

# RETURN TO WORK: COVID PLAN

Academy of Dance policy

## Purpose

The following policy outlines Australian Academy of Dance's (The Academy) approach to COVID planning in preparation for reopening to customers and students on 22 June.

## Disclaimer

As we remain in a dynamic health situation, this is a dynamic document, updated as circumstances change and as new information and guidelines are provided by the Victorian Government. For teachers, parents and interested parties referring to this document, the most up to date version is on our website along with our other policy: <http://www.academydance.com.au/about-us/our-programs.html>

## Introduction

This plan has been developed in accordance with Victorian State Government requirements and best practice guidelines, including:

- The Victorian Government Restricted Activity Directives (RADs)
- Creative Victoria's Arts and Culture Return-to-business Guidelines
- Worksafe Australia
- The Australian Government's 3-Step Framework for a COVIDSafe Australia
- Ausdance Return to Dance Framework
- Ausdance Managing COVID-19: Recommendations for the Victorian Dance Sector

## Current Restrictions (as at 22 June 2020)

- Indoor sports centres and venues (for example, gyms, health clubs, class-based fitness studios, dance studios) can open. No more than 20 participants are allowed per separate space, subject to the four-square metre rule, with up to 10 people per group or class. There are no limits on the number of people per group or class if all participants are 18 years old or younger.
- For adults, indoor and outdoor sport and exercise activities are allowed if participants can keep 1.5 metres between them and there are no more than 20 people participating, or no more than 10 participants in a class.
- For people aged 18 years and under, full-contact training and competition may resume.
- Communal facilities, such as change rooms, can now open for indoor and outdoor sport venues.

## At-risk participants

Students (or their family) who are deemed 'at-risk', including Aboriginal and Torres Strait Islanders, people with weakened immune systems or chronic illness, should seek medical advice before returning to dance. We will provide Zoom online classes for those at-risk students, but as an observational class (ie student will watch teacher instructing those in studio). Please contact us if this is required: [info@academydance.com.au](mailto:info@academydance.com.au)

## Privacy

As outlined on our website, all information we obtain (such as attendance lists) will be treated as confidential and will not be shared with any agency unless required by law.

## Academy of Dance: COVID Plan

The following outlines the procedures we have put in place in preparation for our opening and to minimise the risk to students, parents and staff members. It is a condition of entry into the facility that people read and familiarise themselves with this plan.

### 1. Cleaning & Hygiene

Regular and effective cleaning is one of the best ways to prevent the spread of COVID and we will be ensuring the facility remains safe for our staff and students through the following:

**Initial deep clean:** On Saturday 20 June (two days before we reopen), we will have a cleaning company attend to do a 'deep clean' of the premises, which involves disinfecting every surface, including the walls.

**Regular cleaning:** The facility will be professionally cleaned every Monday, Wednesday and Friday, including disinfecting studio floors (70% alcohol), ballet barres, toilets and all other touched surfaces. This cleaning will be replicated on the alternate days by staff. Throughout the day, staff will also disinfect studio door handles, railings and bathrooms.

**Access to sanitizer:** Hand sanitizer is available (and must be used) upon entry to the facility. There is also hand sanitizer situated outside each studio. Liquid soap and air hand dryers are located in each bathroom.

**Education:** Posters of hand-washing and germ-spread prevention technique will be displayed at the entrance of the facility, in the bathrooms and the studios. In each lesson in the week 22-27 June, teachers will brief students how to use these techniques.

**Documentation:** A schedule of cleaning will be documented/signed commencing 22 June.

### 2. Pick-up and Drop-off

#### Prep-Year 12 classes:

- **NO PARENTS** allowed on site at any time. A 'wave and go' approach will be used
- Sick children will be refused entry, or removed from class if they become unwell (regardless of symptoms) and parent called immediately to collect. Academy of Dance reserves the right to refuse entry to any person who we suspect is unwell
- **All drop-off** to occur at Academy of Dance entry (80 Waverley Road)
- **All pick-up** to occur at Firehouse Theatre entry (90 Waverley Road)
- Only one parent or guardian to come to pick-up
- Students to use their kiosk card to touch-on
- Students must use hand sanitizer before entering the facility
- If students forget their card, staff member will enter their details manually
- Students may use the toilets to change and get ready for class
- Water fountains must only be used to fill water bottles (ie not to drink from)

