



## **COVID SAFE POLICY**

### TERM 3 2020

#### **1. MEMBERSHIP/PRE-PAID FEES/REFUNDS**

- a) All Fees are to be paid weekly via Bank Transfer.
- b) All fees must reach the C5 account by the Friday in order to attend class, the following week. i.e payment made by Friday of week 1 in order to attend class in week 2.
- c) All weekly fees must be up to date in order to maintain membership.
- d) In the event of a closure, parents will not be invoiced. All accounts will be suspended.
- e) If closure occurs mid-week fees have been paid, C5 will honour credits upon our return. We are not able to issue refunds.

#### **2. TIMETABLE**

- a) The timetable has been amended to accommodate for additional cleaning breaks and to maintain appropriate density (people per sq. m) requirements.
- b) We have allowed for a 15minute window between each block of classes, in order to dismiss students, perform cleaning procedures and bring in new groups of students.
- c) Some classes have been split into two separate classes to keep under the 20 per class limit.
- d) There are 5 classes just over the limit of 20, in order to follow the safety guidelines, these classes are having two teachers, two separate entries, two different bag areas, a divider through the centre of the room and two separate bathrooms

### 3. DROP OFF AND PICK/PARENTS ON SITE

- a) Please become familiar with the drop off and pick up locations specific to you child on the different days of operation.
- b) Children will not be able to access their classroom without correct entry.
- c) Children **must arrive no earlier** than 5mins prior to their class starting. If you are early, please wait in your car.
- d) Children **must be picked up within 5mins** of class finishing. We are unable to supervise during our cleaning time.
- e) Only registered students are able to pass the student zones and enter the buildings. No other persons are able to pass these zones or enter the buildings or use our facilities.

### 4. USE OF FACILITIES

- a) Toilet facilities are open; however, students are encouraged to use the toilet before and after class at home if possible.
- b) Whilst bathrooms can be used we need to limit this to the least amount of use as possible.
- c) Bathrooms **cannot** be used as change rooms.
- d) All persons are to practice social distancing at all times, both inside and outside of the buildings.

### 5. FRONT DESK/C5 SHOP

- a) Front desk and waiting area will be **closed**.
- b) Questions/correspondence can be sent to [admin@c5dancestudio.com.au](mailto:admin@c5dancestudio.com.au)
- c) Please no arrivals/pick-ups through the reception area.
- d) The C5 Shop will operate from the old front desk, on a Tuesday at 4:00-6:00pm, Saturday 9:30-2:30pm. You can pick up an order, make a purchase, place an order or pick up a DVD from the shop. Please remember this **cannot be used** as a waiting area.

## 6. HYGIENE

- a) Everyone must sanitise their hands, using the sanitising stations at arrival and exit points.
- b) When using the bathroom and when needed, hands must be thoroughly washed and dried.
- c) No food is to be consumed or brought onto the premises at any time.
- d) Students must bring their own filled water bottle.
- e) Students belongings are to not be shared.
- f) Any items that are left after class will be disposed of. Please encourage all children to place any items they remove, straight into their bags.
- g) Social distancing will be encouraged.
- h) Students are encouraged to avoid close contact with others such as High 5's, hugs etc.

## 7. ILLNESS PROTOCOL

- a) Students and Parents must NOT attend C5 Dance studio if they:
  - i. Feel unwell.
  - ii. Have a fever, cough, difficulty breathing, sore throat.
  - iii. or someone they have been in contact with, have tested positive for Covid19.
  - iv. If they have been in contact with an individual who has been tested for COVID 19 and are waiting for results.
  - v. Live in an area that is forced into lockdown
  - vi. Have been instructed to self-isolate
- b) Any child with illness, will require a doctor's clearance in order to return.
- c) If you or your family test positive with Covid19 you must contact C5 admin immediately.