

***Redland Modern Country
Music Club Incorporated***

**COVID-19 SAFETY
MANAGEMENT
PLAN**

3 August 2020

Redlands Modern Country Music Club Incorporated

COVID-19 SAFETY

MANAGEMENT PLAN

REVIEW RECORD

DATE OF REVIEW	REVIEWED BY	CHANGES MADE
1 August 2020	Peter Cathcart	Initial Issue
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CONTENTS

<u>1</u>	<u>PURPOSE</u>	4
<u>2</u>	<u>SCOPE</u>	4
<u>3</u>	<u>RESPONSIBILITIES</u>	4
<u>4</u>	<u>TRAINING</u>	5
<u>5</u>	<u>PREPARATIONS FOR RE-OPENING OF THE CLUB</u>	5
	<u>5.1 RETURN TO PLAY READINESS CHECKLIST</u>	5
	<u>5.2 MEMBERS</u>	5
	<u>5.3 EVENT MANAGER</u>	5
	<u>5.4 VISITORS AND CONTRACTORS</u>	5
<u>6</u>	<u>SAFETY PLAN</u>	6
	<u>6.1 DOOR NOTICE</u>	6
	<u>6.2 PROCEDURE FOR ENTRY TO CLUBHOUSE AND PRECINCTS</u>	6
	<u>6.3 CONDITIONS OF ENTRY UNTIL FURTHER NOTICE</u>	6
	<u>6.4 HEALTH DECLARATION</u>	6
	<u>6.5 ARTIST ON-STAGE PROTOCOL</u>	6
	<u>6.6 USE OF THERMAL SCANNER</u>	6
<u>7</u>	<u>MONITOR AND REVIEW</u>	6

1 PURPOSE

The purpose of this COVID-19 Safety Management Plan is to provide a documented system for the management of risks that may apply to the Redlands Modern Country Music Club Incorporated (RMCMC) with respect to COVID-19.

This Safety Plan provides a documented process for identifying, implementing and maintaining the control measures required to minimise the risk to members and visitors to the club of them contracting Coronavirus COVID-19.

2 SCOPE

This Safety Plan applies to the activities of the RMCMC at its Pinklands Reserve clubhouse located at 226 Cleveland Redland Bay Road, Thornlands Qld 4164.

Coronavirus COVID-19 broke out in November 2019 and subsequently created an international pandemic, spreading to Australia in January 2020. The Federal and Queensland governments progressively imposed restrictions on the activities of the community and eventually shut down the club and similar activities on 22 March 2020.

This Safety Plan seeks to address issues relating to the health of members and visitors to the club with respect to COVID-19, while complying with the Qld Government's regulations relating to this pandemic.

The club's Committee of Management shall approve this Safety Plan.

3 RESPONSIBILITIES

The club's Committee of Management is responsible for providing a COVID-Safe environment for all members and visitors attending the clubhouse.

The Committee is responsible to ensure that all activities at the clubhouse comply with the requirements of the Qld Government with respect to COVID-19 and to the lifting of restrictions Stages 2 and 3.

The Club Secretary is responsible to be aware of any changes to government regulations or requirements. The Secretary will advise the Committee which will then modify this Safety Plan as necessary.

All club members and visitors to the club are responsible for complying with all the clubhouse procedures put in place by the Committee.

4 TRAINING

The Committee shall ensure that at least one member of the Committee completes COVID-19 Infection Control training. A copy of the Certificates of Acknowledgement of the training shall be kept at the clubhouse.

5 PREPARATIONS FOR RE-OPENING OF THE CLUB

5.1 RETURN TO PLAY READINESS CHECKLIST

The Committee of Management shall review the Qld Government's Return to Play Readiness Checklist and shall determine the activities required to comply with the government's requirements. Appendix A, Review of Readiness Checklist, describes the actions required to be undertaken to re-open the club. The Committee is responsible for the implementation of these actions.

5.2 MEMBERS

Club members have a major part to play in managing the COVID-19 risk at the club and are responsible for their own health as well as being mindful of the health of their fellow club members. The Committee shall endeavour to advise all members of the COVID-19 procedures and protocols to be implemented at the club. Members are expected to be aware of and adhere to these procedures and protocols.

5.3 EVENT MANAGER

Each function shall be under the control of an Event Manager approved by the Committee. The Event Manager of a club event is the person in charge of running the event and they shall endeavour to ensure that these procedures and protocols are followed.

5.4 VISITORS AND CONTRACTORS

Visitors and contractors are required to comply with the government's COVID-19 community restrictions while at the clubhouse and to comply with the club's procedures as outline in this Plan and its appendices.

6 SAFETY PLAN

Appendix A, Review of the Return to Play Readiness Checklist, will be made available to all club members who visit the clubhouse.

