

## Keeping staff safe at the workplace and limiting the spread of Covid-19

### Response to Workplace Checklist for Covid-19.

[https://www.safeworkaustralia.gov.au/sites/default/files/2020-06/COVID-19\\_Workplace-Checklist\\_12June2020.pdf](https://www.safeworkaustralia.gov.au/sites/default/files/2020-06/COVID-19_Workplace-Checklist_12June2020.pdf)

#### Working from home

- Relevant NSW health advice will be considered in assessing whether working from home is practical for Caper staff
- Guidance will be provided to staff on how to set up a safe work from home environment
- Online formats such as Zoom to communicate regularly with workers as well as staff Facebook group, What's App group, text message, phone and emails

#### Physical Distancing

- Posters are in the studios and stairwell to promote keeping 1.5 metre distance with others
- Signage is displayed noting the maximum capacity for each studio and reception
- Office staff will have staggered shifts where possible to limit contact
- Meetings will be held via zoom
- Deliveries will be contactless
- Each studio has social distancing markers on the floor
- Teachers will assume responsibility in each class to promote social distancing in accordance with the latest government requirements

#### Handwashing and Hygiene

- Sanitiser is available at entry and exit points around the studios
- Receptionists will check the bathrooms and kitchenettes each shift to ensure soap is stocked
- Posters are displayed in bathroom stalls with instructions of how to hand wash
- Staff are informed on other ways to limit the spreads of germs (e.g., not touching face, sneezing into elbow and staying home if feeling sick)
- Staff are instructed to limit contact with others (e.g., no shaking hands or touching objects unless necessary)
- Access to a bin is available in all studios, reception, main stairwell and back office
- Only EFT or contactless payment methods will be accepted. No cash is kept at the studio

## **Cleaning**

- Teachers are instructed to wipe down high touch point surfaces after each class. Teachers check off 'Covid A Sanitiser' on the roll to indicate that this has been done for each class. This includes surfaces such as door handles, ballet barres, props & bag cubbies
- Receptionists are instructed to wipe down high touch point surfaces in reception at the end of each shift. This includes door handles, EFTPOS machine, keyboards, phones and counter tops. This is to be documented in the End of Day report
- Staff will use disinfectant solution or wipes to clean surfaces
- Staff are instructed to clean personal property such as mobile phones and laptops with disinfectant wipes

## **Monitor Symptoms**

- Signs are displayed in each studio about the symptoms of Covid-19
- Staff and students are directed to stay home if they are displaying Covid-19 symptoms
- Personal information about individual workers' health will be treated carefully, in line with privacy laws

## **Planning Ahead**

- The receptionist on duty is responsible for championing safe practices in the workplace and reminding colleagues the proper procedures listed above
- Plans are developed to ensure business continuity if there is a suspected or confirmed outbreak of Covid-19 in the studio. Classes will be held via Zoom with staff teaching/working from home
- Staff who are suspected or confirmed to have Covid-19 will be supported. The safety of other workers will be ensured by following NSW Health advice
- In the event of an outbreak the studio will be professionally disinfected
- After an outbreak or quarantine period, protocols will be reviewed and updated if necessary when reopening the studio
- All workplace arrangements will be in line with current public health requirements

## Response to Physical Distancing Checklist:

<https://www.safeworkaustralia.gov.au/sites/default/files/2021-02/210216%20COVID-19%20Physical%20Distancing%20Checklist%2016%20Feb%202021.pdf>

## Density Requirements

The person density for a 4 square metre rule are as follows:

- Reception 7 people max
- Grey Room 24 people max (does not include kitchen space)
- Pink Room 15 people max
- Blue Room 16 people max
- New Room 28 people max (does not include kitchen space)

The person density for a 2 square metre rule are as follows:

- Reception 14 people max
- Grey Room 48 people max (does not include kitchen space)
- Pink Room 30 people max
- Blue Room 32 people max
- New Room 56 people max (does not include kitchen space)

## Studio Area Measurements

The size of each area within the studio are as follows:

- Reception (26 sqm)
- Grey Room (97 sqm)
- Pink Room (58 sqm)
- Blue Room (64 sqm)
- New Room (114 sqm)

## Maximising Space for Employees

Space will be maximised by:

- Reducing the number of work tasks in an enclosed space
- Stagger administration staff shifts to reduce the of people at the studio
- When a class has two teachers, they will be encouraged to keep distance between them and not share the computer/stereo
- Staff monitoring the stairwell will wait outside the foyer/stairwell as students enter and exit the stairs

## Implementation of 1.5m Distance Rule

Situations, tasks and processes where staff and students are interacting closely with each other will be identified. Measures will be undertaken to prevent or minimise interactions. These include providing first aid or care to young students, payments from customers, entry and exit points, travel.

Situations, tasks, and processes when it is practicable for staff and students to remain 1.5 distance include providing corrections, deliveries, meetings and other communications between individuals.

### **Close Contact Work Tasks**

Measures will be implemented to reduce the amount of time staff and students spend in close contact. This includes the operation of dance classes, interaction with students and their guardians and communications between staff.

### **Communication**

- Signs will be put around the studio to inform and remind staff, students and visitors and others of the maximum number of persons in each space
- Floor markings will be placed in each studio and reception to identify 1.5m distance.

### **Use of Personal Equipment**

Staff should aim to minimise personal contact with each other so that no more than 15 minutes face to face cumulative over the course of a week, or there is to be no more than 2 hours face to face in a shared closed space. Workers will still endeavour to reduce contact by wearing face masks and providing their own tools (computer, stationary, etc.) where possible.

