



COVID-19 SAFETY PLAN

Last updated: 12 November

KEY POINTS

- If you are unwell, you must NOT attend the studio. This applies to all staff, students, parents, siblings and visitors.
 - Note that students have the option to log in to class from home via Zoom.
- Our waiting room is closed to all parents. Move with Me and Preschool students may have one parent/caregiver if required. Please leave siblings at home where possible.
- All students, parents and visitors over 12 years of age must wear a mask unless you have a medical exemption. Should this be the case, please kindly let our COVID Marshall know upon arrival.
- Dancers may remove masks during strenuous exercise or when out of breath.
- Teachers are not required to wear masks when providing instruction to children as it can interfere with their ability to clearly communicate with students. They are, however, required to wear masks before and after classes and when moving around the building as well as for all adult classes (unless out of breath).
- Please ensure physical distancing (1.5 metres) from others at all times.
- Practice good hygiene by washing your hands upon arrival and after class with sanitiser or soap and water.
- Follow signage, floor markers and instructions from staff when moving around the building.
- Parents and visitors (i.e. those not enrolled as a student) must sign in if entering the building.
 - A QR Code is provided on the door (preferable)
 - A hard copy register is at reception if needed.
- All students and staff should avoid interactions in close spaces and avoid congregating in large groups.
- We reserve the right to revert any or all classes to online delivery at any time in the event of staff illness, changing requirements by authorities, a case/suspected case of COVID-19 or for any other reason determined necessary by us.
 - No refunds or discounts are permitted in the event of classes reverting to Zoom, however, should a class be cancelled, students will be eligible for their choice of a make-up lesson or credit, upon request by email.

We appreciate your patience as we all work hard to follow the rules, keep our people safe and manage the expectations of many different people. Thank you in advance!

FACTS OF COVID-19 VIRUS

Coronavirus (COVID-19) is a highly transmissible virus spread through small droplets from the nose or mouth via talking, coughing, sneezing or exhaling. Symptoms can include fever, chills or sweats, cough, sore throat, shortness of breath, runny nose or loss of sense of smell. In certain circumstances, headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea may also be considered.

STUDENTS OF ANY AGE WHO APPEAR UNWELL WILL BE SENT HOME AT STAFF DISCRETION.

There is a clear directive from authorities that you should be tested for coronavirus if you have any symptoms at all, so medical clearance will be required from any student who has been sent home by Dance Habit staff before resuming in-person classes.

If you OR ANYONE IN YOUR HOUSEHOLD is awaiting the results of a COVID-19 test, do not attend the studio until results are received (and then only if they are negative for coronavirus and evidence can be presented on request).

Students may join class via Zoom at any time, for any reason. No refunds are permitted.

PREVENTION

The best way to prevent transmission is to stay home if you're unwell, practice social distancing and ensure good personal hygiene.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, sneezing, or using the toilet.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your nose and mouth with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your upper sleeve or elbow.
- Do not share drink bottles.
- Stop shaking hands, hugging or kissing as a greeting.
- Ensure a distance of at least 1.5 metres is kept between yourself and others.

VULNERABLE PEOPLE AND HIGH-RISK CATEGORIES

We wish to acknowledge that some people are at higher risk of serious illness in relation to COVID-19. If you or a student in your care fall into one or more of the following categories, we invite you to contact us to discuss your individual circumstances. We are committed to providing flexible options for students in vulnerable groups to minimise any potential risk to their health and safety.

- Aboriginal and Torres Strait Islanders;
- People 65 years and older with chronic medical conditions;
- People 70 years and older;
- People with compromised immune systems.

BEFORE YOU ARRIVE

1. **Check the timetable** because changes have been made.
2. **Use the bathroom at school or home** before leaving for the studio. We aim to minimise use of the toilets, where possible.
3. **Be sure to eat something nutritious prior to arrival** that will keep you going for the duration you'll be on site. The kitchen and waiting areas are closed and there is to be no eating at the studio. Drink bottles should be filled with water from home.
4. **Get ready for class at home.** Changing rooms are closed in the short-term. Students should arrive dressed for class with hair done. Please only bring to the studio the things absolutely necessary for dance class:
 - Named drink bottle, filled with water;
 - Dance shoes;
 - Yoga mat (for Acro, Pilates and Conditioning classes);
 - Inhaler, Epipen or other medication.

