

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



Your COVID-19 Safety Plan

Indoor recreation, yoga, pilates and dance studios, martial arts training facilities

Business details

Business name	Progress Dance and Arts
Business location (town, suburb or postcode)	Level 1, 267 Pacific Highway, North Sydney 2060
Completed by	Olivia Bowers
Email address	info@progressdna.com.au
Effective date	12 February 2021
Date completed	13 March 2021

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

Anyone showing any symptoms will be excluded from entry. Staff will be required to call through to arrange an alternate teacher if any symptoms arise. Students will be sent home should they show any symptoms. Volunteers and visitors will be kept to a minimum and will be asked to confirm they are not showing any symptoms and have not been to any hot spots or had any communication with possibly infected people.

Provide staff and volunteers with information and training on COVID-19, including

when to get tested, physical distancing, wearing masks, cleaning, and how to manage a sick visitor.

All staff and volunteers will undergo pre-term training outlining the how to physical distance in the studio. Sick visitors will be immediately sent home. Strong cleaning and disinfecting of the entire studio will be undertaken prior to student and staff arrival daily, and upon close of the studios each night. The staff will be trained to disinfect the studio floors and surfaces between each class. They will also be provided with up-to-date safety information, required to ensure all students wash hands before and after training and be given covid-safety posters for their and their students knowledge.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

Staff will be mostly freelance. We will work on a team basis to ensure everyone is covered should they need to take time off and to ensure everyone is able to make up their work time when they are cleared. Zoom options may be offered to allow staff and students the freedom to work from home where necessary.

Display conditions of entry (website, social media, venue entry).

Conditions of entry under covid-19 circumstances will be displayed on our website, social media and printed on the entry ways to the premises. They will also be included in our welcome and term emails.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. 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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

Student and staff attendance details will be recorded via our studio database (class roles). Any other persons entering the premises will be required to use a QR code to register their details at the entry point of the sub-premises. Additional persons will be discouraged from entering where possible.

If there are more than 25 patrons at the gym, a staff member must be assigned as a COVID-19 Safe Hygiene Marshal who will be in distinctive clothing (such as a shirt or badge) and responsible for ensuring all aspects of the COVID-19 Safety Plan are being adhered to including overseeing social distancing, cleaning and ensuring the accuracy of record keeping. The identified Safe Hygiene Marshal/s must always be

present when there are more than 25 patrons at the gym.

We will have altering Safety Marshalls during class times to ensure our plans are adhered to. These being the director, the accounts manager and the head of ballet program.

Physical Distancing

Ensure the number of people in a facility does not exceed one person per 2 square metres of publicly accessible space (excluding staff). Children count towards the capacity limit.

Class numbers capped in conjunction with 1 person per 2 square meters of space.

Studio 1 - 15 persons + staff

Studio 2 - 13 persons + staff

Studio 3 - 10 persons + staff

Music studio - 2 persons + staff

Office - staff only.

1 x person will be allowed to access each restroom at a time. 2 x persons will be allowed to access the kitchen at a time.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing such as toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

Students will be escorted in and out of the premises in socially distanced lines by their teacher

There is to be no lingering on premises either side of classes - anyone staying between classes will be required to stay on either the terrace or in the office (where space permits distancing)

Students will be sent to the restrooms when available if necessary to avoid queues

The studios will be marked with 'x's or stickers to ensure students are socially distanced in class

High energy dance, such as Zumba or similar classes, can spread COVID-19 if a participant is infected. There should be additional planning around these activities including:

- **Additional physical distancing or smaller class sizes**
- **Cleaning with detergent and disinfectant after each class**
- **Holding these classes in large spaces with high ceilings and good ventilation**
- **If partnered dancing, avoid rotation of partners**

The studios will be marked with 'x's or stickers to ensure students are socially distanced in class

Class numbers capped in conjunction with 1 person per 2 square meters of space.

Studio 1 - 15 persons + staff

Studio 2 - 13 persons + staff

Studio 3 - 10 persons + staff

Music studio - 2 persons + staff

Office - staff only.

1 x person will be allowed to access each restroom at a time. 2 x persons will be allowed to access the kitchen at a time.

Strong cleaning and disinfecting of the entire studio will be undertaken prior to student and staff arrival daily, and upon close of the studios each night. The staff will be trained to disinfect the studio floors and surfaces between each class. Staff will enforce personal hygiene practices in students (hand washing/hand sanitising).

Studios all have high ceilings and big windows, in addition to doors to outside space that may be opened for extra ventilation.

Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.

1 x person will be allowed to access each restroom at a time. Students will be allowed to go to the restroom only when there is one available to avoid queues. 2 x persons will be allowed to access the kitchen at a time - staff only.

