



COVIDSafe Plan



Club Name: Re-Atrix – Regent Calisthenics and Theatrix Dance Arts Centre
Venue(s): 30/87 Heatherdale Road, Ringwood 3134
Plan Completed By: Sarah Carthew
Date: 3/11/2020
Date Reviewed: 30/01/2021

The COVIDSafe Plan is grouped into six COVIDSafe Principles:

1. Ensure physical distancing
2. Wear a face covering – currently N/A
3. Practice good hygiene
4. Keep records and act quickly if workers become unwell
5. Avoid interactions in enclosed spaces
6. Create workforce bubbles



COVIDSAFE PRINCIPLE 1: ENSURE PHYSICAL DISTANCING		
REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
Requirement 1: You must aim for coaches/teachers and spectators/parents/guardians are 1.5m apart as much as possible. This can be done by:		✓
Displaying signs to show patron limits at the entrance of enclosed areas where limits apply		✓
Minimising the build-up of people waiting to enter and exit the venue		✓
Using floor markings to provide minimum physical distancing guides		✓
Action (examples):	Action:	
Identify areas that require floor marking, such as kitchen areas, hallways etc: <ul style="list-style-type: none"> • Allocate different doors for entry and exit • Use an entry and exit system to the site that is as contactless as possible and quick to enter and exit • Use floor markings to provide minimum physical distancing guides at entrances and exits • Identify designated drop off areas. • Outlining the maximum occupancy of areas that are open to the general public, and information about signage 	<ul style="list-style-type: none"> • Clear signage in venue reminding of 1.5m social distancing. Parent drop off zone outside spaced 1.5m apart to ensure “traffic” in studio is pupils mainly • Signage clearly outlining density limits in each area of the studio to be displayed at all times. • Entry to building through main door and exit via roller door to ensure traffic flow, ease of social distancing and safety of pupils • Allocated Helpers assigned for each class to assist with checking numbers and reminding pupils of social distancing requirements 	



REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
Requirement 2: You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that:		√
There is no more than one student/coach/teacher per four square meters of enclosed workspace	Studio space allows for the maximum of 39 pupils, plus coaching/teaching staff where required to safely run classes Foyer space allows 13 parent/carers/supervisors at one time	√
There is no more than one member of the public per four square meters of publicly available space indoors	Studios do not have shared areas or areas available to the general public.	√
Action (examples): <ul style="list-style-type: none"> • Rearrange, remove or cordon off furniture in common areas to ensure physical distancing, stagger seating • Comply with relevant density quotient and signage requirements 	Action <ul style="list-style-type: none"> • Signage with maximum number of people per area of studio clearly shown • Signage on chairs indicating no sitting, to ensure only limited people able to stay in 'foyer' area • Classes are to be pre-registered to allow planning and ensure density requirements are met 	
REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
Requirement 3: You should provide training to teachers/coaches on physical distancing expectations while working and socialising. This should include:	Training on social distancing and density limits has is being conducted for both Regent Coaches and Theatrix Teachers and helpers (5/11/2020)	√
Informing teachers/coaches to follow current public health directions if carpooling. This can be found at https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19	Regent and Theatrix teachers/coaches do not carpool	√
Action (examples): <ul style="list-style-type: none"> • Develop and educate teacher/coaches on strategies and work practice changes to maintain physical distancing • Reinforce messaging to teachers/coaches that physical distancing needs to be maintained during teaching and during social interactions 	<ul style="list-style-type: none"> • Training on social distancing, density and cleaning requirements will take place 31/1/21 	



