

CANBERRA DANCE THEATRE

Covid-19 Safety Plan

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WHS Duties

Canberra Dance Theatre (CDT) has duties under Work Health and Safety law. It uses the hub at Safework Australia for information about these duties. The Safework hub is at <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces>

Duty to workers

CDT will do what it can to ensure the health and safety of its workers. It will minimise the risk of exposure to COVID-19 as much as practicable. It will:

- require workers to practice physical distancing.
- require workers to practice good hygiene (e.g., through workplace policies and ensuring access to adequate and well stocked hygiene facilities).
- requiring workers to stay home when sick.
- cleaning the workplace regularly and thoroughly.

Duty to other people in the workplace

CDT will ensure the work of the business does not put the health and safety of other persons (such as customers, clients and visitors) at risk of contracting COVID-19. It will:

- require them to practice physical distancing, including through contactless payments.
- require them to practice good hygiene.
- require others to stay away from the workplace, unless essential, e.g., such as family, friends and visitors.

Duty to maintain the workplace and facilities

CDT will maintain the workplace to ensure the work environment does not put workers and others at risk of contracting COVID-19. It will:

- ensure cleaning the workplace regularly and thoroughly
- layout of the workplace to allow for physical distancing, and
- limit the number of people in the workplace at any given time.

Duty to maintain the workplace and facilities

- CDT will maintain the workplace to ensure the work environment does not put workers and others at risk of contracting COVID-19.
- maintain washroom facilities including adequate supply of soap, water and paper towel.
- provide hand sanitiser, where it is not possible for workers to wash their hands.

Duty to Vulnerable People

Some people are at greater risk of more serious illness with COVID-19:

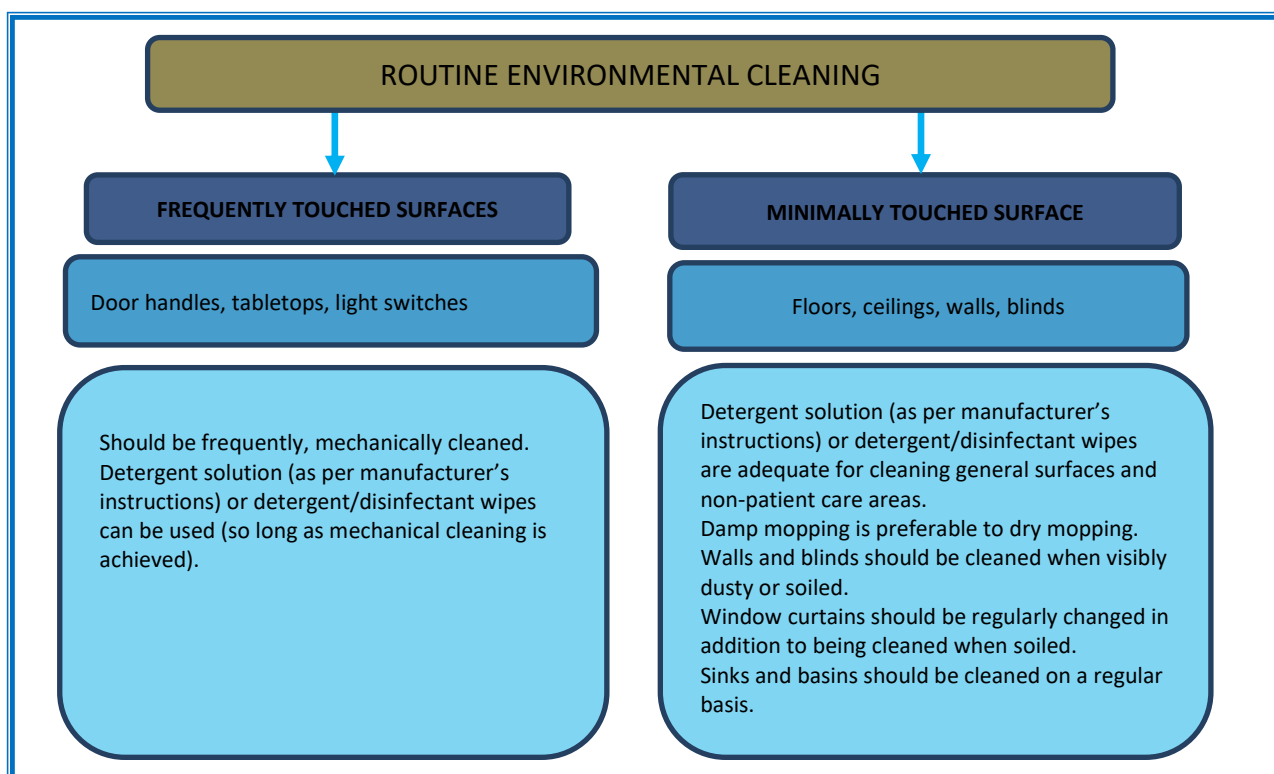
- Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions.
- People 65 years and older with one or more chronic medical conditions.
- People 70 years and older.
- People with compromised immune systems.

