

## Summary Overview

For Marion Cultural Centre Venue Hire and Performance space, we've created a business response to COVID-19 that includes detailed plans and procedures to maintain a safe and hygienic environment to prevent the transmission of COVID-19.

We are committed to keeping our customers, clients and staff safe, consistent with advice from the SA Health and other relevant authorities.

## Our Location

Marion Cultural Centre  
287 Diagonal Road  
Oaklands Park SA 5046  
T 8375 6790  
E [mcc@marion.sa.gov.au](mailto:mcc@marion.sa.gov.au)

## Workplace Health & Safety

Marion Cultural Centre has developed a workplace Health and Safety Plan for managing COVID-19 in accordance with mandatory guidelines enforced by Safe Work SA and SA Health. Our dedicated COVID-19 plan and procedures will adapt and change with the latest South Australian Government advice.

## Our Staff & Work Places

To keep operations going while minimizing the risk to staff, Marion Cultural Centre has adapted to new ways of working, including moving staff to remote work from home, when not required onsite. The following strategies have been implemented to keep staff safe:-

- Increased cleaning regimes in high touch areas.
- Hand sanitizer available at all locations and we continue to educate and encourage good hand and cough hygiene practices.
- Clean all High Touch equipment regularly used.
- Adapting our work spaces to allow 1.5m between workstations, and to adhere to the one person per 2 sq m rule where possible.
- Increasing the use of video conferencing to avoid overcrowding meeting rooms.
- Implementing a COVID-19 Visitor Management Plan to screen and limit the need for face-to-face visitation at our locations.
- Contactless deliveries.
- Staff have been instructed not to come to work if they are experiencing flu-like symptoms, or have been in close contact with a confirmed case of COVID-19.
- Staff have undertaken hand hygiene training.

## Hirers and Clients

- Our venue capacities have been reduced to adhere to social distancing requirements, all rooms have signage to notate capacity numbers.
- When queuing in any areas we have added 1.5m distanced floor markings and other signage.
- Performance and session times will be staggered.
- Entry and exit points will be clearly marked. Where possible, separate entry and exit points will be established.
- Performance hirers to supply their own Risk Assessment including Mitigation Strategies to include COVID-19 Safe Controls.
- Clients and hirers will be required to complete and return at completion of hire a Contact Tracing Record, which includes name, phone number or email address, date and time of attendance per SA Government regulations. Attendance records will only be used for the purpose of contact tracing in relation to COVID-19.
- Whilst adhering to the relevant privacy regulations Clients can obtain a maximum of two tickets per transaction via the Marion Cultural Centre ticket booking process to enable Contact Tracing.
- Tickets must be purchased online in advance. Clients may print their tickets at home or show them on their phone/device. They are also welcome to phone the box office during business hours to purchase tickets.
- Advance ticket sales in person at the box office to be arranged prior to shows. NO Cash - Transaction payments via Eftpos only.
- Box Office will not be open for door sales.
- Hand sanitizing stationers are located throughout our centre and we continue to educate and encourage good hand and cough hygiene practices when you visit.
- Toilets have capacity limits.
- Additional cleaning in toilets and high touch point areas.
- No pre ordered function catering permitted, including water/beverage stations.
- No external function catering permitted onsite.

- Food and beverages can be purchased from our in-house Café, only beverages are permitted to be taken in our rooms. All food consumed while seated within Café.

## Stop the Spread

- Do not attend Marion Cultural Centre if you or anyone in your group has any symptoms of cold or flu.
- Keep 1.5 metres distance from others.
- Wash hands or use sanitizer provided before entering and exiting the premises.
- Maintain appropriate personal hygiene practices (especially covering coughs and sneezes).
- Ask staff if you are not sure.

