

Meat Market: COVIDSafe Plan 2020

Updated: Monday, December 07, 2020 12:12 PM

Table of Contents

KEY CONTACTS	2
BACKGROUND	3
VENUE USE STRATEGY.....	4
Guiding Principles.....	4
PROTECTING VULNERABLE PEOPLE.....	5
PHYSICAL DISTANCING	6
Meat Market Facilities.....	7
VISITOR/CONTRACTOR MANAGEMENT	9
SUSPECTED CASE MANAGEMENT	10
FAQS.....	10
RISK ASSESSMENT	11
SAFE OPERATION PROTOCOLS	11
KEY DOCUMENTS & RESOURCES.....	11

Meat Market: COVIDSafe Plan 2020

Updated: Monday, December 07, 2020 12:12 PM

KEY CONTACTS

Meat Market			
Emma Devereux	Venue Manager	0424 696 699	emma.devereux@melbourne.vic.gov.au
Jy Hildred	Technical and Operations Manager	0429 872 085	Jy.hildred@melbourne.vic.gov.au
Moir Laird	Presenter Services Coordinator	0415 209 214	moir.laird@melbourne.vic.gov.au
Kieran Daniels	Senior Technical Supervisor	0427 167 724	kieran.daniels@melbourne.vic.gov.au
City of Melbourne			
Security	Control Room	9658 9774	esgsecurityrequests@melbourne.vic.gov.au
Cleaning	Jims Cleaning	0402 753 098	bill@jimscleaning.net.au
Building Maintenance	Various Contact Meat Market Team	9329 9966	meatmarket@melbourne.vic.gov.au
Safety and Wellbeing	9658 9980	0428 768 285	SafetyandWellbeing@melbourne.vic.gov.au
Other			
Victorian Department of Health COVID-19 Hotline		1800 675 398	
Emergency	Fire, Ambulance, Police	000	

Meat Market COVIDSafe Plan 2020

BACKGROUND

Based at the Metropolitan Meat Market site, and incorporating Meat Market Stables, Meat Market is a Creative Victoria owned asset, managed by the City of Melbourne. Meat Market is recognised for its affordable, versatile and engaging creative arts and events spaces that are accessible to smaller arts organisations, independent producers and creative practitioners. The venue offers the opportunity to design unique interactions with audiences to promote art and culture. Meat Market also offers individual working spaces that foster a collaborative and creative community in a building of historic character.

Meat Market's vision positions it as an organisation that:

- Creates and fosters growth in the arts and cultural events
- Is a key venue for small / medium arts organisations and for independent producers and practitioners
- Engages actively with the general public, hosting a diverse range of cultural events
- Provides unique and versatile spaces and facilities
- Showcases and celebrates the history and character of its location

Meat Market also houses 26 studio tenancies; within the building who are able to access their studios at their convenience and providing they adhere to all relevant [DHHS restrictions for Creative Studios](#).

Due to COVID-19 restrictions Meat Market was closed to artists and the public from March to November 2020. All venue hire bookings from March to November were canceled and as of December 7, 2020, Meat Market staff continue to work predominately remotely.

Following the [December 6 Victorian State Premier's announcement](#), Meat Market is available for hire, in line with the protocols outlined in this document.

About COVID-19

At present there is no vaccine or cure for COVID-19. The best way to prevent and protect yourself and others from infection is by physical distancing, washing your hands or using an alcohol based rub frequently, and not touching your face.

At Meat Market, we can prevent the spread of infection by identifying and controlling high risk activities, physical distancing, ensuring regular cleaning to prevent contamination, and ensuring no one comes to Meat Market if they are unwell.

Overriding principle: treat everything and everyone as if they are already infected including yourself

Meat Market: COVIDSafe Plan 2020

Updated: Monday, December 07, 2020 12:12 PM

VENUE USE STRATEGY

As of 7 December 2020 and following guidelines provided by the [DHHS](#), Meat Market is able to open to the general public for events, but will continue to operate under strict conditions and protocols until further notice.