Students in back-to-back lessons should wear clothing that is appropriate for both classes. Uniform requirements are being relaxed in the short-term to remove the need for changing clothing on site.

- Ballet uniforms and ballet buns must be worn for all ballet classes. Singlets and shorts can be pulled over the top of ballet uniforms for other styles of dance.
- Convertible tights allow students to easily go from classes that require shoes to barefoot (or vice versa).

WHEN YOU ARRIVE

Please understand that the following has been implemented to reduce foot traffic and crowding on site. We appreciate this may feel inconvenient, however, reducing any risk of COVID-19 and protecting everyone in our community remains our number one priority.

OUR WAITING ROOM IS CLOSED TO ALL FAMILIES.

This is with the exception of Move with Me and Preschool students who may have one parent/guardian each.

Students will not be permitted access to the building until FIVE minutes prior to their scheduled class. If you arrive earlier than this, please wait in your car or go for a walk.

1. **You will only be permitted entry five minutes prior to class.** This is to ensure we can safely move students out from previous classes before your arrival. If waiting outside, line up and ensure you keep 1.5 metres distance between you and other families at all times. This also applies to adult students.
2. Everyone entering the building must use hand **sanitiser on arrival.** Anyone adverse to hand sanitiser will be required to wash their hands with soap and water.
3. Once your child is safely inside, we ask that parents/caregivers **wait in your car or leave and return** to collect your child after class. Please do not wait on the footpath or driveway as we need to keep this space clear for students and staff.

***Move with Me and Preschool parents:** we kindly ask that you consider your need to use the waiting room. We can call you on the number provided on your Parent Portal if you are needed by your child. If you feel you must use the waiting room, please note that you will be required to sign in and must remain seated. Chairs have been set up to adhere to social distancing guidelines. We kindly request that siblings be left at home (where possible).*

FOOT TRAFFIC PLANS

1. All students will **enter the front door** through reception.
2. Please **follow the floor markers** provided when moving around inside the building.
3. We will manage the internal flow of foot traffic between classes. Please **follow the verbal instructions of our team** carefully.
4. After class, all students (plus any Move with Me or Preschool parents) will **exit from the side door via Studio 2.**

LEAVING THE STUDIO & STUDENT COLLECTION

PLEASE BE ON TIME TO COLLECT YOUR CHILD IMMEDIATELY AFTER THEIR LESSON.

Our timetable has been carefully structured to stagger classes, but it's effectiveness relies on parents and caregivers to be on time for collection.

Parents/caregivers: please stay clear of the driveway and only come forward to collect your child when you see them exit. Keep 1.5 metres between you and other families at all times.

As exciting as it is to see other students and families, we kindly ask that you do not gather in groups or congregate outside the studio. This includes adult students.

FREQUENTLY ASKED QUESTIONS

WHAT IF A STUDENT SUSTAINS AN INJURY?

Rest assured, our team still has a duty of care to provide First Aid to all students if needed. Gloves and a mask may be worn at staff discretion.

WHAT IF I CANNOT ATTEND CLASS?

All lessons will be available to watch live via Zoom for anyone who cannot attend the studio and we will continue to offer this for as long as it remains viable. Please note that teachers will be unable to provide personalised feedback, tuition or interaction to anyone joining via Zoom as their focus will be on those students in attendance at the studio. We ask that parents provide supervision during class time to ensure student safety at home and note that any student joining from home does so at their own risk. Unfortunately, sound quality cannot be guaranteed for online viewing of in-person classes and whilst we have ensured our internet at the studio is on the best available plan, we ask for your flexibility as there is likely to be some technical issues to work through.

WHAT ABOUT CHILD SAFETY AND VISIBILITY OF CLASSES?

As a Youth Protection Advocates in Dance (YPAD) certified studio, the safety of children is a priority. It's why we've always had viewing windows and CCTV in reception. Rest assured, parents will continue to have full visibility of classes by simply logging on to Zoom via your Parent Portal and watching class from the comfort of your car or home!

WHAT ARE YOUR CLEANING PROCEDURES?

