

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

Business name Jdance Performance Studio

Business location (town, suburb or postcode) Marsfield, NSW. 2122

Select your business type

Indoor recreation facilities (yoga, pilates, dance studios)

Completed by Jennifer Engelmann

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Effective date 11 September 2021

Date completed 6 October 2021

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell from the premises.

Agree

Yes

Tell us how you will do this

Jdance staff, volunteers, visitors and students are not permitted at Jdance if they are experiencing any of the following symptoms.

- Sneezing
- High temperatures
- Sore throats
- Coughing
- Runny nose

Any child who presents with these symptoms during class will have their parents called to immediately pick up their child. They will also be asked to wait in an isolated space that will be reserved for this purpose.

Any Jdance staff, volunteers, visitors and students presenting with these symptoms should be tested for Covid-19 immediately.

Please stay at home and notify Jdance if:

- you have flue like symptoms
- you have been tested for COVID-19 and are awaiting results
- someone you have direct contact with has flu symptoms or is awaiting COVID-19 results

Managing a suspected COVID-19 case:

If an individual is being tested for COVID-19

- They must immediately self-isolate and discontinue coming to the studio until COVID-19 has been excluded and they have been cleared by a doctor to return to their classes.
- Tracing of possible contacts will occur.

Managing a confirmed COVID-19 case:

COVID-19 is a notifiable disease and Local Public Health Authorities must be informed. Businesses or venues where dance activities are taking place may be closed on the instruction of the Local Public Health Authority or the Chief Medical Officer. Re-opening of the business or venue should only occur after close consultation with the Local Public Health Authority.

All Jdance staff, volunteers, visitors and students need to provide us with a negative covid result test when they are feeling better to be able to return to our premises.

Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning.

Agree

Yes

Tell us how you will do this

Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, cleaning, and how to manage a sick visitor.

Staff have been provided extra resources and additional information as well as training on our updated Covid Policies.

Display conditions of entry including requirements to stay away if unwell and record keeping.

Agree

Yes

Tell us how you will do this

The health and wellbeing of Jdance staff, volunteers, visitors and students is our highest priority, and as a registered COVID-Safe business, we have introduced a series of safety measures based on expert government guidelines and industry best practice. These measures are designed to make your visit as safe and enjoyable as possible.

Jdance has provided Covid safe signage posted on and around all entry/exits to the studio.

All policies and conditions of entry, information and any updates are made available on social media, via email and on our website. This includes the Jdance Covid-19 Safety Plan. Multiple copies of the Jdance Covid-19 Safety Plan will be kept at the studio and made available to an authorised person.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

Jdance requires mandatory check-in for all staff, volunteers, visitors and students entering the premises. Please download the Service NSW App as it provides the safest contactless method for COVID Check-In. Multiple QR code signs will be placed around the entrance to the studio. A non-QR option for check-in will also be available for those unable to check in electronically.

* 11 years and under must be checked in “as a dependent” by a parent either manually or via electronic QR code method using the Service NSW App. (there is an exemption clause to this in the law for children but we ask you to please always check-in)

* 16 years and over must, by law, check in personally either manually or via electronic QR code method using the Service NSW App. (there is an exemption clause to this for 16 & 17 year olds only but we ask you to please always check-in)

Further, due to the nature of our business, Jdance already has all contact details on file for every student. This information is stored confidentially and securely and if required, will be used for tracing Covid-19 infections. Class roles will also be taken in each class, so we know exactly who is in our premises at any given time.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

In accordance with the current Public Health Order, Jdance staff have been asked to provide us with a copy of their vaccination details before returning back to work prior to 1st December, 2021.

(I personally, do not judge anyone’s personal medical preference and 100% support freedom of choice. I do not and will never hold prejudice towards this basic human right. This includes the Covid-19 Vaccinations.)

Physical distancing

Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the

premises.

Note: Gym and group dance classes must not exceed 20 persons.

Agree

Yes

Tell us how you will do this

As we return back to dancing, everyone will need to adhere to the indoor four-square metre per person rule and maintain a distance of at least 1.5m per person at all times to ensure social distancing requirements are met inside our studio. This rule must also be followed in common areas such as the waiting room.

Signs are provided around our studio to show how many people are allowed in each area at any one time. Studio floors have been marked with floor decals in all dance rooms to clearly show our dancers where they need to be standing in order to maintain social distancing rules.

Based on the 4m² rule, our studios and common areas can cater the following amount of people:

- Studio 1 = 22 (Current restrictions as of 11th October 2021 - allow a MAXIMUM of 20 only)
- Studio 2 = 15
- Singing room = 3
- Office = 3
- Kitchen = 1
- Change Room = 2

*Jdance will not exceed the one per person per 2 square metres of space in outdoor areas of the premises.

