

COVID -19 ACTION PLAN FOR THE JANE MOORE ACADEMY OF BALLET

Hygiene		
Provide hand sanitiser stations for use on entering building and entering and exiting studios. Ensure adequate supplies of hand soap and paper towels are available.	<ul style="list-style-type: none"> • Location of hand sanitiser stations throughout the academy are clearly signed • Rubbish bins are available to dispose of paper towels • Adequate supplies of soap in bathrooms 	
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none"> • Windows have mesh airflow, studio backdoor will be opened to allow fresh air to circulate also. Evaporative air conditioning is set for optimum air flow when needed. 	
At the studio where it is required, all staff and students age appropriate will be asked to wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.	<ul style="list-style-type: none"> • Staff must wear masks at all times except when instructing in the dance studio and exertion is required. • Monitoring use of face coverings in all staff, unless a lawful exception applies 	
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).	<ul style="list-style-type: none"> • Educating staff on hand and cough hygiene, including how to wash and sanitise their hands correctly • Reinforcing the importance of not attending work if unwell • Ensuring appropriate information on the use of face coverings and PPE 	
Replace high-touch communal items with alternatives.	<ul style="list-style-type: none"> • Swapping shared coffee and condiments for single serve sachets • Avoid sharing of equipment such as phones, offices, tools or other equipment • Provide staff with their own personal equipment, labelled with their name 	All studios will be disinfected regularly Own drink bottles and coffee cups to be used.

Guidance	Actions to consider	Relevant employer obligations
Cleaning		
Increase environmental cleaning (including between changes of dance class/students), ensure high touch surfaces are cleaned and disinfected regularly (after each class).	<ul style="list-style-type: none"> • Identify high touch surfaces (ballet barres and door handles, kitchen counters, touch screens, shared work equipment, dance floors and toilet surfaces) • Provide information about workplace cleaning schedule and how to use cleaning products 	Shared staff spaces must be cleaned at regular intervals. Cleaning products available in each studio
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> • labelling of products that are required for thorough cleaning • Monitor supplies of cleaning products and regularly restock 	

Physical distancing and limiting workplace attendance		
Ensure that all staff that can and/or must work from home, do work from home.	<ul style="list-style-type: none"> • Ensure compliance with Stage 4 restrictions if in Metropolitan Melbourne about industry closure and Permitted Worker Permits • Identify the roles that are required to be performed from home or can be adapted to be performed from home • Adapt working arrangements to enable working from home • Regularly assess staff in attendance at the workplace to determine whether they are required to be there 	Employers must not require workers to work from studio if that work can be performed from home via zoom
Establish a system that ensures staff members are working safely across multiple settings/work sites.	<ul style="list-style-type: none"> • Communicate the requirement for workers to inform us of work schedules across multiple sites for contact tracing 	<p>Employers must ensure that staff members are safely working across other settings outside of our studio</p> <p>Workers are required to declare to employers when they are working across multiple sites.</p>
Establish a system to screen staff, students and visitors before accessing the academy. The academy cannot require staff or students to work/dance when unwell.	<ul style="list-style-type: none"> • Clear rules of no entry if unwell 	Staff and students must not attend dance when unwell. Staff and Students must not attend the dance studio if they are being tested for coronavirus and must notify administration if they are a positive case. Anyone who tests positive must not enter the premises.
Configure communal work areas and publicly accessible spaces so that: <ul style="list-style-type: none"> • there is no more than one student/staff member per four square meters of enclosed workspace • dancers are spaced at least 1.5m apart 	<ul style="list-style-type: none"> • Rearrange front foyer, no access to changerooms whilst under 4sq metre rule.. • Cordon off furniture in common areas to ensure physical distancing, stagger seating so staff are not facing one another on break • Comply with relevant density quotient and signage requirements in the Workplace Directions 	<p>Parents and visitors will be unable to enter studios, they must drop off at entry at foyer.</p> <p>Pre Junior, Junior parents will be allowed to take child into studio and leave via exit door, with physical distancing.</p> <p>The number of people allowed in shared spaces is limited to no more than density quotient allows (one person per four square meters).</p> <p>*4 persons maximum in foyer *20 students in studio 1 and 2 *14 students in studio 3</p>
Use floor markings to provide minimum physical distancing guides between areas that are likely to create congregation of students and staff.	<ul style="list-style-type: none"> • Identified areas that require floor marking, such as foyer, hallways and studios. 	Areas clearly marked with yellow and red markings
Minimise the build-up of students waiting to enter and exit the studio.	<ul style="list-style-type: none"> • We have different doors for entry and exit clearly signed • Use an entry and exit system to the site that is as contactless as possible and quick to enter and exit with sanitiser provided upon entry and exit • Follow floor markings to provide minimum physical distancing guides in all spaces • Stagger start and finish times 	<p>Entry to studios will be via front door and exit through side door.</p> <p>No early arrivals- maintain staggered pick up and drop offs.</p>

<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> • Educate staff and students on strategies and work practice changes to maintain physical distancing • Reinforce messaging to staff and students that physical distancing needs to be maintained during dancing and during social interactions 	<p><i>Coaching Program can use Studio 3 for breaks with physical distancing and masks worn unless eating</i></p>
<p>Review and update dance timetable where possible to ensure temporal as well as physical distancing.</p>	<ul style="list-style-type: none"> • Stagger start and finish times and break times, to reduce usage of common areas at the same time • Encourage staff to minimise time on breaks in shared facilities with others. 	<p><i>Teachers separated into individual studio spaces, student helpers must wear masks and maintain physical distancing</i></p>

