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| PENINSULA BALLET SCHOOL  **VICTORIAN GOVERNMENT COVIDSAFE PLAN GUIDELINES**  This document is a working document that answers the mitigation best practice in accordance with the  Victorian State Government Guidelines.  This is intended as an internal document that can be given to DHHS if requested. | | | |
| HYGIENE | MITIGATION BEST PRACTICE | CHECK LIST | RESOURCE |
| Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff. | Hand sanitiser available upon entry and exit of facility.  Hand soap and paper towels provided at basins. | * Hand sanitiser * Hand soap * Paper Towels | <http://www.rosebudpackaging.com/> |
| Where possible: enhance airflow by opening windows and adjusting air conditioning. | Opening entry doors and emergency exit doors to increase airflow.  Open windows where possible.  Refrain from using air conditioning or heating. |  |  |
| In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own. | Cloth face masks to be worn by staff and students in all classes and performances.  Provide disposable masks for emergency.  Provide disposable gloves for emergency.  PPE not required. | * Disposable masks * Disposable gloves | <http://www.rosebudpackaging.com/> |
| Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19). | COVIDSafe training for all staff.  Staff to sign off on agreement adhering to COVIDSafe plan & that it has been read.  Provide an infectious waste only bin to be emptied daily. | * Complete COVID Safe training * Disposable face masks * Disposable gloves * Bin bags * Waste bin with lid for infectious waste only. * Signed staff agreements * COVIDSafe Plan for staff and families | <https://covid-19training.gov.au/>  <http://www.rosebudpackaging.com/> |
| Replace high-touch communal items with alternatives. | Ballet barres to be disinfected after use.  No toys for BabyBallet classes.  Class plans to be modified to remove floor work.  Disinfect any high touch surfaces after use (doorhandle, pen used by multiple people, iPad, square payment terminal, etc.) | * Disinfectant wipes | Already part of PBS ongoing cleaning supplies |
| CLEANING |  |  |  |
| Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly. | Disinfectant wipes to be used on all staff communal items between class/space changeover – *(staff responsibility)*.  Hand sanitiser to be used at start and end of class for all staff and students.  Toilet facilities to be used at an absolute minimum & disinfected.  Changing room – OFF LIMITS.  Costume storage – OFF LIMITS.  Doors to only be opened by staff.  Door handles, to be disinfected at end of each class/session.  Light switches, alarm pads to be disinfected and the start and end of day.  Facility clean at end of night. | * Disinfectant wipes * Waste bin with lid for infectious waste only. * Hand sanitiser * Self-clean by staff * Cleaning supplies * Disposable gloves | <http://www.rosebudpackaging.com/> |
| Ensure adequate supplies of cleaning products, including detergent and disinfectant. | Purchase items in bulk where possible. | * Quotes * Source supplier | <http://www.rosebudpackaging.com/>  <https://www.rejectshop.com.au/> |
| PHYSICAL DISTANCING & LIMITED ONSITE PEOPLE | | | |
| Establish a system that ensures staff members are not working across multiple settings/work sites. | Staff to disinfect own workspace and sanitise hands at start and end of shift.  Staff to exit premises immediately at end of shift. | * Disinfectant wipes * Hand sanitiser | <http://www.rosebudpackaging.com/>  <https://www.rejectshop.com.au/> |
| Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell. | Communication to all staff, students, and families to not attend the facility if feeling unwell.  Display signage. | * Email communication * Signage * Assumption of the Risk and Waiver of Liability Relating to COVID-19 to be signed by guardians (if they haven’t already agreed to the Online Classes waiver) * Communicate COVIDSafe Plan to families | <https://www.australia.gov.au/covidsafe-resources>  <https://www.peninsulaballetschool.com.au/covid19-risk-and-liability-waiver/> |
| Configure communal work areas and publicly accessible spaces so that:   * there is no more than one worker per four square meters of enclosed workspace * workers are spaced at least 1.5m apart * there is no more than one member of the public per four square meters of publicly available space.   Also consider installing screens or barriers. | Measure out and place markers of where to stand throughout all studio floor spaces  Remove chairs or space 1.5 mts apart  No class spectators or guardians to stay on or enter premises – students to be “kiss and dropped”  Mark any outdoor spaces with safe distance markers  Provide signage in and around studio space and entrance  In class – no physical corrections, or modifications by teachers.  No physical contact between students, including partner work, lifts, hugging, high 5’s etc. | * Floor markers for in studio * Spray paint/cones/etc for outdoor space marking * Signage | <https://www.australia.gov.au/covidsafe-resources> |
| Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.  Minimise the build-up of workers waiting to enter and exit the workplace. | Maintain 1.5 metres apart from other staff whilst on premises.  Staff to exit premises immediately at end of shift.  Administration staff to work from home where possible | * Staff agreement | PBS Staff Agreement  <https://www.australia.gov.au/covidsafe-resources> |
| Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunch breaks). | Studio owners to hold online staff training session prior to opening | * Staff agreement | PBS Staff Agreement |
| Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘[four square metre’ rule.](https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#what-is-the-four-square-metre-rule) | Place signage in reception, studio space, bathrooms, and change rooms with specific number allocation to relating space | * Signage | <https://www.australia.gov.au/covidsafe-resources> |
| RECORD KEEPING |  |  |  |
| Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts. | Teacher to be diligent when marking attendance in classes  Create a file for staff to record in. | * DSP * Contact Tracing file | Use DSP to mark rolls  PBS Contact Tracing Spreadsheet |
| PREPARING YOUR RESPONSE TO A SUSPECTED OR CONFIRMED COVID-19 CASE | | | |
| Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace. | Staff/Student/Guardian to contact studio owner immediately if contraction of COVID-19 is confirmed.  Known case to not attend studio for 14 days.  Studio owner to contact all persons that have been in contact with known case or have been on the premises at the same times as confirmed case.  All persons having contact with confirmed case MUST get tested and isolate until test results are clear or for the 14-day isolation period.  Facility to be closed for deep cleaning.  All families to be notified.  Close down unlikely but classes to resume online if this is a requirement for the 14-day isolation period. | * Staff agreement * Assumption of the Risk and Waiver of Liability Relating to COVID-19 to be signed by guardians guardians (if they haven’t already agreed to the Online Classes waiver) * Self-clean or cleaner * Cleaning supplies * Email communication to families * Refer to COVIDSafe plan | PBS COVIDSafe Plan  <https://www.peninsulaballetschool.com.au/covid19-risk-and-liability-waiver/>  PBS Staff Agreement  PBS COVIDSafe Response Plan |
| Prepare to identify close contacts and providing staff and visitor records to support contact tracing**.** | Using CRM contact all close contacts to identified case.  Using visitor logbook to contact. | * DSP * Contact Tracing file | PBS Contact Tracing Spreadsheet |
| Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises. | Assess the studio space for high touch points.  Deep clean. | * Self-clean or cleaner * Cleaning products | <https://www.dhhs.vic.gov.au/coronavirus> |
| Prepare for how you will manage a suspected or confirmed case in a worker during work hours. | Immediately isolate case and have them leave the premises immediately.  Minimise contact with remaining persons onsite and engage in controlled evacuation of students and staff by contacting guardians to collect children.  Staff to remain onsite until all students have left before evacuating premises.  All known contacts must be tested and COVID free before returning.  Contact DHHS to confirm direction.  Deep clean facility. | * Response plan * Student contacts * Contact Tracing file * Cleaning products * Disposable gloves | <https://www.dhhs.vic.gov.au/coronavirus>  PBS Contact Tracing Spreadsheet |
| Prepare to notify workers and site visitors (including close contacts) | All staff & site visitors to be notified. | * Contact Tracing file | PBS Contact Tracing Spreadsheet |
| Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace. | Call WorkSafe VIC 13 23 60 to report confirmed case immediately. |  | PH: 13 23 60 |
| Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work. | Check all cleaning supplies.  Check all staff agreements.  Check signage.  Check space markers.  Check stock of disposable face masks & gloves.  Contact staff with re-opening date.  Contact all families to notify re-opening date.  Re-issue COVID Safe plan to all staff and families. | * Email communication * Cleaning products * Signage | <https://www.dhhs.vic.gov.au/coronavirus> |