

COVID-19 RESPONSE DOCUMENT

Coronavirus & Infection Control Policy

Objective

Our ballet studio, West Pointe Ballet Academy aims to minimise the risk of transmission of coronavirus through careful and continued review and improvement of our premises and practices in line with state and federal government legislation. This Policy is supported by COVID-19 Response Documents.

Scope

This policy is relevant to the Principal, staff, students, volunteers, parents and caregivers

Definitions

Coronavirus & Infection Control

- Staff and clients are most likely source of infection and transmission. Occasional visitors to the venue may be at risk of both infection and transmission.
- The main modes for transmission of infectious agents are contact (including blood borne), droplet and airborne. Transmission of infection may also occur through sources such as contaminated food, water, medications, devices or equipment.
- Cleaning & Hygiene are integral to staff, client and visitor support.

Risk Management

- Risks of infection are regularly assessed, identified and managed via a risk register
- Staff/contractors are trained in hygiene practices, including relevant application of precautions to minimise the risk of infection.
- Mechanisms are in place for monitoring compliance with infection control procedures.

Responsibilities

Principal - Nicole Ryan overall responsibility for:

- Establishing and implementing systems for infection control. Effective infection control is central to providing high quality support for staff, clients, and visitors whilst within the venue.

- Ensuring all parties are sufficiently informed through various modes of communication, to be able to participate in reducing the risk of transmission of infectious agents from and between each other.
- Putting in place a training process for staff, clients and visitors to support a safe working environment.
- Reviewing Coronavirus & Infection Control Policy and Covid-19 Safety Plans and Practices to check if they are effectively implemented and adhered to.

Staff/Contractors/Volunteers/Parents/Students responsible for

- Compliance with Coronavirus & Infection Control Policy and Covid-19 Safety Plan
- Undertake training
- Lead by example and promote safe infection control practices to students and others
- Follow operational procedures as set out

Policy Implementation

For effective implementation of the Coronavirus & Infection control Policy West Pointe requires the following to take place;

- This policy and supporting documents need to be published and readily accessible to all who have responsibilities relating to coronavirus & infection control at West Pointe.
- Training is provided to persons with specific tasks where infection transmission is a risk such as, cleaning, check in and teaching.
- Regular records of Infection control measures (cleaning) need to be recorded daily.

Policy Detail

Once risks are formally registered and assessed we set about;

- eliminating the risk factors
- modifying or changing procedures, protocols and work practices
- monitoring client, staff and visitor compliance with infection control procedures
- providing information/education and training to clients and employees.

Infection Risk Assessment

- We carefully identify and assess infection control risks by taking into consideration the likelihood of infection from particular risks. Factors such as frequency of exposure, levels of training and knowledge, existing controls, environmental factors and the experience of employees are considered.

Education and Information

- Education regarding Covid-19 infection prevention is provided staff and contractors
- Advice and education related to Covid-19 is provided to clients through email and WhatsApp and SMS

Standard Precautions

- Standard precautions are applied in all situations in which staff may have contact with blood / body fluids.

Hand Washing and Hygiene

- Hand washing and hygiene are considered amongst the most important measures in infection control.
- The coronavirus is most likely to spread from person-to-person through droplets of saliva produced when a person coughs or sneezes. Droplets cannot go through skin and people can only be infected if they touch their mouth, nose or eyes once their skin (ie hands) is contaminated. Droplets usually travel further than 1 metre through the air.

This means the transmission of droplets can occur when people:

- have direct close contact with a person while they are infectious
- have close contact with an infected person who coughs or sneezes
- touch objects or surfaces like door handles or tables contaminated from a cough or sneeze from a person with a confirmed infection, and then touch their mouth or face.

The Principal and most staff have completed the online [COVID-19 Infection Control Training](#) made available by the Federal Department of Health. Staff are requested to complete the training in their own time. Employees and volunteers should continue to implement high standards of hygiene and infection control at all times. This includes ensuring they and where relevant children:

- wash hands frequently with soap and water including before and after eating or handling food, going to the toilet, after wiping or touching nose and cleaning up spills of body fluids
- wash hands in soap and water or with 60-80% alcohol based sanitiser.
- cough and sneeze into their inner elbow, or use a tissue to cover their mouth and nose and placing tissues in the bin immediately after use
- hands must be washed and dried or hand sanitiser used before and after direct contact with client/staff or visitors.

Social distancing

To limit the potential spread of COVID-19 infection, we are:

- parents dropping off students in the arcade
- all payments are online
- contactless purchases of tights and tape
- having a receptionist to check in students
- only allowing 1 child at tap at a time to wash hands
- staggering lessons to reduce number of children and number of staff required in venue at any one time
- staggering children's attendance where possible or necessary

PPE (Personal Protective Equipment)

- Protective barriers (eye shields, gloves, gowns and pocket masks) are to only be used whenever there is a potential for exposure to blood and body substances. They should not be worn when undertaking exercise.
- General purpose utility gloves should be worn for housekeeping tasks including: cleaning of all surfaces

MASKS

- Masks should be worn in accordance with current directive of the Victorian Department of Health and Human Services (DHHS). Staff and students will be informed of updates by the Principal. This is outlined in Operational Procedures & Protocols.

Quarantining

- Staff, students experiencing illness even mild are required to remain at home and not attend West Pointe Ballet Academy.
- Staff and clients who have been in contact with someone suspected of Covid-19 should remain at home.
- If staff or clients have been in contact with someone with Covid-19 they should follow Health directives and Quarantine for 14 days
- If a case of Covid-19 has been within West Pointe Ballet Academy building is found, direction from Victorian Department of Health and Human Services (DHHS) will be followed.

ACCOMPANYING INTERNAL DOCUMENTS

- COVID-19 RESPONSE DOCUMENTS
 - COVID-19 Safety Plan
 - Risk Register
 - Operational Procedures & Protocols – 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>

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		