

COVIDSAFE PLAN

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This document is a working document that answers the mitigation best practice in accordance with the Victorian State Government Guidelines.

This is used as a resource, check list and part of our overall plan.

This is intended as an internal document that can be given to DHHS if requested.

HYGIENE	MITIGATION BEST PRACTICE	CHECK LIST	RESOURCE
Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for students and staff.	Hand sanitiser available upon entry and exit of facility Hand soap and paper towels provided at basins. Hand sanitiser stations at entrance of both studios and foyer.	<ul style="list-style-type: none"><li>• Hand sanitiser</li><li>• Hand soap</li><li>• Paper Towels</li></ul>	<a href="http://www.activesupply.com.au">www.activesupply.com.au</a> <a href="https://www.seasidepackaging.com.au/">https://www.seasidepackaging.com.au/</a>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	Opening entry doors to increase airflow Open windows		
In areas or workplaces where it is required, ensure all staff wear a face covering, unless a lawful exception applies. Ensure adequate face coverings	Cloth face masks to be worn by staff and students in all classes and performances except in extreme aerobic exercise they may be pulled down.	<ul style="list-style-type: none"><li>• Disposable masks</li></ul>	<a href="http://www.bloch.com.au">www.bloch.com.au</a> <a href="http://www.kineticcreations.com.au">www.kineticcreations.com.au</a> <a href="http://www.medshop.com.au">www.medshop.com.au</a>

and PPE are available to staff that do not have their own.	Provide disposable masks for emergency PPE not required.		
Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).	COVIDSafe training for all staff. Certificates to be displayed Staff to sign off on agreement adhering to COVIDSafe plan & that it has been read. Provide an infectious waste only bin to be emptied daily.	<ul style="list-style-type: none"> <li>• Complete COVID Safe training</li> <li>• Disposable face masks</li> <li>• Disposable gloves</li> <li>• Bin bags</li> <li>• Waste bin with lid for infectious waste only.</li> <li>• Signed staff agreements</li> <li>• COVIDSafe Plan for staff and families</li> </ul>	<a href="https://covid-19training.gov.au/">https://covid-19training.gov.au/</a> <a href="http://www.activesupply.com.au">www.activesupply.com.au</a> <a href="http://www.medshop.com.au">www.medshop.com.au</a>
Replace high-touch communal items with alternatives.	Ballet barres to be disinfected immediately after use Other equipment to be used Disinfect any high touch surface after use	<ul style="list-style-type: none"> <li>• Disinfectant wipes</li> <li>• Spray bottle with disinfectant in both studio and foyer</li> </ul>	<a href="http://www.activesupply.com.au">www.activesupply.com.au</a>
<b>CLEANING</b>			
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly.	Disinfectant wipes or/sanitising spray to be used on all staff communal items between class/space changeover – ( <i>staff responsibility</i> ). Teachers to disinfectant wipe dance space floor between classes. Hand sanitiser to be used at end of class for staff and students Toilet facilities to be used at an absolute minimum & disinfected. Change room to be closed. Students to arrive dressed for class and to wait outside under the	<ul style="list-style-type: none"> <li>• Disinfectant wipes</li> <li>• Waste bin with lid for infectious waste only.</li> <li>• Hand sanitiser</li> <li>• Self-clean or cleaning staff</li> <li>• Cleaning supplies</li> <li>• Disposable gloves</li> <li>• Sanitising spray</li> </ul>	<a href="http://www.activesupply.com.au">www.activesupply.com.au</a> <a href="http://www.medshop.com.au">www.medshop.com.au</a>

	<p>provided marquees until given permission to enter the building.</p> <p>Doors to only be opened by staff</p> <p>Door handles, to be disinfected at end of each class/session.</p> <p>Light switches, alarm pads to be disinfected and the start and end of day</p> <p>Facility clean at end of night.</p>		
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	Purchase items in bulk	<ul style="list-style-type: none"> <li>• Quotes</li> <li>• Source supplier</li> </ul>	<a href="http://www.activesupply.com.au">www.activesupply.com.au</a> <a href="https://www.seasidepackaging.com.au/">https://www.seasidepackaging.com.au/</a>
<b>PHYSICAL DISTANCING &amp; LIMITED ONSITE PEOPLE</b>			
Everybody that enters the studio MUST QR code in	QR code displayed in entrance, foyer and our private facebook page		
Establish a system that ensures staff members are not working across multiple settings/work sites.	<p>Students to move to teachers, rather than teacher changing studio space if required.</p> <p>Staff to disinfect own workspace and sanitise hands at end of shift</p> <p>Staff to exit premises immediately at end of shift.</p>	<ul style="list-style-type: none"> <li>• Disinfectant wipes</li> <li>• Hand sanitiser</li> </ul>	
Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.	<p>Communication to all staff, students, and families to not attend the facility if feeling unwell.</p> <p>Display signage</p> <p>Covid marsall will asses everyone upon entry. Temperature will be taken if they seem unwell</p>	<ul style="list-style-type: none"> <li>• Email communication</li> <li>• Signage</li> <li>• Digital infrared thermometer</li> <li>• Assumption of the Risk and Waiver of Liability Relating to COVID-19 to be signed by guardians</li> </ul>	<a href="https://www.australia.gov.au/covidsafe-resources">https://www.australia.gov.au/covidsafe-resources</a> <a href="http://www.chemistwarehouse.com.au">www.chemistwarehouse.com.au</a> <a href="http://www.medshop.com.au">www.medshop.com.au</a> DAA COVIDSafe Template DAA Assumption of waiver template

