

COVIDSafe Plan

ASAP Studios COVIDSafe Plan

Location / Activity: Indoor performing Arts Activities
Prepared by: Jacqueline Tsamoudakis
Date reviewed: 01 January 2022

Organisation

Organisation: ASAP Studios

Address: P.O Box 5006, Bentleigh East

ABN: 89 551 007 978

Contact: Jacqueline Tsamoudakis 0425 704 356

Ensure physical distancing and limit attendance

Provide guidance on physical distancing such as signage and floor markings

*Distance markings should be used for parent drop off
Signage to remind members to maintain physical distancing*

Manage areas and activities to comply with gathering, capacity and density limits

Indoor activities are limited in capacity as per current directions of the Victorian Government, in addition to those who are reasonably required to run the activity such as Instructors and Adult Helpers.

Signage to be provided at the entrance of the premises to show maximum capacity

Consider pedestrian management techniques such as clearly marked separate entry and exit points for parent drop off etc.

Provide communication and guidance to members on physical separation requirements

Instructors attending should be aware of the requirements of the COVIDSafe Plan and Group processes for managing number of members and visitors onsite and physical separation.

Students, Instructors and adult helpers must continue to practice physical distancing requirements wherever reasonably possible.

Wear a face covering

Face coverings are worn unless an exemption applies.

*Face coverings must be worn by those 8yrs and older unless they are involved in strenuous activity, eating or another exemption applies.
Ensure members have sufficient face coverings for the training session/s, considering that they may need to change them if they get wet, dirty or damaged.*

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| <p>Provide communication and/or guidance on the correct use and disposal of face coverings</p> | <p><i>Guidance provided to all students via direct email, text and webpage https://www.asapstudios.net</i></p> <p><i>Instructors, adult helpers and students should review COVIDSafe Plan</i></p> <p><i>Instructors, adult helpers and students can access government COVID-19 Training:</i></p> <ul style="list-style-type: none"> • <i>How to safely wear a face covering</i> |
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Practice good hygiene

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| <p>Provide hand cleaning facilities and ensure adequate supplies are available</p> | <p><i>Hand washing facilities and/or hand sanitiser to be available at each open entrance to the hall and used at the beginning, end and regularly throughout the activity.</i></p> <p><i>Ensure sufficient soap and hand sanitiser is available for students.</i></p> |
| <p>Manage use of high-touch communal items.</p> | <p><i>Equipment that is worn on the face / head should not be shared during activities.</i></p> <p><i>Cleaning of equipment and frequently touched surfaces before and after use.</i></p> |
| <p>Undertake cleaning between usage and ensure high touch surfaces are cleaned and disinfected regularly</p> | <p><i>Cleaning of equipment before and after use.</i></p> <p><i>Frequently touched surfaces must be cleaned between each group</i> <i>Refer to <i>Safe Work Australia guide to cleaning</i> and <i>Supplementary information</i></i></p> |
| <p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p> | <p><i>Sufficient cleaning products must be available for use by Instructors, adult helpers and students after each training session.</i></p> |
| <p>Provide communication and/or guidance on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p> | <p><i>Guidance provided to all instructors, adult helpers and students via direct email, text and webpage https://www.asapstudios.net</i></p> <p><i>Members should review COVIDSafe Plan</i></p> <p><i>Members can access government COVID-19 Training:</i></p> <ul style="list-style-type: none"> • <i>Infection control training</i> |

Keep records and act quickly if workers become ill

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| <p>You must support workers to get tested and stay home even if they only have mild symptoms.</p> | <p><i>As per Victorian Government directions, instructors, adult helpers and students should stay at home and get tested if they have any symptoms</i></p> |
| <p>Record the attendance of teachers, students, siblings, parents, visitors, etc. This information will assist organisations to identify close contacts.</p> | <p><i>A record of people who have attended each activity (Instructors, adult helpers, students, etc). This information should be kept by the relevant nominated person for 28 days. This record should be written down by a single person and a photo taken for safe keeping and sent to the Chief Instructor.</i></p> |

