



N2 Dance Productions

Return to Dance Plan

Policies and procedures for a COVID-safe return to dance

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Ermington Community Centre
8 River Road Ermington NSW 2115

Wentworth Point Community Centre and Library
10 Footbridge Boulevard Wentworth Point NSW 2127

PO Box 459 Five Dock NSW 2046
0422 939 749 | info@n2dance.com.au

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OVERVIEW

PURPOSE

At N2 Dance Productions we aim to provide a safe opportunity for students to come together and enjoy something they love - dancing. N2 Dance Productions treats all student and parent's safety with the highest priority.

We are implementing measures to ensure the safety of all those who are a part of our studio community through risk mitigation strategies that aim to reduce the transmission of COVID-19.

This document outlines the internal policies, procedures and management plans for N2 Dance Productions. As COVID-19 is a fluid situation, with new information always emerging, the policies and procedures in this document will change as we are updated on the situation at hand.

N2 Dance Productions will return to Face to Face classes from Monday 25th October 2021 in line with the Public Health Order.

METHODS OF SPREAD

COVID-19 is highly transmissible between people and immediately spreads through close contact with infected individuals or surfaces. There are four main methods of spreading the virus:

1. Airborne
2. Airborne-to-Surface-to-Skin
3. Skin-to-Skin contact
4. Skin-to-Surface-to-Skin contact.

These all rely on three sources of delivery: Airborne, Surfaces, and Skin. We have purposefully designed our policies and procedures to take into account each of these sources.

MITIGATING RISK

As recommended by Safe Work NSW and NSW Health, N2 Dance Productions is mitigating risk in 4 key ways:

- 1) Hygiene practices
- 2) Ventilation
- 3) Physical distancing
- 4) Screening and record keeping

HYGIENE PRACTICES

N2 Dance Productions will be enforcing hygiene practices, including:

- Washing hands with soap and water, or sanitising hands using alcohol-based hand sanitiser, when entering and exiting the studio
- Covering nose and mouth when coughing and sneezing with tissue or a flexed elbow
- Disposing of tissues immediately, and washing hands or using alcohol-based hand sanitiser after disposing
- Avoiding contact with others (shaking hands, touching faces, hugging, and other intimate contact)
- Not coming to the studio if unwell
- Requiring students to bring their own water bottle to class - no drinking or refilling from the tap at the studio

VENTILATION

N2 Dance Productions will be optimising ventilation by:

- Keeping windows and doors open where possible
- Using ventilation systems for our Wentworth Point Studio, as provided by Parramatta Council
- Ensure regular consultation with Council around replacement and maintenance of ventilation systems
- Avoiding the use of fans, and, where used, only pointing fans towards ceilings or the floor and turning oscillation settings off

PHYSICAL DISTANCING

N2 Dance Productions will be enforcing physical distancing, including:

- Marking dance studio floors and waiting areas to meet 1.5m social distancing requirements
- Eliminating or minimising shared prop and equipment use
- Restricting use of waiting area - No waiting area at Ermington Studio and following Library staff for directives at Wentworth Point Studio
- Having designated areas for student's belongings
- Requesting students avoid bringing bags (unless coming straight from school) when only coming for one class and that they minimise personal belongings brought to the studio
- Facilitating student drop off and pick up zones ('Drop and Dance' policy)
- Restricting parents/family access to the premises until further notice

SCREENING & RECORD KEEPING

N2 Dance Productions will be adopting screening and record keeping practices, including:

- Requiring proof of double vaccination + 2 week waiting period after 2nd dose for all staff
- Sighting parent and student vaccination certificates and keeping records (those 16 years or older)
- Service NSW QR code checkin signage and sighting check in ticks
- Ensure that an alternative is available for non QR code checkins

COVID-SAFE ACTIONS

The following actions and procedures have been implemented to ensure a safe return to dance for our students, staff and families.

This section outlines these actions as related to seven levels of the business:

- Studio (the physical space)
- Classes (groupings of students, e.g. Pre-Teen Ballet Tuesday 3-4 yr olds etc)
- Lessons
- Staff
- Students
- Families
- Management and Administration

Studio

- Clear and frequent signage re: QR codes, masks, studio capacity, hand hygiene etc
- Multiple hand sanitation stations throughout the premises
- Mark floors with tape and/or markers to maintain social distancing in class
- Minimise use of fans. If on, they must point to ceiling or floor and are not allowed to oscillate
- Remove all non-essential equipment
- Provide and maintain cleaning stations throughout the studio
- Disinfect equipment/props after use
- Clean and disinfect surfaces regularly
- Leave studio doors open to maximise ventilation and reduce touching of handles
- Cleaning tubs to place any used props/equipment that needs cleaning or cannot be cleaned at the end of class
- Provide and maintain stock of disposable masks for student and staff use

