



## Covid Safety Plan

Version 2 March 2022

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.
- While check in is no longer mandatory, check in codes remain in place for patrons who would like to use them.

### **2. Encourage Physical Distancing**

- Markers supporting social distancing are on the floor in the foyer.
- Where possible, teachers will remind students to maintain their distance from each other in the studio.

### **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 are contactless, except in extenuating circumstances.

### **4. Face masks**

- CDT respects and supports individuals' decisions to wear masks. This includes teachers, students, staff and volunteers.
- Masks are available in the office for anyone who wants one but does not have one.

**5. Undertake regular cleaning and disinfecting**

- Cleaning of frequently touched surfaces is undertaken regularly.
- The entire CDT facility is professionally cleaned once a week.

**6. Capacity limits**

- For classes patronised by vulnerable people, capacity per class is capped at 25.

**7. 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.

**8. Daily check in with employees and training**

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

## Summary of Responsibility for Enacting Covid Safety Plan

### Cleaning

Action	Responsibility	How
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	Class teacher or students, hirer	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
Use air-conditioner as deemed necessary	Class teacher, hirer	Switch on air conditioner when required
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
Transactions preferred by EFTPOS touch payment	CDT staff, admin assistants	Square Terminal

Policy of stay home if feeling unwell	CDT staff, admin assistants, teachers; hirers	Signage in foyer
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## Communications

Action	Responsibility	How
CDT staff to train administrative assistants in implementation and monitoring of safe practices	Staff	Training for new personnel, regular 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
Require hirers with classes or groups to maintain their own attendance registers	CDT staff	Hire requirement communicated via email

**Signed:**

**Date:** 2 March 2022



**Name of Employee:** Jacqui Simmonds

**Title:** Artistic Director

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