

# COVIDSAFE PUBLIC EVENTS

## EVENT PLAN TEMPLATE FOR TIER 1 and TIER 2 EVENTS

### Section 1: Key Event Information

#### Contact Information

Please provide the relevant business details and contact information below:

|   |  |
|---|--|
| <b>Registered company / business name</b>               | Ballarat and Queen's Anglican Grammar School     |
| <b>Trading company / business name</b>                  | Ballarat Grammar School                          |
| <b>Business address</b>                                 | 201 Forest Street Wendouree VIC 3355             |
| <b>ABN</b>  | 93 005 091 805                                   |
| <b>Event organiser name and title</b>                   | Brianne Cuthbert<br>Acting Head of Senior School |
| <b>Event organiser phone number</b>                     | 03 5338 0986                                     |
| <b>Event organiser email</b>                            | Brianne.Cuthbert@bgs.vic.ecu.au                  |
| <b>COVIDSafe coordinator name and contacts (if any)</b> | Leah Moneghetti- 0407 691 353                    |
| <b>Liquor license type, number and capacity</b>         | Not Applicable                                   |

## Event Details

Please provide the relevant event details below:

|                                       |  |
|---------------------------------------|--|
| <b>Event name</b>                     | Matilda the Musical  |
| <b>Event location</b>                 | Wendouree Centre for Performing Arts – 1220 Howitt Street<br>Wendouree VIC 3355  |
| <b>Date (s) of event</b>              | 15-17 July 2021<br>1 x show on 15 July<br>1 x show on 16 July<br>2 x shows on 17 July  |
| <b>Key decision date</b>              | First show is Thursday 15 July, but Government recommendations will constantly be monitored.   |
| <b>Duration of the event</b>          | Each show goes for approximately 2 hours and 30 minutes including intermission.<br>1 x show on 15 July- 7.30pm<br>1 x show on 16 July- 7.30pm<br>2 x shows on 17 July- 2.00pm and 7.30pm           |
| <b>Event description</b>              | Performance of school musical  |
| <b>Timing of key event activities</b> | Bump In: Early July 2021<br>Rehearsals: Commenced early 2021<br>1 x show on 15 July – 7:30pm<br>1 x show on 16 July – 7:30pm<br>2 x shows on 17 July – 2.00pm and 7:30pm<br>Bump Out: 17 July 2021 |
| <b>Serving of alcohol</b>             | No   |
| <b>Event website</b>                  | <a href="https://bgram.sales.ticketsearch.com/sales/salesevent/12216">https://bgram.sales.ticketsearch.com/sales/salesevent/12216</a><br><a href="https://wcpa.com.au/">https://wcpa.com.au/</a>   |

|   |   |
|---|---|
| <b>Experience arranging a COVIDSafe event</b> | 2021 Head of the Lake Rowing Victoria event (February 2021)<br>Ballarat Grammar 2020 Bright Night event (December 2020)<br>Various school events throughout 2020 and 2021 |
|---|---|

### Attendance and tiers

Please provide details of the event attendees and event tier:

|  |  |
|--|--|
| <b>Total expected attendees</b>  | Staff and students performing/assisting backstage: approx. 115<br>Venue staff (including volunteer ushers): 20<br>Patrons per show: max. 622 |
| <b>Expected peak attendees</b>   | Maximum patronage will be 622 patrons  |
| <b>Attendee demographic</b>  | School students, School staff, wider School community.   |
| <b>Attendance number from previous years if the event has been held previously</b> | Approximately 800 tickets over four shows. An average of 200 tickets a show.   |
| <b>Event Tier (Tier 1 or Tier 2)</b>   | Tier 2   |

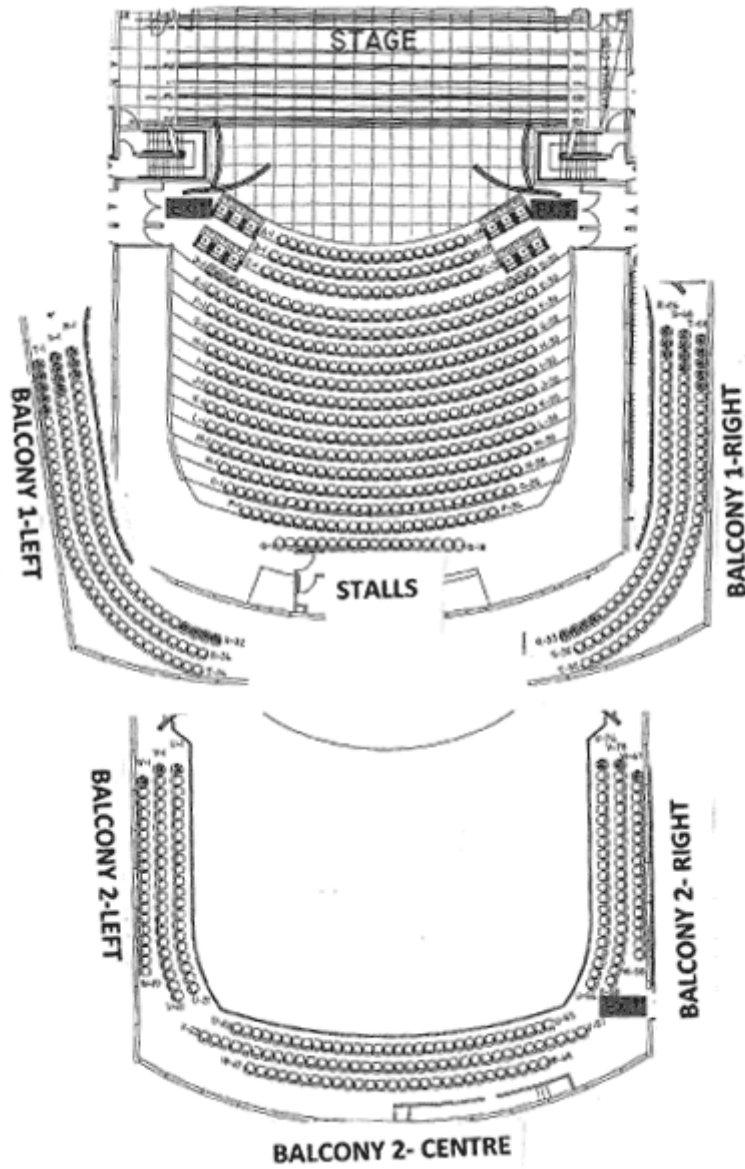
## Venue Details

Please provide the relevant details of your venue or venues below:

|   |   |
|---|---|
| <b>Venue name</b>   | Wendouree Centre for Performing Arts  |
| <b>Venue contact</b>  | Sue Hyde – WCPA Manager   |
| <b>Venue site map</b>   | <a href="https://wcpa.com.au/">https://wcpa.com.au/</a>   |
| <b>Venue site size (in square meters)</b>                                   | <p><b>The Stage</b></p> <ul style="list-style-type: none"> <li>• 12m x 16m approx.</li> <li>• 192sqm.</li> </ul> <p><b>The Foyer</b></p> <ul style="list-style-type: none"> <li>• 22m x 10m approx..</li> <li>• 220sqm.</li> </ul> <p><b>Room 51</b></p> <ul style="list-style-type: none"> <li>• 10m x 7m approx.</li> <li>• 70sqm.</li> </ul> <p><b>Room 50</b></p> <ul style="list-style-type: none"> <li>• 17 x 12m approx.</li> <li>• 204sqm.</li> </ul> |
| <b>Venue publicly accessible floor (in square metres)</b>                   | 1,630.58sqm   |
| <b>Maximum venue capacity:</b>  | 830 patrons   |
| <b>Break down of room / area (in square meters) and capacity:</b>           | Seated Venue  |
| <b>Requested maximum number of attendees at the venue</b>                   | 622   |
| <b>Venue workersnumber (excluding vendors, sub-contractors, volunteers)</b> | 20  |
| <b>Venue vendors, sub-contractors, volunteers number</b>                    | Not Applicable  |

|   |   |
|---|---|
| <b>Event / venue workers key roles and responsibilities</b> | <ul style="list-style-type: none"> <li>• WCPA Manager</li> <li>• WCPA Co-ordinator</li> <li>• Ushers</li> <li>• COVIDSafe Check-in Marshal</li> <li>• COVID Marshalls</li> <li>• Tech crew</li> <li>• Teachers</li> <li>• Director of Music</li> </ul>  |
| <b>Number of entry / exit points</b>                        | <p>Patrons will enter via the one entry point on Howitt Street in a staggered fashion. As they are checked in they will be asked to make their way to their seats with the assistance of the Ushers.</p> <p>Staff and students will enter via a second entry point through the School grounds in a staggered fashion.</p> <p>Patrons who need to collect tickets will be directed to the box office, where there are physical distancing stickers on the ground to promote physical distancing.</p> <p>Patrons will be directed to leave in a staggered fashion based on their row and location via the two auditorium exits to ensure no more than 50 people are in the foyer at any one time.</p> |
| <b>Venue access management arrangements</b>                 | <p>All access for patrons will be via Howitt Street.</p> <p>Bump in and bump out will utilise the side stage door.</p>  |

## Section 2: Event Site Map



## Section 3: Explanation of Event Public Health Risk Controls

### Oversight and administration

#### General Governance

| Timing        | Plans / actions  | Responsible  |
|---------------|--|--|
| <b>Before</b> | <ul style="list-style-type: none"> <li>• Collaboration with venue to ensure consistent approach at the planning stage.</li> <li>• Identify and list key staff who will be responsible to review plans prior to the event.</li> <li>• Continually monitor the Victorian's Government's COVID Updates and School's Operational Guide.</li> <li>• Identify key staff who will be COVID Check-in Marshall's and COVIDSafe Officers</li> <li>• Communication to patrons if restrictions change</li> <li>• Plan to ensure that attendance at the event does not exceed 75 per cent seated capacity limit of the venue.</li> <li>• Ensure capacity signs are clearly displayed</li> </ul> | <p>School staff &amp; WCPA staff</p> <p>Director of Risk , Compliance and Culture</p> <p>Headmaster, Heads of School &amp; Director of Risk, Compliance and Culture</p> <p>Director of Music</p> <p>WCPA Manager</p> <p>WCPA Manager</p> <p>WCPA Manager</p> |
| <b>During</b> | <ul style="list-style-type: none"> <li>• A proactive and collaborate approach throughout the period to ensure the COVIDSafe message is followed by all that attend the performances.</li> <li>• Communication between the School, venue, and patrons as required.</li> <li>• Proactive approach from COVIDSafe Officers to ensure COVIDSafe Plan is adhered to.</li> <li>• Cleaning of high touch areas</li> <li>• Monitor COVIDSafe Practices</li> <li>• Record details of all staff, performers and attendees to assist In contract tracing should this be required, including where possible the time they arrive and leave</li> </ul>  | <p>School staff</p> <p>WCPA staff</p> <p>COVIDSafe Officers</p> <p>Cleaners</p> <p>COVIDSafe Officers</p> <p>COVIDSafe Check in Marshall</p>   |

|              |   |              |
|--------------|---|--------------|
|              | <ul style="list-style-type: none"> <li>• Clear signage regarding health screening and symptoms</li> <li>• Ensure that minimum COVIDSafe Marshall ratio of 1:200 is maintained throughout the performance</li> </ul> | WCPA Manager |
| <b>After</b> | <ul style="list-style-type: none"> <li>• Cleaning post-performances.</li> <li>• Document any concerns in the School's Incident Reporting System</li> </ul>  | Cleaners     |

### Communicate Expectations to Event Workers and Attendees

| Timing        | Plans / actions   | Responsible                |
|---------------|---|----------------------------|
| <b>Before</b> | <ul style="list-style-type: none"> <li>• Adequate planning and preparation.</li> <li>• Communication of key health messages to all ticket holders at time of ticket purchase.</li> <li>• Communication of key health messages to all ticket holders 24 hours prior to first performance</li> <li>• Communication with venue staff, School staff, and all students involved.</li> <li>• Promote good hygiene practices in key areas (i.e. entry, bathrooms etc)</li> <li>• Clear communication and notification on Ticketing website.</li> </ul> | School staff<br>WCPA staff |
| <b>During</b> | <ul style="list-style-type: none"> <li>• Constant communication and observation.</li> <li>• Ensure signage supporting COVIDSafe Practices and behaviours are maintained and visible.</li> </ul>   | WCPA staff                 |

