

COVIDSAFE PLAN – November 2020

This COVID Safe Plan has been prepared to protect staff, students, and parents. Our primary focus is to keep our dance family safe.

At Aspect Motion School of Dance, we take very seriously the position and role we play for young people in our community. We are committed to maintaining best practices in relation to hygiene standards and will always strive to make our environment safe, supportive, nurturing and joyous for our students.

Resuming our operations means that we will need to run a little differently to how we have in the past. These measures are in line with current government guidelines and will be regularly reviewed and updated as necessary.

All criteria for our return to the studio is in accordance with current Victorian State Government guidelines. Our Covid Safe Plan has been developed using Work Safe and Ausdance best practice guidelines.

All AMSD students and their parents or guardians must comply with the AMSD Covid Safe Plan and associated procedures.

Enrolment and participation at *Aspect Motion School of Dance* is based on agreement to the following *Terms and Conditions*:

KEY ACTIONS TO STOP THE SPREAD

- Wash your hands often.
- Use hand sanitiser
- Adhere to social distancing rules.
- Try not to touch your eyes, nose, or mouth.
- Cover your nose and mouth with a tissue when you cough or sneeze.
- Please stay home if you feel unwell, get tested and self-isolate pending results.
- Face coverings must be worn on site for all persons over 12 years of age (until further notice).
- All infectious waste disposables are to be placed in the correct waste bin this includes but not limited to; tissues, sanitiser/disinfectant wipes/ disposable face coverings.

ADDITIONAL KEY POINTS

Please see the following website for COVID-19 symptoms:

<https://www.dhhs.vic.gov.au/victorian-public-coronavirus-disease-covid-19>

Students should not attend the studio in any capacity if they feel unwell or have been in close contact with a suspected case of COVID-19.

If found to have any symptoms related to COVID-19 as stated by DHHS, you must:

- Refrain from attending class
- Get tested
- Self-isolate pending test results
- Medical certificates may be required upon re-entry into the facility.

Vulnerable students with medical conditions who may be at increased risk or those with underlying medical conditions should obtain advice from their doctor before returning to the studio.

GENERAL FACILITY CLEANING AND COVID SAFE PRACTICES

All staff and teachers have completed COVID Safe Training.

A Covid Marshall will be onsite at all times the studio is open

Cleaning will occur at the end of each day/evening

Floors throughout the facility will be swept/vacuumed and mopped daily.

Toilets, sinks, taps, soap dispensers will be wiped and sanitised before and after each class.

Light switches, door handles, doors will be wiped down after each class

Studio doors will remain open where possible & will only be opened/closed by the teacher in that studio.

Social distancing markers will be placed in the foyer and in the studio 1.5 metres apart.

Signage will be displayed around the facility to educate and instil good hygiene practice, social distancing reminders and maximum person allowances per space

Time allocated in between classes will allow for cleaning and safe transition between students.

There will be sanitising stations placed in the foyer and all studios.

Records of teachers, staff and students entrances and exits in facility will be kept for trace contacting.

All students are to bring their own water bottles and any other required equipment & must take every item with them upon exit.

No extra unrequired items are to be brought into the facility, please refrain from bringing dance bags, toys, books where possible.

No extra persons are allowed on site, this includes parents/guardians, friends etc. Special needs students are exempt. Carers are to adhere to social distancing rules, must use hand sanitizer and wear face covering.

Children 5 years and under may require a parent, this is to be determined by Director/Principal and parent must adhere to COVIDSafe rules whilst on the premises

All enquiries are to be done via email SMS or a phone call, please do not approach staff to discuss or ask questions. Please forward all inquiries to:

Tracy Coutts

0481060631

tracy@aspectmotiondance.com

ILLNESS PROTOCOL

Students, parents, and staff **MUST NOT** attend AMSD classes if they:

- Have any symptoms of cold, flu and/or fever.
- Have been in contact with an individual who has tested positive to COVID-19 in the past 14 days.

- Have been in contact with an individual who has been tested for COVID-19 but are awaiting results
- Any individual who has attended AMSD MUST notify our office via email if they have tested positive for COVID-19.
- AMSD reserves the right to refuse entry to any student, parent or teacher who presents with any symptoms as per above.

