

**> BE COVID SAFE.
STAY IN BUSINESS.**

Your COVID-19 Safety Plan

Community centres and halls

Business details

Business name	Byrnes Dance Image
Business location (town, suburb or postcode)	Winston Hills 2153
Completed by	Nicole Byrnes
Email address	nicolebyrnes@danceimage.com.au
Effective date	15 October 2020
Date completed	21 October 2020

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

inform students/parents/staff not to attend if unwell

Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, cleaning, and how to manage a sick visitor.

all staff have completed the Government's Online Infection Control Certification

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

N/A

Display conditions of entry (website, social media, venue entry).

laminated signs are displayed at entry for period of venue hire; restrictions are detailed on our website; drop off/pick up has been encouraged

Ensure COVID-19 Safety Plans are in place, where relevant, for:

- **Swimming pools**
- **Cinemas and theatres**
- **Corporate events (if hiring out space)**

Premises with an indoor gym must complete the COVID-19 Safety Plan for gyms and register their business through nsw.gov.au. Premises with food or drink services must complete the COVID-19 Safety Plan for restaurants and cafes and register their business through nsw.gov.au.

Venues taking bookings for weddings, funerals and corporate events should ensure there is a COVID-19 Safety Plan in place for the event. Bookings for significant events can be taken for future dates for a higher number of guests than permitted by the current Public Health Order, but patrons should be advised that their event will need to comply with restrictions in place at the time.

N/A

Physical distancing

Ensure capacity does not exceed one visitor per 4 square metres of space (excluding staff). Children count towards the capacity limit.

Specific limits also apply for weddings (150 patrons), funerals, memorial services and gatherings after such events (100 patrons).

Our class capacity is 16 students however typically we try to keep them in smaller groups of 10 children/teens plus 2 instructors. This allows for more freedom of movement whilst still complying with physical distancing requirements where practical.

Ensure indoor group activities, such as yoga classes or group counselling sessions, have no more than 20 participants, plus the instructor or facilitator and any assistants, per space that complies with one person per 4 square metres. There may be multiple classes in a room if there is sufficient space to accommodate this and the classes remain separate. Participants should maintain 1.5 metres physical distance where practical.

We limit classes to 16 students.

Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. People who live in the same household are not required to distance.

Class spectators are discouraged however parents of children doing private lessons (2 are run simultaneously) are allowed to watch from the waiting room.

Move or block access to equipment or seating to support 1.5 metres of physical distance between people where this is practical. Household or other close contacts do not need to physically distance.

Students have been advised to leave personal items/drink bottles in waiting room at safe distances from others.

Have strategies in place to manage gatherings that may occur immediately outside the premises, such as with drop off and pick up zones or staggered class start times, and also of staff in meeting or break rooms.

Designated pickup areas have been recommended

Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.

N/A

Ensure any communal areas where people gather, such as BBQ or kitchen facilities, maintain appropriate physical distancing where practical.

N/A

Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.

Parents/students have been advised to come dressed in dancewear; use of toilets limited to one at a time

Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.

Parents/students have been advised to come dressed in dancewear; use of toilets limited to one at a time

Use telephone or video for essential staff meetings where practical. Where reasonably practical, ensure staff always maintain 1.5 metres physical distancing, including at meal breaks and in office or meeting rooms. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.

Zoom classes will be re-implemented upon request or if necessary to comply with any increases to covid safe restrictions.

Review regular business deliveries and request contactless delivery and invoicing where practical.

N/A

Education programs should be conducted in accordance with the NSW Government guidelines on Schools and Childcare. Students do not need to follow strict adult physical distancing guidelines but should follow good hygiene practices. Staff should continue to maintain 1.5m physical distancing from students where practical.

Whilst partnering is allowed, solo training and technical skills have been implemented to reduce contact and dancers remain with the same partner.

High energy dance, such as Zumba or similar classes, can spread COVID-19 if a participant is infected. There should be additional planning around these activities

including:

- **Additional physical distancing or smaller class sizes**
- **Cleaning with detergent and disinfectant after each class**
- **Holding these classes in large spaces with high ceilings and good ventilation**
- **If partnered dancing, avoid rotation of partners.**

Smaller class sizes of a maximum of 16 students has been implemented and whilst partnering is allowed, solo training and technical skills have been implemented to reduce contact and dancers remain with the same partner. Cleaning of surfaces such as countertops, chairs, tables, benches and doors to toilets is completed after classes.

Hygiene and cleaning

Adopt good hand hygiene practices.

Parents/students have been advised to continue to practice good hand hygiene.

Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.

Hand sanitiser will be available upon entry into the waiting room and the hall.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand washing.

Hand soap, Hand Sanitiser and paper towel stock will be checked and replenished when required and signage displayed.

Encourage participants to bring their own water bottle, snacks, towels, exercise mats etc. and encourage eating outside if practical.

All parents/students have received an email to ensure they bring their own towel & water bottle. This was already in place before lockdown.

No self-serve buffet style. If food is provided or share-style, one person should be

allocated to serve food and practise hand hygiene before and after service.

N/A

Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.

N/A

Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.

Cleaning of surfaces such as countertops, chairs, tables, benches and doors to toilets is completed after classes.

Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.

As above

Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.

N/A

Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.

Disinfectant/gloves/masks are available upon request.

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

Products used to clean and sanitise will be disinfectants that meet Australian cleaning standards and regulations.

People involved in cleaning or reorganising furniture should wash hands thoroughly before and after with soap and water.

Hands will be washed thoroughly before and after cleaning/moving chairs/tables.

Encourage contactless payment options.

Invoicing of term fees is in place.

Record keeping

Keep a record of name and contact number for all staff, volunteers, visitors and contractors where practical for a period of at least 28 days. Where possible, personal details should be collected in a way that protects it from disclosure to other customers. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.

A jotform accessible by QR code scanning is to be filled out prior to entry to ensure attendance records. Attendance records are then kept up to date in a spreadsheet. Also NSW Health have provided us with a QR Code displayed at the entry for patrons to scan.

Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.

All parents/students/staff have been recommended to download the COVID Safe App.

Community centres and halls should consider registering their business through nsw.gov.au.

Byrnes Dance Image is a registered covid safe business through nsw.gov.au

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

We will comply with NSW Health requirements if contacted.

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes