**COVIDSafe PLAN – OCTOBER 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.
* Masks must be worn upon entry and exit of the building.
  + Our preference is that you wear them during class.
* All infectious waste disposables are to be placed in the correct waste 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.

**GENERAL FACILITY CLEANING AND COVID SAFE PRACTICES**

All staff and teachers have completed COVIDSafe Training.

Touched surfaces (barres, door handles, stereo remotes, mirrors etc) will be cleaned before/after each class.

Floors throughout the facility will be swept and or mopped daily.

Toilets, sinks, taps, soap dispensers will be wiped and sanitised before and after each class.

Studio doors will remain open where possible & will only be opened/closed by the teacher in that studio.

Social distancing markers will be placed in the foyer and in the studio 1.5 metres apart.

Signage will be displayed around the facility to educate and instil good hygiene practices, social distancing reminders and maximum person allowances per space.

Time allocated in between classes will allow for cleaning and safe transition between students.

There will be sanitising stations placed in the foyer and studios.

Records of teachers, staff and students entrances and exits in facility will be kept for contact tracing.

All students are to bring their own water bottles & must take every item with them upon exit.

No unrequired items are to be brought into the facility, do not bring: dance bags, toys, books, etc.

No extra persons are allowed on site, this includes parents/guardians, friends etc.

There will be no uniform sales, taking measurements or trying on costumes until further notice.

At this time, please do not approach staff to discuss or ask questions.

For urgent enquiries please send an SMS or a make a phone call, anything else should be emailed and Miss Cate will endeavour to get back to you within 24 hours.

CATE PRESTON

0407 302 441

catemepbs@gmail.com

**ARRIVAL OF STUDENTS**

* Students should arrive dressed in their dance attire and ready for class.
* Parents/Guardians should wait safely with your student until the door is opened by a PBS staff member. Do not enter the premises.
* Staff will permit students to enter to ensure all other students have left and that sanitation of the rooms has been completed.
* Only students in the current running class will be permitted.
* Attendance roles will be diligently marked.
* Inside the building, students are to adhere to social distancing rules by using the indication markers on the floor.
* Hand sanitiser will be used by all students upon their arrival.
* If a student is suspected of being ill, they will be asked to go home immediately and will be safely isolated from other persons.
* The Studio B doors will remain open to avoid touch point contact and increase air flow.

**IN CLASS PROTOCOL**

* Doors will remain open.
* Students are to remain 1.5 metres apart from others.
* Teachers and staff will remain 1.5m from students always.
* No physical corrections, modifications or will be done.
* No partner work or physical contact between students, students are to refrain from hugging, high 5s or close contact with others.
* Travel/corner work and choreography of dance routines will be taught maintaining social distancing requirements.
* Students that use the bathroom will need to sanitise their hands before re-entry into class.

*We request to please use the bathroom before arriving at the studio if possible.*

**CLASS CONCLUSION**

**Please be on time to pick up your children.**

* If you require early pickup, or you will be late, please SMS Miss Cate on 0407 302 441.
* Students must take all their belongings with them.
* Students will sanitise their hands, and be escorted to the exit where parents are to collect them, parents and students must maintain social distancing.
* Teachers or a staff member will wait until each student is collected to ensure safety policies and procedures are in place.
* Students with back-to-back classes will be directed by PBS Staff.
* Food is not to be brought into the building.
* Upon exit of all students, each studio space will be sanitised and disinfected, if toilets have been used by students, these will also be sanitised.
* Teachers are to also wipe down the stereo, any remote controls, light/fan switches their own personal belongings such as mobile phones and laptops.

**TIMETABLE & FEES**

* If you are unable to return to the studio but would like to continue classes online, please contact Miss Cate on 0407 302 441.
* Classes will move to online classes immediately if required by State Government.
* No refunds will be given to students who do not wish to continue online.
* If you have already paid for Term 4, you do not need to pay anything further.
* If you are re-joining us, you will be issued an invoice.

**CONTACT**

All concerns or queries are to be directed to:

CATE PRESTON

0407 302 441

catemepbs@gmail.com

**REFERENCES AND GUIDELINES**

Australian Government

[www.australia.gov.au](http://www.australia.gov.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)