

HEIDELBERG & DISTRICT SCHOOL OF DANCE

CovidSafe Policy

At HD Dance we take our role in the community very seriously. We are committed to maintaining best practices in relation to hygiene standards and will always strive to make our environment healthy, safe, and supportive for our students.

Our ability to operate means that we will need to adjust how we have run in the past, in consideration of Covid19. These measures implemented are in line with current government Restricted Activity Directions (RADs), Chief Health Officer ("CHO") Directions, and both government, industry requirements and best practice guidelines and will be regularly reviewed and updated as necessary.

We have developed our Covid19 Safe plans, policies and procedures taking requirements and guidance from the Victorian Government's COVID-19 Work Safe and Ausdance best practice guidelines. The Ausdance Return to Dance guidelines can be viewed here: <https://www.ausdancevic.org.au/resources-from-ausdance-vic>.

We want to reassure you that the health and wellbeing of our students, staff and HD Dance community are our number one priority. We are continuing to monitor the spread of Coronavirus by keeping a watching brief of the official information from both the National and State Health Departments.

Below are the preventative steps we HD Dance are taking as an organisation, resources for more information, and what we can all do to help keep our HD Dance Community as healthy and safe as possible.

WHAT HD DANCE IS DOING:

- Maintain a watching brief of the official National and State Health Departments and abide to the requirements, including the Restricted Activity Direction ("RADs") and CHO Directions as stated of both the authorities and the facility services under which we operate ("The Uniting Church").
- All staff are informed, protected and aware of their responsibilities regarding their safety and the safety of others during the activities of the business. All staff will receive formal training in HD Dance Covid19 procedures.
- All staff to undertake Australian Government Covid19 infection control training as a minimum and will remain up to date with government guidelines and best practice in relation to hygiene and infection control.
- All staff and contractors are required to be fully vaccinated, and vaccinations kept up to date, in accordance with the CHO Directions in Victoria.
- Attendance Records will be maintained for the purposes of contact tracing. An Attendance Register via the Government QR Code system will be maintained for anyone entering the building. Our automated attendance register for our students and our Attendance Register for anyone else other than a student entering & exiting the building, will be maintained.
- Any records will be kept, in accordance with government requirements (a minimum of 28 days) and information will be kept private & confidential in line with our existing terms and conditions, unless they are required to be produced for the Victorian Department of Health.
- Providing soap and disposable hand towels, hand sanitiser and tissues in studios, bathrooms and at reception areas.
- Make face coverings (face masks) available for all staff, contractors and patrons for use in line with the Government Directions and / or recommendations.



- We will clean and sanitise all areas of the building daily and will include wiping down “high-touch” surfaces in between each class every day including barres, door handles, handrails, window ledges, and key studio items including stereo systems, and other electronic devices.
- Class timetables will be such so as to to minimise the amount of participants gathering at any given time. There will be clear demarcation of entry and exit points to ensure the flow of students is controlled.
- Teachers will ensure that there is no unessential partner work, contact or the use of any non-essential or non-communal equipment in classes. In some cases, where the safety of our students requires necessary hand contact support, then additional hygiene and sanitation protocols will be implemented.
- Ensure our policies and practises are visible and front of mind for all by posting communications in and around our studios (e.g. at entry, in toilets, changerooms, studios etc.), to remind our community the importance of washing hands regularly and having front of mind their own personal hygiene for the protection of themselves and others.
- Teachers will ask all students to sanitize hands before and after each class and after bathroom breaks.
- The display of social distancing markers in reception areas and inside the studio to assist in social distancing being followed.
- Parents/carers will be called if a student presents as unwell for immediate pick up
- HD Dance staff will fully supervise all students during drop off and pick up times to eliminate the need for parents/carers to enter the building
- Staff will not come into the studio if they are unwell and follow all protocols set.

WHAT OUR HD DANCE COMMUNITY CAN DO:

- Abide to the requirements, including the Restricted Activity Direction (“RADs”) and CHO Directions, as stated of both the authorities and the facility services under which we operate (“The Uniting Church”).
- Currently, all persons that enter our facility that are 12 years and 2 months and over, are required to be fully vaccinated in accordance with the CHO Directions in Victoria.
- Students, parents/carers MUST not come to the studio if they are sick or have had contact with a known or suspected case of Covid-19 (classified as a close contact).
- Parents/carers are to be punctual at pick/up drop off times (arrival five minutes prior is ideal).
- We recommend only one adult should accompany a student to drop off and pick up points.
- We ask all parents/carers drop their child and go to minimise the amount of people in waiting areas where possible.
- If it is absolutely necessary for a parent/carer to enter the building, all conditions of entry must be complied with.
- Students are asked to wash their hands before coming to the studio and are to only bring the essentials they need for class (e.g. named change of shoes and a named drink bottle). Please avoid any excessive bags / clothing as there will be restricted space for storage.
- We also encourage students and/or parents to wipe these items before coming to class and when you get home.
- We ask that students refrain from any unnecessary body contact and abide by the social distancing practices in place at the studio (e.g. no hugging, high fives etc). We understand this is more challenging for little ones and will do our best together to promote positive strategies and age appropriate alternatives.