<ul style="list-style-type: none">• Educating teachers/coaches on hand and cough hygiene, including how to wash and sanitise their hands correctly• Reinforcing the importance of not attending class if unwell• Ensuring appropriate information on the use of face coverings	<ul style="list-style-type: none">• Reinforcement and reminders that social distancing must be maintained where possible – both when teaching or socialising• Cleaning and hygiene requirements and expectations will be made clear to teachers/coaches and helpers that stay at class• Reminders via social platforms, emails, verbal reminders and clear signage at the studios around the importance of staying home if unwell, and this applies to teachers/coaches/helpers/students/siblings/carers	
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COVIDSAFE PRINCIPLE 2: WEAR A FACE COVERING		
REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
<p>Requirement 1: You must ensure all teachers/coaches and visitors entering the worksite wear a face covering as per public health advice. This includes:</p>	Currently N/A 30/01/2021	NA
<p>Providing adequate face coverings to teachers/coaches that do not have their own</p>		
<p>Action (examples):</p> <ul style="list-style-type: none"> Identifying face coverings required for the workplace and describe when and how they need to be worn Monitoring use of face coverings in all teachers/coaches, unless a lawful exception applies 		
REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
<p>Requirement 2: You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE</p>	Currently N/A 30/01/2021	NA
<p>You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.</p>		



COVIDSAFE PRINCIPLE 3: PRACTICE GOOD HYGIENE

REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
Requirement 1: You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones. You should:	Cleaning requirements, products, checklists and schedules available at studios	✓
Clean surfaces with appropriate cleaning products, including detergent and disinfectant	Included in cleaning checklists	✓
Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so	Included in cleaning checklists	✓
Clean between classes	Included in cleaning checklists	✓
Action (examples):	Action	
<ul style="list-style-type: none"> Identify high touch surfaces (door and cupboard handles, kitchen counters, shared equipment) Provide information about cleaning schedules and how to use cleaning products Identify which products are required for thorough cleaning Monitor supplies of cleaning products and regularly restock Avoid sharing of equipment 	<ul style="list-style-type: none"> If used, door knobs, bathroom, kitchen area and benches, ballet barres to be cleaned between each class by teacher/coach and helper at class Floors to be done at the end of each day/evening set of classes Teachers/Coaches and helpers to be advised of no sharing of equipment where possible to happen Central list of cleaning products to be available to mark when product is running low to ensure restocking is current. Helpers to check stock levels each class and record in book if levels are low 	
REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
Requirement 2: You should display a cleaning log in shared spaces and implement an audit of cleaning schedules.	Audit of cleaning schedules to occur weekly and feedback where required or where gaps are evident. (Covid Officer)	✓



REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
Requirement 3: You should make soap and hand sanitizer available throughout the venue and encourage regular handwashing.	Hand sanitiser available at studios	√
Action (examples):	Action	
<ul style="list-style-type: none"> • Location of hand sanitiser stations throughout the venue • Ensuring rubbish bins are available to dispose of paper towels • Ensuring adequate supplies of soap and sanitiser • Ensuring information on how to wash and sanitise hands correctly. 	<ul style="list-style-type: none"> • Hand sanitiser available at entrance, in foyer, bathroom and in studio • Teachers/coaches to remind pupils to use regularly • Signage demonstrating correct handwashing procedures to be displayed in bathroom • Soap, sanitiser and paper towels to be added to cleaning list to ensure stock is always available. Helpers to check stock levels each class and write on list (in book) if stock is low 	



