

## **COVIDSafe PLAN – February 28th 2022**

This COVIDSafe Plan has been prepared to protect staff, students, and parents/guardians. Our primary focus is to keep our dance family safe

All criteria for our return to the studio is in accordance with current Victorian State Government guidelines.

We will advise you of any further updates once they are released.

### **KEY ACTIONS TO STOP THE SPREAD**

- Wash your hands often.
- Use hand sanitiser
- Adhere to social distancing rules.
- Try not to touch your eyes, nose, or mouth.
- Cover your nose and mouth with a tissue when you cough or sneeze.
- Please stay home if you feel unwell, get tested and self-isolate pending results.
- Face masks are no longer required to be worn in class by students and staff. We do encourage those who prefer to wear masks to continue doing so.
- All infectious waste disposables are to be placed in the correct waste bin this includes but not limited to; tissues, sanitiser/disinfectant wipes/ disposable face coverings.

### **ADDITIONAL KEY POINTS**

Please see the following website for COVID-19 symptoms:

<https://www.dhhs.vic.gov.au/victorian-public-coronavirus-disease-covid-19>

Students should not attend the studio in any capacity if they feel unwell or have been in close contact with a suspected case of COVID-19.

If found to have any symptoms related to COVID-19 as stated by DHHS, you must:

- Refrain from attending class
- Get tested
- Self-isolate pending test results
- Medical certificates may be required upon re-entry into the facility.

Vulnerable students with medical conditions who may be at increased risk or those with underlying medical conditions should obtain advice from their doctor before returning to the studio.

### **GENERAL FACILITY CLEANING AND COVID SAFE PRACTICES**

All staff and teachers have completed COVIDSafe Training.

Cleaning will occur at the end of each class and at the end of each day/evening

Floors throughout the facility will be swept and mopped daily.

Toilets, sinks, taps, soap dispensers will be wiped and sanitised before and after each class.

High touch surfaces will be wiped down after each class

Studio doors will remain open where possible & will only be opened/closed by the teacher in that studio.

Social distancing markers will be placed at the entrance and in the studio 1.5 metres apart.

## COVIDSafe Plan for TEMPLESTOWE DANCE ACADEMY

Signage will be displayed around the facility to educate and instil good hygiene practice, social distancing reminders and maximum person allowances per space

Time allocated in between classes will allow for cleaning and safe transition between students.

There will be sanitising stations placed in the entrance and studios.

Records of teachers, staff and students entrances and exits in facility will be kept for trace contacting.

All students are to bring their own water bottles and any other required equipment & must take every item with them upon exit.

No extra unrequired items are to be brought into the facility, please refrain from bringing dance bags, toys, books where possible. Acrobatics students will be asked to bring their own yoga mat.

No extra persons are allowed on site, this includes parents/guardians, friends etc. Special needs students are exempt. Carer adhere to social distancing rules, must use hand sanitizer and wear face covering. Please see below for vaccination requirements if this is the case

Children 5 years and under may require a parent/guardian, this is to be determined by the class teacher and parent must adhere to COVIDSafe rules whilst on the premises. Please see below for vaccination requirements if this is the case.

All enquiries are to be done via email SMS or a phone call, please do not approach staff to discuss or ask questions. Please forward all inquiries to:

Cassie O'Sullivan

[info@tda.dance](mailto:info@tda.dance)

0411273076

### **VACCINATION REQUIREMENTS**

The Victorian State Government has mandated that all staff, students and parents/guardians 18 years and above entering the studio must be either fully vaccinated or have an exemption. At TDA the health and safety of our community is of our utmost priority and as such will comply with the governments requirements. Any students or parent entering the studio will be asked for the vaccination certificate or exemption to be sighted by the Covid check in marshal. We will not hold any copies of vaccination certificates however we will keep a record of students who's certificates have been sighted. Parents/guardians will be required to show their certificate each time they enter. Proof of vaccination certificates can be obtained through the Medicare App. If you require further help obtaining your certificate please contact us.