### Record Keeping to Support Contact Tracing of workers, contractors and patrons

| Timing        | Plans / actions   | Responsible                 |
|---------------|---|-----------------------------|
| <b>Before</b> | <ul style="list-style-type: none"> <li>• List of all performers and backstage helpers.</li> <li>• Collection of audience details, including name and phone number for each attendee when purchasing tickets.</li> </ul> | School staff<br>WCPA staff  |
| <b>During</b> | <ul style="list-style-type: none"> <li>• Ensure all patrons use QR code upon entry to venue.</li> </ul>   | COVIDSafe Check in Marshall |



|              |                    |     |
|--------------|--------------------|-----|
| <b>After</b> | • Maintain records | ICT |
|--------------|--------------------|-----|

## Impact on the Local Community

| Timing        | Plans / actions  | Responsible                   |
|---------------|--|-------------------------------|
| <b>Before</b> | <ul style="list-style-type: none"> <li>Post COVIDSafe Plan on website to ensure local community has access to information as required</li> </ul> | WCPA Manager                  |
| <b>During</b> | <ul style="list-style-type: none"> <li>Encourage patrons to be considerate of crowding impact on local communities.</li> </ul>                   | Ushers and COVIDSafe Officers |

## Attendee Management

### Maintain Physical Distancing

| Timing        | Plans / actions   | Responsible  |
|---------------|---|--|
| <b>Before</b> | <ul style="list-style-type: none"> <li>Adequate planning and set up.</li> <li>Ensure floor markings clearly identify 1.5 distance, especially in higher volume locations, including Bathrooms etc.</li> <li>Ensure there is a designated entry door and a designated exit door.</li> <li>Ensure Ushers and COVIDSafe Officers are aware of kindly advising people to leave if they have symptoms.</li> <li>Ensure toilets are available to avoid queuing and that a COVIDSafe Marshall is monitoring this area.</li> <li>Ensuring signs are prominently displayed to remind all patrons of requirements.</li> </ul> | School staff<br>WCPA staff<br>COVIDSafe Officers     |
| <b>During</b> | <ul style="list-style-type: none"> <li>Communication by staff.</li> <li>Monitor physical distancing of 1.5 meters and density requirements</li> <li>Proactively monitor physical distancing in all areas</li> </ul>   | WCPA staff<br>COVIDSafe Officers                     |
| <b>After</b>  | <ul style="list-style-type: none"> <li>Review of what worked and what didn't and discuss any change if required.</li> </ul>   | WCPA Manager and COVIDSafe Officers and School Staff |

## Screening for symptoms of workers, contractors and patrons

| Timing        | Plans / actions   | Responsible                |
|---------------|---|----------------------------|
| <b>Before</b> | <ul style="list-style-type: none"> <li>Internal communications to all School staff, students and parents</li> <li>Communication to ticket holders at point of purchase.</li> <li>Communication on website</li> <li>All students completed a declaration prior to attending campus.</li> </ul> | School staff<br>WCPA staff |
| <b>During</b> | <ul style="list-style-type: none"> <li>Signs displayed at venue to remind patrons of what to do if experiencing symptoms.</li> </ul>  | WCPA staff                 |

## Entry Points

| Timing        | Plans / actions  | Responsible                               |
|---------------|--|---|
| <b>Before</b> | <ul style="list-style-type: none"> <li>Promote online ticket reservations to reduce crowding at the box office and enable patrons to move straight to their seats.</li> <li>Ensure all entry points are clearly signed, with QR codes and information clearly visible.</li> <li>COVIDSafe Check in Marshall advised to take a proactive approach</li> <li>Ensure entry points have clearly labelled physical distancing stickers to promote physical distancing</li> </ul> | WCPA staff<br>COVIDSafe Check in Marshall |
| <b>During</b> | <ul style="list-style-type: none"> <li>Communication to all patrons.</li> <li>Crowd management by venue staff to ensure patrons are not congregating in walk-ways.</li> <li>Clear communication with all School staff and students to ensure safe Bump-in.</li> </ul>  | WCPA staff<br>School Staff                |