ENROLMENT / REGISTRATION

- Students who have been attending online classes have automatically been re-enrolled for face to face classes for Term 4, Monday 9th November to Saturday 12th December
- Where class times have changed, students have been allocated to the new class time or to a suitable alternative class. Tracy has contacted these families.

TIMETABLE AND CLASSES

- The timetable has been amended to accommodate for additional cleaning breaks and to allow for density (people per sqm) requirements.
- Some 60 minute classes have been shortened to 50 minutes to allow for cleaning. These classes will be charged at the 60 minute rate. All students will receive a 10% return to dance discount.
- Makeup classes will be offered to students not attending class due to illness.
- If Government-imposed restrictions require AMSD to close our doors once again, we will revert to immediate online learning platforms. By re-enrolling with AMSD you are agreeing to this approach and understand that you will not be refunded for any fees paid.

ARRIVAL OF STUDENTS

- Students should arrive dressed in their dance attire and ready for class
- Everyone entering the studio will have their temperature checked using a touchless thermometer. If we identify a temperature of over 37.5deg parent/guardians will be contacted for immediate collection of child.
- Parents/Guardians are to drop off their child at the entrance, whilst maintaining social distancing and not enter the premises. Parents WILL NOT be permitted inside the premises. This will enable us to control the number of persons in each space at any one time and to ensure that maximum capacity/density limits set out by the government are adhered to.
- This above rule excludes pre-school parents who enter the building; however, this is limited to **ONE** parent only.
 - Parents/carers who enter the building will be required to:
 - Sanitise hands upon arrival and exiting,
 - Adhere to social distancing,
 - Leave contact information for contact tracing requirements,
 - Refrain from bringing siblings on site. Should a parent need to bring other children to the studio, you will be required to drop your child at their class and then wait in your car or go for a walk etc.
- Should a parent need to bring other children to the studio, you will be required to drop your child at their class and then wait in your car or go for a walk etc.
- Students aged 11 years + may enter/exit the building independently to and from their parent's car when light. When dark, students should be accompanied to and from the door
- Students under 11 years must be accompanied by a parent to and from the front door.

- Staff will permit students to enter to ensure all other students have left and that sanitation of the rooms has been completed.
- Attendance roles will be diligently marked
- Inside the building, students are to adhere to social distancing rules by using the indication markers on the floor.
- Hand sanitiser will be used on all students upon their arrival.
- If a student is suspected of being ill, they will be asked to go home immediately and will be safely isolated from other persons.
- The studio door will remain open to avoid touch point contact and increase air flow.
- Students are always to remain 1.5 metres apart by using the distance markers as a guide.

USE OF FACILITIES

- Students are to follow signage to studios (this will differ to normal) and wait outside the studio in the designated areas marked. Please do not enter a studio until you are advised by a teacher.
- The waiting area inside the studio is closed, all parents/carers are asked to drop and go, wait in cars or go for a walk (Preschooler parents exempts as stated above).
- The Change room is closed.
- Toilet facilities are open however students are encouraged to use the toilet before and after class at home, if possible.
- All areas will abide by maximum capacity limits of 1 person per 4 sq. m. (Under 18's) and 8 sq. m. (18 years and over)

IN CLASS PROTOCOL

- Doors will remain open
- Students are to start on their marker and remain 1.5 metres apart from others.
- If ballet barres are used in classes (this will only be if necessary) each dancer will remain at the same marked spot of the barre whilst in use, they will be cleaned between classes
- Teachers and staff will remain 1.5m from students always.
- No physical corrections, modifications or spotting will be done.
- No partner work or physical contact between students, students are to refrain from hugging, high 5s or close contact with others.
- Travel / corner / drills and choreography of dances routines will be taught maintaining social distancing requirements.
- Students that use the bathroom will need to sanitise their hands before leaving class and upon re-entry into class.

We do request to please use the bathroom before arriving at the studio if possible.

