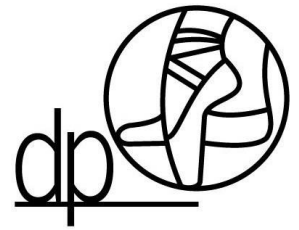


COVIDSafe Plan



Dance Partners

Address: 99 Bridport Street, Albert Park VIC 3206
Email: admin@dpstudios.com.au
Phone: 0410 496 961
Plan completed by: Leticia and Kynan Jones
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This COVID Safe Plan has been developed to support Dance Partners to safely reopen, maintain a COVID Safe workplace and prepare for a suspected or confirmed case of coronavirus (COVID-19) in the workplace. The COVIDSafe plan is grouped into six COVIDSafe principles. These include,

1. Ensure physical distancing
2. Wear a face covering (as per public health advice)
3. Practise good hygiene
4. Keep records and act quickly if workers become unwell
5. Avoid interactions in enclosed spaces
6. Create workforce bubbles

Current appointed COVID Marshalls are, Leticia and Kynan Jones and Sophia Michael. The role of the COVID Marshall is to monitor compliance and adherence to this COVIDSafe Plan and to report any systemic failings to the school's principle. A COVID Marshall will be in attendance at the studio at all times while classes are being conducted. This is to help keep the studio safe and open, protecting staff, students and their families.

For further information go to www.vic.gov.au or call the Business Victoria Hotline on 13 22 15.

References and guidelines

Australian Government www.australiagov.au

Federal Government www.health.gov.au/covid19-resources

Victorian Government 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

National COVID-19 www.pmc.gov.au/nccc

Victoria COVID-19 www.coronavirus.vic.gov.au

1. Ensure physical distancing

Requirements: You must ensure workers and visitors are 1.5m apart as much as possible. This can be done by:

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- Informing workers to work from home wherever possible

You may also consider:

- Minimising the build-up of people waiting to enter and exit the workplace
- Using floor markings to provide minimum physical distancing guides
- Reviewing delivery protocols to limit contact between delivery drivers and workers

Actions:

- Workers, students and visitors are required to maintain a distance 1.5 metres between themselves and others at all times.
- Workers, students and visitors have been supplied with training to outline the importance of social distancing and hygiene.
- Signs have been displayed in all common areas, waiting areas and classrooms to advertise the social distancing policy.
- Floor markings have been installed to guide correct social distance. Markings are present in common areas, waiting areas and classrooms.
- Where possible, employees will work from home. This includes but is not limited to administrative tasks, staff meetings and staff training sessions.
- Entrances and exits have been arranged to allow for flow of traffic and to prevent congestion.
- Waiting areas are closed. Employees, Visitors and Students are required to wait in their vehicle and/or arrive/depart on time.

Requirements: You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that –

- There is no more than one worker per four square meters of enclosed workspace
- There is no more than one member of the public per four square meters of publicly available space indoors

Actions:

- Number of patrons (other than staff) on site has been limited to 20.
- Number of staff and volunteers on site has been limited to 5.
- Where students are under the age of 18 and arrive with a parent/guardian, the parent/guardian is not permitted inside the premises with the exception of kindergarten aged or special needs children.
- There is no entry permitted to the general public.

Requirements: You should provide training to workers on physical distancing expectations while working and socialising. This should include –

- Informing workers to follow current public health directions when carpooling (have no carpooling). This can be found at www.vic.gov.au
- Informing workers to work from home wherever possible
- Reduce workers levels in accordance with industry directions.
- Limit number of patrons in accordance with industry directions.

Actions:

- Training will be provided to staff informing of public health directions when carpooling, onsite staff restricted to 5 at any one time, where possible to work from home (admin tasks, choreography, online staff meetings) and patrons are currently limited to 20 in line with current density quotients, one person per four square meters.
- All staff to sign declaration confirming that they have received the above training.

2. Wear a face covering

Requirements: You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes –

- Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own

Actions:

- All employees have the option to wear a face covering.
- All students aged 12 years & over have the option to wear a face covering.
- Students aged under 12 years have the option to wear a face covering.
- Masks are available to any member who may require a mask.
- COVID Marshall to ensure that mask wearing policies are adhered to.

Requirements:

- You should install screens or barriers in the workspace for additional protection where relevant.

Actions:

- None.

Requirements:

- You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.
- You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.

Actions:

- Employees and students have received training on how to wear a mask correctly and maintain the quality of the mask.

There are no additional requirements for restricted or heavily restricted industries.

3. Practise good hygiene

Requirements: You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.