6.1 DOOR NOTICE

Appendix B, COVID-19 Clubhouse Entry Protocol, will be posted on the door of the clubhouse and displayed at the site's outdoor entrance.

6.2 PROCEDURE FOR ENTRY TO CLUBHOUSE AND PRECINCTS

Appendix C, Procedure for Entry to the Clubhouse and Precincts, will be sent to club members for their information and preparedness before they visit the clubhouse.

6.3 CONDITIONS OF ENTRY UNTIL FURTHER NOTICE

Appendix D, Conditions of Entry until Further Notice, will be sent to all members for their information and preparedness before they visit the clubhouse.

6.4 HEALTH DECLARATION

Appendix E, Health Declaration for the RMCMC, will be sent to all members for them to fill-in and bring to the clubhouse if they intend to attend the clubhouse. There will be a supply of blank declaration forms kept available at the clubhouse for those that arrive without a completed form. Entry to the clubhouse facilities shall only be permitted following the presentation of a completed declaration form. The Secretary shall ensure that completed declarations are kept at the clubhouse for 56 days.

6.5 ARTIST ON-STAGE PROTOCOL

Appendix F, Artist On-stage Protocol for the RMCMC outlines the safety processes that performing artists are required by the Committee to adhere to.

6.6 USE OF THERMAL SCANNER

The Committee shall arrange for a number of club members to be coached in the use of the thermal scanner. See Appendix G, Use of Thermal Scanner.

7 MONITOR AND REVIEW

The Committee shall arrange for these procedures and protocols to be monitored during their operation. Any identified improvements will be promptly updated in this Safety Plan, approved by the club Management Committee and subsequently implemented.

The Secretary

Redlands Modern Country Music Club Incorporated
3 August 2020

Redlands Modern Counter Music Club Inc.

RETURN TO PLAY GUIDE

REVIEW of the RETURN TO PLAY READINESS CHECKLIST

The Redlands Modern Country Music Club Incorporated (RMCMC) is pleased to provide the following response to the COVID-19 checklist. Please note that performing or listening to music is essentially non-contact. As such, many items in the check list may not apply.

Also note that, in this document, the term “member” or “members” refers to those people who have paid for membership of the RMCMC or are life members.

1. Check your activities can restart

- The Queensland Government Roadmap for Stage 2 Easing of Restrictions allowed for “Gatherings of up to 20 people” for “Non-contact indoor . . . community sport”.
- Stage 3 Easing Restrictions became applicable on Friday 10 July 2020, gatherings of up to 50 people are allowed. That number exceeds the usual number of attendees at a music practice event.
- Music is a non-contact activity.
- This checklist is included in documentation being provided to the Redland City Council, from whom the club leases the land on which the clubhouse has been built. The club’s intention is to conduct its Annual General Meeting on Saturday 22 August 2020 and resume limited music practice events on or after 1 September 2020.
- The club Management Committee will appoint an Event Manager for each event whilst operating under COVID-19 government restrictions.

2. Physical Distancing

- Physical distancing will be met by utilizing the Club's outdoor undercover entertainment area and restricting numbers inside the clubhouse precinct.
- Appendix H shows the layout and capacity (using the 4m² rule) of the interior and exterior precincts for two types of events namely a *Music Performance Event* and a *Non-Music Event*.
- Based upon an allowance of 4m² per person and the measured occupiable space, the maximum capacities permitted in those defined areas are shown in the table below.

Clubhouse Interior	Music Event	Non-Music
Stage Area	5	0
Audience Area	3	8
Alcove Interior	1	1
Kitchen	1	1
Interior Total	10	10
Clubhouse Exterior		
Stage Area	7	7
Audience - Undercover	15	19
Audience - Open	19	19
Audience - Grassed	14	17
Exterior Total	55	62
Total All Areas	65	72

- Regulations on stage performances state that performers shall be no closer than 4 metres from the audience. That being the case, there is insufficient distance within the interior dimensions of the clubhouse that will allow performances (such as club practice events) with a normal sized audience present. A limited audience of 3 can be strategically placed inside and away from the interior stage and an exterior holding area could be utilized on the exterior balcony and on the exterior audience precincts. A music practice event for musicians only can be safely accommodated under the 4m² rule and full Socials, or other such events that are open to the public, are not planned under the current restriction conditions.
- As such, whilst these restrictions remain in place, periodic practice events shall be organized in the outside entertainment area and only limited and approved interior practice events approved and permitted.
- There will be a sign at the club entrance (Appendix B) indicating entry is prohibited if a person is unwell or is exhibiting COVID-19 like symptoms and that the club has the right to refuse entry if a member exhibits such symptoms.
- There will be a dedicated entry point to the club precincts at the front of the property and front door of the clubhouse building with dedicated exit points at the side of the building where the disability ramp is located and at the front roadside boundary of the property.
- The location of chairs in the interior clubhouse audience area and in the exterior audience area will indicate where members are to sit to ensure adequate separation. Chair hopping is not permitted.
- Toilets will be cleaned regularly and a queueing protocol with floor marking, where considered necessary, will be implemented.
- Payment for fees will be accepted in cash or card form, when available, by a designated club member(s).
- Members will sanitize their hands after depositing the cash. The collection box will only be dealt with by the Event Manager or a duly designated club member and monies placed in the overnight Security Box. After the Event

Manager or designate has counted and reconciled the cash, he/she will sanitize his/her hands. Alternatively, if and when payment of fees by eftpos is introduced, the member's card will only be touched by the member. Members will then sanitize their hands after using the Eftpos reader.

- The Security Box shall be cleared periodically by the Treasurer or designate and all monies subsequently recorded and banked. Hand sanitizing will be undertaken following each occasion of cash handling.

3. Keeping People Healthy

- The "Procedure for Entry to the Clubhouse" (Appendix C) will be provided to all members.
- The protocol setting out "Conditions of Entry Until Further Notice" (Appendix D) will be provided to all members wishing to attend the club facilities.
- Members will be encouraged to download the Covid Safe App to their mobile phone.
- All attendees will be required to complete and sign a Health Declaration each time they visit the clubhouse (Appendix E). This will be kept by the club Secretary for 56 days as a record of entry. The Health Declaration includes a temperature measurement. Only if the Health Declaration and the temperature check are satisfactory will entry to the club's facilities be permitted.
- A sanitizing station will be set up at the entry for compulsory use by everyone. After completion of the Health Declaration, attendees will be required to sanitize their hands with the sanitizer provided.
- Sanitizing dispensers will be available at the exterior site entry, clubhouse entry, stage and toilet areas.
- There will be posters displayed reminding attendees of the risks of COVID-19

4. Wellbeing of Attendees

- The only people permitted in the clubhouse and surrounding precincts shall be the Event Manager and those members that have been appropriately authorized to attend by way of approved entry requirements.
- Soap, paper hand towels and hand sanitizers will be present in the toilet areas.
- Temperature monitoring will be applied as a condition of entry
- Social distancing of at least 1.5 metres between attendees will be maintained wherever possible.

5. Hygiene and Cleaning

- The Club will prepare and provide to all members COVID-19 "Conditions of Entry Until Further Notice". The following requirements cover in more detail the hygiene and cleaning arrangements that will apply.
- Hand sanitizing on arrival followed by hand sanitizing after completion of the Health Declaration and payment of fees.
- For music performance events, the Appendix F Artist On-stage Protocol applies.

- Each performing singer shall place a thin plastic cover (provided by the club) over his/her microphone prior to use and remove that plastic cover and place in a stage bin at the completion of his/her performance.
- Each performer should not handle equipment (including chart sheets/books) that is not for own use.
- Following their performances, each performer shall sanitize the leads and stands they have used.
- On completion of performances, performers are to sanitize their hands with the sanitizer provided.
- Table tops and chairs will be sanitized before, during and after use.
- Attendees will bring and use their own pen for private use. Where that does not occur, the club will have available a supply of sanitized pens on hand. After each use by a member, these club pens will be further sanitized prior to subsequent use.

6. Deliveries, Contractors and Visitors

- No deliveries, contractors or visitors will be present during club events.
- General cleaning of the club will be undertaken by the club's contract cleaner at a time when no other members are present.
- Other preparation for events will only be undertaken by club members who are required to sanitize their hands when they enter and sanitize any surfaces or other items they touch or handle.

7. Food and Beverage Services

- No cooked food or beverage services will be provided by the club.
- Players must bring their own water bottle, thermos for hot drinks and personal snacks and take home everything of theirs in an unwashed state. None of the club's cups and cutlery will be used during the time while COVID -19 related restrictions apply.
- Rubbish bins will be available in the kitchen area and in the undercover exterior entertainment area for the disposal of unwanted items.
- The fridge will not be available for use.

8. Review and Monitor

- The members of the club's Management Committee will monitor these COVID-19 controls related to the club's operation and, particularly in the early days after restarting activity, will consider the need for improvements.
- The club Secretary will monitor the advice received from Queensland Health and prompt changes to procedures if that is required.

The Secretary

Redlands Modern Country Music Club Incorporated

3 August 2020

*Redlands Modern Country Music Club Incorporated
COVID-19 Clubhouse Entry Protocol*

- 1. If you are unwell, please do not enter the premises. Flu-Like or COVID-19 symptoms include: fever, cough, sore throat, runny nose, headache, fatigue, difficulty breathing. Symptoms may also include loss of taste and/or smell. You will be required to leave the premises if you have any of these symptoms.***
- 2. Sanitize hands on arrival using the hand sanitizer available immediately inside the club precincts entry point.***
- 3. A designated person will take your temperature before you proceed further into the premises. Maintain social distancing if more than one person is waiting.***
- 4. If your temperature exceeds the recommended level, you will be required to leave the premises. Please leave and consult your GP or the Hospital for medical advice.***
- 5. Present a completed Health Declaration form. Everyone entering the clubhouse is required to complete the form on each attendance. If you have answered NO to all questions and passed the temperature check test (below 37.7°C), you will be allowed to enter the Club premises. If you answer YES to any question or fail the temperature check test, you will be required to leave the premises. This matter is non-negotiable.***
- 6. Pay entrance fees (when applicable) in cash, or alternatively, use the eftpos facility when available.***
- 7. Sanitize hands and enter the club precincts.***

The Secretary

Redlands Modern Country Music Club Inc.

3 August 2020

REDLANDS MODERN COUNTRY MUSIC CLUB INCORPORATED

PROCEDURE FOR ENTRY TO THE CLUBHOUSE & PRECINCTS

- Bring your own pen, water bottle, hot drink container, correct entrance fee (when applicable for a practice event) and a completed Health Declaration form.
- Sanitise hands on entry. Maintain social distancing.
- Your temperature will be taken by a thermal scanner which will be held 1 to 6 centimetres from your forehead. Please remain still during this process.
- Where possible, complete your Health Declaration form before you come to the clubhouse and sign and date it when you arrive; your temperature will be recorded on this and held in a Register for 56 days as required by Qld Health. If you have not brought completed a form, there will be some blanks on site. Please take a form to one of the designated chairs and complete it USING YOUR OWN PEN. Should you not have brought your own pen, a club sanitized pen will be on site for you to borrow and use. Return the completed form to the person at the entry. If you answer YES to any question or you have an elevated temperature, you will be required to leave the premises.
- Pay your fees (when applicable) at the entrance point.
- If you have not previously received and read a copy of the full “Conditions of Entry”, please take a copy from the front desk.
- Sanitize hands and enter the club precincts.
- Take your seat at one of the prearranged spaced chairs.
- Entry to the clubhouse is restricted to members and under the supervision of the Event Manager.
- During music performance events, please follow the conditions as outlined in the Conditions of Entry documentation and the Artist On-stage Protocol including equipment sanitizing, social distancing and audience distancing.
- Social distancing and respiratory hygiene requirements must be complied with at all times. Failure to comply with this procedure will result in you being required to leave the premises

Thank you for your cooperation.

The Secretary – RMC MC
3 August 2020

*Redlands Modern Country Music Club Incorporated
COVID-19 Queensland Easing of Restrictions Stages 2 and 3*

Conditions of Entry Until Further Notice

1. **Covid-Safe app:** Queensland Health guidelines recommend the Covid-Safe app is downloaded to your smartphone and the Club encourages all members to comply.
2. **Number of Attendees Allowed:** Due to the COVID-19 social distancing guidelines, only a maximum of 10 persons are allowed in the clubhouse interior for music or for non-music events at any one point in time. This includes only 1 person allowed in the kitchen area. The exterior to clubhouse precinct can accommodate 55 persons. Under present COVID restrictions, the maximum number allowable at any RCMCMC event is 50 attendees.
3. **Initial Entry:** Registered members only are accepted and should proceed to the designated greeting area, and use the hand sanitiser stationed at that entry point. If there is a group at the entry, please wait on queue with 1.5m between persons. Members are asked to bring their own pen, water bottle, hot drink container and snack if required for their own exclusive use.
4. **Personal Health Declaration:** Complete a personal Health Declaration preferably in advance and sign it when you get to the clubhouse premises. If you answer NO to all the questions, you may enter the premises (subject to temperature check - see item 5). If you answer YES to any question, you will be required to leave the premises. All forms will be retained by the club for 56 days as required by Government regulations.
5. **Personal Temperature:** Your temperature will be taken and recorded on your Health Declaration form. If your temperature is elevated (37.7 degrees or higher), entry will not be permitted and you are advised to seek medical attention from your GP or the hospital.
6. **Payment of Entry Fees:** If entry is for a music practice event and entry fees apply, then such fees will be paid in cash (correct money please). When available, payment may be made via eftpos. Do not touch the card reader.
7. **Entry Point:** If entry is approved, attendees are required to enter through the designated and clearly marked one-way entry point. This applies to both the initial exterior entry point and to the interior of the clubhouse itself. Entry should not take place through the designated exit points.
8. **Initial Hand Sanitization:** On entry, immediately sanitise your hands using the hand sanitise available at the initial entry point.
9. **Seating:** Take your seat at one of the social-distanced chairs in preparation for the meeting or the music practice event. The seat you initially occupy shall remain the seat that is used by you throughout the event. Seat swapping is not permitted.
10. **White Board:** For music practice events, the Event Manager (or a member designated by the Event Manager) shall make all entries on the white board. Any subsequent amendments to the white board sequencing shall only be made by that person. No other attendee is authorized to handle the pens.
11. **Equipment:** In the case of music practice events, singing performers will be issued with microphone plastic covers. Prior to performing, these performers will fit those covers to the microphones that they will be using. On completion of their performances, the performers shall remove the plastic cover from the microphone, place it in the disposal receptacle located on stage, sanitize the leads and stands

