



## **Portland Danz X-tensions** **COVID-19 Policies** **October/November 2020**

This COVIDSafe Plan has been prepared to protect staff, students, and parents  
Our primary focus is to keep our dance family safe

All criteria for our return to the studio is in accordance with current Victorian State Government guidelines.

We will advise you of any further updates once they are released.

### **KEY ACTIONS TO STOP THE SPREAD**

- Wash your hands often.
- Use hand sanitiser
- Adhere to social distancing rules.
- Try not to touch your eyes, nose, or mouth.
- Cover your nose and mouth with a tissue when you cough or sneeze.
- Please stay home if you feel unwell, get tested and self-isolate pending results.
- Face coverings must be worn on site for all persons over 12 years of age (until further notice).
- All infectious waste disposables are to be placed in the bin this includes but not limited to; tissues, sanitiser/disinfectant wipes/ disposable face coverings.

### **ADDITIONAL KEY POINTS**

Please see the following website for COVID-19 symptoms:

<https://www.dhhs.vic.gov.au/victorian-public-coronavirus-disease-covid-19>

Students should not attend the studio in any capacity if they feel unwell or have been in close contact with a suspected case of COVID-19.

If found to have any symptoms related to COVID-19 as stated by DHHS, you must:

- Refrain from attending class
- Get tested
- Self-isolate pending test results
- Medical certificates may be required upon re-entry into the facility.

Vulnerable students with medical conditions who may be at increased risk or those with underlying medical conditions should obtain advice from their doctor before returning to the studio.

### **1. Physical Distancing**

- The entry/exit area from the outer door to the studio door must always be kept clear, so that students entering/exiting are not coming in close contact with people outside their own class or family unit.
- Students arriving for class are to wait and warm up in the hallway away from studio door. Social distancing signage has been put up in the hallway as a guide to students when warming up to keep 1.5m apart
- Students are required to bring all possessions (bags, shoes etc) with them into class to make class change over less crowded.
- When in class students will be encouraged to social distance via marking on floor and barres.
- Upon class changeover students in the next class are to wait in the hall (maintaining social distancing), the class in the studio are to leave the building directly. Once the studio is empty and cleaned the next class may enter at the direction of the teacher.
- Adhering to the 4 square meter rule: Hall maximum persons 10. Change room maximum persons 2. Studio maximum persons 24.
- Parents/adults will not be permitted to stay in the building while classes are in progress, except for preschool parents when needed.
- Drop off and pickup is to be done at the bottom of the stairs.
- Preschool parents may escort their children upstairs but will need to leave as soon as Sicely is available to supervise the kids.
- Junior classes will have either a teacher or assistant teacher supervise those in hall while they wait for their class to start.
- Teachers are to refrain from physical contact with students unless an unforeseen event where the physical safety of the dancers has come into jeopardy or is providing first aid
- Assistant teachers are to refrain from all physical contact with students

### **2. Face coverings**

- All teachers are to wear a mask while teaching as much as possible. Removal of mask is only acceptable when students are unable to hear directions or when teacher is performing high impact dancing where they are puffing
- Assistant teachers must always wear a mask
- Students 12 years and over are required to wear a mask when coming to and from class and while in waiting room
- During class students 12 years and over are required to wear a mask as much as possible except for when performing high impact dancing and when the music is on, where dancers are puffing. Mask may be pulled down or worn around wrist when the music is on and during high impact dancing. At the conclusion of music or high impact dancing dancers are required to reapply their mask.
- Students under 12 are encouraged to wear but not required to wear a mask for class.
- When students under 12 wear a mask they may remove mask when performing high impact dancing.

### **3. Cleaning and Hygiene**

- Studio common surfaces will be cleaned at the start of every day with anti-bacterial detergent, cleaning wipes or spray or a combination thereof. Common surfaces include floor, barres, door handles, tables, lockers, toilets)
- Door handles, pin pad, table, ballet barres, and any other equipment used will be wiped down upon each class change over or immediately after use.
- The use of equipment will be restricted to only when each student can have their own to avoid sharing at any point.
- All students are required to sanitize or wash their hands or both upon arrival to the studio.
- Upon entering and exiting the studio space (the dance area) students will be required to apply sanitizer to hands (supplied just inside studio door)
- Sanitizer will be supplied at the main entrance of the building for use by all who enter
- Eating at the studio is not encouraged. It is preferred that students eat sufficient snacks or meals before coming to dance.
- Students are encouraged to use toilets before coming to dance, where possible.

- Students will be required to sanitize their hands before and after performing dance steps where students touch the floor.
- A log of all cleaning carried out will be kept inside the studio and will be filled out after start of day clean and after each class change of clean.
- Paper towel and soap is supplied at bathroom and kitchen sinks
- Signage reminding students to wash hands will be posted at all wash basins
- Airflow – studio windows are to be open as often as appropriate depending on weather. Studio fans are to be used as often as possible to increase airflow, depending on overall studio temperature.

