



# Miss Fisher's Ballet Academy

## COVID-19 Safe Dance Plan

Policies and procedures for a COVID-safe return to dance

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19 Milsop St, Bexley, 2207 | 0406 391 729 | [info@missfishersballet.com.au](mailto:info@missfishersballet.com.au)

# **OVERVIEW**

## **PURPOSE**

At Miss Fisher's Ballet Academy, the health and safety of our students, staff, myself and our ballet community are our top priority.

To ensure a safe and cautious return to face to face classes, we have created this COVID-19 booklet for all our families. If you are planning to return to face to face classes, this booklet is a must-read, as we have a collective responsibility to keep our community safe while still experiencing the joy of ballet.

This document outlines the internal policies, procedures and management plans for Miss Fisher's Ballet Academy. As COVID-19 is a fluid situation, with new information always emerging, the policies and procedures in this document may change as we are updated on the situation at hand.

## **METHODS OF SPREAD**

COVID-19 is highly transmissible between people and immediately spreads through close contact with infected individuals or surfaces. There are four main methods of spreading the virus:

1. Airborne
2. Airborne-to-Surface-to-Skin
3. Skin-to-Skin contact
4. Skin-to-Surface-to-Skin contact.

These all rely on three sources of delivery: Airborne, Surfaces, and Skin. We have purposefully designed our policies and procedures to take into account each of these sources.

# MITIGATING RISK

As recommended by Safe Work NSW and NSW Health, Miss Fisher's Ballet Academy is mitigating risk in 4 key ways:

- 1) Hygiene practices
- 2) Physical distancing
- 3) Screening and record-keeping
- 4) Ventilation

## HYGIENE PRACTICES

Miss Fisher's Ballet Academy will be enforcing hygiene practices, including:

- Touchless forehead temperature check on arrival
- Sanitising hands using alcohol-based hand sanitiser, when entering, during and exiting the studio or washing hands with soap and water
- Covering nose and mouth when coughing and sneezing with a tissue or a flexed elbow
- Disposing of tissues immediately into closed pedal bin, and washing hands or using alcohol-based hand sanitiser after disposing
- Avoiding contact with others (shaking hands, touching faces, hugging, and other intimate contacts)
- Not coming to the studio if unwell
- Requiring students to bring their own water bottle to class - no drinking or refilling from the tap at the studio

## PHYSICAL DISTANCING

Miss Fisher's Ballet Academy will be enforcing physical distancing, including:

- Marking dance studio floors and waiting area with individual 'zones' to meet 4m<sup>2</sup> and 1.5m social distancing requirements
- Minimising shared prop and equipment use (cleaned between classes)
- Restricting the use of waiting area - including removing all furniture
- Having designated areas for student's belongings
- Requesting students to avoid bringing personal belongings to the studio
- Facilitating student drop off and pick up zones - students to enter via Milsop Street and exit via Percival Street. All parents/family are to practice physical distancing while waiting outside.
- All parents/family are not to enter the waiting room or studio, unless an emergency or a pre-arranged meeting outside of class time.

## **SCREENING & RECORD KEEPING**

Miss Fisher's Ballet Academy will be adopting screening and record keeping practices, including:

- Requiring proof of double vaccination for all teaching staff and support staff
- Sighting 16 yrs+ student's vaccination certificates and recorded
- Sighting under 15yrs student's household vaccination certificates and recorded
- Service NSW QR code check in signage and sighting check in ticks
- Class rolls back up record keeping

## **VENTILATION**

Miss Fisher's Ballet Academy will be optimising ventilation by:

- Keeping windows and doors open during classes (weather permitting)
- Avoiding the use of fans, and, where used, only pointing fans towards ceilings and turning oscillation settings off

# **COVID-SAFE ACTIONS**

The following actions and procedures have been implemented to ensure a safe return to dance for our students, staff and families.