they have used the wipes provided on stage, sanitize their hands, and leave the stage area.

- 12. **During Performances:** Performers must take positions on stage no less than 1.5 metres from others on stage and not touch any items not directly associated with their individual performance. They may take their own water bottle on stage with them.*
- 13. **The Clubhouse:** Entry to the interior area of the clubhouse will be under the direct management of the Event Manager. Any item that is handled or touched in the clubhouse **MUST** be sanitised by the person who handled or touched that item.*
- 14. **Club Kitchen:** Use of the kitchen facilities is restricted to hand washing as required **ONLY**. The refrigerator, hot water urn, all crockery, cups, plates, and glasses belonging to the club are out of bounds and must not be accessed. Please bring your own drinks if required, and take all of your dirty items home with you.*
- 15. **Close of Event:** On event completion, attendees are required to sanitize hands and exit the precincts via those points clearly marked as exit points. The points shown as Entry should not be used for exit at any time.*
- 16. **Before you Leave:** Please double check your chair that anything at all that you have handled during the event has been sanitized prior to leaving the premises. Sanitising dispensers will be available at many points in the clubhouse and its precincts and can be accessed by members. Please use them.*
- 17. **Last person in the Clubhouse:** Will do a final check and sanitisation of all toilet and other door handles, taps and benches.*

The Secretary - RMCMC
3 August 2020



Redlands Modern Country Music Club Incorporated

EVENT ENTRY SCREENING – HEALTH**DECLARATION**

NAME _____ (Please Print)

SIGNATURE _____ **DATE** ____ / ____ / _____

We aim to ensure the maximum reasonable protection against the risk of COVID-19 infection at club events. To achieve this protection, we ask your cooperation by adopting safe practices while on club premises. If we all play our part, we should be able to continue to conduct regular events at the clubhouse.

Please tick boxes “Yes” or “No” for each question

		YES	NO
1.	Have you, in the last 14 days, had symptoms including fever, night sweats, cough, runny nose sore or irritated throat, shortness of breath or do you feel you may be developing a cold?		
2.	Are you currently awaiting results of a COVID-19 viral swab?		
3.	Have you, in the last 14 days, been in close contact with or cared for a person suspected of having contracted COVID -19 and has since had a negative COVID -19 test?		
4.	Are you in close contact with anyone who is currently experiencing cold or influenza-like symptoms?		
5.	Have you, in the last 14 days, been Overseas or in any Australian State, Local Government Area or place that is currently identified by the Qld Chief Health Officer as a "COVID-19 Hot Spot"?		

If you are permitted to attend the event, you are required to: -

- Use hand sanitiser on entry and exit
- Wash hands on entry and following performances
- Maintain physical distance of 1.5m from others
- Comply with signage directions regarding maximum number in each space
- Comply with signage directions regarding hygiene practice in toilets
- Cough or sneeze into your raised elbow
- Replace the plastic microphone cover after your use of a microphone
- Comply with directions of an RMCMC Authorised Officer

Recorded temperature: _____ degrees

Signature of RMCMC Authorised Officer:

Date: ____ / ____ / _____

*Redlands Modern Country Music Club Incorporated
COVID-19 Queensland Easing of Restrictions Stages 2 and 3*

Artist on-stage Protocol

Each Artist and stage hand is required to: -

18. PRIOR TO PERFORMANCE

- a. *Sanitise hands prior to entering the on-stage area*
- b. *Enter the stage area only by way of the designated "Enter" door*
- c. *Vocalists to cover microphones to be used with plastic bags provided*
- d. *Place music books / sheets on the various music stands with each opened at the page required for each song performed (Supporting artists are discouraged from handling song books)*
- e. *Plug in your own instruments only*

19. DURING PERFORMANCE

- a. *Maintain a safe distance (minimum 1.5 metres) from others on stage*
- b. *Only handle your own microphone, leads and stands*