Record keeping		
Establish a process to record the attendance of students and staff.	<ul style="list-style-type: none"> • Attendance recorded via class rolls and staff check in 	<p>Administration should note where staff are working across multiple sites (where this is unavoidable). Provide sign in sheet at front desk located in foyer. Time in and Time out displayed</p>
Provide guidance to staff on the effective use of the workplace OHS reporting system.	<ul style="list-style-type: none"> • Educating staff on how to meet OHS requirements, including recording information about any incidents 	

Preparing your response to a suspected or confirmed COVID-19 case		
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	<ul style="list-style-type: none"> • Identify the roles and responsibilities of employer and staff. • Prepare for absenteeism of staff members and students required to quarantine or isolate • Plans to communicate with students' families in the event of a positive case 	<p>Utilise zoom for staff unwell to attend studio</p>
Prepare to identify close contacts and provide staff and visitor records to support contact tracing.	<ul style="list-style-type: none"> • Principal and administration to engage with DHHS and undertaking employer-led contact tracing • Provide records to DHHS and contact relevant staff members and students, including timetables and personal details 	<p>DHHS must be notified to report on actions taken, to share the risk assessment as to closure of the work premises and to provide close contact details. We must comply with any further directions from DHHS as to further closure or cleaning.</p> <p>The administration will prepare records from the period commencing 48 hours prior to the onset of symptoms in the suspected case that include all attendance times and staff/student details, along with any other contact. This will assist in contact tracing should anyone test positive.</p> <p>For a positive case, records will be requested from the period commencing 48 hours prior to the onset of symptoms or 48 hours prior to the positive test if asymptomatic.</p>

<p>Prepare to assess whether the workplace or part of the workplace must be closed. Prepare to undertake cleaning and disinfection of premises.</p>	<ul style="list-style-type: none"> • Implement a process for the cleaning and disinfection of whole premises • Establish a process for determining whether closure or part closure of the studio or implementation of other control measures are required to manage risk 	<p>Where a case is confirmed to have been in the workplace, cleaning must be undertaken in accordance with DHHS guidance. Employers must undertake a risk assessment to determine whether the worksite (or part of the worksite) should be closed.</p> <p>Where a suspected case is present at the workplace in the 48 hours prior to the onset of symptoms or while symptomatic, the academy must take all practicable steps to manage the risks posed by the suspected case, including cleaning the affected persons workspace, areas where they attended and high-touch surfaces.</p> <p>Where the academy has three or more suspected cases in a five-day period a risk assessment around the need to vacate the work premises is required.</p>
<p>Prepare for how you will manage a suspected or confirmed case in a staff member or student during dance hours.</p>	<ul style="list-style-type: none"> • Identify an appropriate area to isolate the staff member or student • Advise them to self-isolate and be tested. • Describing arrangements to isolate and transfer an unwell staff member or student from the premises to go home or get tested • Outlining responsibility and process for entering details into relevant OHS system 	<p>A staff member or student suspected to have COVID-19 is to be supported to travel home immediately OR to isolate at work if unable to travel home immediately for students a parent or carer will be called to arrange pick up. If isolating at the academy, staff or students must still wear a mask and be physically distancing from all other staff persons. Administration must advise to undergo a COVID-19 test and self-quarantine.</p>
<p>Prepare to notify workforce and site visitors (including close contacts)</p>	<ul style="list-style-type: none"> • Regularly update and manage a list with the contact details and date of attendance of workers and visitors to the workplace, including customers, clients, delivery workers, maintenance workers • Establish an effective way of quickly communicating with workers where there is or has been a confirmed case 	<p>For a confirmed case, academy must inform staff, students', parents/carer, visitors and workplace inspectors who are close contacts and direct them to stay in self-isolation (ahead of the DHHS contact tracing process).</p> <p>For all suspected or confirmed cases, the academy must inform all staff and students and their families at the studio to be vigilant about the onset of COVID-19 symptoms, and to self-isolate at symptom onset and be tested as soon as reasonably practicable.</p> <p>All persons attending the studio must be notified if there is a confirmed case.</p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> • Establish a process and responsibility for notifying WorkSafe 	<p>Administration/Principal must immediately notify WorkSafe of a confirmed case: Immediately calling the mandatory incident notification hotline, and providing formal written notification within 48 hours.</p> <p>Employers must comply with any directions from DHHS and WorkSafe as to closure or cleaning</p>

<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<ul style="list-style-type: none"> • <i>Establish a process for confirming a worker (with a suspected or confirmed case) does not have COVID-19 before returning to physical worksite</i> • <i>Establish a process for notifying Worksafe that the site is reopening</i> 	<p><i>The academy may reopen the studios once it has been assessed that all required measures within the directions have been completed (unless in a high-risk workplace setting).</i></p> <p><i>Approval must be sought from DHHS to open the studios once we have complied with all the requirements under the directions</i></p> <p><i>WorkSafe must be notified that the studio is reopening.</i></p>