#### 4. Illness – with COVID-19 symptoms

##### Students

- **Any student who is showing any COVID-19 symptoms (fever, cough, sore throat, shortness of breath) is required to stay home from class,** but they may still participate (if well enough) via Zoom if sufficient notice given to teacher beforehand.
- Any student who comes to class who is showing COVID-19 symptoms (fever, cough, sore throat, shortness of breath) will be isolated from the rest of the class and parents contacted to come and collect them immediately.
- Students are to stay away from studio classes until all signs COVID-19 has passed or they have been tested and cleared of having COVID-19

##### Teacher Illness – with COVID-19 symptoms

- **If any of our teachers are showing signs of COVID-19, they will be required to isolate for 14 days or until cleared by a medical professional as to not having COVID-19.**
- All families of that teachers' class will be notified via email, school sharing app and Facebook group of possible Covid-19 exposure and contact regularly maintained until confirmation of a positive or negative result.
- All classes that teacher takes will either be moved back to zoom in the meantime or taken by another teacher if possible.

##### Confirmed COVID-19 case procedure

- If it is confirmed that a member of Danz X-tensions or their close family have been diagnosed with COVID-19 consultation with DHHS will be undertaken immediately.
- All families will be notified via email, school sharing app (Movitae) and Facebook group of possible exposure.
- The studio may be temporarily closed, and classes moved to Zoom while contact tracing and a studio deep clean is undertaken.
- Studio reopening will be upon the advice from DHHS

##### Contact Tracing

- Class rolls will be used to keep track of attendance of all students when at dance
- All Parents/adults who enter the building will be required to sign contact tracing logbook

#### 5. Outdoor classes additional policies

- All the other listed Covid policy points are followed where they can be applied to an outdoor setting
- Pick up and drop off is to be done within eyesight but at a distance from the chosen site
- Students waiting for previous class to finish will be directed to wait a short distance from site but within eyesight of teacher
- For student modesty in a public place, students are encouraged to wear additional layers over regular fitted dance attire.
- Sanitizer is supplied on site for use before and after class
- No common equipment will be used
- Anti-bacterial wipes will be kept on hand for use to clean hands/feet/knees etc if needed during or after class
- Social distancing of 1.5m during classes will be encouraged
- Class numbers to meet current guidelines of 10 per class for outside (Oct.)

## 6. Other

- Parents are required to advise Sicely (if not done so already) if they have a child attending the studio who is in the high-risk category.
- High-risk students attend classes at the studio at their own risk
- While all necessary precautions are taken by teachers to ensure the health of our students, parents send their children to class at their own risk knowing that we rely on everyone 'doing the right thing' in order to stop the spread of COVID-19
- Classes will move to online classes immediately if required by the State Government
- No refunds will be given to student who do not wish to continue online.
- If parents need to get a message to teacher on the day of class please do so via text 0418521127

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### Before and After class procedures when at studio

- The entry/exit area from the outer door to the studio door must always be kept clear, so that students entering/exiting are not coming in close contact with people outside their own class or family unit.
- All students are required to wash their hands or use sanitizer upon arrival to the studio. Both the kitchen and toilets will have soap and paper towel, sanitizer at main entrance.
- Students arriving for class are to wait and warm up in the hallway away from studio door. Social distancing markers will be in place as a guide.
- It is preferred students arrive dressed ready for class.
- Students are required to bring all possessions (bags, shoes etc) with them into class
- Upon entering the studio space (the dance area) students will be required to apply sanitizer to hands (supplied just inside studio door)
- When in class students will be encouraged to social distance.
- There will be no getting changed into casual clothing after class permitted, students may quickly put on warm layers before leaving the studio but not a total change.
- Upon leaving the studio space (the dance area) students will be required to apply sanitizer to hands (supplied just inside studio door)
- Upon class changeover students in the next class are to wait in the hall (maintaining social distancing), the class in the studio are to leave the building directly. Once the studio is empty and cleaned the next class may enter at the direction of the teacher.
- Pickup after classes will be at the bottom of the stairs. Our youngest students may have parents come up but must adhere to maximum numbers in the hallway, use social distancing and sign the contact tracing logbook.
- For the safety of our students 12 years and under it is still requested that parents escort their children to and from the stairs/building even though it is preferred you do not come up yourself.
- In the event a parent is late for pickup students may come back upstairs and to wait
- Where a student has a gap between classes and a teacher or student teacher is not available to supervise, that student may wait in the change room, with the door closed, rather than the hallway.

These policies and procedures were correct at the time of publishing but may be adjusted as government regulations and industry recommendations change in the future.

### **CONTACT**

All concerns or queries are to be directed to:  
Sicely Kennedy

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### **REFERENCES AND GUIDELINES**

Australian Government

[www.australiagov.au](http://www.australiagov.au)

Federal Government

[www.health.gov.au/covid19-resources](http://www.health.gov.au/covid19-resources)

Victorian Government

[www.dhhs.vic.gov.au/coronavirus-covid-19-daily-update](http://www.dhhs.vic.gov.au/coronavirus-covid-19-daily-update)

Safe Work Australia – COVID -19 Resource kit

[www.safeworkaustralia.gov.au/covid-19-information-workplaces](http://www.safeworkaustralia.gov.au/covid-19-information-workplaces)

National COVID-19 [www.pmc.gov.au/nccc](http://www.pmc.gov.au/nccc)