



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: 19 May 2022

KEY POINTS

- If you are unwell, you must NOT attend the studio. This applies to all staff, students, parents, siblings and visitors.
- **If you test positive for COVID-19** within a two-day timeframe following attendance at our studios, we ask that you let us know so we can inform anyone who may be deemed a social contact. Immediately isolate and follow the checklist for COVID cases at coronavirus.vic.gov.au/checklist-cases.
- **If you are a household contact**, you can still attend class provided you do the following.
 - Continually test negative using a rapid antigen test, on at least 5 days out of the 7 day period (ensure tests are spaced at least 24 hours apart).
 - Wear a face mask at all times.
If you are unable to wear a mask due to a medical condition, age or any other reason, please refrain from attending class and instead book a make-up lesson or request to attend class via Zoom during your household contact isolation period.
 - Follow the checklist for COVID contacts at coronavirus.vic.gov.au/checklist-contacts.
- Please arrive no earlier than five minutes prior to your scheduled class.
- Our waiting room is open to parents of Move with Me and Preschool students, but it is working on a rotational roster for parents of Middle School (Prep to Year 12) students. Please check our [public calendar](#) to find out when you can be on site. Parents of students any age attending a trial class are welcome to stay on site.
- Please be mindful of physical distancing from others where possible. All students and staff should avoid interactions in close spaces and avoid congregating in large groups.
- 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 may differ 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 request to attend class via Zoom at any time, for any reason with a minimum of two hours' notice. 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.
- Wear your face mask indoors unless out of breath during strenuous exercise.

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. Changing Rooms are open, however, we ask that students **arrive dressed for class with hair done, wherever possible**. Changing Rooms can be used for those coming straight from school or work, or those needing to change dance uniform between back-to-back classes. Please avoid overcrowding in these small spaces.
4. **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.
5. Bring to the studio only 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.

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.

1. To assist us with minimising any crowding in waiting rooms, **please arrive no sooner than five minutes prior to your scheduled class** and remain seated while students from the previous classes exit the building.
2. Everyone entering the building is encouraged to use hand **sanitiser on arrival**. Anyone adverse to hand sanitiser should wash their hands with soap and water.
3. Once your child is safely inside, we ask that parents/caregivers **wait in your car, outside or leave and return** to collect your child after class if possible. Please adhere to the open waiting rooms policy outlined in the key points above.

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.
Thank you for your cooperation.*

Parents/caregivers: please come forward to collect your child when you see them exit.

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?

Please refer to our [Make-Up Lessons Policy](#) in the first instance.

Or, if requested, lessons can be made available to watch live via Zoom for anyone who cannot attend the studio. **We require a minimum of two hours' notice to set this up for you.** 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. If at any time, you wish to watch your child's class, please request access via Zoom. **We do require a minimum two hours' notice to set this up for you** and you will then be able to log on to Zoom via your Parent Portal to watch class from the comfort of your car or home.

WHAT ARE YOUR CLEANING PROCEDURES?

We have removed as many touchpoints as possible and continue to clean high-touch surfaces daily. In addition:

- Teachers and staff will be sanitising or washing hands between every class.
- Professional cleaners will attend 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 (on request), we reduce the risk of families attending the studio with 'just a runny nose'.

- Studios 1, 3 and 4 all have mechanical air movement with venting to external atmosphere. The roller door will be kept partially open for air flow in Studio 2 where possible.
- All staff are fully vaccinated and have completed COVID-19 Infection Control Training.
- Use of face masks will be monitored as per regulations.

- We are reducing numbers on site by rotating open waiting rooms for Middle School students.
- All administrative queries should be handled via email or phone where possible.
- Classes may be shortened with little notice if cleaning requirements change.
- We have removed the playpen, toys and tea/coffee facilities.
- 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!).
- Students will be reminded to use hand sanitiser or wash their hands after contact partner work.
- 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?

We will always follow the advice provided on coronavirus.vic.gov.au. Requirements are regularly changing, but we promise to respond in the most up-to-date manner should we be notified that a positive case has attended our venue. We will respect the privacy of anyone with a confirmed case of coronavirus and treat their condition with understanding and compassion.

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.

_____ **END OF DOCUMENT** _____

dancehabit COVID-19 Safety!
Love the way you mOVE



Our waiting room is open for Preschool caregivers.



Please check calendar for Open Waiting Room dates for Middle School caregivers

Wash & dry your hands before & after class.



Stay home if you're unwell!

All staff are fully vaccinated

Please avoid overcrowding in changing rooms and waiting areas.

