/industry-information/live-entertainment/vaccination>
- SafeWork Authority notification requirements: <https://covid19.swa.gov.au/doc/incident-notification-covid-19>

#### Health.gov.au resources

- Health alert: <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>
- 3-step framework for a COVIDSafe Australia: <https://www.health.gov.au/resources/publications/3-step-framework-for-a-covidsafe-australia>
- Approved vaccines: <https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/approved-vaccines>
- Approved self-tests: <https://www.tga.gov.au/covid-19-rapid-antigen-self-tests-are-approved-australia>
- Immunisation medical exemptions: <https://www.servicesaustralia.gov.au/individuals/topics/immunisation-medical-exemptions/40531>
- Travel and restrictions: <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/coronavirus-covid-19-travel-and-restrictions>
- <https://www.health.gov.au/resources/publications/coronavirus-COVID-19-advice-on-managing-the-health-risks-from-COVID-19-on-international-flights>

### 9.2. INDUSTRY REFERENCE MODELS

- **AIS Return to Sport Framework:** [https://ais.gov.au/\\_data/assets/pdf\\_file/0008/730376/35845\\_AIS-Framework-for-rebooting-sport\\_FA.pdf](https://ais.gov.au/_data/assets/pdf_file/0008/730376/35845_AIS-Framework-for-rebooting-sport_FA.pdf)
- **Gymnastics Australia equipment cleaning:** [https://www.gymnastics.org.au/uploadedfiles/Club\\_Surface\\_and\\_Equipment\\_Cleaning\\_Guidelines.pdf](https://www.gymnastics.org.au/uploadedfiles/Club_Surface_and_Equipment_Cleaning_Guidelines.pdf)

### 9.3. PUBLIC HEALTH DIRECTIVES

- **ACT:** <https://www.covid19.act.gov.au/resources/public-health-directions>
- **NSW:** <https://www.health.nsw.gov.au/Infectious/COVID-19/Pages/public-health-orders.aspx>
- **NT:** <https://coronavirus.nt.gov.au/chief-health-officer-directions>
- **QLD:** <https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers>
- **SA:** <https://www.legislation.sa.gov.au/Web/Information/CV19/CV19.aspx>
- **TAS:** <https://www.coronavirus.tas.gov.au/resources>
- **WA:** <https://www.wa.gov.au/government/document-collections/COVID-19-coronavirus-state-of-emergency-declarations>
- **VIC:** <https://www.dhhs.vic.gov.au/victorias-restriction-levels-COVID-19>

### 9.4. VACCINATION RESOURCES

- **LPA template policy (Members only resource):** <https://liveperformance.com.au/resource?type=1256&keyword=LPA+TEMPLATE%3A+COVID-19+Workplace+Vaccination+Policy>
- **Fair Work Ombudsman:** <https://coronavirus.fairwork.gov.au/coronavirus-and-australian-workplace-laws/covid-19-vaccinations-and-the-workplace>
- **Safe Work Australia:** <https://covid19.swa.gov.au/covid-19-information-workplaces/industry-information/live-entertainment/vaccination>

### 9.5. TRAVEL RESTRICTIONS & PERMITS

- **ACT:** <https://www.covid19.act.gov.au/travel>
- **NSW:** <https://www.nsw.gov.au/covid-19/travel-restrictions>
- **NT:** <https://coronavirus.nt.gov.au/travel/quarantine>
- **QLD:** <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/public-health-directions/travelling-to-queensland>
- **SA:** <https://www.covid-19.sa.gov.au/restrictions-and-responsibilities/travel-restrictions>
- **TAS:** <https://www.coronavirus.tas.gov.au/travellers-and-visitors/coming-to-tasmania>
- **WA:** <https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-travel-wa>
- **VIC:** <https://www.coronavirus.vic.gov.au/victorian-travel-permit-system>

## 9.6. STATE AND TERRITORY CONTACT ASSESSMENT DOCUMENTS

### NSW

- Contact Risk Assessment: <https://www.health.nsw.gov.au/Infectious/controlguideline/Documents/contact-risk-assessment-business-community-settings.pdf>
- Guidance for businesses if a worker tests positive: <https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case>
- <https://www.nsw.gov.au/covid-19/stay-safe/testing/self-isolation-rules>

