

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



Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

Business name	The Early Dance Consort
Business location (town, suburb or postcode)	181 Blues Point Road, North Sydney NSW 2060
Select your business type	
Indoor recreation facilities (yoga, pilates, dance studios)	
Completed by	Fiona Garlick
Email address	<u>enquiries@earlydanceconsort.com.au</u>
Effective date	8 November 2021
Date completed	14 December 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

Classes will be cancelled if the teacher is unwell. Visitors and students who are unwell will be asked to stay away, with sign at door to make this clear as well as the same advice on website and in email advice.

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

Agree

Yes

Tell us how you will do this

Teacher and assistant will be kept informed with the latest advice from NSW Health regarding vaccination, testing and isolation requirements, physical distancing, wearing masks, hand hygiene, ventilation, cleaning of common surfaces, and any other guidelines in place to ensure safety of all present.

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.

Agree

Yes

Tell us how you will do this

Sign at studio entrance, advice in emails, and on website indicating that anyone who is unvaccinated (16 and over) or unwell, has been in a COVID-19 hotspot or recently returned from overseas, has tested positive or has been in contact with someone who has tested positive for COVID-19 should not attend the class or visit the venue.

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers, visitors and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry where practical and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Note: This requirement applies at public swimming pools and indoor recreation facilities including gyms.

Agree

Yes

Tell us how you will do this

Teacher and assistant are both fully-vaccinated. All participants are over 16 years of age, and will be required to show proof of vaccination on initial arrival at the studio. Posters and information on website and in emails will show vaccination requirements for all students as a condition of entry. Any visitors who may wish to view the class will be screened for vaccination status and required to check-in using QR code and Service NSW app. or Concierge form as appropriate before entering.

Physical distancing

Capacity must not exceed one person per 2 square metres of space of the premises.

Note: Group classes at a gym and group dance classes at an indoor recreation facility must be limited to no more than 20 persons.

Agree

Yes

Tell us how you will do this

Class sizes will be limited to a maximum of 20 students, with the preferred number 16 or less.

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

There will be no physical contact (except between members of the same household). Dances and exercises will be adapted for individual participation or widely spaced groups.

Any spectators will be asked to maintain a minimum 1.5 metre physical distance while on the ample fixed seating on the periphery of the dance space. Sign at the entrance will indicate minimum distancing permissible.

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

Change spaces in corridors and stair halls are used by few students, and one at a time. There are separate single male and female toilets, but no showers, formal change rooms or lockers.

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

Agree

Yes

Tell us how you will do this

Students will be asked not to congregate outside the venue. All participants and students are adults who make their own way to and from the venue.

For premises that are not indoor recreation facilities or public swimming pools, singing and dancing by unvaccinated adults is not allowed in indoor areas (excluding a performer who is performing or rehearsing; a person who instructing or being instructed in singing or dancing; or at a small funeral or memorial service or a small wedding service).

Note: COVID-19 vaccination requirements apply at public swimming pools and indoor recreation facilities including gyms.

Agree

Yes

Tell us how you will do this

Dance classes do not involve singing by students.
All participants will be expected to be fully-vaccinated adults.

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> 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

The venue is a large heritage hall, with high ceiling, operable windows but no mechanical ventilation other than pedestal fans. Numbers will be limited, windows and, where possible, door opened, and fans directed away from students to maximise the available ventilation options.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Not applicable as the classes are held in an indoor venue and require a smooth dry dance floor.

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

Agree

Yes

Tell us how you will do this

Windows and door will be opened on arrival, windows kept open throughout the class to provide cross ventilation. Pedestal fans may be used to increase air movement if required. Studio space has high ceiling and is open to stairways.

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

There is no air-conditioning or other fixed mechanical ventilation 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

Not applicable. There is no fixed mechanical ventilation in the studio, only portable pedestal fans.

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

The studio space has a high cathedral ceiling, and multiple operable windows on either side which can be opened for cross-ventilation, along with a wide entrance door which can be kept open to ensure maximum air flow. The venue is a heritage building which would not be suited to fixed mechanical ventilation. We have consulted the Church Committee (responsible for the venue) on this matter and ascertained that there are no plans to install air-conditioning or mechanical ventilation / air filtration.

Hygiene and cleaning

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

Note: People engaging in physical exercise are exempt.

Agree

Yes

Tell us how you will do this

Teacher/s and students will be required to wear face masks while indoors in the venue, with the option to remove masks while actively participating in the class. Signs at the door, and advice on website and via email will advise of this requirement.

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 will be provided at the entrance and in the studio itself. Signs at entrance and near toilets will provide reminders to ensure hands are properly washed or otherwise sanitised at regular intervals.

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

Agree

Yes

Tell us how you will do this

Hand washing facilities are provided in the toilet areas, and supplied with soap and hand towels, which will be checked for each class, and spares kept on hand.

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

Venue is shared with other tenants, and used for classes for a period of up to 3 consecutive hours each week, and for summer course for 7 hours daily over 3 days. Common surfaces including door knobs, handrails, switches, seating area and toilet facilities will be cleaned with disinfectant on arrival before each day/class commences.

No equipment is used in the dance classes.

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

Teacher/s and students will continue to be required to check in with the NSW Government QR code previously provided. Any without a smart phone or the Service NSW app will be checked in as a guest with the Concierge form. All students will also be marked present on an electronic roll including names and contact details.

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 check-in codes will be provided at the entry door and within the entrance lobby of the studio. Teacher/assistant will confirm green tick check in as students arrive.

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

All participants in attendance are known. Attendance and contact information for all present is kept securely in a spreadsheet which can be provided upon request as a backup in case QR check in fails or any student is unable to check in otherwise.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. 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

Not applicable. Different tenants use different spaces within the building, and usually at different times or on different days, without overlap.

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

Yes