



ALEX
THEATRE
ST-K

YOUR SAFETY & WELLBEING GUIDE

COVIDSafe & Wellbeing Guide

Vass Productions Pty Ltd | INFO@VASSTG.COM.AU



important information

The Alex Theatre must be notified immediately of any coronavirus-related illness or incident during or after attendance at the Alex Theatre in St Kilda.

Alex Theatre St Kilda Management

T: +61 3 9964 0917

e: allan@vasstg.com.au

Questions or feedback

We want your time with us to be hassle-free. If you have questions on anything mentioned in this guide or would like to provide feedback on your experience with us, we want to hear from you.

Alex Theatre St Kilda Information

t: +61 3 9964 0918

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Welcome

Whether you are coming to the Alex Theatre for the first time or a return visit, we cannot wait to welcome you here to experience the amazing activities that occur within this performing arts space.

We are inviting all our visitors to engage with arts in a cautious and safe manner. Safety has always been our number one priority, now more than ever, with new layers of COVID safety measures to our everyday operations.

Certain aspects of your time with us will look and feel different, and we want you to be confident that we have your safety and wellbeing in mind every step of the way.

In this guide we have detailed what you can expect when visiting us. Please take a moment to review this information to understand our health and safety protocols.

We look forward to welcoming you to the venue and hope you enjoy your visit with us.

Remember to always:



Ensure physical distancing



Wear a face mask



Practice good hygiene

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COVIDSafe Principles



Ensure Physical Distancing

It is vital to stay at least 1.5 metres from others, especially when moving around our site.

Signage will assist you to keep the required distance in high-traffic areas.



Practice good hygiene

Practice good hand hygiene.

Sneeze or cough into disposable tissue or your elbow.

Alcohol-based hand sanitizer have been positioned at all entry and exit points as well as dotted throughout the site for guests use.



Wear a face Mask

It is mandatory to wear face masks inside unless you have an exemption or are eating or drinking.

You must always carry a mask and wear it whenever physical distancing is not possible.

Our team members will be wearing face masks where required at all times.

COVIDsafe & Wellbeing Plan purpose

Our COVIDSafe & Wellbeing Plan details our commitment to protecting your physical and mental health and wellbeing during the coronavirus (COVID-19) pandemic when you come to the Alex Theatre – whether you are a visitor, artist, presenter, team member or anyone else working with us.

This guide reflects our COVIDSafe & Wellbeing Plan and highlights our key control measures to mitigate the risk of COVID-19 transmission in our day-to-day operations, in line with Victorian Government advice and restrictions.

We have reviewed what other venues similar to the Alex Theatre are doing as well as reviewed the requirements of the Victorian Government and the recommendations from the Victoria Tourism Industry Council which we are members of.

Considerations

Alex Theatre has an obligation to ensure that our site is prepared and safe for the community to visit. In developing this plan we have referenced several sources including:

- Victorian Government COVIDSafe Plan: [Information and resources to help your business prepare a COVIDSafe Plan](#)
- Live Performance Australia: [Guidelines for COVIDSafe Auditions, Rehearsals and Performances](#)
- Creative Victoria: [Arts and Cultural Guidelines for coronavirus \(COVID-19\) Return to business.](#)
- Victoria Tourism Industry Council: [COVID-19 Business support resources to guide your planning and response.](#)

We all have a collective responsibility to keep each other safe. These basic principles must be adhered to throughout your entire time with us.

General Information

The following items apply to everyone engaging with the Alex Theatre.

CONDITIONS OF ENTRY

In addition to our standard conditions of entry, the Alex Theatres has implemented additional health and safety measures to ensure your safety and wellbeing. These additional conditions of entry apply to everyone attending all areas of our sites and are subject to change without notice at the discretion of the Alex Theatre Management Team. Check our website for the latest updates.

- If you have the following symptoms, however mild, you must not enter our site: fever, chills or sweats, cough, sore throat, shortness of breath, runny nose, or loss of sense of smell or taste. Get tested and quarantine at home until you receive your test results.
- QR code registration, either via a mobile phone or an available the Alex Theatre tablet, is required by anyone staying longer than 15 minutes at the Alex Theatre.
- Data is collected and held securely with Dixon Kestles the body corporate managers for the site. The data is automatically deleted after 28 days and will not be disclosed or shared with any third party (as per our Privacy Policy) during that period, except if requested from the Victorian Department of Health and Human Services.