### VIC

- Contact Risk Assessment: [https://www.coronavirus.vic.gov.au/sites/default/files/2021-10/2021-10-21\\_Workplaces%20business%20and%20industry.pdf](https://www.coronavirus.vic.gov.au/sites/default/files/2021-10/2021-10-21_Workplaces%20business%20and%20industry.pdf)
- Guidance for businesses if a worker tests positive: <https://www.coronavirus.vic.gov.au/confirmed-case-workplace>
- Confirmed cases and close contacts: <https://www.coronavirus.vic.gov.au/checklist>

### QLD

- Guidance for business is a worker tests positive: <https://www.business.qld.gov.au/running-business/covid-19-restrictions/affected-case>
- Confirmed cases: <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/public-health-directions/self-isolation-covid19-diagnosis/covid-19-isolation-requirements>
- Close contacts: <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/public-health-directions/management-of-close-contacts>
- Household contacts: <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/public-health-directions/management-of-secondary-contacts>

### WA:

- Guidance for business is a worker tests positive: <https://www.wa.gov.au/government/publications/what-do-if-someone-the-workplace-tests-positive-covid-19-coronavirus>
- [https://ww2.health.wa.gov.au/~/\\_media/Corp/Documents/Health-for/Infectious-disease/COVID19/Quarantine-after-being-tested--High-risk-and-low-risk-tested-persons.pdf](https://ww2.health.wa.gov.au/~/_media/Corp/Documents/Health-for/Infectious-disease/COVID19/Quarantine-after-being-tested--High-risk-and-low-risk-tested-persons.pdf)

### SA

- Contact Risk Assessment and Guidance for businesses if a worker tests positive: <https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/infectious+diseases/covid-19/testing+and+tracing/test,+trace,+isolate+and+quarantine>
- <https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/infectious+diseases/covid-19/about+covid-19/self-isolation+and+quarantine+advice+for+covid-19+%28coronavirus%29>

**TAS:**

- Guidance for business is a worker tests positive  
<https://www.coronavirus.tas.gov.au/business-and-employees/covid-19-case-and-outbreak-management>
- Close contacts: <https://www.coronavirus.tas.gov.au/keeping-yourself-safe/close-contacts>

**ACT**

- Guidance for business is a worker tests positive  
[https://www.act.gov.au/\\_data/assets/pdf\\_file/0007/1823335/PICC0362-FS-Guidance-for-businesses-and-workplaces-Covid-case\\_AW.1.pdf](https://www.act.gov.au/_data/assets/pdf_file/0007/1823335/PICC0362-FS-Guidance-for-businesses-and-workplaces-Covid-case_AW.1.pdf)
- Confirmed cases: <https://www.covid19.act.gov.au/stay-safe-and-healthy/isolation-information-for-people-with-confirmed-covid-19>
- Close contacts: <https://www.covid19.act.gov.au/stay-safe-and-healthy/quarantine-for-close-contacts>

**NT:**

- Close contacts: <https://coronavirus.nt.gov.au/stay-safe/case-location-alerts-and-close-contacts>

## 9.7. MEDICAL ENDORSEMENT



### Regarding COVID Safe Touring Guidelines December 2021

To whom it may concern

Live Performance Australia has prepared an updated guideline document (COVID Safe Touring Guidelines) to provide clear guidelines to assist organisations with their development of COVID Safe plans and to safely resume touring activities for live performances and associated activities such as auditions and rehearsals. The guideline document addresses the current uncertainties involved in relaxed rules and expectations of increases in case numbers. In my opinion, COVID Safe Touring Guidelines provides a framework which will assist in developing plans that meet Australian state and territory public health orders, restrictions, and guidelines to facilitate gradual and adaptive return of touring activities, auditions, rehearsals and performances in Australia within its response to the Covid-19 pandemic.

Sincerely



17 Dec 2021

**Dr T G Henning Liljeqvist** DrPH, MPH (Community Health), B Hlth Sc, Adv Dip Paramed Sc (Intensive Care), RP (CCP)  
**Public Health Consultant, Epidemiologist**