Guiding Principles

1. Ensure physical distancing (1.5 metres)
2. Wear a face mask
3. Practise good hygiene
4. Keep good records and act quickly if staff become unwell
5. Avoid interactions in close spaces
6. Create workforce bubbles

In addition to the DHHS guiding principles above, the below are essential process for attendees to Meat Market

1. Stay home or go home if you are unwell

All people working from Meat Market must follow good health and hygiene practices, including:

- staying away from work if unwell
- abiding by good personal hygiene practices
- wearing a mask whilst on site

2. Keep informed

Be aware of current restrictions and advice from the State Government and Meat Market staff.

<https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>

3. Come in, Make Art, Leave

- Listen to all directions provided by Meat Market's management team about safe venue usage
- All activity participants to eat in designated area
- All activity participants to wear a mask when practicable, whilst on site
- All participants maintain at least 1.5m apart when not required for a specific activity.

Meat Market: COVIDSafe Plan 2020

Updated: Monday, December 07, 2020 12:12 PM

Meat Market Staff

As of 7 December 2020, COVIDSafe Summer restrictions for Victoria state:

- *There are no restrictions on the reasons to leave home.*
- *Stay safe as restrictions ease by washing your hands regularly, wearing a face covering when you cannot socially distance, coughing and sneezing into your elbow, and keeping at least 1.5 metres from others.*
- *Keep your friends and family safe by meeting outdoors when practicable. There is a lower risk of spreading coronavirus (COVID-19) between people if you are outdoors.*
- *Face coverings must be carried by all Victorians when they leave home, unless they have a lawful exception.*
- *If you have symptoms of coronavirus (COVID-19) get tested and stay home. Stay at home if you feel unwell.*

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

Current Council guidelines require Meat Market staff to work from home if they can. Staff working from Meat Market are required to following the Safe Operation Protocols outlined in [DM 13623474](#)

PROTECTING VULNERABLE PEOPLE

Individual circumstances must be taken into account to minimise individual health risk when planning whether working at Meat Market is appropriate.

People in the community who are most at risk of severe illness from COVID-19, include:

- Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions
- People 65 years and older with chronic medical conditions
- People 70 years and older
- People with compromised immune systems

People in these categories **must take extra precautions** whilst working on site. If individuals within your hiring group fall into one of the above categories, please speak with a member of Meat Market's management team about the additional requirements.

Meat Market: COVIDSafe Plan 2020

Updated: Monday, December 07, 2020 12:12 PM

PHYSICAL DISTANCING

Room Capacities

As of 15 September 2020, current Safe Work Australia regulations state:

When at work, you should ensure appropriate physical distancing by keeping at least 1.5 metres between you and others and an enclosed workspace there should be on average no more than one person per two square metres of floor space

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

Consequently the following limitation will apply to each Meat Market space with a maximum of 75% of total venue capacity in the building at any given time. This is to allow for appropriate physical distancing to be maintained

Space	No. of People per space	Space	No. of People per space
Flat Floor Pavilion	330	Commercial Kitchen	16
Cobblestone Pavilion	450	Pavilion Bathroom (each)	16
Both Pavilions	600	Accessible bathrooms	1
Dressing Rooms (each)	16	Meeting Room Kitchenette	2
Technical Stores (each)	16	Meeting Room Bathrooms	2
Old Café	4	Licensee Kitchenette 1	2
Meat Market Stables	300	Licensee Kitchenette 2	2
Meeting Room	59	Production Office	1
CoM office	10		

Meat Market: COVIDSafe Plan 2020

Updated: Monday, December 07, 2020 12:12 PM

On arrival at Meat Market all people (staff, artists, hirers and contractors) will need to sign a declaration of health upon arrival, noting their name, time of arrival and contact details. All people will also have their temperature checked as part of the arrival process.

When leaving the time of departure should also be noted. Contact details can be left blank if held separately by Meat Market.

Meat Market Facilities

Meat Market has ten separate toilet facilities with two shower facilities and 21 cubicles in total, including six access toilets, across three floors.

