

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



Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

Business name	The Dance Affinity
Business location (town, suburb or postcode)	14B Investigator Drive, Unanderra NSW 2526
Select your business type	Indoor recreation facilities (yoga, pilates, dance studios)
Completed by	Teagan Huntsdale
Email address	admin@thedanceaffinity.com
Effective date	11 September 2021
Date completed	3 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

- All staff, parents/guardians and students emailed to advise them to stay at home if unwell.
- NSW Public Health sign externally placed advising who must not enter the facility.
- If a student shows signs of being unwell while at TDA, parents/guardians will be contacted to collect them immediately.

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

- Staff emailed a copy of TDA COVID-19 processes and procedures prior to being outlined at a staff meeting.
- Staff advised to complete the COVID-19 online training.

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

Agree

Yes

Tell us how you will do this

- Conditions of entry to TDA are displayed on our website, listed as condition on student enrolment form, emailed to all customers, staff and community members and displayed on entry.

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

- Attendance records taken for all classes based on enrolments
- Contact details for student's parents/carers obtained as part of enrolment process

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

- Provide staff with information regarding vaccinations and booking availability from NSW Health website
 - Allow staff time off work to attend vaccination appointment
-

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

- Maximum class numbers and entry/exit to TDA restricted to meet 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

- Markings on floor to maintain social distancing guidelines of 1.5m apart in dance classes
- Waiting room seating separated to maintain 1.5m distance

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

- Floor markings to display movement and separate entry /exit point.
- Line to define distance from front counter.
- Signage throughout to reinforce physical distancing.

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

Agree

Yes

Tell us how you will do this

- Staff to remind people who congregate outside the facility to physically distance.
- Sign on exterior of building encouraging drop and go policy
- Stagger class start and end times to minimise number of people arriving/departing venue at the same time

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

- Maximum class numbers restricted to 20 people to meet government guidelines.
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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

- Large indoor warehouse spaces used to conduct dance classes with high ceilings
- Fans situated high so they provide circulation but not directly onto peoples faces
- Vents installed in ceiling to help with studio ventilation
- Doors to studios left open when safe to do so

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

- Outdoor seating with physical distancing installed for waiting for class

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

Agree

Yes

Tell us how you will do this

- Open doors to studio where safe and suitable to do so

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

- Avoid using only recirculated air in HVAC systems, and increase the outside air intake
- Regularly inspect, maintain and clean heating, ventilation and air conditioning (HVAC) systems

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

- Regularly service the air-conditioning units

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

- Consult air-conditioning installation company to service units
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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

- Provide dancers with TDA COVID-19 policy outlining the need for mask wearing
- Note compulsory face mask wearing as a term and condition on enrolment form
- Provide free disposable face masks upon entry
- Have re-usable face masks available to purchase on site

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

Agree

Yes

Tell us how you will do this

- Hand sanitiser stations available at: entry/exit/waiting room, bathrooms, office and studios with signage on how to use.

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

Agree

Yes

Tell us how you will do this

- Posters, hand soap, paper towel placed in both bathrooms and kitchen areas.

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

- Daily cleaning with disinfectant, with high use areas cleaned frequently.
- Signage throughout the facility to reinforce strategies to reduce the spread of the virus
- Removal of shared objects such as cheerleading pom poms and instead assign items to the same child to be reused each class

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

- Have multiple copies of the NSW Government generated QR check-in code displayed at entry/exit

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

- Have staff member check QR check in for all adults entering the building

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

- Have a hard copy check in option available

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

Yes