20. FOLLOWING PERFORMANCE

- a. *Dispose of the used microphone bag in the on-stage pedal bin after their performance*
- b. *Clean the microphone handle, microphone stand top arm and its adjustment handle, music stand and guitar cables using the cleaning equipment provided*
- c. *Sanitise hands prior to leaving the on-stage area*
- d. *Exit the stage area only by way of the designated "Exit" door*

The Secretary - RMCMC
3 August 2020

Redlands Modern Country Music Club Incorporated

USE OF THERMAL SCANNER

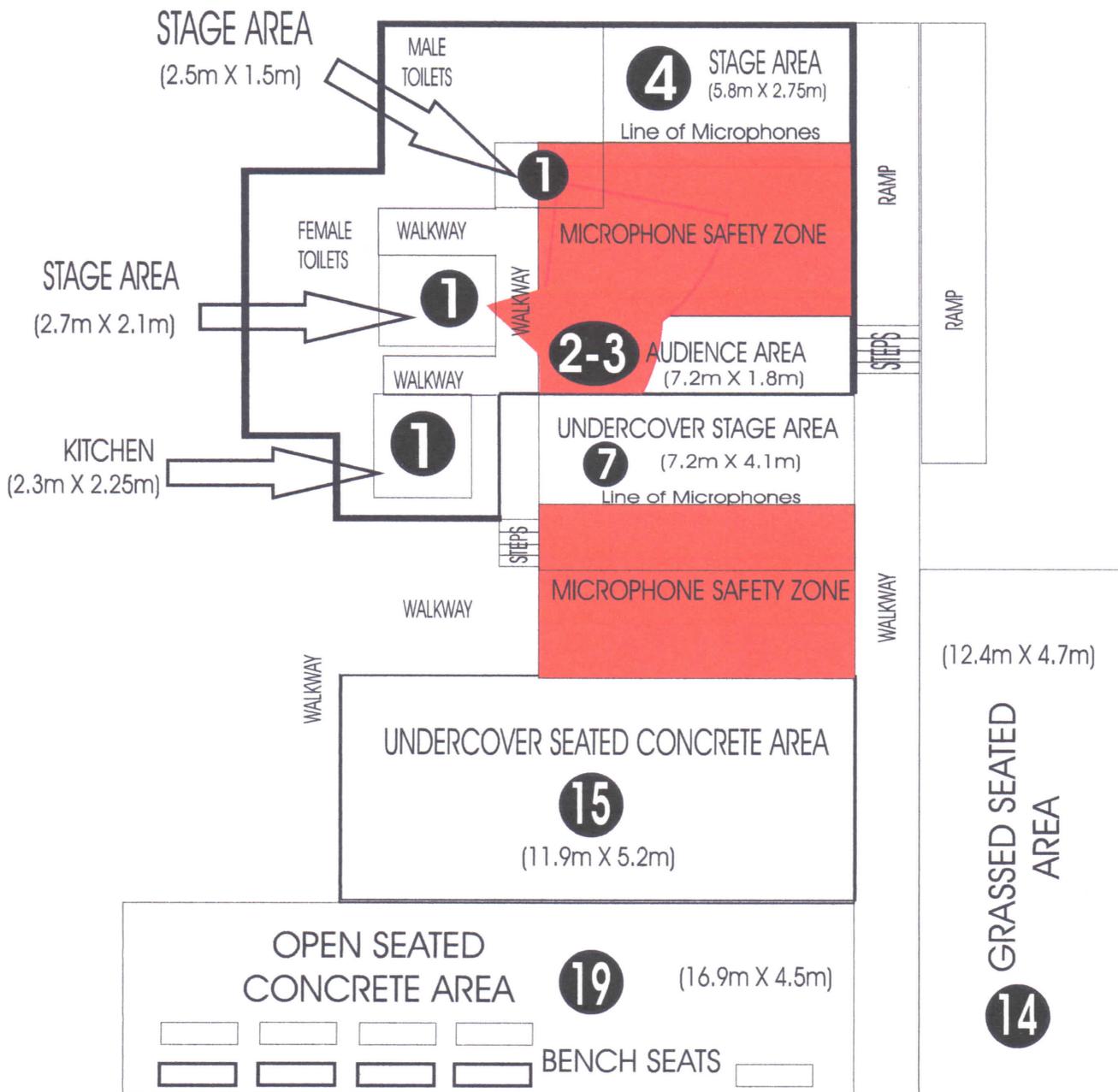
THE SCANNER IS ONLY FOR USE BY THE AUTHORISED PERSON AT THE POINT OF ENTRY

- Please use a provided chux or paper towel and alcohol-based sanitiser to clean the scanner when you arrive
- When switched on, the scanner should become operational almost immediately. Failure to do so may indicate low batteries and a change of batteries may be required.
- The scanner is required to be held at a distance of 1 to 6 centimetres away from the forehead. Ask people to move their hair away if required and be aware if the person has heavy makeup that this may interfere with the result.
- Ask people to remain still until you tell them it is OK to move. Most people anticipate an instant response and this is not necessarily the case.