## End of event or patron departure for the event

| Timing        | Plans / actions   | Responsible                |
|---------------|---|----------------------------|
| <b>Before</b> | <ul style="list-style-type: none"> <li>Ensure information to patrons is included in ticket information at time of purchase.</li> <li>Clear communication with all School staff and students to ensure safe Bump-out.</li> <li>Plan for the orderly exit of patrons via rows.</li> </ul> | WCPA staff<br>School staff |

|               |   |            |
|---------------|---|------------|
| <b>During</b> | <ul style="list-style-type: none"> <li>• Communication by venue staff.</li> </ul> | WCPA staff |
|---------------|---|------------|

## First Aid / In-Event Health Service Plans

| <b>Timing</b> | <b>Plans / actions</b>   | <b>Responsible</b>         |
|---------------|--|----------------------------|
| <b>Before</b> | <ul style="list-style-type: none"> <li>• Follow public health advice.</li> <li>• Ensure relevant signage is displayed</li> <li>• Remind staff regarding use of masks</li> </ul>  | WCPA staff<br>School staff |
| <b>During</b> | <ul style="list-style-type: none"> <li>• Attendance of qualified First Aid personnel.</li> <li>• Ensure all staff wear masks per the Chief Health Officers Directions for face masks</li> <li>• All WCPA staff completed Government module on coronavirus.</li> <li>• Maintain contact with event staff and cleaners throughout the show.</li> </ul> | WCPA staff<br>School staff |
| <b>After</b>  | <ul style="list-style-type: none"> <li>• Ensure any accident/incident/near miss is recorded in the School's online incident reporting system.</li> </ul>   |                            |

## Emergency services access

| <b>Timing</b> | <b>Plans / actions</b>  | <b>Responsible</b> |
|---------------|---|--------------------|
| <b>Before</b> | <ul style="list-style-type: none"> <li>• Road access via Howitt street or through the school grounds as required and dependant on location of the emergency.</li> </ul> | WCPA staff         |
| <b>During</b> | <ul style="list-style-type: none"> <li>• Road access via Howitt street or through the school grounds as required and dependant on location of the emergency.</li> </ul> | WCPA staff         |

## Evacuation

| <b>Timing</b> | <b>Plans / actions</b>  | <b>Responsible</b> |
|---------------|---|--------------------|
| <b>Before</b> | <ul style="list-style-type: none"> <li>• As per displayed evacuation diagrams.</li> <li>• Ensure staff are familiar with staging areas</li> </ul> | WCPA staff         |

|               |  |            |
|---------------|--|------------|
| <b>During</b> | <ul style="list-style-type: none"> <li>• As per displayed evacuation diagrams</li> <li>• Ensure staff are confident directing patrons to staging areas.</li> <li>• If evacuation occurs, once patrons are safe ensure physical distancing is maintained and face masks are left on.</li> </ul> | WCPA staff |
|---------------|--|------------|

## Weather

| <b>Timing</b> | <b>Plans / actions</b> | <b>Responsible</b> |
|---------------|------------------------|--------------------|
| <b>Before</b> | Not Applicable         |                    |
| <b>During</b> | Not Applicable         |                    |

## Service of Alcohol

| <b>Timing</b> | <b>Plans / actions</b> | <b>Responsible</b> |
|---------------|------------------------|--------------------|
| <b>Before</b> | Not Applicable         |                    |
| <b>During</b> | Not Applicable         |                    |

## Cleaning and Hygiene

### Regular and Thorough Cleaning and Disinfection

| Timing        | Plans / actions   | Responsible                    |
|---------------|---|--------------------------------|
| <b>Before</b> | <ul style="list-style-type: none"><li>• Ensure adequate cleaners are engaged.</li><li>• Ensure adequate supplies, including PPE as required</li><li>• Ensure bins are empty for the safe disposal of hygienic materials in bathrooms.</li><li>• Undertake a pre event clean</li></ul> | WCPA staff<br>Cleaning Manager |
| <b>During</b> | <ul style="list-style-type: none"><li>• Ensure cleaners arrive and clean high touch services</li></ul>  | WCPA staff<br>Cleaning Manager |
| <b>After</b>  | <ul style="list-style-type: none"><li>• Ensure thorough cleaning after each show.</li></ul>   | WCPA staff                     |

