



## **EXPRESSION DANCE SCHOOL COVID SAFE PLAN**

### **JANUARY 2021**

#### **PURPOSE OF THIS DOCUMENT**

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The purpose of the Expression Dance School COVID Safe Plan is to demonstrate to health authorities and the community the measures taken to ensure safe operation of the studio under the Federal Government's National Roadmap to Recovery from COVID-19, we have put together some general guidance as a starting point for families, students, dance schools and parents to navigate this process.

This plan aims to protect staff, students, families and guests and ensure they comply with COVID safety requirements specific to our business including contact tracing requirements.

We have done our best to minimise the risk of spreading COVID-19, but exposure cannot be completely eliminated. Enter our studio at your own risk.

#### **OPERATING CONDITIONS FOR EDS**

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Expression Dance School will have up to a maximum of 250 people in the theatre and no more than 120 students and staff backstage, with no more than one person per 4 square metres and physical distancing observed.

Number of people includes spectators and any other person around the gathering including staff, trainers, instructors. More than this number of people may be permitted under an approved Industry COVID Safe Plan.



## **GET IN, DANCE, GET OUT METHODOLOGY**

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EDS will promote the methodology of 'Get in, dance, get out' as a guide to limit personal exposure. This includes:

- o strategies to limit time and person-to-person contact on site will be implemented. No parents will be allowed in the waiting room. All students and visitors will be signed in and signed out.
- o limited use of change rooms and no access to the shower amenities. Toilets may remain open but must be cleaned regularly
- o dancers should be encouraged to come dressed to avoid the need for changing rooms.
- o arrive on time, leave on time
- o maintain good hygiene practices
- o eat off-site where possible
- o any tasks that can be done at home, should be done at home

## **PREPARATION OF FACILITIES**

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All facilities have undergone a Risk Review by Expression Dance School prior to resumption of the term. The review must consider:

- o availability of sanitation amenities
- o high traffic times internal and external
- o sufficient room available for ingress into and egress from the room/area ▪ waiting areas
- o cleaning protocols
- o cleaning protocols for shared areas etc.
- o cleaning records if required.

The Risk Review will be conducted using Plan Checklist to assist in determining risks.



## **CLEAN FACILITY**

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Expression Dance School will ensure that there are adequate cleaning protocols in place for controlling the risk of infection within each room/area. Appropriate detergents and disinfection products should be used as required. Cleaning protocols are to include:

- regular common surface disinfection
- disinfection of high-touch points and common use equipment between activities
- regular cleaning of bathroom amenities used for personal sanitation. Important considerations:
  - Where shared amenities are used, Expression Dance School will confirm adequate measures are in place to sanitise the area. This will require consultation with Strata Managent Centre.



## **GOOD HYGIENE**

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Good personal hygiene can help prevent the transmission on COVID-19. All personnel and participants must be encouraged to promote and engage in good hygiene practices such as:

- hand hygiene (hand sanitisers) on entry and exit from the theatre and premises, as well as pre, post and during classes.
- temperature check will be taken on arrival
- not attend if feeling unwell
- frequent hand washing or using alcohol-based sanitisers
- not sharing water bottles or personal equipment
- avoid touching their face
- limit touching of surfaces
- limiting the use of shared equipment or cleaning after use
- covering sneezes and coughs

Expression Dance School will ensure there is suitable sanitation products available for personnel, participants and guests.

Strata Management will ensure there is adequate sanitisation and this may include:

- bathroom with fresh water, soap and clean paper towels; and/or
- alcohol-based hand sanitiser.

Alternately, where Expression Dance School may be unable to provide sanitation products, participants may be required to provide their own means of sanitation.



## **PHYSICAL DISTANCING**

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EDS will adhere to the basic principles of physical distancing as much as practical such as:

- 1.5m distance between people when gathering.
- 4m<sup>2</sup> space per person when working or conducting an activity within a shared space.
- avoid physical greetings such as hugging, kissing or hand shaking. To comply with physical distancing measures, Operating Businesses should:
- adhere to physical distancing recommendations as detailed within the NSW guidelines as much as reasonably practicable
  - ▶ provide visual indication of physical distancing measures to assist participants to follow.
  - ▶ These may include (but not limited to):
    - floor markings
    - wall markings
    - spacing of furniture or materials
    - installing physical barriers in high traffic areas
  - ▶ actively promote the practice of physical distancing for all personnel, participants and guests.



## **CONTROLLING THE FLOW OF STUDENTS AND PARENTS**

Expression Dance School will ensure to put measures into place to control the flow of participants within the premises or facility. EDES will also consider the effect participant traffic may have on the immediate area around the premises or facilities. Measures are to be put in place such as:

- staggering of activity times where multiple rooms/areas are within the same premises to limit traffic or gatherings in common spaces
- established arrival times to minimise gathering while waiting for activities
- coordination by personnel with the release of classes
- if practicable, set up separate entry and exit points to each room/area and use visual guides such as arrows to coordinate the flow
- consultation with the tenancies and neighbours around them to ensure flow of participants does not negatively impact their ability to operate safely
- All spectators will exit the venue promptly at the conclusion of the performance and strictly avoid congregating in corridors or hallways.



## **SAFETY PROMOTION**

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Expression Dance School will ensure to communicate our safety measures and best practice behaviours to anyone engaging in the activities of the classes. Safety promotion will include visible display of safety procedures, best practice guidance and business compliance inside and outside the place of business. Promotion may include posters, printed material or online instructions.

Examples of safety promotion may include:

- activity times (high volume traffic)
- requirements for entering and exiting room/area (check-in and collection procedures)
- COVID Safe Compliance Signage
- markings for physical distancing in waiting zones (if required)
- participant behavioural expectations in relation to good hygiene and physical distancing
- instructional posters on hand washing, hand sanitisation, physical distancing and COVID-19.



## **CHECK-IN PROCEDURE**

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Expression Dance School check-in procedures will provide first point of contact protection by identifying, and preventing entry to, individuals who may be infected with COVID-19 and thus preventing transmission within the premises.

EDS will ensure we have clear signage of the conditions of entry and the Operating Businesses' right to refusal.

EDS will have a check-in process for personnel, participants and guests where:

- personnel responsible for check-in should have appropriate training to identify signs or symptoms of COVID-19.
- a notice should also be displayed stating that patrons should not enter the venue, if they:
  - ▶ Have COVID-19 symptoms or are unwell
  - ▶ Have been in close contact with a known case of COVID-19
  - ▶ Have travelled overseas in the previous 14 days
  - ▶ Have been to a declared COVID-19 hotspot in the previous 14 days
- clear entry sign advising of right to refusal to be displayed
- any persons with signs or symptoms of COVID are to be refused entry
- on entry participants or guests should be queried if they have experienced symptoms of COVID (this may be achieved through individual or group interaction)
- non-Contact temperature testing is recommended where available.





## **ATTENDANCE RECORDS**

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Attendance records for any individual visiting the studio must be maintained to assist in contact tracing if required. Attendance records will be detailed enough to allow thorough contract tracing if any individuals attending the studio or participating in activities contract COVID-19 or have been in contact with COVID-19 cases.

We will be keeping a record of all participants and guests in the building for the purposes of identifying close contact with infected persons in the event of an outbreak of COVID-19. There will be a digital visitor registration sign where you will hold your phone to it to register your details as you enter the premises. Attendance records will be kept securely for at least 56 days.