

COVID-19: STAFF PLAN

Academy of Dance policy

Academy of Dance: Staff Plan

The following should be read in conjunction with the Return to Work: COVID Plan. It is a condition of employment that all staff understand and commitment to the procedures outlined in these plans in addition to the other Academy of Dance policies – for all policies, see <http://www.academydance.com.au/about-us/our-programs.html>

New procedures

The following are new interim procedures in addition to the existing ones you follow when you teach your classes. These procedures are effective from Monday 22 June until further notice.

The admin team are now spanning three new roles: greeter, sign in, sign out

Regardless of your new roles, or if you're a teacher, all staff must comply with the following:

- You must arrive 15 minutes before your shift to be prepared
- You must sanitize your hands on entry into the building
- You must not come to your shift if you're unwell

Teacher

Start of shift
<ul style="list-style-type: none">- Log in to Zoom and commence meeting (we will turn off waiting room so students can join at any time. Please note that Zoom is NOT the focus of your class and that students will just be observing you)
During shift
<ul style="list-style-type: none">- Please open the studio door when you're ready to allow students in- Make sure that all students enter into the space quickly- Please make sure you don't run overtime, we need to keep students moving quickly through the building- All students to exit the studio after class and through toilets into Firehouse Theatre (teachers to walk Prep classes through to join Sign Out staff member).
End of shift
<ul style="list-style-type: none">- We are not recording Zoom classes so you do not need to upload- Disinfect the ballet barres and the teacher workstation

Greeter

Start of shift
<ul style="list-style-type: none">- Be in position well before first classes start to arrive. The most important times are between 4-6pm weekdays and 8.30-12.30 on Saturday.
During shift
<ul style="list-style-type: none">- You are to ensure that no parents enter the building UNLESS they are for a Dance Stars class. No exceptions without prior approval from Mike or Nat (we will brief you on anyone who needs to attend a student who has a medical need to be present)- We have the right to refuse entry to any student or parent who looks sick, you have our support to make that call. If parent becomes abusive or angry, refer them to Mike or Nat
End of shift
<ul style="list-style-type: none">- Make sure no one is coming, then set the automatic door to 'lock' so no one can wander in

Sign in staff member

Start of shift
<ul style="list-style-type: none">- Ensure you have hand sanitizer available (ALL people entering building will need to use it)- Check that Kiosk is logged in and working
During shift
<ul style="list-style-type: none">- On arrival, check students are logging in to kiosk. If they have any problems, it is your responsibility to do it for them- Make sure every person coming into the building uses hand sanitizer- Double check no one looks sick or is displaying any signs of sickness. They must not come in if they do (as above, you have the right to refuse entry to anyone who appears sick)
End of shift
<ul style="list-style-type: none">- Wipe down all surfaces

Sign out staff member / floater

Start of shift
<ul style="list-style-type: none">- Prop open yellow door in theatre with the sandbag so people don't have to physically touch the door- Ensure that the performance part of the theatre (black floor) is not accessible by people as it is a hazard- Ensure lights are on and working as it will get dark during weeknights
During shift
<ul style="list-style-type: none">- Make sure parents are not crowding into theatre. If it looks like there is more than 10 adults, please ask people to wait outside- Also makes sure people are keeping their distance.- Make sure all students stay with you until they can identify a parent/guardian and vice versa.- DO NOT LET STUDENTS WANDER THROUGH THEATRE!- After sign out has finished for that class and no students are present, close the yellow door, then you can wipe down studio door handles and railing on stairs and taps in toilets
End of shift
<ul style="list-style-type: none">- Make sure you turn lights off in theatre and close the yellow door

Staff sickness

If you are unwell, no matter how mild the symptoms, you should stay at home. The main symptoms of COVID-19 are:

- fever
- chills or sweats
- dry cough

In certain circumstances a sore throat, headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea may also be present. If you have any of the symptoms, however mild you must:

- self-isolate immediately
- seek medical advice from your GP or the DHHS 24-hour coronavirus (COVID-19) hotline on 1800 675 398
- advise Mike or Nat immediately that you are unfit for work
- get tested
- remain in home quarantine until the results of your test are known, or following advice from your doctor
- report your results to Mike or Nat as soon as they become available

Administration procedure

The admin team will collate a list of all close contacts you have had. Ausdance Guidelines define close contacts as:

- Face-to-face contact in any setting with a confirmed or probable case, for greater than 15 minutes cumulative over the course of a week, in the period extending from 48 hours before onset of symptoms in the confirmed or probable case, OR
- Sharing of a closed space with a confirmed or probable case for a prolonged period (e.g. more than 2 hours) in the period extending from 48 hours before onset of symptoms in the confirmed or probable case.
- Contact is considered to have occurred within the period 48 hours before recognition of symptoms in the individual until 24 hours after all symptoms have resolved.

Tracing of close contacts will be a decision for medical authorities.

Negative result

- Support staff member to return to work when able

Positive result

- Staff member to isolate
- Mike or Nat to ring (COVID-19) hotline on 1800 675 398 and provide list of close contacts to DHHS
- Follow DHHS directives with regard to closure, reporting and cleaning requirements
- Move to online class delivery if required

Returning to work

Those who have recovered from COVID-19 must satisfy the Communicable Disease Network of Australia (CDNA) criteria. Staff members must receive confirmation from their Doctor and relevant authorities that it is safe for them to resume work duties.

Note - While there is growing research on the organ systems affected by COVID-19 in the acute phase, there is currently limited research on medium to long-term complications. Long-term decreased exercise capacity is expected, and members in the dance community must demonstrate evidence of their medical practitioner's satisfaction they are fit to return to work/dance activity.

Staff member will resume work when cleared and fit to do so. Academy of Dance will follow all work safe return to work guidelines to support staff member in resumption of duties.