

PHASE 3 COVID-19 SAFETY PLAN

THE FREE SPIRIT DANCE COMMUNITY INC FOR THE MATA HARI DANCE STUDIO.

Studio Maintenance

Cleaning regime

1. User cleaning.
Each user will wear disposable gloves and use a disposable chux + detergent or a sanitiser wipe to clean the door handles, bag table, stereo, bathroom door handles, light switch, roller door control (if used), aircon remote (if used), drop box, sign in table, any pens/things used and any spot cleans necessary.
2. Studio Cleansing
Studio to be cleaned 3 times per week. Cleaning to include floors, mirrors door handles, bag table, stereo, bathroom door handles, loo paper dispenser, hand towel dispenser. Cleaners will wear gloves.
3. Cleaners to confirm that they have read the SafeWork Australia COVID-19 cleaning requirements: <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19>

Agreements

All teachers/studio hirers to be sent the Teachers section of this document and asked to read, sign and return to the gmail account. Teachers/Hirers who disregard these rules will be required to pay the amount of any fine or penalty imposed and have their hire agreement revoked.

All teachers must sign an updated teacher agreement and submit together with a current copy of their public liability insurance prior to commencing classes.

All members and contacts will have the participant information emailed to them and it will also be published on our website, on our social media and available in hard copy at the studio. The website to include a COVID info banner.

Signage will also be displayed in the studio to remind all to comply with the regulations.

Both students and teachers to be encouraged to download and use the COVID-Safe app.

Teachers

Class sizes

Due to the requirements to limit participants to **1 person per 2 square metres** – the Mata Hari Dance Studio can only safely accommodate **15 students + 1 teacher**. Additional students will need to leave.

- Please consider a pre-booking system or an online option where your class is likely to exceed **15** people to avoid disappointment
- Please discourage an audience unless required (ie parent or carer). Members of the audience are to be included in the **15**-person count.

Studio Access

- Please be responsible for your students. Ask them to wait outside until the studio is clear of the previous class. Please encourage your students to vacate the studio quickly after class.
- Please ensure your students vacate the studio within 5 minutes of the end time of your class.
- Where there is a class immediately after yours, please finish your class on time. There is a 15-minute buffer between classes, so this should be plenty of time to clear the studio completely and clean the required items before the teacher and students for the following class need to enter.

Hygiene

- According to the COVID-19 Safety Plan – the studio can only open if supervised/staff available to conduct regular cleaning and enforce distancing – this means you. If you are not prepared to sanitise the space before and after your studio use, please do not access the studio.
- Please follow the cleaning checklist on the wall of the studio, and wear disposable gloves. Using a detergent or a sanitiser wipe, please clean the stereo, the door handles (inside and out) and the bag table before and after each class. Teachers may bring their own equipment (stereo etc) if desired.
- Everyone entering the studio is expected to use the hand sanitiser. For those allergic to hand sanitiser, we ask those people to proceed directly to the bathroom and wash their hands with soap and water.
- Please limit anything changing hands – include money. Consider contactless payment options – paypal, Square, bank transfer etc. After handling cash, ensure that hands are washed with soap and water, or a hand sanitiser is used.
- Instructors must reiterate social distancing at the start of each session and enforce this rule throughout the class. This includes monitoring your students when greeting/leaving. Swap hugs for air-kisses or shimmies.
- Please encourage students to bring their own props for prop classes and try not to supply props.
- Please encourage students to wear dance sneakers, jazz shoes or socks and avoid bare feet where possible.
- If any person accessing the studio displays symptoms, please ask them to vacate the space and disinfect the surfaces immediately.

Records

You will need to keep accurate records of every person who accesses the studio, whether they are dancing or not. Please collect name and phone number and EITHER email these to Free Spirit OR complete the hard copy form at the studio and drop it into the lockbox. This is a government requirement to enable contact tracing. In the case of exposure, we will need to be able to immediately contact EVERYONE who accessed the studio – no exceptions. Please do not have students complete this form as then there will be sharing of pens – and we wish to discourage sharing equipment.

TIP – as most teachers have an attendance system, it would be simple to maintain a list of your students with their contact details and just cut and paste the people who accessed your class that day and email through. But hard copy forms will be available on the desk for those who prefer.

If you become aware that anyone with or suspected of having COVID-19 (ie being tested) has accessed the studio – you must inform FreeSpiritDanceCommunity@gmail.com and a member of the Committee by phone immediately.

Please also encourage your students that they should complete or update their contact details, including their emergency contacts, on the Free Spirit Wild Apricot Membership system.

Students

An important reminder that if you have any cold or flu-like symptoms, such as a sore throat or runny nose, please consider the health of your teacher, your fellow students and the community and STAY AT HOME.

The teachers reserve the right to ask you to leave if you are displaying these symptoms and Free Spirit very much encourages you to self-isolate if you have any symptoms of illness. Our community contains a number of immuno-compromised people and so these regulations are being put in place to keep us all safe.

Studio Access

When you arrive for your class, please wait outside until 5 minutes before your class is due to start. If you access the studio while the students from the previous class are still there, you will be asked to wait outside. Maximum number of people inside the studio at any one time is 16.

When you arrive, please refrain from hugging anyone – this will be tough, but please keep your distance – at least 1.5 metres. Trilling and airkisses are all perfectly acceptable from that distance.

Immediately upon entry to the studio, ALL studio users are required to use an alcohol-based hand sanitiser.

Please put your bag down on the designated bag table and leave some space where possible.

Please bring your own water/snacks etc. The fridge and the kitchen area will not be available until the next stage of restrictions has been lifted.

The sitting area has also been cordoned off as it is a contact point for potential transmission.

We ask all students to wear dance shoes, jazz sneakers or socks during class. Please avoid bare feet.

If you become aware that anyone with or suspected of having COVID-19 (ie being tested) has accessed the studio – you must inform FreeSpiritDanceCommunity@gmail.com and a member of the Committee immediately.

Everyone has the right to a safe dance environment, if you do not see the rules being adhered to you, please speak up or contact your teacher or a committee member, so that we can rectify the situation. We all have a responsibility to do the right thing.

During the class:

Please remain at least 1.5m away from the other participants. The class sizes have been limited to 15 students (max 1 person per 2m² of space) to ensure this is possible.

Teachers have been advised, so you may need to pre-register for classes to ensure you are not turned away.

If you raise a sweat during class, please use the disposable towels from the bathroom to dry your skin and dispose of these in the bin provided.

There are cleaning products available in the case of issues during class.

At the end of your class, please do not remain in the studio but collect your things immediately and move your post-class bonding into the open air in the car park to allow the studio to be cleared before the next class. You can stay there as long as you wish, but please observe the 1.5m physical distancing requirements.

We recommend that where there is a class following yours that you use the doorway for entry and the roller door for exiting (weather permitting) to avoid student crossover.

Between Classes

Classes have a 15 minute buffer between them, so we ask that classes finish promptly on time.

- 5 minutes to pack and clear the studio of students
- 5 minutes for cleaning surfaces and teacher swap-over
- 5 minutes for new students to enter and prepare for class.

Facilities

- Kitchen
 - The kitchen has been screened off and not available. Participants will be advised to bring everything they need – drinks etc.
 - The Fridge will be unplugged and not available until Roadmap Step 4.
- Bathroom
 - The bathroom will remain available and the hand towel has been replaced with single-use disposable hand towels. All common-use, reusable towels have been removed.
 - A bottle of surface sanitser is there and needs to be sprayed on toilet after each individual use and wiped dry with a disposable paper hand towel, there are two separate bins one near toilet for toilet cleaning drying down paper waste, one near sink for hand washing paper waste.
- Sitting area
 - The couches have been blocked off to avoid people sitting down as a touch point for community transmission.
 - A table has been provided for bags etc and this must be cleaned by the teacher before and after each class.
- Dance Floor
 - The dance floor is to be kept free of obstructions, so we are not moving (ie touching) things like the altar, the rocking chair, the steps etc.
 - The stereo is to be wiped down with a cleaner BEFORE AND AFTER use.

Action Items

Committee to purchase:

- Detergent/cleaning agent
- Disposable chux/cleaning cloths
- Sanitiser wipes
- Disposable gloves
- Hand Sanitiser
- Bin liners
- Fly Spray
- New broom

Committee to organise cleaner 3 times per week

Cleaner/s to confirm they have read the COVID-19 cleaning guidelines available here:

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19>

Hand sanitiser stations to be placed at the front door and in the bathroom.

Print COVID signage and display.

Print User cleaning checklist.