Classes

- Where possible, schedule classes to reduce crossover time
- Where this isn't possible, minimise congestion by finishing classes 3-5 minutes earlier, allowing for cleaning time and to let one group to leave before the next group enters
- Maintain class capacity to adhere to 4m² and 1.5m physical distancing requirements
- Where possible, limit movement between studios for students and staff (e.g. Teacher A teaches all classes in Studio 1 in a single shift)

Lessons

- Minimise or eliminate prop and equipment use
- Lesson content catered to physical distancing requirements, including staying in students' individual spaces or careful and structured
- No hand holding, high fives, or other partner work until 2022
- Avoid queuing by adjusting lesson plans and using spaced out floor markers placed on all the sides of the room
- Stagger student drink breaks to minimise congestion
- Eliminate or reduce high-intensity activities in both frequency and duration

Staff

- All staff must be double vaccinated and show proof
- Train staff in COVID-19 infection control
- Staff must wear masks until advised otherwise
- Staff who are immuno-suppressed or immuno-compromised may elect that all students in their classes are double vaccinated and must continue to wear masks beyond Dec 1st
- Provide PPE for cleaning (e.g. disposable gloves)
- Support and maintain staff mental health and wellbeing through regular checkins, paid sick leave
- Pay staff for any additional cleaning time
- Provide staff who are unwell with the option of zooming from home and having another teacher present in class for safety and observation
- Staff must adhere to and enforce COVID-19 Policies & Procedures

Students

- Adult students 16+ must be double-vaccinated and show proof of vaccination status
- Wash hands with soap and water or sanitise with alcohol-based hand sanitiser when entering the studio
- No touching or close contact with other students or teachers
- Maintain social distancing by dancing within individual 'area'
- Students aged 12+ must wear masks. Younger students may wear a mask if they wish. This will only change upon government advice
- Avoid touching mouth, nose or eyes with unwashed hands. If you do, wash/sanitise hands
- Stay home if sick (makeup lessons will be provided or may be able to Zoom in to a lesson if older)
- Must bring own water bottle – no drinking/re-filling from tap
- Get changed and go to the bathroom before class where possible
- No bags brought to class unless coming from school or doing multiple classes

Families

- Remind families of hygiene and physical distancing practices
- Remind families of mask wearing requirements and procedures
- Do not send children to dance if they are unwell (all missed lessons may be made up at a later date, or students may be able to be zoomed into lessons in line with current make up class procedures)
- Students to be dropped off and picked up. No family to enter studio in order to meet capacity requirements and minimise congestion. No loitering in the foyer.
- All correspondence via email or phone - no face-to-face conversations with teachers
- Drop off and pick up students in a timely manner to minimise congestion

Management & Administration

- Electronic payments only - no cash payments accepted in Term 4 2021.
- Enforce QR code check ins or alternative checkins for those who do not have access to QR code
- View and keep records of proof of vaccination where required (record they have been sighted) and in line with proof checking legislation
- Securely store teachers vaccination certificates on file
- Request that all team members must be fully vaccinated and must keep up with any boosters as required or recommended by government or health officials
- No face-to-face queries between families/parents and teachers
- Where possible, assign non-teaching COVID-Marshall for all operational times
- Create templates and scripts for specific issues that may arise
- Ensure issues are escalated directly to Studio Owner to avoid teachers dealing with difficult or confrontational conversations
- Maintain clear incident reporting pathways
- Undertake regular risk assessments and implement measures accordingly

CONTACT RISK ASSESSMENT

As an indoor venue that involves physical activity, specific risk assessment may be required. Please refer to the tables below to assess each situation individually.

Table 1: Risk categories for people who have had close-range (<1.5m) contact with a case during the case's infectious period, for both **indoor and outdoor** settings.

Type of close-range contact	Masks*	Vaccination status of the exposed person**	
		Partial or none	Full
Direct physical contact†	Yes	Close	Casual
	No	Close	Casual
Conversation while within 1.5 m	Yes	Close	Low risk
	No	Close	Casual
Within 1.5m for more than 1 minute (cumulative over 24hrs)	Yes	Close	Low risk
	No	Close	Casual

* No = Mask not worn or improperly worn by case or contact.

** Fully vaccinated is 14 days following 2nd dose.

† Includes shaking hands, hugging or kissing.

Table 2: Risk categories for people who have shared an indoor space with a case during their infectious period but who have not had close-range (<1.5m) contact.