### **ARRIVAL OF STUDENTS**

- Students should arrive dressed in their dance attire and ready for class
- All students to enter the studio by back entrance via the alley which parallel to Rosella St. Parking is along Rosella St and Cassowary St.
- Parents/Guardians are to drop off their child at the entrance, whilst maintaining social distancing and not enter the premises

*Please continue to check vic.gov.au & dhhs.vic.gov.au for updated information  
Prepared by DANCE ARTS ALLIANCE and TEMPLESTOWE DANCE ACADEMY*

## COVIDSafe Plan for TEMPLESTOWE DANCE ACADEMY

- Staff will permit students to enter to ensure all other students have left and that sanitation of the rooms has been completed.
- Attendance roles will be diligently marked
- Inside the building, students are to adhere to social distancing rules by using the indication markers on the floor.
- Hand sanitiser will be used on all students upon their arrival.
- If a student is suspected of being ill, they will be asked to go home immediately and will be safely isolated from other persons.
- The studio door will remain open to avoid touch point contact and increase air flow.
- Students are always to remain 1.5 metres apart by using the distance markers as a guide.

### **IN CLASS PROTOCOL**

- Doors will remain open
- Students are no longer required to wear face masks. We do encourage those that wish to do so to continue wearing masks.
- Students are to start on their marker and remain 1.5 metres apart from others.
- If Ballet barres are used in classes students will be asked to wipe down their area when they have finished using them.
- Teachers and staff will remain 1.5m from students always.
- No physical corrections, modifications or spotting will be done.
- No partner work or physical contact between students, students are to refrain from hugging, high 5s or close contact with others.
- Travel / corner / drills and choreography of dances routines will be taught maintaining social distancing requirements.
- Students that use the bathroom will need to sanitise their hands before leaving class and upon re-entry into class.

*We do request to please use the bathroom before arriving at the studio if possible.*

### **CLASS CONCLUSION**

- Staff will mop floor at the conclusion of each class and wipe down all high touch areas.
- Students must take all their belongings with them, any items left behind will have to be discarded.
- Students will hand sanitise and be escorted to the exit where parents/guardians are to collect them, parents and students must maintain social distancing during exit and pick up, even outside of the building.
- Exit from upstairs studio is via the back entrance (alleyway).
- Exit from the downstairs studio is from the front entrance (Rosella St).
- Teachers or a staff member will wait until each student is collected to ensure Child safety policies and procedures are in place.

#### **Please be on time to pick up your children.**

- Students with back-to-back classes must wait in the allocated area e.g. studio in between classes so sanitation process can be completed. Students will be supervised
- Food is not to be brought into the building.
- Upon exit of all students, each studio space will be sanitised and disinfected, if toilets have been used by students, these will also be sanitised.
- Teachers are to also wipe down the stereo, any remote controls, light/fan switches their own personal belongings such as mobile phones and laptops.

*Please continue to check [vic.gov.au](http://vic.gov.au) & [dhhs.vic.gov.au](http://dhhs.vic.gov.au) for updated information  
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## COVIDSafe Plan for TEMPLESTOWE DANCE ACADEMY

- Teachers will discard any unclaimed water bottles or belongings before the next class enters

### **TIMETABLE, ABSENCES & FEES**

- Classes will move to online classes immediately if required by State Government.
- No refunds will be given to students who do not wish to continue online.
- We understand families are facing difficult times, please advise us if you require a payment plan or wish to apply for our scholarship fund.
- Students that are absent for any reason (awaiting test results, quarantining, illness etc) may still attend class via the online format. If you wish to do this please inform us by midday of the day of the class so that we can ensure we are prepared. Zoom links will remain the same as previous.

### **COVID RESPONSE PLAN**

- In the event that either a staff member or student tests positive to Covid 19 and has been at the studio during their infectious period the following steps will occur.
- On site classes will be suspended until clearance given from authorities to resume.
- Classes will move to the online model.
- Close contacts will be contacted by TDA administration staff.
- Deep cleaning of the premises will be undertaken.
- Any students that may be required to isolate may still attend class via the online format.
- Studio will reopen and affected staff and students may return when advised by relevant authorities (eg DHHS)

### **CONTACT**

All concerns or queries are to be directed to:

Cassie O'Sullivan

0411273076

info@tda.dance

### **REFERENCES AND GUIDELINES**

Australian Government

[www.australiagov.au](http://www.australiagov.au)

Federal Government

[www.health.gov.au/covid19-resources](http://www.health.gov.au/covid19-resources)

Victorian Government

[www.dhhs.vic.gov.au/coronavirus-covid-19-daily-update](http://www.dhhs.vic.gov.au/coronavirus-covid-19-daily-update)

Safe Work Australia – COVID -19 Resource kit

[www.safeworkaustralia.gov.au/covid-19-information-workplaces](http://www.safeworkaustralia.gov.au/covid-19-information-workplaces)

National COVID-19 [www.pmc.gov.au/nccc](http://www.pmc.gov.au/nccc)