

Caper School of Performing Arts has assessed (and continues to assess) the premises and all operations to ensure precautions are taken to minimise risk to students, teachers, staff, families and others visiting the studio. Advice is taken from Safe Work Australia and Service NSW and the following policies, procedures and training have been implemented.

COMPLIANCE

Caper is a registered Covid-Safe organisation through Service NSW and complies with the following COVID-19 checklists:

- Workplace Checklist
- Physical Distancing Checklist
- Cleaning Checklist
- Health, Hygiene & Facilities Checklist
- Transitioning Back to Usual Workplaces Checklist

Caper's response to the checklists is available on the Caper Team App.

STAFF TRAINING AND EDUCATION

Caper staff are encouraged to receive a COVID-19 vaccination to reduce the spread and severity of disease. Caper staff should seek appropriate medical advice to determine their personal risk level.

All staff must complete online COVID-19 Workplace Safety

Training: <https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

All documents relating to the prevention of COVID-19 are accessible on the Staff Page of the App. Further communication is followed up via meetings (virtual if face-to-face is not permitted), Facebook group, What's App group, email, phone and text message.

CONDITIONS OF ENTRY

Staff, students or visitors are not permitted to enter the studio if they are unwell and/or have symptoms of COVID-19. Paracetamol and/or Nurofen cannot be taken for the purpose of masking the symptoms.

If a student is showing symptoms of illness or reports feeling unwell, their parent must be called to collect them from the studio. Whilst waiting for their parent, the child must remain isolated in the office and the office must be wiped down on their dismissal. Staff should wear a mask when in close contact with the student.

Staff, suppliers, parents of students and visitors must scan the Service NSW QR code before entering the studio. Caper reception staff will check that this has been done correctly. Students do not need to be signed in via the QR code as their attendance is recorded electronically in class by the teacher.

Depending on the current risk level, temperature checks may be taken before staff, students or visitors can enter the studio. Individuals recording a high temperature will not be permitted to enter the studio.

Staff, students and visitors must adhere to NSW Health advice about testing and isolating.

PHYSICAL DISTANCING

Caper will adhere to physical distancing guidelines and student numbers as set out by NSW Health. We will update our response in line with any changes in the NSW Health Guidelines as they occur.

Physical distancing will be encouraged and procedures will be put in place to reduce congestion and limit the number of people at the premises.

Arriving to the Studio:

Specific instructions regarding arriving to the studio will be communicated directly to each class. In general, the aim is to minimise congestion and allow for physical distancing. The procedures are as follows:

- Students who arrive early should wait in the car until 5 minutes prior to the start of their dance class.
- Students should arrive dressed for class to minimise use of the toilet cubicles.
- Parents are to drop off their child outside the studio, downstairs, as the child enters the studio and walks up the stairwell independently. Caper staff may be employed to escort younger children upstairs. If NSW Health restrictions allow, parents of younger students may escort them upstairs.
- Older students may be dropped off via “kiss and drop”. This is at the parent’s discretion.

During Dance Classes:

- The floor will be marked with social distancing markers to show appropriate distances.
- Shared props are discouraged. If props must be used, they should be wiped down before and after the class. Students must sanitise their hands before and after use. It is expected that most classes will not need to use props.
- Partner work or choreography requiring physical contact is discouraged. If it must occur (for example, ballet exams with a looming deadline), students must sanitise hands before and afterwards and keep rehearsals of this kind to an absolute minimum. It is expected that most classes will not need to rehearse any partner work or have choreography physical contact.
- Teachers will use contactless correction methods for students including verbal instructions and their own physical dance demonstrations.
- Teachers must educate and remind students to limit contact with others (no shaking hands, high fives or touching objects unless necessary).
- Teachers conducting classes together should stay on opposite sides of the studio space. In general, staff are to remain at their specific work location within the studio and limit unnecessary movements
- End of class demonstrations for parents will not be held if it means the persons in the space will exceed 1 person per 4 square metres.
- A limit of one class in each studio at any one time will be enforced. Classes will not be combined or be invited to watch other classes demonstrate their routines.
- Baggage and belongings should be kept as separate as possible to avoid contact with others.
- Students will be encouraged to change their own shoes to reduce close contact situations.
- Students will be encouraged to be independent, such as removing their own crossover and/or jackets in class.
- Families of pre-school aged children will be encouraged to ensure that their child are able to use the bathroom independently (to prevent circumstances where close contact cannot be avoided).
- In the case of an emergency and where a child requires physical assistance, a staff member will minimise the contact as much as possible. Emergencies include the administering of first aid, prevention of accidents such as falls or slips and evacuations.

Dismissals:

Specific instructions regarding dismissals will be communicated directly to each class. In general, the procedure is as follows:

- Teachers will escort students downstairs (class by class) to be collected by their parents/carers at the door. Only one parent per student should be present and parents are encouraged to maintain 1.5 metre physical distance and not to linger once their child has been dismissed to them.
- Both exit points will be used to reduce congestion.
- Parents are required to be punctual to collect their child/ren (teachers need to return to the studio to teach and/or sign-in students arriving for the next class).