## Response to Cleaning Checklist:

[https://www.safeworkaustralia.gov.au/sites/default/files/2020-08/COVID-19\\_Cleaning-Checklist\\_27August2020.pdf](https://www.safeworkaustralia.gov.au/sites/default/files/2020-08/COVID-19_Cleaning-Checklist_27August2020.pdf)

## Routine Cleaning

What is needed:

- Surfaces will be cleaned using a detergent or disinfectant solution

When should cleaning occur:

- Cleaning will be undertaken at the end of work day or work shift.
- Focus will be given to frequently touched surfaces such as table tops, door handles, desks, light switches, handrails and ballet barres in the studios. As well as EFTPOS machines, keyboards and phones for office staff
- Teachers are responsible for wiping studio at the end of a shift (or when they change rooms during a shift). This is recorded in the "Covid A Sanitiser" student attendance record
- Receptionists are responsible for wiping down surfaces in common areas at the end of each shift. This is recorded in the end of day email
- If a surface is soiled or a spillage occurs, cleaning will occur immediately
- Staff should clean any personal property brought inside the studio such as mobile phones, keys and laptops

How to safely clean:

- Staff should read the product label before using cleaning products
- Staff should wash their hands after coming into contact with cleaning products

What to do after cleaning:

- Staff will dispose of any disposable cloths in the rubbish bin

## Response to Health, Hygiene and Facilities Checklist:

<https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Good-Hygiene-Checklist.pdf>

## Health and Hygiene Practices

### Educate Staff:

- Staff will stay home when they are unwell even if they feel fit to work
- Staff are advised that hand washing is important (refer to in-studio signage and resources on the App)
- Staff are advised to use alcohol-based hand sanitiser correctly
- Staff are advised when to wash their hands (before and after eating; after coughing or sneezing; after going to the toilet; after changing tasks; after touching potentially contaminated surfaces)
- Staff are informed of good hygiene measures (cover coughs and sneezes with an elbow or a tissue; avoid touching the face, eyes, nose and mouth; dispose of tissues hygienically; wash hands before and after smoking a cigarette; stay more than 1.5 metres away from others; don't shake hands and avoid any other close physical contact where possible; so spitting)

### Measures to Minimise Contact:

- All transactions are cashless (phone payments over phone and online transfers will be encouraged to limit contact)
- Staff are required to minimise contact with others where possible.

## Hand Washing and Hand Sanitation Stations

- Sanitiser is available in every studio, the Unit 60 entrance, the office and reception area
- Handwashing facilities are available in every bathroom and the three kitchenettes
- The receptionist is responsible for checking soap and sanitiser stock and informing the Office Manager when stock is low

## Setting up Hand Washing Facilities

- Taps are in working order and soap, paper towels/towels/electric hand dryers are available.
- Handwashing posters are visible and put up in several areas
- Sanitiser is available at entry and exit points and high traffic flow areas
- Hand sanitiser will be placed near the teacher's desk to prevent accidental ingestion

### **Good Hygiene Measures**

- Bins are available in every studio, the office, the upstairs foyer and reception
- Staff are to report any flu-like symptoms to management. They are also to stay away from the studio and seek advice from a health care professional
- Staff are required to clean up after themselves, place rubbish in bins provided, avoid putting personal items such as phones on meal surfaces

### **Monitoring and Review**

- Hand washing and hand sanitising stations will be checked daily by receptionists to ensure they are adequately stocked.
- Staff are to contact management to raise issues relating to worker hygiene and hand washing or hand sanitising stations.
- The spread of infectious diseases at the studio will be prevented through infection control policies. The policies are available for staff to refer to at any time via the studio App.

## Response to Transitioning Back to the Usual Workplace:

[https://www.safeworkaustralia.gov.au/sites/default/files/2020-07/COVID-19%20Transitioning%20back%20to%20usual%20workplaces%20Checklist\\_17July2020.pdf](https://www.safeworkaustralia.gov.au/sites/default/files/2020-07/COVID-19%20Transitioning%20back%20to%20usual%20workplaces%20Checklist_17July2020.pdf)

## Health & Safety Duties

The NSW Health advice will be monitored regularly in regards to transitioning back to the studio. Measures will be implemented to eliminate and manage identified risks taking into account:

- Latest Health advice from Commonwealth and State Governments
- Any local restrictions (e.g. localised outbreak)
- The operational environment (e.g. size and layout of studios)
- Personal circumstances of staff (e.g. if they are a vulnerable worker or live with or are a carer to a vulnerable person)
- New risks that arise from changes to workplace practices or procedures

Consultation will be initiated with staff on changes to the work environment in accordance with agreed policies and procedures. Staff are encouraged to raise any work health and safety concerns.

- Review and, if necessary, update emergency plan, in consultation with workers. Discussions to include responses and management of potential further outbreak of Covid-19
- Caper will instruct staff to inform Kate & Beth if they are displaying Covid-19 symptoms or have been in close contact with a person who has Covid-19. In this case, Caper will instruct workers to stay home and recommend they get tested
- Staff are instructed to contact Kate & Beth directly about any Covid-19 related concerns

Supporting staff with transitions back to the usual workplace

- Staff will be informed of risk minimisation measures
- Staff who are concerned or anxious about returning to the studio will be supported
- Regular communication will be maintained with staff
- Information from relevant sources will be shared with staff as it becomes available