Each bathroom will be assigned to an age group to avoid intermixing of touch surfaces.

Where practical, stagger the use of communal facilities. Strongly encourage visitors

to shower/change at home where possible.

Students will be required to arrive in uniform to avoid changing and to bring their own water bottle already filled.

Use of facilities will be monitored by staff to avoid queues.

Shower facilities will not be available.

Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.

Studios will be marked with 'x's or stickers to promote physical distancing in class.

Queues will be avoided.

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

Class times will be staggered and parents encouraged to drop off and pick up on time to avoid lingering.

For the case of covid - the pacific highway entry will be used to drop off and the west st entry will be used for pick up to avoid crowding.

Use telephone or video platforms for essential staff meetings where practical. Where reasonably practical, ensure staff always maintain 1.5 metres physical distancing, including at meal breaks and in office or meeting rooms. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.

Staff on site will be minimised. Meetings will be conducted in small, socially distanced groups and, where possible, held outdoors or via zoom.

Staff are to maintain physical distancing and avoid physical contact unless treating injury or for physical safety of a student in which case face masks will be required and provided.

Staff are not to linger before, after or between scheduled class times. All client communication is to go via email or phone to the office to avoid face-to-face interaction between staff and parents.

Review regular business deliveries and request contactless delivery and invoicing

where practical.

No regular deliveries. Invoicing will be electronic via email.

Hygiene and cleaning

Adopt good hand hygiene practices.

Students and staff will be required to practice hand hygiene before and after each class, when exiting or leaving a room, and at any point of contact with another student.

Covid-19 posters will be displayed in each area.

Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.

Hand sanitiser will be available in each studio/room, in each bathroom, the kitchen and office, and at the entry and exit doors.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand washing.

Bathrooms are stocked with hand soap, hand sanitiser and paper towels. All have functioning hand dryers and will have Covid-19 hand-hygiene safety posters on the mirrors.

Encourage visitors to bring their own water bottles, sweat towels and equipment.

Visitors are to bring their own filled water bottles and sweat towels/yoga mats where necessary. Equipment is to be kept to a minimum and will be sanitised between each use.

Ballet barres will be sanitised between each class.

Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.

Strong cleaning and disinfecting of the entire studio will be undertaken prior to student

and staff arrival daily, and upon close of the studios each night. The staff will be trained to disinfect the studio floors and surfaces between each class.

Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.

Strong cleaning and disinfecting of the entire studio will be undertaken prior to student and staff arrival daily, and upon close of the studios each night. The staff will be trained to disinfect the studio floors and surfaces between each class.

Reduce sharing of equipment (including hire equipment) where practical and ensure these are cleaned with detergent and disinfectant between use.

Equipment is to be kept to a minimum and will be sanitised between each use. Ballet barres will be sanitised between each class.

Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.

Hospital grade disinfected cleaning kits and gloves will be provided in each studio and extras will be available in the office.

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

Disinfectant solutions are high quality microshield and will be prepared for use at appropriate affective strength for strong, effective cleaning and safety for use in the presence of children.

Staff are to wash hands thoroughly with soap and water before and after cleaning.

Staff will be required to maintain hand cleaning practices at the commencement and conclusion of each class, upon arriving and leaving the facilities, and before and after each clean.

Encourage contactless payment options.

All payments will be through our online database. Cash will not be accepted.

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

All studios have doors which will be opened when studios are used. Studio 1 and 3 have doors onto an outdoor terrace. Studio 2 has a door onto the exit. All studios have high ceilings. Studio 1, 2 and the music room have large windows which will be opened to increase ventilation. The office has double doors onto the balcony. The whole premises has air-conditioning to maximise air ventilation.

Record keeping

Keep a record of the name, contact number and entry time for all staff, volunteers, participants, visitors and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Note: 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 there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

Staff, visitors and adults will be required to provide contact details via a QR code to be stored via online database.

Class rolls will be taken at the commencement of each class to track child attendance and will be stored via online database.

All persons entering the premises will have contact details collected and stored. Persons not partaking in classes will be discouraged from entry, and electronic communication will be encouraged where possible.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://www.nsw.gov.au)

All records of student attendance will be password protected via online database only

accessible to office staff using the business computer.

All visitor and staff details will be collected via a NSW gov QR check in system and used in conjunction with the customer record keeping advice on the NSW gov. Details will only be stored and accessible by office staff.

Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.

All staff will be asked to download and have the CovidSafe app running

Indoor recreation facilities should consider registering their business through nsw.gov.au.

Progress DNA will be registering as a Covid Safe Business through nsw.gov.au

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

Progress DNA is committed to cooperate with NSW Health in the case of any Covid-19 issues.

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

Yes