

COVID-19 RESPONSE DOCUMENT

COVID-19 Safety Plan

West Pointe Ballet Academy is committed to acting safely and in the best interest of the local and broader community. In line with State and Federal Government jurisdictions we commit to keeping a safe workplace for our staff, contractors and safe studio for our dance community.

OBJECTIVE

The objective of the COVID-19 Safety Plan is to minimise the risk of transmission of COVID-19 through; the assessment of risk, the careful planning and implementation of procedures, the communication of said procedures. This plan will be published on www.westpointeballet.com.au and emailed to contractors and parents.

SCOPE

This policy and plan in whole or part is relevant to the; Principal, contractors, staff, students, volunteers, parents and caregivers. Responsibilities are detailed in each section.

SAFETY PLAN

The Safety Plan is separated into 7 recommended standards:

1. Cleaning and Hygiene
2. Restrictions on Entry to the Workplace
3. Physical Distancing at the Workplace
4. Providing instruction, training and supervision in respect to COVID-19
5. Managing and Reviewing the Risk
6. Response to an incident of COVID-19
7. Operational Procedures Arrival & Pick up – Dancers/Parents (separate document)

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1. Cleaning and Hygiene

Cleaning:

West Pointe commits to maintaining a schedule for cleaning; and where appropriate disinfecting, that ensures the workplace is routinely cleaned. This includes furniture, equipment and other items. The cleaning schedule is in writing so all workers are aware of the requirements. The schedule should take into account the level of risk of exposure to, contracting or spreading COVID-19 within the workplace. This schedule sets out both the frequency and method of cleaning and disinfecting is required.

Hand Hygiene:

West Pointe has put in place a strict hand hygiene procedure to ensure all persons entering the workplace are observing appropriate hand hygiene measures to minimise the risk of exposure to, contracting or spreading COVID-19 within the workplace. This procedure addresses hand cleaning by staff and contractors and anyone entering the workplace. using soap and water or the use of hand sanitiser, as appropriate for the circumstances.

Procedures implemented to minimise the risk of exposure

CLEANING

- Light Cleaning and disinfection of touch surfaces will be done at the end of each class including wiping down of ballet barres, doors etc.
- Students wipe down their lockers upon leaving class
- Cleaning and Disinfection of all surfaces at the end of each shift including;
 - Studios
 - Toilet/handbasin
 - Reception/waiting room
- Staff Kitchenette
- Costume room (not accessible, to most staff and all students)

HAND HYGIENE

- Signs on Hand Hygiene are placed in bathrooms and throughout Studio
- Verbal Cues to remind of effective hand hygiene
- Hand sanitising station installed at entry to the premises
- Hand sanitising station installed at the entry to studio 1
- Students hand sanitise before and after classes. Student encouraged to access to sanitiser and or wash hands sinks throughout class when needed, for example if they sneeze, touch their face etc.

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RESPONSIBLE:	Teachers/Receptionist as rostered, Dancers
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2. Self-Isolating – Feeling Unwell

West Pointe appeal that persons who are required by law or by medical direction to self-isolate or quarantine must not enter or attend the premises. This may be due; to returning from travelling, awaiting the results of a COVID-19 test or recovering from COVID-19.

West Pointe commits to sound record keeping to ensure contact tracing can be followed by DHHS as required.

West Pointe appeal that persons who have cold or flu like symptoms or persons who are extremely fatigued must stay at home to minimise the spread. You can return as soon as you are well or as soon as your COVID-19 test returns a negative result.

Consultation regarding self-isolation and staying home if unwell

<p>EVERYONE</p> <ul style="list-style-type: none"> ● Recommend to download the COVID Safe App ● West Pointe Coronavirus & Infection Policy distributed ● Staff and clients instructed to 'stay at home' if unwell verbally/email/social media groups ● Student records checked (contact details) and updated ● Parents/students email westpointedance@gmail.com if they are absent from class <p>STAFF/CONTRACTORS</p> <ul style="list-style-type: none"> ● Staff meetings via ZOOM discussion of requirements ● Senior staff meetings about hygiene practices, and stay at home if ill ● Teachers will keep a record of everyone who comes in for classes including staff, students and clients ● Receptionist is in charge of the entrance to the premises ● Teachers advise the Principal by phone if they are unable to teach.

Responsible:	Principal / Administration
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3. Physical Distancing in the Workplace

West Pointe will take all reasonable steps to ensure as far as is reasonably practicable in the circumstances that: - Each person over the age of 18 at the workplace, or entering or leaving the workplace, maintains a distance of at least 1.5 metres from every other person over the age

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of 18 at the workplace, or when entering or leaving the workplace, and - the total number of people present in a single space, at any one time, does not exceed the number calculated by dividing the total area of the space used, as measured in square metres, by 4.

If it is not reasonably practicable to comply with the physical distancing requirements described above, then the employer must ensure that control measures are implemented in keeping with the requirements to manage the risks to health and safety relevant to COVID-19. A person at, entering or leaving a workplace must ensure that s/he complies with the requirements of the physical distancing requirements of that workplace, if it is reasonable to do so.