Meat Market Stables contains three separate toilets – an access toilet with a single pan, male toilets with two pans and female toilets with two pans, each bathroom has its own hand basins with hot and cold water available. There is also a sink with hot and cold running water located under the Stables staircase.

In Meat Market's building there is a commercial kitchen in a former cold store, off the side of the Cobblestone Pavilion bays, There is also a bar area with a sink and hot water access in the Cobblestone Pavilion next to the commercial kitchen.

There is a Kitchenette near the Meeting Room with dishwasher and sink. Two further kitchenettes are located on the 1st floor, accessible to licensees of Meat Market. Each has a sink with hot water. The larger of the two licensee kitchenettes also has a dishwasher.

Flat Floor Pavilion Dressing Rooms 2, 3 and 4 on the ground floor also contain sinks. Dressing Rooms 2 and 3 have cold water only. Dressing room 4 has hot water available.

Meat Market Stables has a sink located under the staircase, with hot and cold water available. All areas have refrigerators.

In line with the limitations that will apply to each of the Meat Market spaces, each individual and/or group of individuals will be allocated a designated toilet facility and designated kitchen facility for their use whilst in the building.

Lift

There is a single lift connecting the ground floor and first floor. Only one person at a time is to use the lift. Hand hygiene should be observed both before and after using the lift. Users who are able will be encouraged to use the staircase instead of the elevator.

Meat Market: COVIDSafe Plan 2020

Updated: Monday, December 07, 2020 12:12 PM

CLEANING AND HYGIENE

Contract Cleaning

Meat Market is cleaned nightly Monday-Friday by contract cleaners Jim's Cleaning Services

Contract Daily Cleaning Checklist

[DM #13783795](#)

Jim's Cleaning Meat Market Cleaning SOP

[DM #13776750](#)

Meat Market Post-Event cleaning checklist

[DM #13796594](#)

Meat Market Cleaning

Once during the day, a clean of all frequently used surfaces is completed by a member of Meat Market staff. These include:

1. Stair and hallway bannisters
2. Door handles and push plates
3. Tap handles
4. Printer touch panel and on/off button
5. Alarm panels
6. Auto door buttons
7. Lift buttons and rails

The full checklist can be found within [DM #13783795](#). Controlled use of the spaces on any given day will dictate which spaces are deemed frequently used areas.

Signage

All Meat Market toilets, elevators, dressing rooms and doors have DHHS signage:

[Protect yourself and your family: Wash your hands regularly - poster](#)

[Protect yourself and your family: Cover your cough and sneeze - poster](#)

These signs are also displayed in Meat Market's office at the sign-in area along with the *slowing the spread* poster - [Reduce your risk of coronavirus](#)

Hygiene Stations

Meat Market provides handwashing and hygiene stations in each amenities area, each studio, and office. Each station includes:

- hand sanitizer
- disinfectant wipes
- disposable paper hand towels
- rubbish bin

Equipment

Individual office equipment (computers, keyboard, mice, etc.) are to be cleaned with disinfectant wipes both at the beginning and end of each day by the staff member using them. If a desk is to be shared by two staff members, the office equipment must be cleaned with disinfectant wipes between users.

Theatre equipment will be cleaned with appropriate disinfectant wipes by Meat Market production staff.

Meat Market: COVIDSafe Plan 2020

Updated: Monday, December 07, 2020 12:12 PM

VISITOR/CONTRACTOR MANAGEMENT

Visitors

All visitors to Meat Market are to observe the following protocols:

Contact Meat Market to arrange when they will be in the building and establish who their Meat Market staff contact will be

1. Upon arrival, sign into the venue using the Visitance QR code, by providing name and contact number.
2. Maintain hand hygiene, observe physical distancing of at least 1.5 metres from others, wearing a mask whilst on site and follow any directions of Meat Market staff
3. Upon departure, sign out of the venue using the Visitance QR code system

Visitors are required to notify Meat Market if they are diagnosed with COVID-19 - or if they suspect they have been exposed to COVID-19 and are required to isolate - within 28 days of their visit

Contractors

The following protocol was received and agreed to by Meat Market's management team.