Size of indoor space* (m2)	Time (mins)	Masks**	Vaccination status of the exposed person†	
			Partial or none	Full
< 100	< 1	Yes	Low risk	Low risk
		No	Casual	Low risk
	1 to 15	Yes or no	Close	Low risk
	> 15	Yes or no	Close	Casual
100 - 300	< 1	Yes or no	Low risk	Low risk
	1 to 15	Yes or no	Casual	Low risk
	> 15	Yes or no	Casual	Low risk
> 300	Any	Yes or no	Low risk	Low risk

* An indoor space is any substantially enclosed area where airflow is impeded by a wall, partition or barrier.

** No = Mask not worn or improperly worn by case or contact.

† Fully vaccinated is 14 days following 2nd dose.

(Contact risk assessment for community and workplace settings', NSW Health September 2021, accessed at: <https://www.health.nsw.gov.au/Infectious/controlguideline/Documents/contact-risk-assessment-business-community-settings.pdf>, p.2)

Based on square meterage, and as all of our classes exceed 15 minutes, and with largely unvaccinated populations, it is likely that most situations would result in either Close or Casual contacts.

Close contacts should follow advice here:

<https://www.health.nsw.gov.au/Infectious/factsheets/Pages/advice-for-contacts.aspx>

Casual contacts should follow advice here:

<https://www.health.nsw.gov.au/Infectious/factsheets/Pages/covid-19-casual-contact.aspx>

VACCINATIONS & COMPLIANCE

Acceptable forms of proof of vaccination

Only the following three forms of evidence of vaccination (or medical exemption) should be accepted:

- A COVID-19 digital certificate displayed through the Medicare App, Service NSW App or equivalent smartphone wallet
- Printed version of the COVID-19 digital certificate or immunisation history statement
- Successful completion of a Service NSW QR check-in that includes vaccination confirmation.

(Vaccination compliance and obligations, NSW Government, October 2021)

Medical exemptions must also be sighted.

MANAGEMENT PLANS

If someone is in contact with a confirmed case of COVID-19

- Parents will be notified immediately
- This person must follow health advice for either close or casual contacts
- Casual and contacts must get tested and self-isolate, even if they are vaccinated or feel well
- Casual contacts should not return to the studio until a negative result is received
- Close contacts must self-isolate for 14 days regardless of a negative test result. They may not enter the premises for 14 days from the day of exposure and they must have a negative result and clearance from NSW Health
- As risk assessment will be conducted based on government guidelines, and, if needed, students and staff in the same class as the person may be notified. We will seek and follow advice from health officials where provided.

If a student becomes ill at the studio

- Parents/carers for the child will be notified and asked to pick up the student immediately
- The student will be supervised by a staff member in a dedicated safe-space (a space removed from high traffic/high-use areas)
- Care must be taken for the child's emotional wellbeing at this time and also staff member physical wellbeing
- Staff member must maintain physical distancing practices

If a staff member becomes ill at the studio

- Staff member will go home
- If awaiting transport, staff member must stay well away from students and other staff
- Studio Director will be notified and classes will be covered by an available teach onsite

If someone is awaiting results for COVID-19

- Person must not attend classes until they receive a negative result
- Student can still attend class via Zoom with prior arrangement with Studio Director
- Staff Member will either teach via zoom with another teacher in the studio to supervise or the class will be covered by another teacher

If a staff member is a confirmed case

- As risk assessment will be conducted based on government guidelines, and, if needed, students and staff in the same class as the teacher/staff member will be notified. We will seek and follow advice from health officials where provided.
- Staff member must self isolate for 14 days and follow the advice from NSW Health. They will be required to present a negative result and clearance form NSW Health on their return

If a student is a confirmed case

- As risk assessment will be conducted based on government guidelines, and, if needed, students and staff in the same class will be notified. We will seek and follow advice from health officials where provided.
- Student must self isolate for 14 days and follow the advice from NSW Health. They will be required to present a negative result and clearance form NSW Health on their return

If a family member of a student or staff member is a confirmed case

- As risk assessment will be conducted based on government guidelines, and, if needed, students and staff in the same class will be notified. We will seek and follow advice from health officials where provided.

If three or more staff members are confirmed cases

- Businesses must inform NSW Health if 3 or more employees test positive for COVID-19 in a 7 day period. Further advice regarding actions required will be provided by NSW Health.

If a person is unwilling to show proof of vaccination

- Students 16y + and adults dropping their children will be required to show proof of vaccination. They will not be permitted into class without proof.
- Bullying and harassment of staff will not be tolerated

If a staff member, or student (or member of an U/16's student's household) is medically exempt

- Please send a copy of your/your Child's medical exemption prior to attending class

If a student is deaf or has a disability and needs to see the teacher's face

- Teachers and support workers are allowed to remove their masks to assist in communicating with deaf students or students with a disability, or in any other setting where enunciation is vital (e.g. giving directions in an emergency)
- Where possible, all care must be taken to ensure that physical distancing is maintained when masks are removed
- To minimise the chance of aerosol spread, teachers should not yell when masks are removed

If a student requires parent/carer/support worker assistance

- The parent/carer/support worker must be fully vaccinated (unless medically exempt) and must show proof
- This must be pre-arranged to ensure we meet capacity requirements.
- Parent/carer must adhere to hygiene and physical distancing practices

If another lockdown is imposed

- We will revert to the lockdown timetable and conduct lessons online via Zoom until restrictions are lifted. No refunds will be provided for shutdowns beyond the control of N2 Dance Productions.

CLEANING REGISTER

Week: _____

Date: _____

Please initial each box upon completion

Action	Detail	Mon	Tues	Wed	Thurs	Fri	Sat
Disinfect door handles	At least 15 mins before opening						
	In between classes						
	Before closing						
Disinfect taps, basin, paper towel units, hand sanitiser dispensers, bin lids	At least 20 mins before opening						
	In between classes						
	Before closing						
Disinfect chairs used as ballet barres	Immediately after use						
	Before closing						
Disinfect reception desk	In between classes						
	Before closing						
Wipe down stereos	Before closing						
Disinfect floors	15 mins before opening						
	Before closing						
Empty bins	As needed/ before closing						
Check or replenish soap	At least 15 mins before opening						
Check or replenish paper towel	At least 15 mins before opening						
Check or replenish hand sanitiser	At least 15 mins before opening						
Check cleaning supplies and note below if stock needed	At start of shift						

Stock replenishment details:

Notes:

INCIDENT REPORT TEMPLATE

Reported by:

Date of report:

Incident type:

Date of incident:

Location of incident (address):

Specific location (if applicable):

Incident description (attach additional pages if required):

Name, role, and contact information of parties involved:

- 1.
- 2.
- 3.
- 4.

Name, role, and contact information of witnesses:

- 1.
- 2.
- 3.

Police report filed? Y / N

Station:

Reporting officer:

Phone number:

Follow up action:

Sighted by (manager name):

On date:

REFERENCES

Public Health Orders: <https://legislation.nsw.gov.au/information/covid19-legislation>

Proof of COVID-19 Vaccination Advice for Businesses:

https://www.nsw.gov.au/sites/default/files/2021-10/proof_of_covid_19_vaccination_advice_for_businesses.pdf

COVID-19 Vaccination Compliance and Obligations, NSW Gov:

https://www.nsw.gov.au/sites/default/files/2021-10/covid_19_vaccination_compliance_and_obligations_for_businesses.pdf

Contact Tracing and Isolation Rules, NSW Gov:

https://www.nsw.gov.au/sites/default/files/2021-10/Contact_tracing_and_isolation_rules_What_businesses_need_to_know.pdf

COVID-19 Vaccination and Your Business, NSW Gov:

https://www.nsw.gov.au/sites/default/files/2021-10/COVID_19_vaccinations_and%20your_business.pdf

COVID-19 Vaccinations and the Workplace, Fair Work:

<https://coronavirus.fairwork.gov.au/coronavirus-and-australian-workplace-laws/covid-19-vaccinations-and-the-workplace/covid-19-vaccinations-workplace-rights-and-obligations>

Contact Risk Assessment, NSW Health:

<https://www.health.nsw.gov.au/Infectious/controlguideline/Documents/contact-risk-assessment-business-community-settings.pdf>

Advice for Close Contacts, NSW Health:

<https://www.health.nsw.gov.au/Infectious/factsheets/Pages/advice-for-contacts.aspx>

Advice for Casual Contacts, NSW Health:

<https://www.health.nsw.gov.au/Infectious/factsheets/Pages/covid-19-casual-contact.aspx>

Social Distancing Rules, NSW Gov:

<https://www.nsw.gov.au/covid-19/rules/changes/social-distancing>

Square Metre Rules, NSW Gov:

<https://www.nsw.gov.au/covid-19/rules/changes/square-metres-rules>

Ventilation Guidance, NSW Gov:

<https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance>

Record Keeping Rules, NSW Gov:

<https://www.nsw.gov.au/covid-19/covid-safe/customer-record-keeping/setting-up-electronic-check-and-qr-codes#get-the-nsw-government-qr-code-for-your-business#get-the-nsw-government-qr-code-for-your-business>

Self-Isolation Rules, NSW Gov:

<https://www.nsw.gov.au/covid-19/rules/changes/self-isolation>

Doherty Modelling – Eight facts about 80 Percent, Australia Institute:

<https://australiainstitute.org.au/wp-content/uploads/2021/09/Doherty-modelling-Eight-facts-on-80-per-cent.pdf>