

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

Business name	Dance Alley Performing Arts
Business location (town, suburb or postcode)	Narrabeen
Select your business type	
Indoor recreation facilities (yoga, pilates, dance studios)	
Completed by	Alicia Foy
Email address	dancealleyperformingarts@gmail.com
Effective date	11 September 2021
Date completed	4 October 2021

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell from the premises.

Agree

Yes

Tell us how you will do this

Any student or staff member who is experiencing any of the following symptoms must not attend their classes:

- Sneezing
- High temperatures
- Sore throats
- Coughing
- Runny nose

Anyone who is unwell is not permitted to enter our studio for the safety of everyone else. Any child who presents with these symptoms during class will have their parents called to immediately pick up their child. They will also be asked to wait in an isolated space that will be reserved for this purpose.

Any student or staff member presenting with these symptoms should be tested for Covid-19.

Please stay at home and notify our staff if:

- you have flue like symptoms
- you have been tested for COVID-19 and are awaiting results
- someone you have direct contact with has flu symptoms or is awaiting COVID-19 results

Vulnerable children should carefully consider their return to dancing and take all necessary precautions for their own health and safety.

Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning.

Agree

Yes

Tell us how you will do this

Staff members are given all the guidelines of COVID safety measures we are taking. They will ensure students are spaced out in classes, 12+ are wearing masks, and everyone is electronically checked into the premises.

Staff will also clean any shared objects (eg. chairs) between classes.

Display conditions of entry including requirements to stay away if unwell and record keeping.

Agree

Yes

Tell us how you will do this

All customers are emailed the conditions before the beginning of Term. We also have signs displaying QR codes, hand washing prompts and distancing prompts. Students who are unwell are not permitted to attend - if they do, their parents will be contacted to come and collect them.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

N/A

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

All staff are fully vaccinated.

Physical distancing

Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the

premises.

Note: Gym and group dance classes must not exceed 20 persons.

Agree

Yes

Tell us how you will do this

All our classes are capped at 20 participants which also abides by the 1 per 4sqm rule indoors.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

Dropping off

- All students are to be dropped off at the studio entrance
- Students should be dropped off 5 minutes prior to their class times and not before. If you arrive earlier than this, then please have your dancer wait in the car with you until 5 minutes before their class starts.

• NO parents/care givers are permitted into the studio unless an appointment has been made. Parents and caregivers are permitted to wait in their cars in the car park.

Picking up

- Please pick up on time, or no later than 5 minutes after your scheduled class time finish.
- Students will wait where they can see their parents' cars.
- In the event multiple classes finish at the same time, multiple exits from the premises will be used to minimise potential contact between individuals.

We ask that parents remain in their vehicles if waiting for children and do not gather in

the carpark for their own safety. Your patience during drop off and pick up times is appreciated.

Avoid congestion of people in any specific areas within the venue where possible, such as change rooms and other communal facilities.

Agree

Yes

Tell us how you will do this

It is requested that students adhere to the following:

- Minimise the use of change rooms, bathrooms and communal areas.
- Arrive dressed and ready for class where possible.
- Dancers must bring their own water bottles that are clearly marked with their names.

All dancers must maintain a distance of 1.5m between people.

- Signs have been provided around the facility to remind dancers to maintain social distancing and good hygiene

- Facilities in the kitchen will not be available to students. Students MUST bring their own drink bottles

to class and bring food that does not require use of kitchen facilities. This includes cups, refrigerator, cutlery and appliances. Drink bottles can be refilled from the kitchen tap when require

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Agree

Yes

Tell us how you will do this

Do not congregate in our car park

Parents and caregivers are also permitted to wait in their cars in the car park or simply just drop off and pick them up at the end of class. We will encourage this option as the dancers are safe with their teachers during class times.

Singing by audiences is not allowed in indoor areas.

Dancing is not allowed in indoor areas except for group dance classes, where no more than 20 people are permitted to dance.

Patrons can only consume alcohol when seated in indoor areas.

Agree

Yes

Tell us how you will do this

Only 20 students will be dancing in the studio at one time

Ventilation

Review the 'COVID-19 guidance on ventilation' available on nsw.gov.au and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

No air con at Narrabeen studio

Fans will be used but not directed at faces - but placed near door to increase fresh natural air flow in the studio

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

As it is not safe for our students to dance outside, we won't hold classes outside. But we will utilise outside areas for any drink and food breaks offered to students.

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

Our main entry door will remain open to allow fresh air circulation in the studio.

In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Agree

Yes

Tell us how you will do this

Fans will be used but not directed at faces - but placed near door to increase fresh natural air flow in the studio

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

N/A

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

N/A

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Note: People engaging in strenuous physical exercise are exempt, unless they are participating in an indoor gym class or dance class.

Agree

Yes

Tell us how you will do this

All staff will be wearing face masks while at the studio, as well as any student 12+. No masks are to be taken off unless drinking or eating, which we will encourage to be done outside.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

Hand sanitiser on entry.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Agree

Yes

Tell us how you will do this

Anti-bacterial soap in all bathrooms.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day. Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use. Encourage visitors to wipe down equipment after they have finished using it

Agree

Yes

Tell us how you will do this

Disinfectant will be sprayed on all surface areas before, between & after classes. (play mats, barre, chairs & props etc)

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, visitors and contractors.

Note: Community centres and halls are not required to collect electronic entry records but are strongly encouraged to do so.

Agree

Yes

Tell us how you will do this

All staff, and students 16+ will check in via QR code. Students under 16 will be recorded via Digital registers.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

QR code will be visible on entry, and staff will check for confirmation from students.

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

For anyone who cannot check in via QR code, we have digital registers completed for each class. These are easily accessible in spreadsheet form if required.

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes