

COVID19 Safe Plan

Purpose

This document is to demonstrate the commitment of Kallista Dance Academy (KDA) to the safety, protection and wellbeing of all teachers, staff, students and the wider KDA community during the COVID19 pandemic.

Scope

The plan provides risk mitigation processes to assist in avoiding situations which may potentially put KDA at risk of spreading COVID19,

It also documents the policy and protocols for if a student or staff member becomes ill or shows signs of illness during class.

KDA will update this plan whilst the COVID19 pandemic is declared, aligning it to Victorian Government announcements that effect us.

The Directors, and Principal of KDA (Mark Karklins and Helen Spurr) or their delegate, are jointly responsible for the implementation of this Plan.

This plan was heavily modified in January 2023 as many of the policies and protocols have changed as we are now living with COVID-19.

Staff Training

- KDA teachers will be briefed by KDA management staff in KDA COVID19 policies and protocols such as but not limited to:
 - Understanding what to do if a student becomes ill or shows signs of illness during class
 - Studio cleaning requirements
 - Before, during and after class process
 - Recording attendance
 - External events

Hygiene

Studios will be cleaned in line with work safe australia, RAD (Royal Academy of Dance) and Ausdance Vic recommendations.

- Refer to Appendix A for specific details

Other actions taken

- Paper towel dispensers installed for single use hand drying
- Closed bins provided for disposal of used paper towels and tissues
- Hand washing protocol posters mounted
- Hand sanitiser stations set up at entry/exit point of studios
- Hand sanitiser bottles accessible inside each dance space
- Air Purifier to be turned on whilst classes are running
- Doors will remain open during classes when safe to do so
- Physical support allowed for child safety standards such as but not limited to first aid treatment; assisting younger students with changing shoes
- Teachers encouraged to regularly clean their own personal equipment that they use in the studio such as but not limited to mobile phones, iPads and computers
- Social distancing will be encouraged when practical to do so
- Mask wearing as per Government requirements

Process changes

General

- Students cannot wait in the foyer areas
- Only students are allowed in the foyer areas. Strictly off limits for everyone else
- Designated drop off and pick up areas for each studio (Detailed within)
- Changes to drop off and pick up procedures to remain in line with Child Safety Standards

Before class

- We strongly recommend students and teachers not to come to the studio if they are sick or have any COVID-19 symptoms. They will be able to zoom into the studio class.
- Students to arrive dressed in their dance uniform
- Everyone to adhere to studio drop off policy detailed below
- Both students and teachers strongly encouraged to use hand sanitiser when entering the studio

During class

- Teachers will encourage social distancing in line with class age and genre
- Both students and teachers strongly encouraged to use hand sanitiser before and after using shared props
- No food to be consumed in the dance space
- Students will be reminded about the studio rules of keeping their hands to themselves
- Students will be reminded about coughing and sneezing etiquette
- Students will be reminded to advise the teacher/s if they feel ill during class

After class

- Both students and teachers strongly encouraged to use hand sanitiser when exiting the studio
- Everyone to adhere to studio pick up policy detailed below

Monbulk Drop off/Pick up

Drop Off

- Students are to wait at the bottom of the stairs until a teacher advises when students can enter the foyer.

Pick Up

- For younger students the parents are to wait at the bottom of the stairs. Students will come down individually once we see the parent.
- For older students, they will be allowed to walk down to their car as per current process

Blackburn Drop off/Pick up

Drop Off

- Students to wait outside the studio, The teacher will come out and collect them.

Pick Up

- For younger students the parents are to wait on the footpath in front of the studio. Students will be called individually once we see their parents.
- For older students, they will be allowed to walk to their car as per current process

If illness presents whilst at Studio

If a student becomes ill during class showing any COVID19 symptoms. The teacher in charge or their delegate will

- Give the student a mask
- take the student outside if able to do so
- call their parents/guardian to come and collect them
- wait with them until they are collected
- record the event as per KDA first aid process

If a teacher becomes ill during class showing any COVID19 symptoms. The teacher will

- Put on a mask
- If possible hand over responsibility to another teacher on site and leave the studio as soon as possible. Contact Mark or Helen or their delegate to advise situation
- If not possible to hand over responsibility to another teacher
 - contact Mark or Helen or their delegate to advise situation
 - increase social distancing from the students as much as possible
 - wait until a replacement teacher arrives before leaving.

Contact Tracing

To enable accurate contact tracing, KDA will ensure

- Accurate Roles for all classes and staff are recorded on Moodle
- Contact details of all students and staff are up to date.

Where there is a suspected or confirmed case of COVID-19 in our studio environment, Helen or Mark or their delegate will:

- Follow the current Government guidelines for notifying parents and staff

Appendix A - Cleaning Regime

Appendix A.1 Routine Cleaning

All studios will be aired out each day before classes commence:

PPE Equipment

- Cleaner to wear disposable gloves. Wash hands with soap and water and/or sanitiser before putting on

Airing

- The front and back doors of the studios will be open during the daily clean to ensure stale air is replaced with fresh air before classes for the day commence.

Dance Floor (Tarkett)

- Sweep or vacuum
- Disinfect the floor surface using the Bona Tile & Laminate Spray Mop.

Other Floor surfaces

- Air mats from foyer area
- Sweep or vacuum
- Disinfect non carpet surfaces using the Bona Tile & Laminate Spray Mop

Rubbish

- Empty bins and double knot bags if full. Place rubbish bag in garbage bin
- Reline bins with new plastic bag ensuring 2 bag linings are always present

Surfaces

- The following will be cleaned with detergent and water and then wiped down with disinfectant when needed :

- Ballet Barres
- Door handles
- Bag shelves
- Bench tops
- Light switches
- Balustrades
- Bathroom taps and sink
- Toilet
- Kitchen tap and sink

Cleaning Products

Disinfectant liquid

Antibacterial surface wet wipes

Cool Tide Hand Sanitiser

Household Detergent