



COVID SAFE PLAN

This COVIDSafe Plan has been developed to support Dance Lab to safely reopen, maintain a COVIDSafe workplace and prepare for a suspected or confirmed case of coronavirus (COVID-19) in the workplace.

The workplace being Dance Lab, 38 Guelph st, Somerville, Victoria, 3912.

Business name: Dance Lab

Plan completed by: Emily Kheissy

Date reviewed: 4/11/2020

1. Ensure physical distancing

- Dance Lab Workers, students and visitors are required to maintain a distance 1.5 metres between themselves and others at all times.
- Workers, students and visitors will be supervised by a Dance Lab Covid Marshall at all times to ensure that social distancing occurs.
- 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 and clearly marked 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.
- Numbers of patrons (other than staff) on site has been limited to 20.
- Numbers of staff on site has been limited to 5.
- Where students are under the age of 18 and arrive with a parent of guardian, the parent/guardian is not permitted inside the premises.
- There is no entry permitted to the general public.

Signage has been displayed to notify delivery drivers of contactless delivery options.

2. Wear a face covering

- All employees are required to wear a face covering.
- All students aged 12 years & over are required to wear a face covering.
- Students aged under 12 years have the option to wear a face covering.
- Employees and students have received training on how to wear a mask correctly and maintain the quality of the mask.
- Staff, students and visitors will be supervised by the Dance Lab Covid Marshall to ensure that mask wearing policies are adhered to.
- Masks are available to any member who may require a mask.

3. Practise good hygiene

- The premises will be cleaned regularly. This is supported by the attached cleaning schedule.
- High touch surfaces will be cleaned frequently. This is supported by the attached cleaning schedule.
- Where possible communal high touch items have been removed, or replaced with more hygienic alternatives. This includes (but is not limited to) equipment which has been removed and classroom props which have also been removed.
- 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.
- A Dance Lab Covid Marshall will supervise hygiene in all common areas.
- Temperature checks are mandatory upon entry if requested.
- Staff will be required to complete a health questionnaire attending each shift to determine if they are fit to attend.

4. Keep records and act quickly if workers become unwell

- 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, an email will be sent to those who were a close contact at our premises.
 - A sign in sheet has been established to log all visitors to the premises outlining the date and time they attended. This will enable contact tracing.
 - 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 director Emily Kheissy. A copy of the risk assessment 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 director Emily Kheissy.
 - In the result of a required closure as instructed by DHHS, all members will be contacted via email. Once approved by DHHS, Dance lab will re-open and notify all members via email.
- Information regarding any closures will also be advertised on social media pages.

All staff, visitors and students will be required to verbally/digitally agree to being fit to attend prior to each visit.

5. Avoid interactions in enclosed spaces

- All doors will remain open to allow for optimal air flow.
- All windows will remain open to allow for optimal air flow.
- 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.
- Patrons permitted in each area will meet the density requirements of one person per 4 square metres.
- Retail sales, payments, and inquiry procedures have moved to online only.

6. Create workforce bubbles

- Staff rosters allow for a gap between shift changes or separate studio space to avoid the amount of workers crossing over at any one time.
- Staff will undertake any breaks in their vehicle and not in a shared area.
- Classes have been structured and scheduled to create bubbles, aiming to avoid breaks or crossover periods with other students.
- Class start times have been staggered where necessary to limit the amount of patrons entering the building at any one time.
- Class finish times have been staggered where necessary to limit the amount of patrons exiting the building at any one time.
- Students and Staff have been allocated to one designated space for the duration of their visit/shift/session to avoid sharing spaces.
- Where possible, staff will limit their exposure to other workplaces, social settings and public places.
- Records will be kept of staff members work undertaken at alternative workplaces.