- Hold down the “trigger” to take the temperature. Carefully hold the instrument in place until a temperature is recorded on the screen
- Record the temperature on the Health Declaration form provided by that member.
- A HIGH temperature reading (37.7°C or higher) will trigger a sound from the instrument. Please be alert if any temperature is close to this mark. Medications may reduce a fever.
- A high temperature is a trigger to advise the member to please seek medical attention as soon as possible from their GP or the hospital - It is our responsibility under the COVID-19 Protocol to do so. Entry to the Club WILL NOT be permitted.
- Health Declarations must be completed by a member for EVERY event that they attend and retained by the club for 56 days in the designated Daily Register. This is a requirement for our Covid-19 Protocol.
- Once all temperatures have been recorded for the event, please sanitise the instrument and store at the Entry table.
- Should the scanner display show a low battery warning, please replace with 2 x AAA batteries.

REDLANDS MODERN COUNTRY MUSIC CLUB INC.

OPTION 1

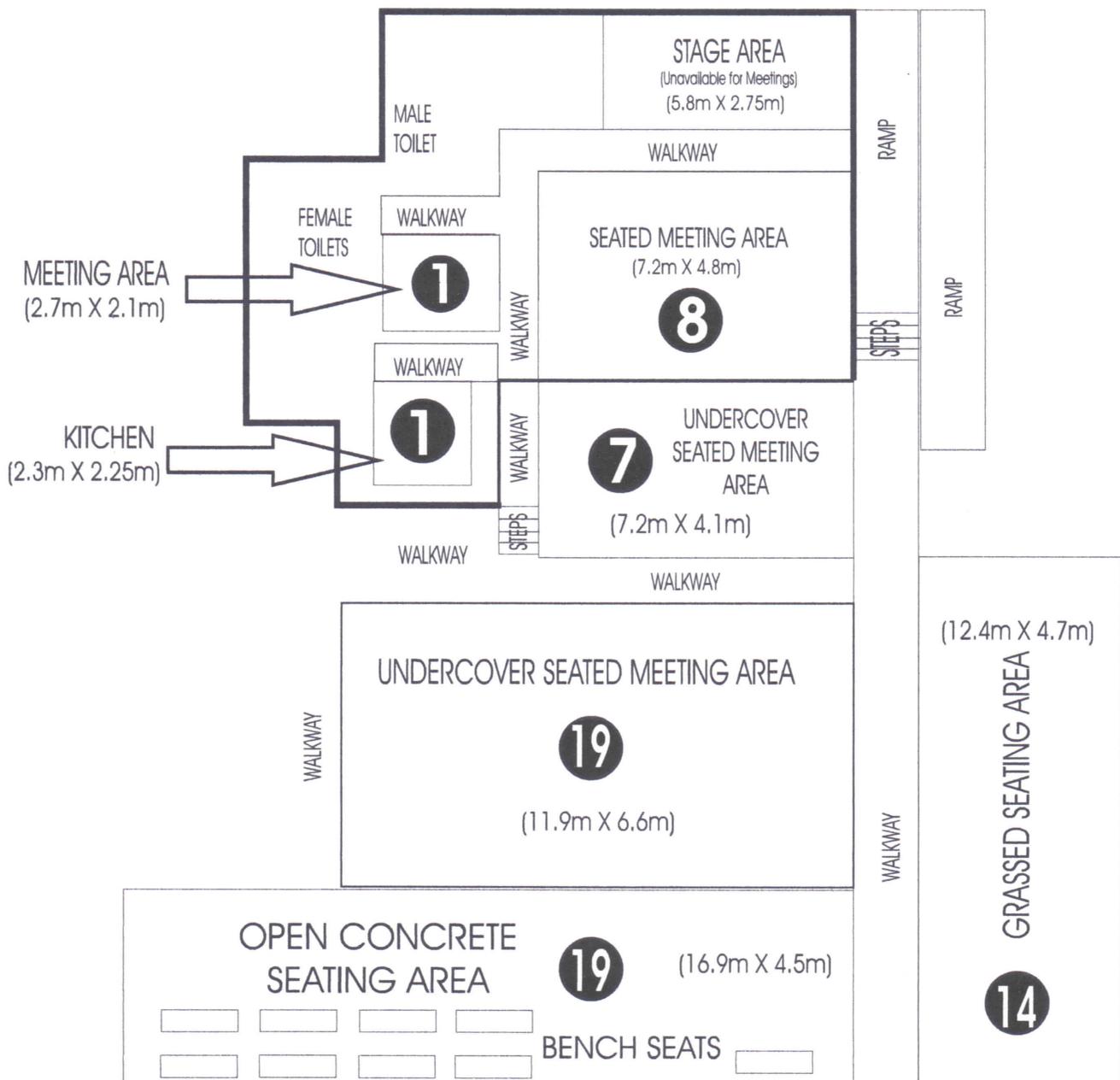
VENUE CAPACITY FOR MUSIC PERFORMANCE EVENTS



REDLANDS MODERN COUNTRY MUSIC CLUB INC.

