



# COVID SAFE POLICY

24/01/2022 v2.2

## 1. ENROLMENT / REGISTRATION

- a) *Students must all enrol via jot form (Link on Facebook or Website).*
- b) *Enrolment will be confirmed via email.*
- c) *Enrolments will be accepted provided there are no outstanding fees.*

## 2. TIMETABLE

- a) *The timetable has been developed to accommodate additional cleaning breaks and to allow for possible density (people per sq m) requirements.*
- b) *Classes may be shortened slightly to allow for cleaning.*

## 3. DROP OFF & PICK UP / PARENTS ON SITE

- a) *Parents MAY NOT be permitted inside the premises if restrictions require us to do so. 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 rule may change at any time.*
- b) *This above rule excludes pre-school parents who are welcome to enter the building during class. Only 1 adult (Fully Vaccinated) per family is allowed to wait in the foyer if necessary.*
- c) *Any adult who enters the building will be required to adhere to social distancing and check in using the QR code for contact tracing, should there be a case of Covid 19 at the studio.*
- d) *Any person aged 18 years+ must show proof of vaccination status in order to enter the building.*
- e) *All students must check in and out with the staff member (Covid Marshall) at the check in desk.*
- f) *Students under the age of 12 must be walked to the door by an adult and should not to walk in the carpark alone.*
- g) *A staff member will supervise students at pick up and drop off times from the front door.*
- h) *Students must not arrive more than 10 minutes before their first scheduled class and will be asked to remain in their car if dropped off any earlier.*
- i) *Students should be picked up within 5 minutes of their final class finishing, all students will be asked to wait inside the premises until a parent/guardian is there to pick them up and are checked out by a staff member. A designated waiting area inside the premises will be provided for students.*
- j) *Students are advised to not head in and out of the premises throughout their breaks as staff are unable to monitor the numbers of students within the premises. If a child has a long break they are welcome to be picked up by an adult but must be signed out at that time and signed back in upon return.*

#### **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) All areas will abide by maximum capacity limits of 1 person per 4 sq. m if required.*
- c) No communal cutlery or kitchenware will be available.*

#### **5. HYGIENE MEASURES**

- a) Students will be required to use the hand sanitiser on their hands upon arrival and throughout their time in the studio.*
- b) Students are encouraged not to bring iPads, food or toys to share with other students.*
- c) Hand sanitiser is available for use.*
- d) Regular cleaning and disinfecting will occur.*
- e) Anyone 8 or over must wear a mask inside the studio if it is required by the Government. If you are exempt you must show us a medical certificate or will be asked to wait outside the venue.*

#### **6. OFFICE**

- a) Limited office hours will occur throughout the night.*
- b) Inquiries should only be made via phone or email, not in person where possible. Any inquiries must be done at the check in desk not in the office.*
- c) Preferred payment method is direct deposit however payments can be made via Square (2% surcharge applies) charge at the check-in desk. Please notify us beforehand if you would like to pay to ensure our staff are ready to take your payments upon arrival / pick up.*
- d) No food or drinks will be sold from the canteen, except for bottled water for students who do not have a drink bottle.*
- e) Uniform purchases must be pre-arranged (via email or message) and will not be done on the spot. We highly encourage parents to purchase uniform without the need to try garments on.*
- f) No second-hand clothing or shoes will be accepted or be available to purchase at this time.*

#### **7. PAYMENTS**

- a) Payments can be made via direct debit or at the check in desk via Square (2% surcharge). Cash payments should be limited.*
- b) Invoices are done on a Term-by-Term basis.*

## **8. REFUNDS/CREDITS AND MAKE UP CLASSES**

- a) In the event for the need of a studio closure, classes will revert to zoom or if zoom does not run credits will be given.*
- b) In the event the studio is required to close or a student is unable to attend due to Covid-19, zoom will be given as an option to attend class.*

## **9. HYGIENE**

- a) Door handles and ballet barres will be cleaned in between classes.*
- b) Dance floors will be cleaned regularly.*
- c) Students must bring their own filled water bottle.*
- d) Social distancing will be encouraged.*
- e) Food should be limited and not shared.*
- f) Students belongings are not to be shared.*
- g) Students/Staff should avoid touching their face.*
- h) Students/Staff should avoid close contact with others such as hugs, high 5's etc.*

## **10. ILLNESS PROTOCOL**

- a) Staff, parents and students must NOT attend Destination Dance if they:
  - i. Have any symptoms of cold, flu or fever.*
  - ii. Have been in contact with an individual who has tested positive to Covid-19 in the past 7-14 days (depended upon vaccination status).*
  - iii. Have been in contact with an individual who has been tested for Covid-19 but are awaiting results.*
  - iv. Have been instructed to self-isolate**
- b) Any individual who has attended Destination Dance MUST notify our office via SMS/email if they have tested positive for Covid 19.*

## COVID-19 Policies and Procedures Overview

Please read the following notice regarding the steps Destination Dance will be undertaking at the studio (please note that these may change at any time)

### Important Notes

- Everyone who enters the building will be required to sanitize hands upon entry and regularly throughout their time at the studio.
- All visitors must sign in using the QR Code provided and students must check in at the check in desk upon arrival and out when leaving.
- Any person aged 18 years+ must show proof of vaccination status upon entry into the building.
- All students must have their own water bottle as there will be no communal cutlery or kitchenware available.
- Students who have breaks between their classes will be asked to wait in a designated area or in their car.
- Masks must be worn by anyone over the age of 8 if regulations require us to do so.
- Students should avoid bringing any unnecessary items to the studio.
- Preferred payment method is direct deposit however payments can be made via square with a 2% charge at the check-in desk .
- If face to face classes can't be done, Zoom lessons will be offered. Zoom will also be offered if a child is unable to attend due to an exposure and isolation is required.

### Cleaning Process

- Staff will disinfect all equipment, touch-surfaces and entry points before and after every class.
- Studios will cleaned and sanitized between classes as much as required and at the end of each night.
- Hand sanitizer is readily available throughout the studio. Soap and paper towel are also available in the kitchen and bathrooms.

### Our Drop-off and Pick-up policy

- Staff and students only to be inside the premises. No parents/guardians will be allowed inside the premises unless previously arranged with the principal, Students under the age of 12 must be walked to the door by an adult and not to walk in the carpark alone.
- All students must check in and out with the staff member at the check in desk.
- Students must not arrive more than 10 minutes before their first scheduled class and will be asked to remain in their car if dropped off any earlier.
- Students should be picked up within 5 minutes of their final class finishing, all students will be asked to wait inside the premises until a parent/guardian is there to pick them up and are checked out by a staff member. A designated waiting area inside the premises will be provided for students.
- Students are advised to not head in and out of the premises throughout their breaks as staff are unable to monitor the numbers of students within the premises. If a child has a long break they are welcome to be picked up by an adult but must be signed out at that time and signed back in upon return.

### Reminders

- If you or your child are ill or living with someone who is ill, please stay home until you are feeling better or symptoms have eased.
- Please advice us if you have a suspected case or a positive case for COVID-19.
- Avoid physical contact, including hugs, high fives and fist bumps