



Covid Safety Plan

Version 29 October 2021

Street Address: Lena Karmel Lodge
Ground Floor, Shop 1, Building 1
26 Barry Drive, Canberra City

ABN: 62 856 594 047

In the following document:

- *'CDT staff' refers to Artistic Director and Office Coordinator*
- *'Admin Assistants' refers to administrative assistants rostered on to support specific classes*
- *'Teachers' refers to the CDT employee or contractor assigned to teach the scheduled class*
- *'Students' refers to dance class participants*
- *'Hirer' refers to the hiring individual or the person in charge of a group who have hired the CDT studio*
- *'Patrons' refers to all people who come into CDT*

1. Check In CBR

- CDT is registered for Check In CBR.
- QR codes are displayed outside the front door and in the foyer.
- Patrons are reminded to check in on entry. For CDT classes students will be asked by admin assistants to show their green tick.
- CDT students without smart devices will be checked in by CDT staff, either on the CDT iPad or on their own phone using the Business Profile function.

2. Encourage Physical Distancing

- Signs in each room at CDT identify the maximum number of people allowed to gather in that space.
- Markers supporting social distancing are on the floor in the foyer.
- Students and hirers are advised to take their bags and clothes into the studio with them.
- Teachers will remind students to maintain their distance from each other in the studio.
- When there are two classes back to back, students from the first class will be directed to vacate the studio via the back door.

3. Provide hand sanitiser and encourage good hygiene

- Hand sanitiser is provided in multiple locations throughout CDT.
- Bathrooms are well stocked with hand soap and paper towels.
- All payments will be contactless, except in extenuating circumstances.

4. Face masks

- All CDT staff and patrons will be advised to wear masks except when engaged in dance activity. For dance activity, teacher and students will be encouraged to continue wearing a mask if they prefer.
- Masks are available in the office for anyone who does not have one.

5. Undertake regular cleaning and disinfecting

- Cleaning of frequently touched surfaces will be undertaken regularly.
- Except in inclement weather, the CDT front door will be propped open prior to the start of each class.
- The studio air conditioner will be turned on for classes.
- The entire CDT facility is professionally cleaned once a week.

6. Display COVID safe signage

- Signage specifying the capacity limits for each room is displayed at the entrance to that room. Apart from the studio, limits have been calculated at one person per four square meters of useable space. The maximum number of people allowed in the studio is 20 plus the teacher.
- *For future reference, 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.*

7. Adhere to capacity limits

- Patrons are directed to book into classes via CDT's online booking system. Capacity per class has been capped at 20.
- Admin assistants and teachers are advised to admit into a class only those students who have booked in prior to the start of the class.

8. Exclude staff and customers who are unwell

- Signage reminding patrons to stay away if unwell is posted at the entrance to CDT.
- Provisions are in place to cancel classes if a teacher is unwell and a cover cannot be found.
- Provisions are in place for CDT staff or teachers to cover the duties of admin assistants if the assistant rostered on is unwell and a cover cannot be found in time.
- A script is available for all CDT staff to follow in situations where they think someone is unwell and therefore should not be admitted.

9. Daily check in with employees and training

- CDT staff check in with admin assistants and teachers on a weekly basis.
- A system is in place for areas of concern to be brought to the attention of the Office Coordinator or Artistic Director, and for the remediation to be undertaken to be communicated back to the relevant personnel.

10. Encourage contactless deliveries

- Deliveries will be scheduled for non-busy periods.

Summary of Responsibility for Enacting Covid Safety Plan

Cleaning

Action	Responsibility	How
Regularly clean access points including door handles, light switches, bathroom tap handles and push plates	CDT staff or admin assistants as per class roster, hirers	With suitable product and disposable wipes or paper towel
Keep bathrooms stocked with soap and paper towel; make hand sanitiser available in multiple locations	CDT staff or admin assistants as per class roster	With supplies available in storeroom and kitchen
Encourage attendees to wash or sanitise hands on entry	CDT staff, admin assistants and teachers, hirers	Alcohol-based hand sanitiser at entry, signage
Wipe ballet barres before and after class use	Before class: admin assistants. After class: students, as directed by teacher; hirers who have used the barres	With wet wipes available in the studio
Wipe sound system controls after class	Class teacher, hirer	With wet wipes available in the studio
Ensure adequate supplies of cleaning products are on site and ready to use	CDT staff	Bulk purchases

Ventilation

Action	Responsibility	How
Ensure air-conditioner is on throughout class time (to maintain good ventilation)	Class teacher, hirer	Switch on air conditioner prior to commencing class
If fans are used, direct the air flow away from students	Class teacher, hirer	Direct the air flow either down to the floor or up to the ceiling

Social Distancing

Action	Responsibility	How
Communicate with all patrons that social distancing must be maintained at all times	CDT staff, admin assistants, teachers, hirers	Instruction, signage
No more than one person in the office at any time	CDT staff, admin assistants, teachers	Instruction, signage
Admin staff separated from students	CDT staff, admin assistants	Use the width of the counter, checking in/marking attendance with personal electronic device
Transactions preferred by EFTPOS touch payment	CDT staff, admin assistants	Square Terminal
Encourage minimal use of change rooms	CDT staff, admin assistants, teachers, hirers	Signage in change rooms e.g. "arrive ready to dance"
Encourage minimal use of kitchen	CDT staff, admin assistants, teachers, hirers	Signage advising students/patrons to fill water bottles at home
Classes to start and finish on time to allow for distanced changeovers of students and teachers	CDT staff, teachers, hirers	Timetabling
Policy of stay home if feeling unwell	CDT staff, admin assistants, teachers; hirers	Signage in foyer

Communications

Action	Responsibility	How
CDT staff to train administrative assistants in implementation and monitoring of safe practices	Staff	Personal training (for first week of return), weekly check in with admin assistants re any issues with implementation of CDT's Covid safe practices
CDT staff to advise teachers of their responsibilities with regard to Covid safe practices	CDT staff	Via email and discussions
Patrons to be informed of safe practices	CDT staff, admin assistants, teachers, hirers	Website, social media postings, e-news, venue signage, verbal reminders
Hirers and other users of CDT's spaces requested to present their own Covid-safe plan to CDT and to use either CDT's <u>Check In CBR QR code</u> or their own	CDT staff	Via email request
Remind all patrons to check in via <u>Check In CBR</u>	CDT staff, admin assistants, hirers	Signage, verbal reminders
Require hirers with classes or groups to maintain their own attendance registers	CDT staff	Hire requirement communicated via email
Where there is a suspected or confirmed case of Covid-19 in the studio environment, contact the National Coronavirus Helpline (1800 020 080)	CDT staff, hirers	Telephone 1800 020 080

Signed:

Date: 29 October 2021



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