		<ul style="list-style-type: none"> <li>• Communicate COVIDSafe Plan to families</li> </ul>	
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> <li>• there is no more than one worker per four square meters of enclosed workspace</li> <li>• workers are spaced at least 1.5m apart</li> <li>• there is no more than one member of the public per four square meters of publicly available space.</li> </ul> <p>Also consider installing screens or barriers.</p>	<p>Measure out and place markers of where to stand throughout all studio floor spaces</p> <p>Remove chairs or space 1.5 mts apart</p> <p>No class spectators or guardians to stay on or enter premises – students to be “kiss and dropped”</p> <p>Mark any outdoor spaces with safe distance markers</p> <p>Provide signage in and around studio space and entrance</p> <p>Install barrier screen at reception desk</p> <p>In class – no physical corrections, modifications for corrections by teachers</p> <p>No physical contact between students, including partner work, lifts, hugging, high 5’s etc</p>	<ul style="list-style-type: none"> <li>• Floor markers for in studio</li> <li>• Spray paint/cones/etc for outdoor space marking</li> <li>• Signage</li> <li>• Barrier screen (if req)</li> </ul>	<p><a href="mailto:g.wheaton@icloud.com">g.wheaton@icloud.com</a></p> <p><a href="http://www.samedayprinting.com.au">www.samedayprinting.com.au</a></p> <p><a href="https://www.australia.gov.au/covidsafe-resources">https://www.australia.gov.au/covidsafe-resources</a></p> <p><a href="http://www.archskirt.com.au">www.archskirt.com.au</a></p> <p><a href="http://www.avantiprint.com.au">www.avantiprint.com.au</a></p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p>Place floor markers at entrance, at reception, in foyers, in studios and outside entrance to show safe distancing.</p> <p>Provide signage around premises</p>	<ul style="list-style-type: none"> <li>• Floor markers for in studio</li> <li>• Spray paint/cones/etc for outdoor space marking</li> <li>• Signage</li> </ul>	<p><a href="mailto:g.wheaton@icloud.com">g.wheaton@icloud.com</a></p> <p><a href="http://www.samedayprinting.com.au">www.samedayprinting.com.au</a></p> <p><a href="https://www.australia.gov.au/covidsafe-resources">https://www.australia.gov.au/covidsafe-resources</a></p>
<p>Create class bubbles with teachers and students so if we have a case only that bubble will be affected</p>	<p>Eg. Pre school, Beginners, Sub Juniors, Juniors, Intermediates, Seniors kept in their own bubble</p>	<ul style="list-style-type: none"> <li>• Floor markers</li> <li>• Signage</li> </ul>	<p><a href="mailto:g.wheaton@icloud.com">g.wheaton@icloud.com</a></p> <p><a href="http://www.samedayprinting.com.au">www.samedayprinting.com.au</a></p> <p><a href="https://www.australia.gov.au/covidsafe-resources">https://www.australia.gov.au/covidsafe-resources</a></p>

	Teachers always socially distance and wearing a mask		
Minimise the build-up of workers waiting to enter and exit the workplace.	Studios to be clear before further staff is permitted to enter Maintain 1.5 metres apart from other staff whilst on premises. Staff to exit premises immediately at end of shift	<ul style="list-style-type: none"> <li>• Staff agreement</li> </ul>	DAA Staff Agreement template
Provide training to staff on physical distancing expectations while working and socialising	Studio owners to hold online staff training session prior to opening	<ul style="list-style-type: none"> <li>• Staff agreement</li> </ul>	DAA Staff Agreement template
Review delivery protocols to limit contact between delivery drivers and staff.	Deliveries to be left at front door or inside reception when door open	<ul style="list-style-type: none"> <li>• Signage</li> </ul>	Crate own door notice for delivery drivers
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	Studios to be clear before further staff is permitted to enter Staff to exit premises immediately at end of shift Administration staff to work from home where possible Multiple administration staff to be on staggered shift starting/finishing times OR days	<ul style="list-style-type: none"> <li>• Staff Agreement</li> <li>• Space markers</li> <li>• Signage</li> </ul>	DAA Staff Agreement template <a href="mailto:g.wheaton@icloud.com">g.wheaton@icloud.com</a> <a href="http://www.samedayprinting.com.au">www.samedayprinting.com.au</a> <a href="https://www.australia.gov.au/covidsafe-resources">https://www.australia.gov.au/covidsafe-resources</a>
Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the <u>'four square metre' rule</u> .	Place signage in reception, studio space, bathrooms, and change rooms with specific number allocation to relating space	<ul style="list-style-type: none"> <li>• Signage</li> </ul>	<a href="https://www.australia.gov.au/covidsafe-resources">https://www.australia.gov.au/covidsafe-resources</a>
<b>RECORD KEEPING</b>			
Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This	Studios to be diligent when marking attendance in classes	<ul style="list-style-type: none"> <li>• CRM</li> <li>• Visitor log book or file</li> </ul>	Use current CRM Purchase log book or create excel file

information will assist employers to identify close contacts. QR codes for tracing	Create a log of site visitors for staff and visitors to record in. Everyone must QR code in		
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	Studio owners to include this in staff online training session prior to opening	<ul style="list-style-type: none"> <li>• Staff agreement</li> </ul>	DAA Staff Agreement template
<b>PREPARING YOUR RESPONSE TO A SUSPECTED OR CONFIRMED COVID-19 CASE</b>			
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	<p>Staff/Student/Guardian to contact studio owner immediately if contraction of COVID-19 is confirmed</p> <p>Known case to not attend studio for 14 days</p> <p>Studio owner to contact all persons that have been in contact with known case or have been on the premises at the same times as confirmed case</p> <p>All persons having contact with confirmed case MUST get tested and isolate until test results are clear or for the 14-day isolation period. 7 days if fully vaccinated.</p> <p>Facility to be closed for deep cleaning</p> <p>All families to be notified</p> <p>Close down unlikely but classes to resume online if this is a requirement for the 14-day isolation period.</p>	<ul style="list-style-type: none"> <li>• Staff agreement</li> <li>• Assumption of the Risk and Waiver of Liability Relating to COVID-19 to be signed by guardians</li> <li>• Self-clean or cleaner</li> <li>• Cleaning supplies</li> <li>• Email communication to families</li> <li>• Refer to company COVIDSafe plan</li> </ul>	<a href="http://www.activesupply.com.au">www.activesupply.com.au</a> DAA COVIDSafe Plan Template DAA Assumption of risk waiver DAA Staff Agreement template
Prepare to identify close contacts and providing staff and visitor records to support contact tracing.	<p>Using CRM contact all close contacts to identified case</p> <p>Using visitor logbook to contact</p> <p>QR code system to contact</p>	<ul style="list-style-type: none"> <li>• Existing CRM</li> <li>• Visitor log book or file</li> </ul>	
Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.	<p>Assess the studio space for high touch points</p> <p>Deep clean</p>	<ul style="list-style-type: none"> <li>• Self-clean or cleaner</li> <li>• Cleaning products</li> </ul>	<a href="http://www.activesupply.com.au">www.activesupply.com.au</a> <a href="https://www.dhhs.vic.gov.au/coronavirus">https://www.dhhs.vic.gov.au/coronavirus</a>

<p>Prepare for how you will manage a suspected or confirmed case in a worker during work hours.</p>	<p>Immediately isolate case and have them leave the premises immediately  Minimise contact with remaining persons onsite and engage in controlled evacuation of students and staff by contacting guardians (where applicable) via SMS to collect children or our private Facebook page.  Staff to remain onsite until all students have left before evacuating premises  All know contact must be tested and COVID free before returning  Contact DHHS to confirm direction  Deep clean facility</p>	<ul style="list-style-type: none"> <li>• Response plan</li> <li>• Student contacts</li> <li>• Visitor log book or file</li> <li>• Cleaning products</li> <li>• Disposable gloves</li> </ul>	<p><a href="http://www.activesupply.com.au">www.activesupply.com.au</a>  <a href="https://www.dhhs.vic.gov.au/coronavirus">https://www.dhhs.vic.gov.au/coronavirus</a></p>
<p>Prepare to notify workers and site visitors (including close contacts)</p>	<p>All staff &amp; site visitors to be notified by SMS</p>	<ul style="list-style-type: none"> <li>• Visitor log book or file</li> </ul>	
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p>Call WorkSafe VIC 13 23 60 to report confirmed case immediately</p>		<p>PH: 13 23 60</p>
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<p>Check all cleaning supplies  Check all staff agreements  Check all student waivers  Check signage  Check space markers  Check stock of disposable face masks &amp; gloves  Contact staff with re-opening date  Contact all families to notify re-opening date  Re-issue COVID Safe plan to all staff and families</p>		<p><a href="https://www.dhhs.vic.gov.au/coronavirus">https://www.dhhs.vic.gov.au/coronavirus</a></p>

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