### Hand Sanitiser and Hand Washing Facilities

| Timing        | Plans / actions  | Responsible                    |
|---------------|--|--------------------------------|
| <b>Before</b> | <ul style="list-style-type: none"><li>• Ensure adequate hand santiser is available by throughout the venue.</li><li>• Ensure adequate signage displayed throughout the venue.</li><li>• Ensure soap in bathrooms are full.</li></ul> | WCPA staff<br>Cleaning Manager |
| <b>During</b> | <ul style="list-style-type: none"><li>• Ensure hand sanitiser is available at entry points, high-traffic areas, etc.</li><li>• Ensure supplies are maintained.</li></ul>   | WCPA staff<br>Cleaning Manager |

## Workers, vendors, volunteers and contractors

### Event organisers and general event workers

| Timing        | Plans / actions  | Responsible                            |
|---------------|--|--|
| <b>Before</b> | <ul style="list-style-type: none"><li>• All staff provided with a reusable face mask</li><li>• Disposable face masks available</li><li>• Training provided to staff on correct use of PPE</li><li>• Share COVIDSafe Plan with workers.</li></ul> | WCPA Manager and Staff                 |
| <b>During</b> | <ul style="list-style-type: none"><li>• Monitor crowd behaviour and movements to ensure the key principles of this plan are maintained</li></ul>   | WCPA Manager and Staff<br>School Staff |

### Food and catering workers

| Timing        | Plans / actions | Responsible |
|---------------|-----------------|-------------|
| <b>Before</b> | Not Applicable  |             |
| <b>During</b> | Not Applicable  |             |

### Cleaning workers

| Timing        | Plans / actions  | Responsible                       |
|---------------|--|-----------------------------------|
| <b>Before</b> | <ul style="list-style-type: none"><li>• All staff provided with a reusable face mask</li><li>• Disposable face masks available</li><li>• Training provided to staff on correct use of PPE</li><li>• Share COVIDSafe Plan with workers.</li></ul> | Cleaning Manager                  |
| <b>During</b> | <ul style="list-style-type: none"><li>• Ensure clear communication with WCPA staff as required.</li></ul>  | WCPA Manager and Cleaning Manager |

## Security workers

| Timing        | Plans / actions | Responsible |
|---------------|-----------------|-------------|
| <b>Before</b> | Not Applicable  |             |
| <b>During</b> | Not Applicable  |             |

## Volunteers

| Timing        | Plans / actions  | Responsible  |
|---------------|--|--------------|
| <b>Before</b> | <ul style="list-style-type: none"> <li>• All volunteers provided with disposable face mask</li> <li>• Disposable face masks available</li> <li>• Training provided to staff on correct use of PPE</li> <li>• Share COVIDSafe Plan with volunteers</li> </ul> | WCPA Manager |
| <b>During</b> | <ul style="list-style-type: none"> <li>• Monitor well-being of volunteer members throughout the event.</li> </ul>  | WCPA Manager |
| <b>After</b>  | <ul style="list-style-type: none"> <li>• Maintain a record of all volunteers and the time attended.</li> </ul>   | WCPA Manager |

## Deliveries

| Timing        | Plans / actions  | Responsible  |
|---------------|--|--------------|
| <b>Before</b> | <ul style="list-style-type: none"> <li>• All deliveries contactless where possible</li> <li>• All essential deliveries to use the QR Code and hand sanitiser prior to entry</li> </ul> | WCPA Manager |
| <b>During</b> | <ul style="list-style-type: none"> <li>• Clear instructions provided to workers whilst onsite.</li> </ul>  | WCPA Manager |



Other workers(if any)

| Timing | Plans / actions | Responsible |
|--------|-----------------|-------------|
| Before | Not Applicable  |             |
| During | Not Applicable  |             |