#### Dance Stars classes ONLY:

- **One** parent or guardian may attend class with their child
- Parent must register through GuestHQ on entry into facility with their name, phone number and date/time arrival (attendance records will be kept for 28 days)
- Parent and child must use hand sanitizer before entering facility
- Entry into the facility through Academy of Dance (80 Waverley Road)
- Exit from facility through Firehouse Theatre (90 Waverley Road)

### 3. Physical Distancing in Studio

While government restrictions have no limitation on class sizes and social distancing (for classes with all students aged 18 and under), we will be adopting our own processes as a method of best-practice, and to provide assurance to parents that we are continuing our commitment to 'safe dance practice' by minimizing risk to students and staff.

**Minimizing teacher/student contact:** Teachers will modify their methods to minimize contact of students with the following exceptions:

- When verbal corrections are not working, the teacher may reposition or show a student what they need to do. It is important the teacher is able to do this to prevent injury to a student for incorrect technique (but they will use this only after trying to verbally convey a correction)
- If the teacher is required to deliver an emergency first aid response
- In acrobatics classes, the teacher may require to 'spot' the student to help them complete a maneuver to avoid injury

**Minimizing student/student contact:** Teachers will continue with their choreographic work with the children. Some routines contain partnerwork or situations where students need to hold on to another student. Teachers will put in place the following in these circumstances:

- Where they can, teachers will modify exercises if they can be done separately
- Hand sanitizer will be used before and after class if the teacher is intending to undertake work with student/student contact

**Minimizing staff/customer contact:** Our reception and shop will be operating on reduced hours during this time. Customers will be required to:

- Email for a time to come in to meet with reception, or to buy an item
- No appointments for reception or the shop will be available after 4pm weekdays and between 8.30am-1pm Saturday to avoid adult/child crossover with our classes
- As indicated at the start of the year as part of our new processes, we do not accept cash for any payments

### 4. Staff Preparedness

Our staff are committed to continuation of safe dance practice through this time and have all been briefed on this plan. The following are the processes our staff will comply with at all times:

**Training:** All our staff have completed and passed the Australian Government's COVID-19 Infection Control Training module, and have read and understood this document.

**Staff Questionnaire:** Staff are required to complete the COVID Staff Questionnaire which confirms they do not show any symptoms. This questionnaire is filled in and signed at the start of each staff member's shift. A folder will be kept of these questionnaires.

**Staff health:** Staff are aware that they are not to attend if they are feeling unwell, regardless of symptoms (or leave immediately if they start to feel unwell). If they are at home and sick with a fever, they are to:

- let us know immediately (so we can find a replacement)
- call the COVID hotline on 1800 675 398 for advice
- stay home for at least 72 hours after fever has reduced AND a negative COVID-19 test is received

## Appendix A: Risk Matrix

<b>Hazard</b>	<b>What is the harm the hazard could cause?</b>	<b>What is the likelihood that the harm would occur?</b>	<b>What is the level of risk</b>	<b>What controls are in place</b>	<b>Review date</b>
Covid19 from students or parents who are infected	Staff becoming infected (could result in serious illness or death)	Low – there are no current cases in our vicinity	Moderate	Focus on “Get in, dance, get out” for students and “Drop off/Pick up and leave” for parents  Staff Guidelines	Before Term 3
Covid19 from staff members	Other staff or students/parents becoming infected (could result in serious illness or death)	Low – there are no current cases in our vicinity	Moderate	Staff COVID Guidelines and procedure for reporting illness and stay at home directive	Before Term 3
Persistent use of cleaning products	Local skin irritation, dermatitis, asthma	Moderate	Low	Use of non-toxic cleaning products	N/A
Persistent use of hand sanitiser	Dermatitis	Moderate	Low	Encourage hand washing as an alternative	N/A
Car parking limitations	Increased stress for parents	Low	Low	Communicate new procedures and encourage parents to ‘park and walk’	N/A