*These figures are subject to change in line with the NSW Government guidelines.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

- * Restricted amount of people within the Jdance premises.
- * ARRIVAL: Students and parents must wait at the designated 1.5m distancing markers located on the right side of driveway until a teacher or staff member allows entry.
- * PICKUP - Parents must wait at the designated 1.5m distancing markers located on the left side of driveway until a teacher or staff member accompanies students outside at the conclusion of their class/es.
- * There will be no physical contact or corrections by any Jdance staff member until it is deemed safe to do so.

Avoid congestion of people in any specific areas within the venue where possible, such as change rooms and other communal facilities.

Agree

Yes

Tell us how you will do this

- * No parents or visitors will be permitted inside the studio, unless absolutely necessary, and only with the permission of Jdance staff.
- * Facilities in the kitchen will not be available to visitors or students. Students MUST bring their own drink bottles to class and bring food that does not require use of kitchen facilities. This includes cups, refrigerator, cutlery and appliances. Drink bottles can be refilled from the kitchen tap when required. No preparation of food permitted. This includes use of microwave and kettle.
- * Bring small bags to the studio to alleviate clutter.
- * Come dressed ready to dance. We strongly advise students to change at home where possible.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Agree

Yes

Tell us how you will do this

No one is permitted to congregate in the designated arrival/pick-up area or any outside space.

Singing by audiences is not allowed in indoor areas.

Dancing is not allowed in indoor areas except for group dance classes, where no more than 20 people are permitted to dance.

Patrons can only consume alcohol when seated in indoor areas.

Agree

Yes

Tell us how you will do this

We are a teaching and learning facility.

We don't have an audience nor a seated area where food or drink, in particular alcohol are consumed!

Ventilation

Review the 'COVID-19 guidance on ventilation' available on nsw.gov.au and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

Ventilation is the deliberate introduction of fresh air and removal of stale air from a space.

The virus that causes COVID-19 can be spread from person to person through contact with droplets and small respiratory particles, which are produced when a person

sneezes, coughs, or vocalises. To help reduce the risk, Jdance has taken steps to improve ventilation in indoor settings so that any infectious particles that may be present in the air are more quickly removed.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Outdoor settings generally have better natural airflow than indoor areas.

Weather permitting and if considered safe, Jdance may provide some classes in the area directly outside the studio.

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

To increase natural ventilation Jdance will, where possible, open doors and/or windows.

In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Agree

Yes

Tell us how you will do this

* Ensuring heating, ventilation and air conditioning (HVAC) systems are well-maintained and cleaned.

* Avoid directing fans towards people's faces, such as by aiming them continuously towards the ceiling or floor. Limit oscillation and turbulence of fans.

* Ensuring exhaust fans are functional and operating continuously and at full capacity

when the building is occupied.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

* Keep all ventilation systems maintained and operated in accordance with the manufacturer's instructions.

* Clean and/or change filters on all mechanical ventilation systems regularly.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

Keep up to date with guidance into improved ventilation. Resources are readily available on the internet. Particularly, NSW Health and Safe Work Australia.

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Note: People engaging in strenuous physical exercise are exempt, unless they are participating in an indoor gym class or dance class.

Agree

Yes

Tell us how you will do this

In line with current NSW Public Health Order, all Jdance staff, volunteers, visitors and students, 12 years of age and above must wear a fitted face mask when entering and whilst inside the Jdance studios.

If you cannot wear a face mask because of a disability, physical or mental health illness or condition, you must carry either a medical certificate or letter signed by a registered health practitioner (such as a doctor) or a registered NDIS provider or a statutory declaration.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

* Signs have been placed around the studio to remind students and staff to sanitise and maintain their 1.5m distance.

* Jdance has provided hand sanitiser at the entrance/exit and throughout the studio.

* Sanitise your hands regularly at sanitising stations located throughout the Jdance.

* Practice social distancing wherever possible.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Agree

Yes

Tell us how you will do this

* Wash your hands regularly in the bathrooms. All bathrooms are well stocked with hand soap and paper towels and have posters with instructions on how to wash your hands.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day. Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use. Encourage visitors

to wipe down equipment after they have finished using it

Agree

Yes

Tell us how you will do this

We've implemented enhanced cleaning procedures at Jdance, with all hard and high-touch surfaces cleaned regularly with hospital-grade disinfectant.

Studio props will be cleaned after each use!

To avoid sharing of some props and equipment, "Little Starz" classes may be provided with a list of items needed to bring personally for class.

Additional cleaning measures have been put into place to ensure we are doing everything we can to keep our dancers safe.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, visitors and contractors.

Note: Community centres and halls are not required to collect electronic entry records but are strongly encouraged to do so.

Agree

Yes

Tell us how you will do this

Jdance has a registered unique QR code.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes

should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

- * QR codes displayed in prominent locations.
- * Remind people to check in when entering your premises
- * Where possible, keep an eye out for new people who have entered your premises and ask to see the 'green tick' on the Service NSW app.

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

Manual check-in will be available using the "Visitor Record Template" provided by Service NSW.

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes