



BOXWOOD
FESTIVALS

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COVIDSafe Plan for Boxwood Australia 2021

Business name: Boxwood Festivals

Plan completed by: Chris Norman

Date reviewed: 15 March 2021

1. Physical distancing

Participants and Faculty are to remain at least 1.5m apart as much as possible. This will be achieved by –

- Set up chairs in workshops a distance of 1.5m apart.
- Bedrooms are allocated to one participant or household bubble. Please do not visit other people's allocated bedrooms.
- Bathroom bubbles are allocated. Please refrain from using bathrooms other than the one allocated to you.
- The morning gatherings with Chris will be held online so participants can log-in from their own device instead of gathering together.
- Meals will be served out rather than self-serve.
- Meals will be consumed outdoors as much as possible.

2. Wear a face covering

As per Victoria's COVIDSafe settings;

You must always carry a face mask with you at all times when you leave the home, unless you have a lawful reason not to.

It is strongly recommended you wear a face mask when at a private gathering or when you cannot maintain 1.5 metres distance from other people (such as outdoor markets, outdoor concerts, street markets, at a busy bus stop or train station platform).

Face masks must be worn while experiencing any symptoms of COVID-19.

There are a number of lawful reasons to not wear a face mask.

Flute and singing classes will be held in large spaces with adequate airflow or outdoors or where possible.

3. Practise good hygiene

Frequent and regular cleaning of shared spaces, including high-touch communal items such as doorknobs and light-switches.

Cleaning jobs have been allocated to volunteers and workstudies.

A cleaning log will be displayed centrally and completed throughout the event.

Whitehall is providing soap and hand sanitiser throughout the Guesthouse.

Boxwood is providing hand sanitizer at the School House and Town Hall.

Regular hand-washing is encouraged.

A system for washing of dishes will be established and communicated.

4. Keep records and act quickly if workers become unwell

Faculty, volunteers and participants will be supported if they need to get tested and stay home even if they only have mild symptoms.

All participants submit their registration via the website.

Current names, addresses, phone and email contacts for all staff & participants are logged.

All attendees check-in with the QR code at Whitehall Guesthouse upon arrival.

Full refund is available for cancelling registration prior to the start of the event.

Participants and staff are to notify Boxwood Festivals if anyone becomes unwell. Inform Sarah Wade and email to info@boxwood.org

If an attendee shows symptoms, they are to return home with no further interaction with other participants and get tested. Boxwood will inform all other participants that that person felt unwell and departed. The spaces where that person has been are to be avoided or deep-cleaned (in liaison with Guesthouse).

The unwell person is to inform Boxwood of their test result. If tested positive, Boxwood notifies all attendees immediately.

5. Avoid interactions in enclosed spaces

Reduce the amount of time attendees are spending in enclosed spaces. This includes –

- Small class sizes
- All venues are spacious, well-ventilated with natural air-flow.
- Classes are encouraged to occur outdoors where possible/practical.
- Meals will be encouraged to be eaten at outdoor seating as much as possible.
- Multiple session spaces are available to ensure a suitable space for sessions.
- Airflow will be enhanced by opening windows and doors as much as possible/practical.

6. Create bubbles

Total participants will be limited to less than 50 individuals/house-hold bubbles.

Those staying at Whitehall Lodge will be assigned to a bathroom bubble to limit shared facilities. Rooms will be single with the exception of couples/families, who arrive within their own 'bubble'.

Current names, addresses, phone and email contacts for all staff & participants will be logged including noting of those within a pre-established bubble.