The following is to be observed by all contractors that are doing work at Meat Market during COVID19 restrictions:

1. Contact Jy Hildred to advise when contractor/s will be on-site:
jy.hildred@melbourne.vic.gov.au or 0429 872 085
2. Contractors to note their details via QR code registration, so others know who is in the building.
3. Maintain hand hygiene, wear a mask and observe physical distancing of at least 1.5 metres from others

Meat Market: COVIDSafe Plan 2020

Updated: Monday, December 07, 2020 12:12 PM

SUSPECTED CASE MANAGEMENT

Suspected Case of COVID-19 — CURRENTLY AT MEAT MARKET

- Isolate the person to reduce spread and provide them with a mask
- Seek Advice from [Victorian Health Department](#)
- Transport individual home or to a medical facility, travelling by the least public means possible
- Advise City of Melbourne:
 - People Manager Emma Devereux 0424 696 699
 - [Safety & Wellbeing Team](#)
- Meat Market's management team will contact Jim's Cleaning by phone to clean and disinfect space person was in. All staff and contractors are to use PPE
- Identify & Inform anyone in close contact if advised by public health officials to do so
- Review this plan and COVIDSafe policy

Suspected Case of COVID-19 — RECENTLY AT MEAT MARKET

- Seek Advice from [Victorian Health Department](#)
- Identify & Inform anyone in close contact if advised by public health officials to do so
- Advise City of Melbourne:
 - People Manager Emma Devereux 0424 696 699
 - [Safety & Wellbeing Team](#)
- Meat Market's management team will contact Jim's Cleaning by phone to clean and disinfect space person was in. All staff and contractors are to use PPE
- Review this plan and COVIDSafe policy

FAQs

Can I have a meeting at Meat Market?

Yes. Meat Market is able to support hires for meetings, workshops, seminars, film & sound recording events, rehearsals and creative development in the venue's hireable spaces. All bookings are subject to DHHS guidelines including social distancing and maximum capacity limitations.

Can I have a performance at Meat Market?

Yes. Meat Market is able to support hires for public presentations in the venue's hireable spaces. All bookings are subject to DHHS guidelines including social distancing and maximum capacity limitations.

Meat Market: COVIDSafe Plan 2020

Updated: Monday, December 07, 2020 12:12 PM

RISK ASSESSMENT

DM#13793895

SAFE OPERATION PROTOCOLS

Both Meat Market staff and artists should familiarise themselves with the applicable safe operating protocols

[#13623474 Meat Market Safe Operating Protocol \(SOP\) - Staff and casual contractors](#)

[#13690517 Meat Market Safe Operating Protocol \(SOP\) – Suppliers and Contractors Maintenance and Repairs](#)

KEY DOCUMENTS & RESOURCES

Meat Market Staff

[#13546144 COVID19 working in arts venues - document register](#)

[#13604097 COVID-19 Procedure for Managing Illness](#)

[#13595317 COVID-19 Safety guideline](#)

External Links

- [Sport, cultural and recreation activities restrictions](#) | Victorian Department of Health and Human Services
- [Coronavirus \(COVID-19\) interactive self-assessment](#) | Victorian Department of Health and Human Services
- [COVID-19 Infographic Suspected or Confirmed Cases](#) | Safe Work Australia
- [Report health and safety incidents to WorkSafe Victoria](#) | WorkSafe Victoria
- [Incident Notification Fact Sheet](#) | Safe Work Australia
- [Coronavirus \(COVID-19\) Information about routine environmental cleaning and disinfection in the community](#) | Australian Government Department of Health
- [Cleaning Checklist — Covid-19](#) | Safe Work Australia
- [Signage and Posters — COVID-19](#) | Safe Work Australia
- [3-Step Framework for a COVIDSafe Australia](#) | Australian Government
- [Guidelines for COVID-Safe Theatres](#) | PAC Australia
- [Returning to Work](#) | Victorian Association of Performing Arts Centres