CDT will consider all available [control measures](#) to limit exposure to vulnerable people, even if the likelihood of them contracting COVID-19 may be low.

Routine Environmental Cleaning

The federal Department of Health has advice about cleaning in its publication “Information about routine environmental cleaning and disinfection in the community” for Covid-19. This is available at https://www.health.gov.au/sites/default/files/documents/2020/04/coronavirus-covid-19-information-for-employers_2.pdf.

This chart and the following information about Social Contact environments are drawn from this publication.



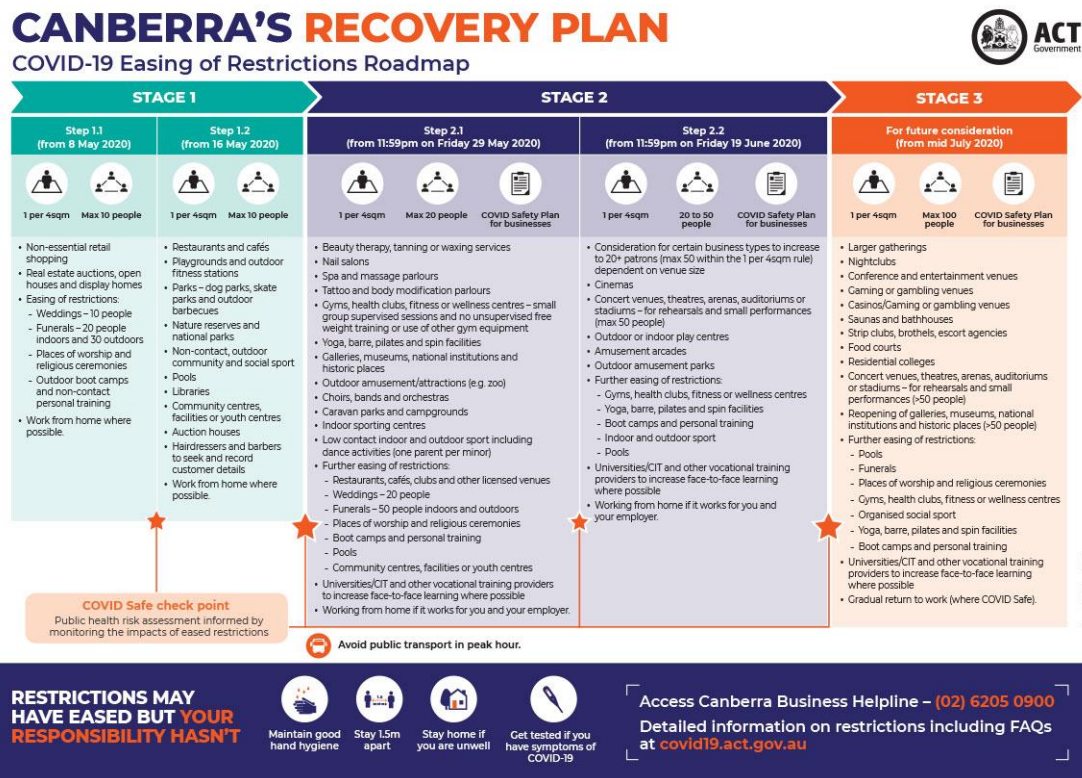
Social contact environments

Social contact environments include (but are not limited to), transport vehicles, shopping centres and private businesses. The risk of transmission of COVID-19 in these settings can be minimised through a good standard of general hygiene.

