

Essentially Dance COVIDSafe PLAN - OCTOBER 2020

This COVIDSafe Plan has been prepared to protect staff, students, and parents.

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 as 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 coverings must be worn on site for all persons over 13 years of age (until further notice).
- 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 day/evening including:
- Floors throughout the facility will be cleaned daily.
- Sinks, taps, soap dispensers will be wiped and sanitised before and after each class.
- Door handles will be wiped down after each class.
- Studio and external rear door will remain open where practicable & will only be opened/closed by the teacher in that studio.
- Social distancing markers will be placed in the foyer and in the studio 1.5 metres apart.
- Signage will be displayed around the facility to educate and instil good hygiene practice, social distancing reminders and maximum person allowances per space
- Classes will finish five minutes early to allow time between classes for cleaning and safe transition between students.
- There will be sanitising stations placed in the foyer 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 unrequired items are to be brought into the facility, please refrain from bringing dance bags, toys etc.
- 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.
- Children under four years may require a parent, this is to be determined by Director/Principal and parent must adhere to COVIDSafe rules whilst on the premises.
- There will be no second hand uniform sales, no lost property.
- Costume items for our video filming will be distributed to students in due course. Costuming will be very simple, to minimise the need for costume changes during the filming session.
- All enquiries are to be done via email or a phone call, please do not approach staff to discuss or ask questions. Staff must give full attention to the students and additional cleaning duties.

Forward all inquiries to:

Karen Street admin@essentiallydance.com.au

Linda McKay linda@essentiallydance.com.au

Phone: 9444 7847 - This number diverts to Linda's mobile when studio phone is unattended

ARRIVAL OF STUDENTS

- Students should arrive dressed in their dance attire and ready for class
- Parents/Guardians are to drop off their child at the entrance, whilst maintaining social distancing and not enter the premises
- Parents/Guardians must leave the premises and return at pick up time. No loitering in the driveway.
- Staff will permit students to enter once all other students from previous lesson have departed and that sanitation of the rooms has been completed.
- Older Students walking or arriving directly from school will have access to change rooms one person at a time. All surfaces to be wiped down after each use.
 - Admission will be no earlier than 4:00pm for a 4:15 class.
 - School bags to remain in the foyer, only dance related items to be taken into the studio
 - No other access to change rooms will be permitted.
- 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.
- Temperature checks and 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 and windows (weather permitting) will remain open for air flow
- Students are to start on their marker and remain 1.5 metres apart from others.
- Ballet barres will be disinfected before and after every classes. Students to stay in their allocated barre space 1.5m apart at all times.
- Teachers and staff will remain 1.5m from students always.
- No physical corrections, modifications or spotting will be done, unless necessary for the safety of the student.
- No partner work or physical contact between students, students are to refrain from hugging, high 5s or close contact with others. This includes outside and inside the premises.
- 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

- 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 are to collect them, parents and students must maintain social distancing during exit and pick up, even outside of the building. Significant fines apply to our studio for breaches. Please be considerate.
- 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. foyer or outside in between classes so sanitation process can be completed. Students will be supervised.
- Food should only be brought to the studio for those attending multiple classes.
- There is no access to the kitchen. Pack ready to eat meals & snacks and bring your own cutlery.
- 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 at each change of studio.
- Teachers will discard any unclaimed water bottles or belongings before the next class enters.
- Foot pedal rubbish bins will be in use to avoid touchpoints.

TIMETABLE & 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.

CONTACT

All concerns or queries are to be directed to:

Linda McKay

9444 7847

linda@essentiallydance.com.au

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