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| How you will manage a suspected or confirmed case. | <p><i>If somebody becomes unwell at a Dance training activity, they will need to return home.</i></p> <p><i>If they show signs of COVID-19 symptoms, especially fever:</i></p> <ul style="list-style-type: none">• <i>Isolate them from others until they are able to return home</i>• <i>Advise the participant to self-isolate and be tested for COVID-19</i>• <i>Call 000 if the condition becomes serious, such as difficulty in breathing</i> <p><i>Explain to them that they should call the COVID-19 hotline 1800 675 398 or contact their GP. If their symptoms include fever, the Instructor in Charge should contact the Senior Instructor on <u>0425 704 356</u>.</i></p> |
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| <i>Extra care is required during isolation if the unwell person is a youth.</i> | <p><i>It is important to keep the student relaxed, and not arouse concern in others. Calmly ask them to follow you away from the space where the main activity is occurring.</i></p> <p><i>The person should remain 2m away from others and wait in a separate area away from others for their parent to collect them. Try to be in-sight of other adults at this time.</i></p> <p><i>Instructors or adult helpers need to reassure and support the student. They should not feel forgotten or criticised by others.</i></p> |
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| Prepare to notify members and visitors (including close contacts) | <p><i>The detection of a positive COVID-19 case at a Dance training activity will result in a standard public health response, which could include quarantine of an individual or group, and close contacts, for the required period.</i></p> <p><i>It is likely that the dance group will be made aware of a potential close contact through being informed directly by the affected person (or their parent) or as part of a follow up of confirmed cases by public health officials.</i></p> <ul style="list-style-type: none">• <i>Call the COVID-19 hotline 1800 675 398</i>• <i>Provide attendance records of training sessions that the affected person has attended to public health officials</i>• <i>Notify the property owner (e.g. local council, Parks Victoria, etc)</i>• <i>Notify WorkSafe Victoria on 13 23 60 if the confirmed case occurs at a workplace</i>• <i>Notify Jacqueline Tsamoudakis <u>0425 704 356</u>.</i>• <i>In conjunction with public health officials Victoria, notify other attendees that they may have been exposed and follow DHHS advice on quarantine requirements.</i> |
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| Assess whether the premises or parts of the premises must enact cleaning and disinfection at the premises. | <p><i>Depending on the location of the contact, the venue may need to be cordoned off to enable staff to clean and disinfect the spaces where the people in attendance may have been.</i></p> |
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| Establish a system to screen members and visitors before attending. | <p><i>As required under Government Victoria directions, no member is to participate if they are unwell, especially if they have cold or flu-like symptoms</i></p> <p><i>Signage to remind members and visitors that they should not enter the premises if they are unwell</i></p> <p>https://www.coronavirus.vic.gov.au/sites/default/files/2020-09/Door-sign-Please-do-not-enter-this-venue-if-you-are-experiencing-symptoms.pdf</p> |
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Avoid interactions in enclosed spaces

Enhance airflow

If indoors, windows and doors to be left open or air conditioning to be optimised to provide enhanced airflow

Create workforce bubbles

Establish a system that reduces the need for members to attend multiple settings

Activities should only be undertaken within relevant scheduled training group.

You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.

Records must be kept of attendance by all workers, including actual start and finish times (see Keep Records section)

Food and Drink

Provision of Food and Drink should be within Hospitality service COVID Guidelines

Where possible, students should bring their own food for their own consumption and not share food.

Where food is provided:

- *General hygiene, cleaning and physical distancing rules apply*
- *Hand washing before and after*
- *Food is only provided in outdoor settings*
- *Food should be taken away or consumed while remaining seated*
- *No self-serve buffet-style service - diners should be provided with an individual serving*
- *Consider pedestrian management to maintain one way flow and reduce potential for gatherings*