This includes:

- Promoting cough etiquette and respiratory hygiene.
- Routine cleaning of frequently touched hard surfaces with detergent/disinfectant solution/wipe.
- Providing adequate alcohol-based hand rub (sanitiser) for staff and consumers to use. Alcohol-based hand sanitiser stations should be available, especially in areas where food is on display and frequent touching of produce occurs.
- Training staff on use of alcohol-based hand sanitiser.
- “Good Hygiene is in your Hands” poster from the Department of Health on walls www.health.gov.au/resources/publications/coronavirus-covid-19-print-ads-good-hygiene-is-in-your-hands

Canberra Dance Theatre follows the Recovery Plan as detailed at <https://www.covid19.act.gov.au/resources/canberra-recovery-plan>



Safe Capacity

The studio floor area has been measured at some 180 sqm, which at the spacing rate of 4 sqm per patron equates to 45 attendees.

- 29 May – 20 patrons + staff are allowed.
- 19 June – 20 to 50 patrons + staff are allowed.

Class Registration

These safe capacity numbers more than meet normal CDT class attendances except for GOLD classes, where numbers can exceed 20 per class.

Class numbers need managing by pre-registration.

Hirers may use ticketing services to manage class attendance numbers.

Actions for Safety

Canberra Dance Theatre has implemented these actions for the safety of staff, volunteers, and customers. They are simple, achievable, and in common with other businesses.

Cleaning

| Action | Who, in order of priority? | How? |
|---|----------------------------|--|
| Access points such as door handles, bathroom tap handles and push plates wiped down after class with suitable product and disposable wipes or paper towel | Staff / admin | As per routine environmental cleaning (above) |
| Encourage attendees to wash or sanitise hands on entry | Staff / admin | Alcohol-based hand sanitiser at entry, signage |
| Ballet barres wiped over after class use | Class students, staff | As per routine environmental cleaning (above) |
| Sound system controls | Class teacher | As per routine environmental cleaning (above), signage |
| Ensure adequate supplies of cleaning products are on site and ready to use | Staff | Bulk purchases |

Social Distancing

| Action | Who, in order of priority? | How? |
|--|----------------------------|--|
| Communicate with staff, volunteers and students that social distancing must be maintained at all times | Staff | Instruction, Signage |
| No more than two people in the office at any time | Staff | Instruction, Signage |
| Admin staff and volunteers separated from customers | Staff / admin | Use the width of the counter |
| Transactions preferred by EFTPOS touch payment | Staff / admin | EFTPOS terminal |
| Attendees to minimise use of change rooms | Staff | Signage in change rooms e.g. "arrive ready to dance" |

| | | |
|---|--|------------------|
| Time classes apart enough to allow for distanced changeovers of students and teachers | Staff | Timetabling |
| Policy of stay home if feeling unwell | Staff, admin, volunteers, hirers, students | Signage in foyer |
| Class attendance management by <i>Canberra's Recovery Plan</i> | Staff, hirers | Pre-registration |

Communications

| Action | Who, in order of priority? | How? |
|---|----------------------------|---|
| Staff to train volunteers in safe practices | Staff / admin | Personal training |
| Customers to be informed of safe practices | Staff | Website, social media postings, e-news, venue signage |

Contact Tracing

| Action | Who, in order of priority? | How? |
|--|----------------------------|--------------------------|
| Register of each class attendee with mobile number held by CDT and hirers of their own classes, with permission to pass on to health authorities for the purposes of contact tracing | Staff / admin | Class sign-on sheet |
| Recommend all staff, volunteers and students download the COVIDSafe app | Staff | Signage in office, foyer |
| Require hirers with classes or groups to maintain their own attendance registers | Staff | Hire requirement |
| Where there is a suspected or confirmed case of Covid-19 in the studio environment, contact the National Coronavirus Helpline (1800 020 080) | Staff | Telephone 1800 020 080 |