Physical distancing measures

- Currently parents do not enter in the premises, this reduces the number of people in the space.
- Reception at base of the stairs during busy times to check in students/clients entering and exiting.
- All non-essential items will be removed from the studio to make space.
- Props and warm up equipment will not be used
- Social distancing stickers will be placed on the floor of the arcade
- Signs inside and upon entry to remind staff and clients of social distancing
- Direct staff to remind dancers, and visitors about social distancing

RESPONSIBLE:

All Staff and clients

4. Providing instruction and supervision in respect to COVID-19

West Pointe commits to providing staff (including contractors and volunteers) with information, training and instruction on: - the risks in relation to COVID-19, and - the control measures implemented in the workplace to mitigate those risks, in relation to COVID-19.

West Pointe also commits to providing supervision to ensure control measures are implemented in the workplace in relation to COVID-19. The employer must also ensure that information and instruction is provided to other people in the workplace about the control measures in place to mitigate the risks of COVID-19 and the requirements of those people to apply the control measures. The information and instructions are to be in a format that is reasonable to the circumstances. A worker or other person, at the workplace or entering or leaving the workplace, must comply, so far as they are reasonably able, with any reasonable instruction that is given by the employer to allow the employer to manage the risks to health and safety within the workplace.

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Instruction and guidance staff/contractors & clients about ways to control risk in relation to Covid-19

- Coronavirus & Infection Policy distributed and discussed with staff
- Increased frequency of ZOOM staff meetings
- Staff trained on ways to best protect themselves (staff), the space and clients
- Staff required to keep records and report to administration
- Staff instructed that props will not be used during the pandemic
- Staff will need to make sure classes start and finish on time to limit the amount of time clients are in the building.
- Signage will be placed around the studio to remind staff/students & clients how to protect themselves and others.
- Verbal cues will be used by educators and staff during transitions
- Staff trained in cleaning and hygiene to effectively clean to reduce risk

RESPONSIBLE;

All Staff

5. Managing and Reviewing the Risk

West Pointe is committed to managing risks to health and safety. A COVID-19 Risk Register is kept and regularly reviewed and updated to manage ongoing risks and log new risks.

What is currently in place to manage COVID-19 Infection Risk

- Risk Register kept and regularly reviewed via feedback and meetings
- Use of Coronavirus & Infection Policy
- Staff meetings to discuss relevant changes and information
- Email and social media posts to educate clients & staff
- Increased frequency of cleaning high touch surfaces
- Updated Cleaning schedules
- Limit amount of people allowed in the space/ email to clients/ front door guardian
- New entry and exit procedure implemented
- Hand Sanitising stations before entering & departing classes
- Clients to drop dancers at the base of the stairs
- Online payment encouraged
- Client appointments by request only

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- Most staff have completed online 'Covid-19 Infectious Control Training' government course at: <https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>
- All staff encouraged to complete above training
- Staff and clients over 18 to obey the 1.5m rule at all times
- Signage, verbal cues and markings to remind of physical distancing requirements

RESPONSIBLE	All staff / contractors
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6. Response to an Incident of COVID-19

Report and notify cases of COVID-19

If there is a confirmed or probable case of COVID-19 infection West Pointe, Department of Health and Human Services will be notified by the medical professional who confirms the diagnosis and the relevant testing laboratory.

- We will promptly advise our community what to do in line with the DHHS guidance
- We will always respect the privacy of our clients
- We will commit to a safe environment for all
- The studio will close for deep cleaning
- We will quickly return to ZOOM classes for a short period if this occurs

RESPONSIBLE	Principal / Administrator
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7. Operational Procedures for Arrival and Pick up

West Pointe has compiled Operational Procedures for dancers and parents to follow during this time.

Separate document

RESPONSIBLE	All staff and clients
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ACCOMPANYING INTERNAL DOCUMENTS

- COVID-19 RESPONSE DOCUMENTS
 - Coronavirus Infection Control Policy

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- Risk Register
- Operational Procedures – Arrival/Pick up from ballet
- Child Safe - Code of Conduct
- Enrolment Form / Terms & Conditions of Enrolment

RESOURCES:

AUSDANCE Victoria

<https://ausdance.org.au/news/article/return-to-dance-principles-and-framework-for-restarting-dance-activities-po>

Royal Academy of Dance Aust. – Guidance Return to Dance Following COVID-19

Department of Health & Human Services Victoria

<https://www.dhhs.vic.gov.au/sport-and-exercise-restrictions-covid-19#which-recreational-facilities-are-restricted>

Australian Institute of Sport, Framework for Rebooting Sport

https://ais.gov.au/health-wellbeing/covid-19#ais_framework_for_rebooting_sport

Safe Work Australia

<https://www.safeworkaustralia.gov.au/>

Australian Government Department of Health

<https://www.health.gov.au/>

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Responsibility	Principal	Date for review	June 30 2022
Scope	Staff, Students, Volunteers, Parents, Caregivers. contractors		