You should:

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
- Clean between shifts
- Conduct an audit of cleaning schedules (restricted industry).

Actions:

- The premises will be cleaned regularly. This will be supported by a cleaning schedule/log book.
- High touch surfaces will be cleaned frequently. This will be supported by a cleaning schedule/log book.
- Personal items such as water bottles or clothing left behind at the end of each class will be discarded
- Monitor supplies of cleaning products and regularly restock.
- Cleaning schedule/log book to be audited regularly.

You should display a cleaning log in shared spaces.

Actions:

- A cleaning log will be available for all hall users to complete at the end of each daily session.

You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.

Actions:

- Hand soap and Hand sanitizer is available for all staff, students and visitors. Signs have been placed to advertise and encourage it's use.
- Staff and students have received training in regard to hygiene standards.
- Signage has been installed to advertise hygiene protocols.
- The Covid Marshall will monitor hygiene practices.

4. Keep records and act quickly if workers become unwell

Requirements: You must support workers to get tested and stay home even if they only have mild symptoms.

Actions:

- Staff have been advised of the financial support available to them if they cannot work while they are waiting for test results or are confirmed as a positive case

Requirements: You must develop a business contingency plan to manage any outbreaks. This includes,

- Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results
- Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period
- Having a plan in place to clean the worksite (or part) in the event of a positive case
- Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace
- Having a plan in the event that you have been instructed to close by DHHS
- Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work

Actions:

- Staff have received notification and training outlining that they must stay at home if they present mild symptoms, have been required to self isolate, if they are waiting Covid 19 test results, have been in contact with an individual who has tested positive for Covid 19, or if have been in contact with an individual who is waiting for Covid 19 test results.
- In the result of a staff member, student or visitor testing positive to Covid 19, or being tested for Covid 19, a text message and email will be sent to those who were a close contact at our premises.
- Where a Covid 19 case has been present within the workplace, the premises will be closed for a minimum of 48 hours to allow for a deep clean of all areas. Re-opening of the business will only occur with approval of DHHS.
- Where a Covid 19 case has been present within the workplace, DHHS will be contacted by the principle, Leticia Jones. A copy of the COVIDSafe Plan will be supplied as well as close contacts of the Covid 19 patient.
- Where a Covid 19 case has been present within the workplace, Worksafe will be contacted by the principle, Leticia Jones.
- In the result of a required closure as instructed by DHHS, all members will contacted via text message and email. Once approved by DHHS, Dance Partners will re-open and notify all members via email and text message.

Requirements: You must keep records of all people who enter the workplace for contact tracing.

Actions:

- Maintain all class rollbooks diligently and student contact database with accurate records.
- Only students and patrons who have registered through an enrolment process will be granted access to the premises.

Requirements: You should implement a screening system that involves temperature checking upon entry into a workplace.

- Ask workers to declare verbally before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate (Restricted Industry)

Actions:

- All staff, visitors and students will be required to verbally agree to being fit to attend prior to each visit.
- If a patron is suspected of being unwell a temperature check will be conducted. If a patron's result indicates a high body temperature of greater than 37.5°C a second reading will be conducted. If the second result is again high the patron must return home, monitor symptoms and present for testing even if symptoms are mild.

5. Avoid interactions in enclosed spaces

Requirements: You should reduce the amount of time workers are spending in enclosed spaces. This could include –

- Enabling working in outdoor environments
- Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems

Actions:

- All indoor doors will remain open to allow for optimal air flow.
- All windows will remain open to allow for optimal air flow, weather permitting.
- Confined spaces with minimal air flow will be closed and not available for use.
- Where possible, meetings and gatherings will be held online or outside.
- Air conditioning systems will be used to promote fresh air flow.
- Patrons permitted in each area will meet the density requirements of one person per 4 square metres.
- Inquiry procedures and payments are encouraged through phone and online processes.

There are no additional requirements for restricted or heavily restricted industries

6. Create workforce bubbles

Requirements: You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.

Actions:

- Staff rosters to be scheduled to avoid the amount of workers crossing over on site at any one time.
- Classes have been structured and scheduled to create bubbles. Students in a particular age group will all attend at the one time, without breaks or crossover periods with other students.

Requirements: You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.

- Limit or cease the number of workers working across multiple work sites (Restricted Industry).
- Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises (Restricted Industry).

Actions:

- Records will be kept of staff members work undertaken at alternative workplaces.
- Where possible, staff will limit their exposure to other workplaces, social settings and public places.

For the latest information on restrictions in Victoria visit www.vic.gov.au