



COVID-19 SAFETY POLICY

Victoria is moving out of lockdown over the coming months in circumstances where COVID-19 is still circulating in our community. This means that there is still a risk of exposure to COVID-19, including at this venue. We cannot eliminate this risk and it is important that you understand this and take steps to ensure your own safety. By working together, the risk of exposure at this venue can be minimised and we will be taking all reasonable steps to ensure that it is reduced to the extent possible. Our COVID-19 Safety Policy provides information, and explains what you need to do, when you attend this venue. This Policy applies to you as a condition of entry to our venue and as part of the terms and conditions of our services. If you have any questions about this Policy or any concerns, you should let us know. We remain committed to the health and safety of our staff, students, and families. Please remain vigilant. Get tested if any symptoms develop and stay home when unwell.

Last updated: 28 October 2021

KEY POINTS

- You must notify us immediately if you, your child(ren) or any member of your household contracts COVID-19 or has come into contact with someone who has tested positive for COVID-19 during any 14-day period in which you have attended the studio.
- 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 at any time.
- As per the Directions issued by Victoria's Chief Health Officer, any person aged 16 and over must be fully vaccinated to enter the building. Acceptable proof of your COVID-19 vaccination status or a genuine exemption with photo ID must be sighted by our COVID Marshall on arrival, or you will be refused entry.
- If you are aged 16 and over, you must sign in every time you enter the building. A QR Code is provided on the door (preferable) or a hard copy register at reception.
- Please arrive no earlier than five minutes prior to your scheduled class.
- Our waiting room is closed to **all parents** except for one parent for each Move with Me and Preschool student, plus one parent for any student attending a trial class. We encourage you to leave siblings at home with another caregiver where possible.
- Students in Grade 3 and above, plus any person aged 12 and over, must wear a face mask unless a medical exception applies. Should this be the case, please kindly let our COVID Marshall know upon arrival. Students in Grade 3-6 may remove face masks for classes. Students aged 12 and over may remove face 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. All students and staff should avoid interactions in close spaces and avoid congregating in large groups. Follow instructions from staff when moving around the building.
- Practice good hygiene by washing your hands with sanitiser or soap and water upon arrival, after class and after using the bathroom.
- 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. Note that our online timetable differs to our in-person timetable during lockdowns/closures. No refunds, discounts or make up lessons 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.

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 may be required from any student who has been sent home by Dance Habit staff before resuming in-person classes.

Anyone awaiting the results of a COVID-19 test, must not attend the studio until a negative result is received. Note that we may request evidence of this.

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 can be made with short notice.
2. **Try to 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. If eating on site, ensure food is able to be consumed without the need for cutlery or microwave use. Drink bottles should be filled with water from home.
4. **Get ready for class at home.** Changing rooms are closed. 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 fully vaccinated parent/caregiver each. One parent/caregiver of any student attending a trial class may also stay onsite if fully vaccinated.

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.

LEAVING THE STUDIO & STUDENT COLLECTION

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

Our timetable 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 from time to time.

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 regularly throughout the day:

<i>Door handles (studios, bathrooms, front door)</i>	<i>Ballet Barres and studio equipment</i>	<i>Kitchen & bathroom taps & benches</i>
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The following high-touch surfaces will be disinfected daily:

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

- Ballet barres will be sanitised between classes.
- Equipment will be sanitised 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'.

- All staff are fully vaccinated and have completed COVID-19 Infection Control Training.
- A COVID-Marshall will be appointed for all shifts.
- All patrons aged 16+ must be fully vaccinated and check in using QR Code provided.
- Use of face masks will be monitored as per regulations.
- Waiting rooms remain closed except for one (fully vaccinated) caregiver per preschool or trial student.
- All administrative queries should be handled via email or phone where possible.
- Classes may be shortened with little notice if cleaning requirements change.
- Floor markers are in use to encourage social distancing in the studio, where possible.
- 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.
- Props or Acro mats will be cleaned between classes and/or after use. All Pilates, Acro and Conditioning students are encouraged to bring their own mat.
- Drink bottles may be disposed of if left behind (so please take them home!).
- All classes will be predominantly non-contact. This means limited partner work, no holding hands, hugs or high fives. Teachers will minimise physical correction where possible though there may be minimal contact for safety and as needed for younger children.

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 and must self-isolate for 14 days if a household contact or unvaccinated (reduced to 7 days if fully vaccinated). 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

Our existing [Make Up Lessons, Suspension & Cancellation Policy](#) strictly applies.

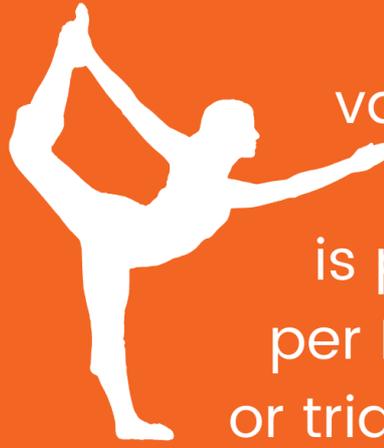
Contact details for students and parents may be passed on to the Department of Health and Human Services for the purpose of contact-tracing if necessary. We endorse the Government's COVIDSafe App.

_____ **END OF DOCUMENT** _____

dancehabit COVID-19 Safety!
Love the way you mOVE



Our waiting room is closed for now.
One fully vaccinated caregiver is permitted per Preschool or trial student.



Wash & dry your hands before & after class.



Stay home if you're unwell!

Ages 16+ must be fully vaccinated

Changing rooms are closed for now.

