

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



Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

Business name	Caper School of Performing Arts
Business location (town, suburb or postcode)	Bella Vista, 2153
Select your business type	
Indoor recreation facilities (yoga, pilates, dance studios)	
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Effective date	2 August 2021
Date completed	20 August 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

Students, staff and visitors will be advised that they may not enter the premises if they are unwell.

If the students or staff are displaying symptoms of COVID-19 they will be asked to leave the premises and present a negative COVID-19 test before returning.

We are aware that the use of Paracetamol and/or Nurofen can mask the signs of minimal fever so staff and visitors are discouraged to use these products for the purpose before entering our studios.

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 will be provided information and training on COVID-19. This will include information regarding when to get tested, physical distancing, wearing masks and cleaning. Our response is in accordance with recommendations from Safework Australia (but are not limited to):

- How to keep workers safe COVID-19
- Workplace Checklist COVID-19
- Physical distancing checklist COVID-19
- Cleaning checklist COVID-19
- How to clean and disinfect your workplace COVID-19
- Health, hygiene & facilities checklist COVID-19

We will be monitoring and liaising with staff to ensure they comply with the above conditions. We will do this by means of checklists, regular written and verbal communication, review of CCTV footage, provision of signage and information resources via our studio App.

All teachers and staff have been required to complete online COVID-19 Safety training.

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

Agree

Yes

Tell us how you will do this

There will be signage at our entrance displaying the Conditions of Entry. These include requiring people not enter if unwell and to check in via the QR code.. Multiple copies of our QR Code will be highly visible for everyone to check in prior to entering the premises at Entry and Exit Points to the studio.

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

This is not applicable to Caper.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

The benefits of vaccination will be communicated to all staff.

Physical distancing

Capacity must not exceed the greater of one person per 4 square metres of space in the premises, or 25 persons.

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

Agree

Yes

Tell us how you will do this

Class sizes will be limited 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.

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

We will ensure 1.5m physical distancing where possible by:

- Ensuring studios and common areas will have social distancing floor markers and signage.
- Designating drop off and collection procedures to minimise congestion and to allow for social distancing.
- Utilising both entrances to the studio to reduce crowding.
- Discouraging students from arriving early and encouraging students to be collected punctually to reduce the total number of persons at the studio at any one time.
- Preventing parents/carers to use the waiting room facilities (afternoon and Saturday classes)
- Limiting parents/carers to one per student (excludes siblings) for weekday morning classes. The unused studios during this time will be utilised to allow for extra seating whilst maintaining physical distancing.
- Ceasing end of class demonstrations if it means the persons in the space will exceed 1 person per 4 square metres.
- Limiting one class in each studio at any one time. Classes will not be combined or be invited to watch other classes demonstrate their dance.
- Requiring staff to remain at their specific work location within the studio and limit unnecessary movements.

- Only accepting payments via EFTPOS or direct debit payments.

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

The number of persons permitted in the studio at any one time will be limited. Parents/Carers will be required to drop students at the entrance to the building and not enter the premises. Students will be directed not to arrive early and to be collected promptly. At times students will be required to wait outside and be escorted upstairs.

Receptionists will monitor and enforce physical distancing in the reception/common area. Teachers will monitor and enforce physical distancing in the studio.

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

Agree

Yes

Tell us how you will do this

Strategies will be put in place to manage gatherings that may occur immediately outside the premises. This includes:

- Dismissing students in separate class groups and not all at once.
- Allowing only one parent/carer is to remain outside the studio to collect their child.
- Allowing the option for older students to have “kiss and drop” arrivals and dismissals.
- Allocating more time for dismissals so they can be spread out.
- Promoting physical distancing and encouraging families not to linger and mingle as they drop off or collect their child.

Singing by audiences is not allowed in indoor areas.

Patrons can only consume alcohol when seated in indoor areas.

Agree

Yes

Tell us how you will do this

There will be no singing in classes. Consumption of alcohol does not occur at our studio.

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

Anyone over the age of 12 is required to wear a mask when on the premises in line with NSW Health requirements. We will keep masks on the premises for those who do not have one.

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

Agree

Yes

Tell us how you will do this

Staff and students will be encouraged to uphold good hygiene. Soap is available in all bathrooms and kitchenettes. Sanitiser is available in every studio and common areas. There will be signage about hygiene and hand washing.

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

Agree

Yes

Tell us how you will do this

Reception staff check stock in bathrooms at the commencement of their shift to ensure there are ample supplies for the day. Reception staff advise the office manager if stocks are running low. Electric hand dryers are available in all bathrooms.

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

Teachers have a checklist they complete every 30-60 minutes throughout their shift to record cleaning. Teachers clean frequently touched areas such as desks, door handles, stereos 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 in common areas. Additional cleaning is undertaken by external cleaners who are hired to clean common areas and bathrooms.

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

The door leading to reception will be kept open during class times. Air Conditioning will be running when classes are operating.

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

The 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.

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.

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

Receptionists will check phones display the green tick. QR codes will be highly visible throughout the studio.

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

The receptionist will electronically enter the details on the persons behalf.

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

Yes