Reception:

- Receptionists will monitor and enforce physical distancing in the reception/common area
- The floor will be marked with social distancing markers to show appropriate distances.
- The reception area will not be used for “waiting” by parents/carers (afternoon and Saturday classes). Parents/carers upstairs will be limited and entry should only be for exceptional circumstances.

- The unused studios will be utilised during the weekday morning classes to allow additional space for physical distancing. Only one parent/carer per student is encouraged. Parents are also welcome to wait in their cars or visit a nearby café rather than waiting in reception for the duration of the class.
- Cash and cheque payments will not be accepted. Only contactless payments will be accepted. This includes EFTPOS, phone payment or the preferred option of online fund transfer.

Capacity:

Class sizes will be limited to 20 students. If the size of the studio space means that 20 students is more than one person per 4 square metres, the class size will be reduced accordingly. Person densities will be adhered to and limits in each space will be identified through signage.

Deliveries and Maintenance:

Efforts will be made to where possible provide contactless deliveries and maintenance services. For example, cleaners will visit the studio at times staff and students are not in the studio.

Staff will keep a 1.5m distance when accepting deliveries to the studio. When possible, staff should encourage couriers, post person and other people make deliveries to leave the parcel at the front door and not enter the studio. Arranging delivery direct to home addresses to avoid contact will also be utilised.

Travel:

Even when permissible by NSW Health, staff are discouraged from carpooling with each other.

Office:

Staff administration shifts will be rostered to reduce contact and people at the studio or sharing a space.

FACE MASKS

Caper will adhere to current NSW Health orders regarding mask wearing. This could include the wearing of masks for anyone over the age of 12 if it is required. Masks will be kept on the premises for those who do not have one.

Masks will be encouraged for tasks that involve close contact (such as performing first aid, or providing care for a young student where they are dependent on adult help).

HYGIENE

Staff and students are encouraged to uphold good hygiene. Soap is available in all bathrooms and kitchenettes. Sanitiser is available in every studio and common areas. Hand sanitiser will be placed near the teacher's desk to prevent accidental ingestion. Stock levels of soap and hand sanitiser is regularly checked by receptionists. Signage about hygiene and hand washing is available in the studio and on the Caper Team App.

In general, hands should be washed or sanitised upon entering the studio. As well as before and after eating, using the bathroom, coughing and sneezing.

Caper teachers, staff and students are required to keep personal property that comes to the studio, such as sunglasses, keyrings, wallets, etc., inside their bag. All teachers and staff are to wash, dry and put away cutlery or utensils immediately after use.

Teachers are to educate and remind students about hygiene. In particular by asking students to sanitise or wash their hands on arrival, after using the bathroom, sneezing or coughing. Students are not permitted to share food or water bottles.

Bins are available in high traffic areas. Staff and students are required to clean up after themselves and place rubbish in bins provided. Staff are also responsible of disposing used disinfectant wipes after cleaning.

Masks are kept at the studio for persons who may need one. Gloves and disinfectant wipes are also available to use when needed.

The reception desk has a Perspex screen to protect staff.

SURFACE CLEANING

Teachers have a checklist they complete every 30-60 minutes throughout their shift to record surface cleaning (Covid A Sanitiser in the class roll). Teachers will clean frequently touched areas such as desks, door handles, stereos, handrails, keyboards and ballet barres. In addition to cleaning surfaces, shared equipment will be kept to a minimum. This includes use of ballet barres and props.

Receptionists will undertake regular cleaning of surfaces in common areas. Additional cleaning is undertaken by external cleaners who are hired to clean common areas and bathrooms.

Staff are responsible for cleaning any personal property brought inside the studio, such as mobile phones, laptop and keys.

VENTILATION

To increase ventilation the door leading to reception will be kept open during class times. Air Conditioning will be running when classes are operating.

Teachers are not to disrupt the air conditioning system and receptionists are responsible for ensuring it is maintained whilst classes are operating.

RECORD KEEPING

The Service NSW QR code will be prominently displayed in several areas around the studio. Staff and visitors to the studio will be advised that it is a condition of entry to check in via the QR code. Receptionists will electronically enter details for visitors who are unable to sign in themselves.

In addition to the QR code, attendance records are kept for each class. There is also a daily sign in sheet for staff and CCTV footage.

SINGING

Restrictions will be adhered to in regards to group singing indoors. These restrictions can change and Caper will update procedures in line with any changes.

COMMUNICATION

With the reduction of face-to-face contact it is understood that more reliance will be needed for phone or electronic communication. Staff, students and their families are expected to download the Caper App to ensure that they receive all health and safety updates. Families should also ensure that caper@caperonline.com.au and noreply@jackrabbittech.com is saved as an email contact to prevent the emails from going to junk mail or spam folders. Families are also expected to update Caper if there are changes to their contact details.

SIGNAGE

There will be signage put in place to assist our community in maintaining social distancing and hygiene and updated safety procedures. These signs will be placed in common and high traffic areas.

ONGOING MANAGEMENT

Caper's health and safety response to the COVID-19 pandemic will continue to be reviewed, improved and updated in line with industry and government guidelines and requirements.

MORE INFORMATION

NSW Government website <https://www.nsw.gov.au/covid-19>