- You must wear a face mask inside (unless eating and drinking) at all times unless it is unsafe to do so or an exemption applies.
- For outdoor settings you must carry a mask at all times and wear it whenever physical distancing is not possible, such as moving in or out of the venues front entry.
- Alex Theatre Management retains the right to refuse entry to any person who refuses to adhere to the Alex Theatre health and safety measures.
- By entering our site, you agree to abide by the new health and safety measures outlined in this guide. This can include, but is not limited to, physical distancing, sanitisation and restricted public access. Failure to comply with these measures may result in you being asked to leave our venue.
- Alex Theatre team members are here to assist. Please treat them with respect as they work with you to keep everyone safe.
- Alex Theatre encourages everyone to download the Australian Government's [COVIDSafe app](#) to enhance contact tracing while at the venue and beyond.

At this time the Alex Theatres building will only be open to the public for those attending specific events and activities, in line with the capacity limits set by current restrictions.

Building access will be limited to necessary areas only and our buildings will not be available to the general public.

Entry and exit can only be made through the front doors on Fitzroy Street.

Toilets will remain accessible for our guest only. Please allow enough time to visit the toilet before the show and retain social distancing at all times.





Visiting the Alex Theatre

OUR TEAM'S SAFETY

Our team members have been fully trained in our COVIDSafe & Wellbeing Plan and are on site to assist and to ensure everybody remains safe in accordance with our plan guidelines. Please be respectful to our team members if they ask you to do something for the safety of everyone.

CASHLESS VENUE

Alex Theatre St Kilda is now a cashless organisation so that we minimise the risk of infection through cash handling. All points of payment in all areas (tickets, retail, kiosk and bars) accept Visa & Mastercard.

TICKETED EXPERIENCES

Securing your tickets in advance

To help maintain physical distancing and in accordance with current government restrictions, venues will hold a reduced capacity and tickets will be sold in line with this reduced capacity.

Securing tickets in advance is the best way to ensure you do not miss out on experiencing all that we have to offer, especially when capacity will be limited to most events.

Our on-site ticketing outlets are closed at this time. Please visit our website at www.alextheatre.com.au to secure tickets.

When you purchase tickets from the Alex Theatre, our Terms and Conditions of Purchase will include accepting compliance with what is expected of you under this guide and our COVIDSafe & Wellbeing Plan.

Restrictions and specific requirements in response to COVID-19 may change between the time you secure tickets and the time you attend. If you have purchased tickets through the Alex Theatre, we will email you with the most current information about your visit a few days prior to your event date. Current information is also available on our website.

AT THE VENUE

Arrival

- Entry will only be available at a designated point and time to the venue and internal space.
- Please arrive at least 45 minutes prior to the performance to enable a safe and efficient entry to the venue.
- You will be asked to use a QR code so we can collect your name and phone number. It will also record the date and time you attended and where you visited. This applies to everyone, even if you provided your details at the time of purchasing tickets.

Cloakrooms

- No cloakroom facilities are currently available.
- Please limit your bag to a handbag, carry bag or backpack no larger than an A4 sheet of paper.

Lift

- There are capacity limits within our lift. If you need to use a lift, please build in enough time and abide by the capacity signs on each lift.

Foyer

- We will limit the number of people in each foyer area according to maximum capacity limits set by government guidelines.
- We have scheduled all booked activities to ensure that our spaces do not go over capacity limits.

PRIVATE FUNCTION

Before arriving

- Your event organiser will contact you with up-to-date information on what to expect during your visit, in line with this guide and our COVIDSafe & Wellbeing Plan.

Upon arriving

- Entry will only be available at a designated point and time. Your event organiser will provide these details in advance.
- You will be asked to use a QR code so we can collect your name and phone number.

During the function

- All guests must be seated in allocated seats for the duration of the function.
- Social distancing must be maintained.
- We do not offer a cloak service during this time.

Washroom Facilities

- All washrooms are cleaned regularly.
- Please ensure that you continue to practice good hand hygiene after using the washrooms.
- Please ensure you maintain physical distancing and wear a mask while using the washrooms.

Positive COVID-19 Cases Procedure

- Alex Theatre has an incident management procedure in place if there is a confirmed case of COVID-19 on site.
- If you receive a positive COVID-19 test after having visited any of the Alex Theatre sites, please contact us immediately on 03 9964 0918 so we can quickly respond.
- Any potential hot spots at the Alex Theatre will be [listed here](#).

Your Privacy

When visiting our site you will be asked to use a QR code so we can collect your name, email address, phone number and in the case of private functions the company you are with. It will also record the date and time you attended. The data is collected and held securely with Dixon Kestles the body corporate managers for the site. The data is automatically deleted after 28 days and will not be disclosed or shared with any third party (as per our Privacy Policy) during that period, except if requested from the Victorian Department of Health and Human Services.

