

# 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, 28 Guelph st, Somerville, Victoria, 3912.**

**Business name: Dance Lab**

**Plan completed by: Emily Kheissy**

**Date reviewed: 29/01/2022**



## **1. Ensure physical distancing Dance Lab**

Dance Lab Workers, students and visitors are required to maintain a distance 1.5 metres between themselves and others at all times. All students and visitors to the studio must check in using QR code.

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 required, 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.

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**

### **Dance Lab**

All employees are required to wear a face covering when they cannot socially distance.

All students aged **9 years & over** are required to wear a face covering entering the studio and between classes including meal breaks.

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**

### **Dance Lab**

The premises will be cleaned regularly.

High touch surfaces will be cleaned frequently.

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.

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**

### **Dance Lab**

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 text

message and email. Once approved by DHHS, {insert business name} 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**

### **Dance Lab**

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.

Retail sales, payments, and inquiry procedures have moved to online only.

## **6. Create workforce bubbles**

### **Dance Lab**

Students in a particular age group will all attend at the one time, aiming to avoid breaks or crossover periods with other students.

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.

## **6. Outdoor Classes**

### **Dance Lab carpark**

Strictly drop off at the closed gate and sign in using QR code.

Only students are permitted in classes enter class area and must not arrive more than 5 min prior to lesson.

Students must be collected on time.

Please bring a drink bottle.

Dress warmly in tight covered layers – Example – Leggings and shirt as we are outdoors.

Entire studio is closed to the public including changerooms, bathrooms, kitchen ect.

Face masks for all students 9yrs and above must wear a face mask.

Classes will be cancelled if weather is poor.

Numbers for classes are limited to government restrictions.

Attendance for classes is as per government guidelines