We have removed as many touchpoints as possible and implemented strict cleaning procedures, as follows:

The following high-touch surfaces will be disinfected hourly:

<i>Toilet door handles</i>	<i>Ballet Barres</i>	<i>Kitchen & bathroom taps & benches</i>
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The following high-touch surfaces will be disinfected daily:

<i>Door handles</i>	<i>Light switches</i>	<i>Reception desk & office equipment</i>
<i>Cupboard handles</i>	<i>Alarm panels</i>	<i>Chairs, benchtops</i>
<i>Taps</i>	<i>Stereos</i>	<i>Dance floors</i>

- Ballet barres will be sanitised immediately after use.
- Teachers and staff will be sanitising or washing hands between every class.
- Professional cleaners will attend twice weekly for a thorough clean of all facilities.
- Staff will be encouraged to clean personal items regularly (e.g phones and iPads).

WHAT ELSE ARE YOU DOING TO MINIMISE THE RISK OF COVID-19 FOR FAMILIES?

Most importantly, we have a strict policy that requires families to stay home if they are unwell. By making classes available to watch online, we reduce the risk of families attending the studio with 'just a runny nose'.

We will be keeping accurate records of anyone who attends our site – that includes Dance Habit students, Move with Me and Preschool parents/caregivers, staff, couriers and cleaners. Note this does not include parents or caregivers picking up and dropping off children outside the venue. Anyone entering the building is required to use hand sanitiser or wash their hands with soap and water.

- All staff have completed COVID-19 Infection Control Training.
- Waiting rooms are closed to all families with the exception of Move with Me and Preschool students who are permitted one parent/caregiver. We encourage siblings to be left at home where possible.
- All administrative queries will be handled via email or phone. As we require staff on-site for all classes, office hours may change week-to-week. We endeavour to respond to all emails within two business days.
- Senior and Adult classes have been shortened to allow for crossover and cleaning.
- Floor markers are in use to encourage social distancing both in and out of the studio.
- We have removed the playpen, toys and tea/coffee facilities.
- Our kitchen and changing rooms will be closed in the short-term.
- Two electric hand driers have been installed to reduce handling of dirty hand towels and also to minimise the impact on our environment.
- Studio doors will remain open at all times to remove door handle touchpoints.
- No props or Acro mats will not be used in the short-term. All Pilates, Acro and Conditioning students are required to bring their own mat.
- Drink bottles left behind will be disposed of daily (so please take them home!).
- All classes will be non-contact. This means no partner work, holding hands, hugs or high fives. Teachers will only apply physical correction if required for safety (e.g. in the case of Acro classes).

WHAT WILL YOU DO IN THE EVENT OF A CONFIRMED CASE OF COVID-19?

If anyone with a confirmed case of COVID-19 has attended Dance Habit while infectious, we will immediately consult with the Department of Health and Human Services (DHHS) for guidance. DHHS may require us to close for a short period to facilitate cleaning and enable contact tracing. Professional cleaners will be brought in to thoroughly clean all areas of the studio before re-opening.

Attendance records and contact details of students deemed to be close contacts with the confirmed case will be provided to DHHS and we will notify by email all families who attended the studio on the same day as the infected person. We will respect the privacy of anyone with a confirmed case of coronavirus and treat their condition with understanding and compassion.

Any person who tests positive for coronavirus (COVID-19) must remain in home isolation until they have been notified by DHHS that they have met the criteria for release from isolation. Any person who is determined to be a close contact of a person with coronavirus by DHHS should not attend the studio for 14 days after their last close contact and must self-isolate. During isolation, they should watch for symptoms and seek medical assessment and testing if they become symptomatic.

WHAT SHOULD I DO IF I HAVE COVID-RELATED QUESTIONS, CONCERNS OR FEEDBACK?

Safety is our priority and we welcome your feedback. Please email us in the first instance on info@dancehabit.com.au. We will respond as soon as we can and appreciate your patience during peak times.

OTHER CONSIDERATIONS FOR FAMILIES

In-person make up lessons are not permitted at this time, however, make ups may be booked to attend online via Zoom. Our existing [Make Up Lessons, Suspension & Cancellation Policy](#) strictly applies.

Contact details for students and parents may be passed on to the Department of Health and Human Services for the purpose of contact-tracing if necessary. We endorse the Government's COVIDSafe App.

_____ **END OF DOCUMENT** _____

dancehabit COVID-19 Safety!
Love the way you move



Enter at Reception
& exit via
Studio 2.

Follow
the floor
markers to &
from class.

Sanitise
your
hands
before &
after
class.

Stay
home if
you're
unwell!

Our
waiting
room is
closed

No hugs, high fives,
props or partner
work for now.