CLASS CONCLUSION

- Students must take all their belongings with them, any items left behind will have to be discarded.
- Students will hand sanitise and be escorted to the exit where parents are to collect them, parents and students must maintain social distancing during exit and pick up, even outside of the building.
- Teachers or a staff member will wait until each student is collected to ensure Child safety policies and procedures are in place.

Please be on time to pick up your children.

- Students with back-to-back classes must wait in the allocated area e.g. foyer or outside in between classes so sanitation process can be completed. Students will be supervised

- Food is not to be brought into the building (unless by prior arrangement).
- Upon exit of all students, each studio space will be sanitised and disinfected, if toilets have been used by students, these will also be sanitised.
- Teachers are to also wipe down the stereo, any remote controls, light/fan switches their own personal belongings such as mobile phones and laptops.
- Teachers will discard any unclaimed water bottles or belongings before the next class enters

MAKS

Aspect Motion School of Dance Mask Wearing Policy

This policy is in line with the current DHHS guidelines as at 1st November 2020. The AMSD Mask wearing policy will be reviewed and updated in line with advice provided by the Victorian Chief Health Officer.

Mask Wearing Guidelines for AMSD Staff

- AMSD Teachers and Staff members will wear fitted face masks at all times in and around AMSD facilities.

Relevant excerpt from DHHS <https://www.dhhs.vic.gov.au/face-masks-vic-covid-19>

WILL FACE MASKS BE MANDATORY FOR TEACHERS/ EARLY LEARNING/ DAY CARE/ KINDER?

It is not compulsory for teachers, educators and carers to wear face masks while teaching or caring for children as they can interfere with their ability to clearly communicate with students. Teachers, educators and carers can choose to wear face masks if they wish when in the classroom/ facility or when teaching or providing care for children.

Teachers, educators and carers should wear face masks in other areas of the school/ facility when not teaching.

Mask Wearing Guidelines for AMSD Students

- Students under 12 are not required to wear a mask
- Students 12 and over are required to wear a mask, they may take them off during strenuous exercise
- Students over 12 with a medical exemption are not required to wear masks

Relevant excerpt from DHHS <https://www.dhhs.vic.gov.au/face-masks-vic-covid-19>

DO STUDENTS AT SCHOOLS NEED TO WEAR A FACE MASK?

Students under the age of 12 do not have to wear face masks. Students aged 12 and over will need to wear face masks when they are attending school.

However, children who are aged 12 and over who are attending primary school do not need to wear a face mask at school. The Victorian Chief Health Officer has advised that it is not practical to require some primary school students to wear face masks while others are not required to.

Students over 12 years old who attend a specialist school are not required to wear a face mask where their disability means it would not be suitable but may do so if they or their family choose to.

DO I HAVE TO WEAR A FACE MASK WHILE EXERCISING?

If you are doing exercise or physical activity where you are out of breath or puffing, such as jogging or running, you do not need to wear a face mask. You do have to carry a face mask with you so you can wear it before or after exercising, unless you have a lawful exception.

You must wear a face mask when walking for exercise even if the 1.5 metre physical distancing is maintained unless you have a lawful excuse such as a medical condition, where it would be dangerous to have obstructed breathing while walking around.

Mask Wearing Guidelines for Parents and Carers

- A condition of entry to the Aspect Motion School of Dance studios is that all parents and carers must wear a face mask, sanitise hands, and practice social distancing. In line with DHHS guidelines you must wear a fitted face mask that covers the nose and mouth.

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<https://www.dhhs.vic.gov.au/face-masks-vic-covid-19#lawful-excuses-or-exceptions-for-not-wearing-a-face-mask>

CONTACT

All concerns or queries are to be directed to:

Tracy Coutts

0481 060 631

tracy@aspectmotiondance.com

REFERENCES AND GUIDELINES

Australian Government

www.australiagov.au

Federal Government

www.health.gov.au/covid19-resources

Victorian Government

www.dhhs.vic.gov.au/coronavirus-covid-19-daily-update

Safe Work Australia – COVID -19 Resource kit

www.safeworkaustralia.gov.au/covid-19-information-workplaces

National COVID-19 www.pmc.gov.au/nccc