

Policy Created:	August 2020
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Introduction

At Barking Gecko Arts, the safety and wellbeing of our artists, staff, volunteers, audiences, and the communities we engage with is our highest priority.

This COVID Safe Policy outlines the procedures and responsibilities we have in place to help prevent the spread of COVID-19 and other illnesses during our activities, both in metropolitan and regional areas.

As a not-for-profit organisation delivering arts experiences for children and young people across Western Australia, we are committed to maintaining a safe environment through clear guidelines, proactive communication, and shared responsibility.

This policy includes practical steps for preventing infection, responding to symptoms, supporting unwell team members, and upholding community health, in alignment with the latest public health advice.

Thank you for helping us ensure our creative spaces remain welcoming, safe, and healthy for everyone involved.

This document provides:

- Resources on COVID-19
- COVID Safe infection control procedures
- Instructions on addressing COVID Safe procedures and policies
 - Undertaking Perth-based work
 - Undertaking regional touring, workshops and travel
- Instructions on addressing general illness
- Instructions on addressing Contractor pay and rescheduling events

COVID-19 Symptoms

Common symptoms include:

- Fever
- Cough
- Tiredness/fatigue

Other symptoms may include:

- Aches and pains
- Sore throat
- Shortness of breath
- Runny nose

- Diarrhea
- Conjunctivitis
- Headache
- Loss of taste or sense of smell
- Skin rash
- Discoloration

Transmission

COVID-19 spreads through:

- Droplets from coughing or sneezing
- Contact with contaminated surfaces

There is also evidence of airborne transmission.

Vaccination Policy

While vaccinations are no longer mandatory, Barking Gecko Arts encourages all staff, contractors, and volunteers to remain up to date with COVID-19 and influenza vaccinations to support the safety of our workplaces and communities.

Perth Based Work

Encouraging Staff, Contractors, and Volunteers to Stay Home if Unwell

For all Barking Gecko Arts activities based in Perth, including rehearsals, meetings, and events, all **staff, contractors, and volunteers** are encouraged to **stay home if they are feeling unwell**.

This applies to any symptoms associated with COVID-19 (see list above), as well as general cold, flu, or respiratory symptoms. Staying home when sick is a vital part of keeping our teams, artists, and young audiences safe.

If you are unwell:

- Notify your supervisor or relevant contact as soon as possible.
- Do not attend in-person work or events.
- Seek medical advice and testing as appropriate.
- Work-from-home arrangements may be discussed where possible.

Barking Gecko Arts is committed to supporting staff and collaborators to prioritise their health and the safety of others. No one should feel pressured to attend work when unwell.

Regional Touring, Workshops and Travel

This document outlines the responsibilities of employers, contractors, and employees to maintain safety concerning COVID-19. As you will be travelling regionally, it is crucial to protect yourself, your fellow touring party, and the community from the spread of COVID-19.

Resources Provided to touring Artists

Touring parties will receive the following PPE equipment:

- Disposable face masks
- Hand sanitizer
- Antibacterial wipes
- Disposable gloves

PPE use may be encouraged in higher-risk settings (e.g., confined rehearsal spaces, schools with vulnerable populations) or if an individual is recovering from illness. Artists and staff are expected to follow any mask-wearing or PPE requirements set by venues or local authorities.

Procedures for Suspected COVID-19 Cases During Residency

If you or someone in your touring party exhibits COVID-19 symptoms:

1. **Immediate Notification:** Inform your supervisor ASAP
2. **Isolation and Assessment:**
 - Isolate the symptomatic individual in a safe area and provide a surgical mask.
 - Assess the risk to others in the workplace.
3. **Medical Consultation:**
 - Arrange safe transport for the individual to return to their accommodation or if required visit a medical facility.
 - Advise the individual to get tested for COVID-19 and follow current health guidelines.
4. **Support and Communication:**

Your Barking Gecko Arts Supervisor will:

- support the affected person, including making arrangements for isolation or transport home (e.g. extending hotel bookings, securing separate accommodations, organising flights and transport home).
- Notify the Residency School, venue, community organisation and decide whether the residency/tour/workshops can continue, be deferred, or be cancelled.

Policy for Regional Employees & Contractors Testing Positive for COVID-19

Regional artists who test positive will be **sent home from the residency as soon as possible**. The company will support the remaining artist/s to either return home or continue the residency/tour based on the specifics of the situation, provided there is available classroom/delivery support and they are safe and testing negative.

Return to Work Criteria

Barking Gecko Arts recommends that team members returning after illness confirm their fitness to work via a negative Rapid Antigen Test (RAT) where appropriate. Tests may be supplied by the company for regional tours where access is limited.

The symptomatic artist can return to the workplace once:

- Symptoms have substantially resolved (usually 5 to 7 days) .

- Clearance is obtained from public health authorities or a medical practitioner, which may include a negative COVID-19 test result.

Exposure to Suspected COVID-19 Cases

If informed that touring party members may have been in contact with a suspected COVID-19 case:

1. **Immediate Notification:** notify your supervisor immediately.
2. **Risk Assessment:**
 - Gather information to undertake a risk assessment.
 - get tested for COVID-19
 - Seek advice from local health officials.
3. **Communication and Testing:**
 - Advise affected individuals of potential exposure.
 - Follow health authorities' guidance regarding quarantine and testing.

Cancellation

Barking Gecko Arts may cancel the residency/workshop/tour to comply with government directions.

WA Coronavirus Advice

For up to date information on COVID-19, use the WA Government [COVID-19 coronavirus website](#)

COVID testing

For up-to-date COVID information on COVID symptoms and testing, visit [Healthy WA COVID-19 symptoms and testing](#)

General Illness Policy

Barking Gecko Arts is committed to creating a safe, healthy working environment. Beyond COVID-19, we ask all staff, artists, volunteers, and contractors to take appropriate precautions in the event of **any illness** that may be contagious or impact wellbeing.

If you are experiencing symptoms such as:

- Fever
- Cough or sore throat
- Runny nose
- Fatigue
- Gastrointestinal issues (nausea, vomiting, diarrhea)
- Any other potentially infectious symptoms

We encourage you to:

- Stay home and rest
- Seek medical advice if necessary
- Notify your relevant supervisor or project coordinator
- Refrain from attending rehearsals, schools, performances, or public-facing activities

This approach helps prevent the spread of illness across our teams and protects the health of children and communities we engage with.

Contractor Pay and Rescheduling

Barking Gecko Arts recognises the challenges that cancellations or postponements may pose for contracted artists and creatives. We are committed to handling such circumstances with fairness and transparency.

In the event that a production or engagement is cancelled due to COVID-19 or any similar public health event (such as a pandemic), and **the production cannot be rescheduled**, the contractor (e.g. Director, Adaptor, or Creative) **shall be entitled to all fees owed up to the date of cancellation**, as outlined in their contract (see Appendix C).

If the production is **postponed due to a COVID-19-related shutdown** or similar circumstance, **all reasonable efforts will be made to reschedule at a mutually agreed time**. In such cases:

- The Adaptor or relevant creative will be entitled to all fees owed **up to the time of postponement**.
- In the event of full cancellation after postponement, **any outstanding fees owing up until that point will be honoured**.

While Barking Gecko Arts cannot guarantee full fee payments for cancelled work, our team will work proactively to reschedule engagements and ensure contractors are supported wherever possible.

Note: This policy is subject to change based on evolving health guidelines and government directives. Please stay informed of the latest information.

Grievances

Complaints or grievances related to breaches of COVID Safe policies can be directed to the Operations Manager or CEO of Barking Gecko Arts.