This section outlines these actions as related to seven levels of the business:

- Studio (the physical space)
- Classes (groupings of students, e.g. Grade 2 Ballet, Tuesday 3-4 yr olds etc)
- Lessons
- Staff
- Students
- Families
- Management and Administration

## **STUDIO**

- Clear and frequent signage re: QR codes, hand hygiene, physical distancing, etc
- Multiple hand sanitation stations throughout the premises
- Mark floors with individual dance 'zones' to maintain social distancing in class
- Minimise use of fans. If on, they must point to ceiling and are not allowed to oscillate
- Remove all non-essential equipment (e.g. waiting area)
- Disinfect ballet barres and other items after use
- Clean and disinfect surfaces regularly before, during and after classes as well as usual professional clean
- Leave studio windows and doors open to maximise ventilation and reduce touching of handles (weather permitting). "Do not enter" rope barriers whilst doors open and staff monitoring for security
- Provide foot pedal closed-top bins for disposal of tissues, used paper towels and wipes in studio and bathrooms
- Provide and maintain stock of disposable masks for all staff use
- Staff and students only allowed in the studio space

## **CLASSES**

- Where possible, schedule classes to reduce crossover time
- Maintain class capacity to adhere to 4m2 and 1.5m physical distancing requirements
- Class cap of no more than 20 students (excluding teachers)
- Separate entry and exit points to avoid any congestion between classes

## **LESSONS**

- Minimise prop and equipment use and where props are used, particularly in our children's program, will be cleaned and disinfected between classes
- Lesson content catered to physical distancing requirements, including staying in students' individual spaces or careful and structured when travelling steps are required
- No hand holding, high fives, or other partner work until 2022 (except Dance with Me classes as parent and child are from same household)
- Avoid queuing by adjusting lesson plans and using spaced out floor markers placed on all the sides of the room
- Stagger student drink breaks to minimise congestion
- Reduce high-intensity activities in both frequency and duration
- Lessons will be inclusive for all and taken slowly to avoid injuries after 4 months of lockdown.
- All students will be encouraged and supported in safe dance practices

## **STAFF**

- All staff must be double vaccinated and show proof
- Train staff in COVID-19 infection control
- Staff must wear masks until advised otherwise (staff may remove mask temporarily if they cannot be heard or short of breath)
- Provide PPE for cleaning (e.g. disposable gloves)
- Support and maintain staff mental health and wellbeing through regular check-ins
- Provide staff who are unwell with the option of zooming from home.
- Staff must adhere to and enforce COVID-19 Policies & Procedures

## **STUDENTS**

- Adult students 16+ must be double-vaccinated and show proof of vaccination status
- Students under 15yrs must come from a double-vaccinated household and parents show proof of vaccination status
- Sanitise with alcohol-based hand sanitiser when entering, during and exiting the studio
- No touching or close contact with other students or teachers
- Maintain social distancing by dancing within individual 'zone' (where possible)
- Students aged 16+ must wear masks. Younger students may wear a mask if they wish. This will only change upon government advice
- Avoid touching mouth, nose or eyes with unwashed hands. If you do, wash/sanitise hands
- Stay home if sick and get tested
- Must bring own water bottle – no drinking/re-filling from tap
- Arrive dressed ready for class, including ballet shoes (except in an emergency) until 2022

## **FAMILIES**

- Remind students of hygiene and physical distancing practices
- Remind students of mask wearing requirements and procedures (16yrs+ only - unless students under 15yrs wish to wear a mask)
- Do not send children to dance if they are unwell (missed lessons may be made up at a later date by joining limited online classes during Term 4)
- Students to be dropped off and picked up at entry and exit points. No family to enter studio in order to meet capacity requirements and minimise congestion. Parents advised to wait in car, go for a walk, shop or grab a coffee.
- All correspondence via email or phone - no face-to-face conversations regarding classes with teachers unless pre-arranged or an emergency. We will, of course, greet and meet at a distance.
- Drop off and pick up students in a timely manner to minimise congestion - do not arrive more than 5 minutes before class and more than 5 minutes after class commences, if possible. If early, please wait in your car or neighbouring park. Please do not arrive late for pick ups.

## **MANAGEMENT & ADMINISTRATION**

- View and keep records of proof of vaccination where required (record they have been sighted)
- Securely store teachers vaccination certificates on file
- Request that all team members must be fully vaccinated and must keep up with any boosters as required or recommended by government or health officials
- No face-to-face queries between families/parents and teachers
- Create templates and scripts for specific issues that may arise
- Ensure issues are escalated directly to Studio Owner to avoid teachers dealing with difficult or confrontational conversations
- Maintain clear incident reporting pathways
- Undertake regular risk assessments and implement measures accordingly

## **ACCEPTABLE FORMS OF PROOF OF VACCINATION**

Only the following three forms of evidence of vaccination (or medical exemption) should be accepted:

- A COVID-19 digital certificate displayed through the Medicare App, Service NSW App or equivalent smartphone wallet
  - Printed version of the COVID-19 digital certificate or immunisation history statement
  - Successful completion of a Service NSW QR check-in that includes vaccination confirmation.
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- Medical exemptions must also be sighted.

## **MANAGEMENT PLANS**

Note: contact tracing procedures for vaccinated people may soon be changing

## **If a student, family member or staff member is a confirmed case or has been in contact with a confirmed case of COVID-19**

- This person must follow health advice for either close or casual contacts
- Miss Fisher's Ballet Academy will notify families as soon as possible if this is a staff member
- Families must notify Miss Fisher's Ballet Academy as soon as possible if this is a student or family member
- Casual and close contacts must get tested and self-isolate, even if they are vaccinated or feel well
- Casual contacts should not return to the studio until a negative result is received (proof of negative result will be required)
- Close contacts must self-isolate for 14 days regardless of a negative test result. They may not enter the premises for 14 days from the day of exposure and they must have a negative result and clearance from NSW Health (proof of negative result will be required)
- Risk assessment will be conducted based on gov guidelines, and, if needed, students and staff in the same class as the person may be notified. We will seek and follow advice from health officials where provided.
- All NSW Health requirements (including deep cleaning, etc.) will be followed in the event there is a COVID-19 case at the studio
- As this is a fluid situation, Miss Fisher's Ballet Academy will always continue to adhere to NSW Health advice.
- In the event of a positive COVID-19 case being detected at the studio and required to shutdown, classes will be held online in the interim. Class fees will remain the same for the term regardless of online or face to face. No credit/refunds if classes have to go online due to a COVID-19 case.

## **If a student becomes ill at the studio**

- Parents/carers for the child will be notified and asked to pick up the student immediately
- The student will be supervised by a staff member in a dedicated safe-space (a space removed from high traffic/high-use areas - back dressing room)
- Care must be taken for the child's emotional wellbeing at this time and also staff member physical wellbeing
- Staff member must maintain physical distancing practices

## **If a staff member becomes ill at the studio**

- Staff member will go home and if no other teacher or support staff is available, parent will be called to collect their child

## **If another lockdown is imposed**

- We will revert to the lockdown timetable and conduct lessons online via Zoom until restrictions are lifted. There will be no credits/refunds.

# CONTACT RISK ASSESSMENT

As an indoor venue Miss Fisher's Ballet Academy involves physical activity, specific risk assessment may be required. Please refer to the tables below to assess each situation individually.

**Table 1:** Risk categories for people who have had close-range (<1.5m) contact with a case during the case's infectious period, for both **indoor and outdoor** settings.

Type of close-range contact	Masks*	Vaccination status of the exposed person**	
		Partial or none	Full
Direct physical contact†	Yes	Close	Casual
	No	Close	Casual
Conversation while within 1.5 m	Yes	Close	Low risk
	No	Close	Casual
Within 1.5m for more than 1 minute (cumulative over 24hrs)	Yes	Close	Low risk
	No	Close	Casual

\* No = Mask not worn or improperly worn by case or contact.

\*\* Fully vaccinated is 14 days following 2nd dose.

† Includes shaking hands, hugging or kissing.

**Table 2:** Risk categories for people who have shared an indoor space with a case during their infectious period but who have not had close-range (<1.5m) contact.

Size of indoor space* (m2)	Time (mins)	Masks**	Vaccination status of the exposed person†	
			Partial or none	Full
< 100	< 1	Yes	Low risk	Low risk
		No	Casual	Low risk
	1 to 15	Yes or no	Close	Low risk
	> 15	Yes or no	Close	Casual
100 - 300	< 1	Yes or no	Low risk	Low risk
	1 to 15	Yes or no	Casual	Low risk
	> 15	Yes or no	Casual	Low risk
> 300	Any	Yes or no	Low risk	Low risk

\* An indoor space is any substantially enclosed area where airflow is impeded by a wall, partition or barrier.

\*\* No = Mask not worn or improperly worn by case or contact.

† Fully vaccinated is 14 days following 2nd dose.

(Contact risk assessment for community and workplace settings', NSW Health September 2021, accessed at: <https://www.health.nsw.gov.au/Infectious/controlguideline/Documents/contact-risk-assessment-business-community-settings.pdf,p.2>).

Based on square meterage, and as all of our classes exceed 15 minutes, and with largely unvaccinated populations (children under 12 yrs), it is likely that any situation would result in either Close or Casual contacts.

Close contacts should follow advice here:

<https://www.health.nsw.gov.au/Infectious/factsheets/Pages/advice-for-contacts.aspx>

Casual contacts should follow advice here:

<https://www.health.nsw.gov.au/Infectious/factsheets/Pages/covid-19-casual-contact.aspx>