COVIDSAFE PRINCIPLE 4: KEEP RECORDS AND ACT QUICKLY IF WORKERS BECOME UNWELL		
REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
Requirement 1: You must support teachers/coaches to get tested and stay home even if they only have mild symptoms	Teachers/Coaches to be assured that if unwell at all it is fine not to attend class. A procedure to ensure classes are covered with another teacher/coach is in place	√
REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
Requirement 2: You must develop a club contingency plan to manage any outbreaks. This includes:	In managing a covid case and contact tracing plan	√
<ul style="list-style-type: none"> Having a plan to respond to a teacher/coach being notified they are a positive case while at class, noting teacher/coaches who show symptoms or have been in close contact should NOT attend the venue until they receive their test results 	In managing a covid case and contact tracing plan	√
<ul style="list-style-type: none"> Having a plan to identify and notify close contacts in the event of a positive case attending the venue during their infectious period 	In managing a covid case and contact tracing plan	√
<ul style="list-style-type: none"> Having a plan in place to clean the venue (or part) in the event of a positive case 	In managing a covid case and contact tracing plan	√
<ul style="list-style-type: none"> Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts 	In managing a covid case and contact tracing plan	√
<ul style="list-style-type: none"> Having a plan in the event that you have been instructed to close by DHHS 	In managing a covid case and contact tracing plan	√
<ul style="list-style-type: none"> Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work 	In managing a covid case and contact tracing plan	√
Action (examples):	Action	
<ul style="list-style-type: none"> Establish a process for notifying teachers/coaches and close contacts about a positive case at class. Establish a cleaning process in the event of a positive case. Establish a process and responsibility for notifying DHHS 	<ul style="list-style-type: none"> QR code system has been set up to ensure contact tracing is thorough and details available in the event of a Covid-19 positive case 	



<ul style="list-style-type: none"> Establish a process for confirming a teacher/coach (with a suspected or confirmed case) does not have coronavirus (COVID-19) before returning to class 	<ul style="list-style-type: none"> The Covid Officer would be the person to contact DHHS in the event of a positive case and be responsible to follow all advise and directions from the DHHS Teachers/coaches who have had symptoms are required to take a Covid test and are unable to return to the studios until a negative result is received. This information will be recorded via the Covid Offier In the event of a positive covid case, the studio would be closed immediately for up to 24 hours to organise a deep clean of the venue 	
REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
<p>Requirement 3: You must keep records of all people who enter the venue for contact tracing</p>	<p>QR code system set up</p>	<p>√</p>
<p>Action (examples):</p>	<p>Action</p>	
<ul style="list-style-type: none"> Establish a process to collect attendance records including areas of the venue accessed during each visit. Where possible, consider implementing a contactless system Review processes to maintain up-to-date contact details for all teachers/coaches Provide information on protocols for collecting and storing information 	<ul style="list-style-type: none"> QR system has been set up and anyone entering the studios will be required to register through the QR system for each class. In the event a pupil/family does not have a mobile phone (ie left at home) a register to collect contact details will be at the studios and these details collected by the Helper allocated to that class and kept behind the desk at the studios. 	



	<ul style="list-style-type: none">• QR code details will be held by Brooke Synnott and in the event this information is required would be handed to the Covid Officer to use in discussions with DHHS etc. All details will remain confidential and held in the one place at all times.	
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COVIDSAFE PRINCIPLE 5: AVOID INTERACTIONS IN ENCLOSED SPACES		
REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
Requirement 1: You should reduce the amount of time teachers/coaches are spending in enclosed spaces. This could include:	Teachers/Coaches are to break outdoors where possible	✓
<ul style="list-style-type: none"> Moving as much activity outside as possible, including breaks, meetings 	Between classes or during a break of a class teachers/coaches to go outside	✓
<ul style="list-style-type: none"> Enhancing airflow by opening windows and doors 	Roller door will be used for exiting building enhancing airflow	✓
Action (examples):	Action	
<ul style="list-style-type: none"> Making sure that windows and air conditioning are set for optimum air flow at the start of each class 	<ul style="list-style-type: none"> Roller door to be used when exiting class and to stay open until the next class commences to help with airflow in the studio Front main door can be open during class to help airflow and fans to be used in foyer area when possible. 	



COVIDSAFE PRINCIPLE 6: CREATE WORKFORCE BUBBLES

REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
Requirement 1: You should keep groups of teachers/coaches together and ensure there is no overlap of teachers/coaches during class changes	Teachers/Coaches will not overlap where possible	✓
Action (examples):	Action	
<ul style="list-style-type: none">Stagger start and finish times and break times, to reduce use of common areas at the same time	<ul style="list-style-type: none">Class times will allow for a full exit of the building, prior to the next group entering. This includes where possible teachers/coaches, except when a teacher/coach teaches multiple classes	