## Section 4: Event Specific COVIDSafe Controls (if relevant)

Public Transport: for large scale events, how will you incorporate public transport or engage with the Department of Transport?

| Timing | Plans / actions | Responsible |
|--------|-----------------|-------------|
| Before | Not Applicable  |             |
| After  | Not Applicable  |             |

Car Parks

| Timing | Plans / actions | Responsible |
|--------|-----------------|-------------|
| Before | Not Applicable  |             |
| During | Not Applicable  |             |

Ventilation - Indoor Spaces

| Timing | Plans / actions   | Responsible                  |
|--------|---|------------------------------|
| Before | <ul style="list-style-type: none"> <li>Increase ventilation where possible</li> <li>Educate staff and students regarding keep left and keep moving</li> </ul> | WCPA Manager<br>School staff |
| During | <ul style="list-style-type: none"> <li>Increase ventilation where possible</li> </ul>   | WCPA Manager                 |

## Food and Beverage Preparation and Service Areas

| Timing        | Plans / actions  | Responsible  |
|---------------|--|--------------|
| <b>Before</b> | <ul style="list-style-type: none"> <li>Decision made to not operate the candy bar to reduce queuing and the larger numbers gathering.</li> </ul> | School Staff |
| <b>During</b> | Not Applicable   |              |

## Other Queuing Areas

| Timing        | Plans / actions  | Responsible                        |
|---------------|--|------------------------------------|
| <b>Before</b> | <ul style="list-style-type: none"> <li>Minimise the cross over between ques and other foot traffic areas as much as reasonably practical.</li> <li>Monitor cues to maintain physical distancing</li> </ul> | WCPA Manager<br>COVIDSafe Officers |
| <b>During</b> | <ul style="list-style-type: none"> <li>Monitor cues to maintain physical distancing</li> </ul>   | COVIDSafe Officers                 |

## Attendee Seating and Viewing Areas

| Timing        | Plans / actions   | Responsible         |
|---------------|---|---------------------|
| <b>Before</b> | <ul style="list-style-type: none"> <li>Plan seat allocation to maximise physical distancing</li> </ul>                      | WCPA Manager        |
| <b>During</b> | <ul style="list-style-type: none"> <li>Monitor seating to ensure people are not moving between allocated seating</li> </ul> | COVID Safe Officers |

## Fields of Play and Competition Areas

| Timing        | Plans / actions | Responsible |
|---------------|-----------------|-------------|
| <b>Before</b> | Not Applicable  |             |
| <b>During</b> | Not Applicable  |             |

## Stages

| Timing        | Plans / actions   | Responsible                   |
|---------------|---|-------------------------------|
| <b>Before</b> | <ul style="list-style-type: none"> <li>Ensure stage measurements of 12 x 16m are taken into consideration for performers on stage.</li> </ul> | WCPA Manager and School Staff |
| <b>During</b> | <ul style="list-style-type: none"> <li>Ensure backstage and relevant equipment is wiped down between use</li> </ul>                           | Cleaning Staff                |

## Market Stalls and Fetes

| Timing        | Plans / actions | Responsible |
|---------------|-----------------|-------------|
| <b>Before</b> | Not Applicable  |             |
| <b>During</b> | Not Applicable  |             |

## Non-Allocated Seating or Picnic Rug

| Timing        | Plans / actions | Responsible |
|---------------|-----------------|-------------|
| <b>Before</b> | Not Applicable  |             |
| <b>During</b> | Not Applicable  |             |

## Other Operational Space Considerations

| Timing        | Plans / actions   | Responsible                    |
|---------------|---|--------------------------------|
| <b>Before</b> | <ul style="list-style-type: none"> <li>Adherence to the advice and recommendations as outlined in the School's Operational Guide.</li> <li>Decision made to only encouraging patrons who need to use the bathroom to leave their seat at intermission.</li> </ul> | WCPA Staff<br><br>School Staff |

|               |  |            |
|---------------|--|------------|
| <b>During</b> | <ul style="list-style-type: none"><li>• Adherence to the advice and recommendations as outlined in the School's Operational Guide.</li></ul> | WCPA Staff |
|---------------|--|------------|