OPTION 2

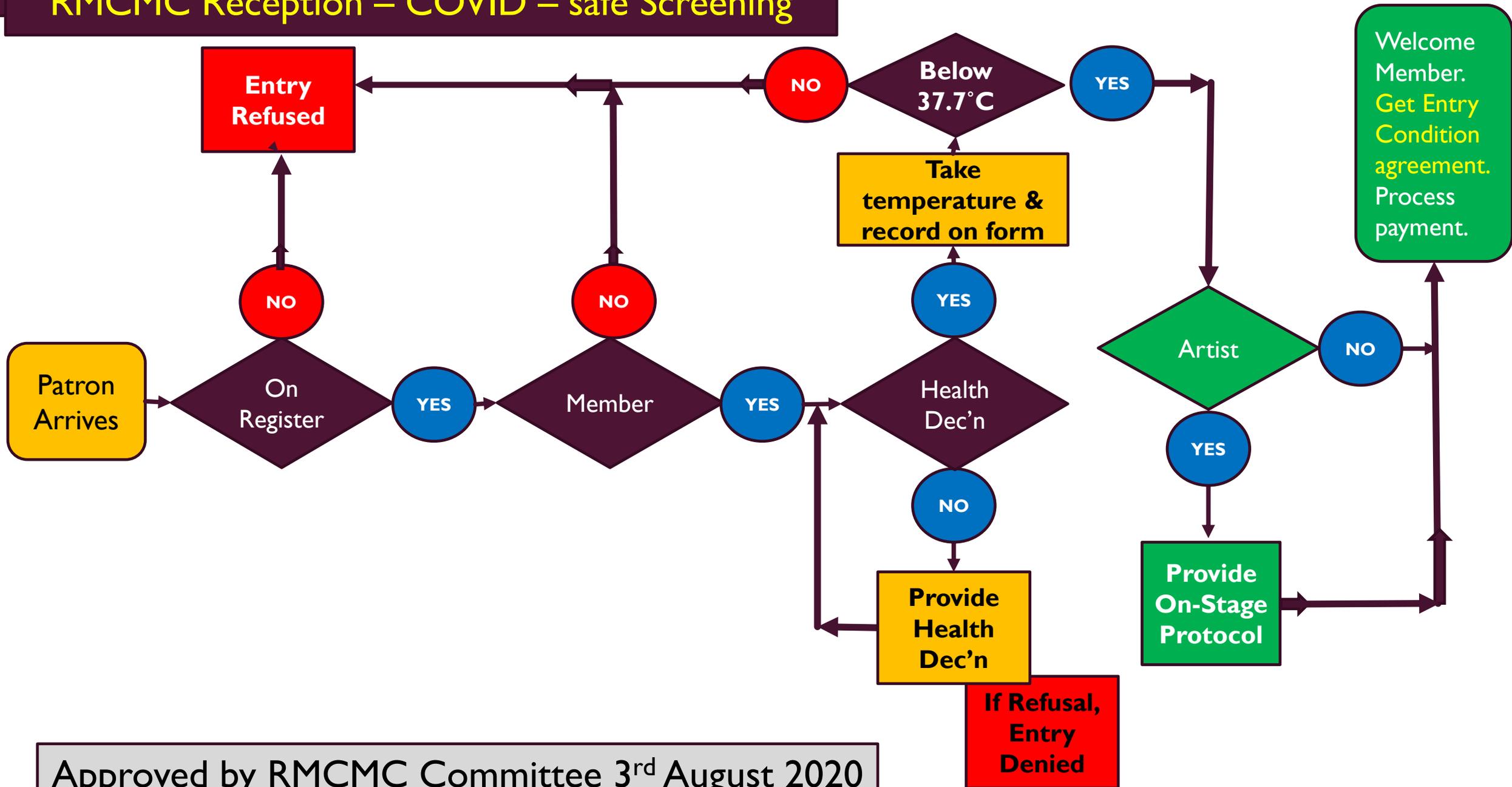
VENUE CAPACITY FOR NON-MUSIC EVENTS



COVID SAFE

RECEPTION ENTRY FLOWCHART

RMCMC Reception – COVID – safe Screening



Approved by RMCMC Committee 3rd August 2020

If Refusal,
Entry
Denied