



# Dance Factor

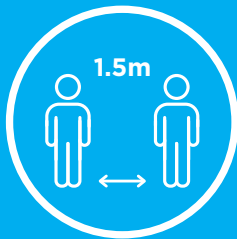
by Jessica Walker

# COVID-19 Safe Return to Dance Plan





We have a  
**COVID-19 Safety Plan**  
and are committed to  
keeping you safe.



Physical  
distancing



Hygiene and  
cleaning



Record  
keeping



Wellbeing of staff  
and customers

**> HELPING BUSINESS GET BACK TO WORK**

Provide feedback on this business  
at [nsw.gov.au/covid-feedback](https://nsw.gov.au/covid-feedback)





## DFJW COVID-19 Safe Return to Dance Plan

*This is compulsory reading before you return to our studio. By sending your child back to dance at Dance Factor by Jessica Walker, you acknowledge that you have read and will comply with all of our safety requirements.*

After a long three-month break, we are so excited to be returning back to our dance classes and we're sure our dancers are just as excited. In order to make sure we can continue operating, we need to take many precautions and make adjustments to our procedures to ensure that the health and safety recommendations are followed to minimise the risk of infection post COVID-19.

This document outlines all of the policies and procedures put in place for Dance Factor by Jessica Walker's Return to Dance Plan.

### **Exclusion of staff and students who are unwell**

Any student or staff member who is experiencing any of the following symptoms must not attend their classes:

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

Anyone who is unwell is not permitted to enter our studio for the safety of everyone else. 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 student or staff member presenting with these symptoms should be tested for Covid-19.

Please stay at home and notify our staff if:

- you have flu 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

Vulnerable children should carefully consider their return to dancing and take all necessary precautions for their own health and safety.





## 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.

## Getting to and from class

Dropping off

- All students are to be dropped off at the studio entrance
- Students should be dropped off 5 minutes prior to their class times and not before. If you arrive earlier than this, then please have your dancer wait in the car with you until 5 minutes before their class starts.
- NO parents/care givers are permitted into the studio unless an appointment has been made. Parents and caregivers are permitted to wait in their cars in the car park.

Picking up


- Please pick up on time, or no later than 5 minutes after your scheduled class time finish.
- Students will wait where they can see their parents' cars.
- In the event multiple classes finish at the same time, multiple exits from the premises will be used to minimise potential contact between individuals.

We ask that parents remain in their vehicles if waiting for children and do not gather in the carpark for their own safety. Your patience during drop off and pick up times is appreciated.

## READY SET DANCE drop off & pick up policy

- Students should arrive no earlier than 5 minutes prior to their class times. If you arrive earlier than this, then please have your dancer wait in the car with you until 5 minutes before their class starts. We will keep the roller door down until 5 minutes before classes begin so you know when it is an appropriate time bring them inside.
- Parents and care givers are only permitted to wait in the waiting room if they feel it is necessary for their pre-schooler and if they adhere to the following rules:
  - Sign in and sign out for the duration spent in the waiting room



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- Adhere to all social distancing requirements
  - Wash their hands or use hand sanitizer upon arrival
  - Do not exceed the 4m<sup>2</sup> rule of more than 9 people at any one time
  - Parents and caregivers are also permitted to wait in their cars in the car park or simply just drop off and pick them up at the end of class. We will encourage this option as the dancers are safe with their teachers during class times.
  - Teachers will ensure all kids belongings are back in their bags at the end of class and will happily bring kids to their parents outside the waiting room, so we don't exceed the 4m<sup>2</sup> rule.

### **GET IN, DANCE, AND GET OUT Strategy**

The 'get in, dance, and get out' strategy is to limit time and person-to-person contact on site. Adhering to the drop off and pick up procedures will help everyone meet the requirements of social distancing at dancing.

#### Between classes

- The waiting room is closed for its general purpose as it will be used as a dance space if required.
- If you would like to gain permission for your child to wait at the studio between classes, please email us at [info@dance-factor.com.au](mailto:info@dance-factor.com.au). We will need to have written confirmation of this including the days and times required, otherwise there may not be a place for your child to wait.


It is requested that students adhere to the following:

- Minimise the use of change rooms, bathrooms and communal areas.
- Arrive dressed and ready for class where possible.
- Dancers must bring their own water bottles that are clearly marked with their names.
- Dancers must bring their own sweat towels
- Dancers can bring their own yoga mats for stretching, but they must be taken home with them and cleaned appropriately after use.
- All dancers must maintain a distance of 1.5m between people.
- Signs have been provided around the facility to remind dancers to maintain social distancing and good hygiene
- Facilities in the kitchen will not be available to 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.

It is requested that parents adhere to the following:

- Do not enter the studio unless an appointment has been made or is requested by a staff member
- Do not congregate in our car park
- You must not bring your child to dancing if they show any flu like symptoms.





## Compliance with the 4 square metre per person rule and maintenance of a distance of at least 1.5 metres per person at all times

As we return back to dancing, everyone will need to adhere to the four-square meter 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 and our studio floors have been marked 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 4m<sup>2</sup> rule, our studios and common areas can cater the following amount of people:

- Studio 1 = 200m<sup>2</sup> – allowing a maximum of 50 people at any one time
- Studio 2 = 100m<sup>2</sup> – allowing a maximum of 25 people at any one time
- Studio 3 = 100m<sup>2</sup> – allowing a maximum of 25 people at any one time
- Waiting Room = 38m<sup>2</sup> – allowing a maximum of 9 people at any one time
- Back Room = 30m<sup>2</sup> – allowing a maximum of 7 people at any one time
- Upstairs = 26m<sup>2</sup> – allowing a maximum of 6 people at any one time

As of 13 June 2020, we are allowed a maximum of 10 people per class and 100 people in the facility\*. Due to the huge size and multiple entries into studio one, we are able to divide this room into two to hold two classes of 10 dancers in this studio. These classes will be labelled as class A and class B. These classes must not crossover our divided room to the other class during their time in the studio and they will have a teacher per group who will also ensure social distancing measures are maintained. Other rooms throughout our studio will be used in order to cater for all dancers without changing anyone's schedules. Your child will be told upon arrival if there are any changes for them.

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

There will be no physical contact or corrections by any staff member until it is deemed safe to do so. Dancers will also not be permitted to work with each other where contact is required unless they are from the same household. Teachers will ensure that person to person contact, including teacher to student contact is not occurring in our studios unless it is for a safety reason.

These rules will be reviewed upon any changes to the restrictions in place by the Australian Government or NSW Premier.

All class roles have been referred to upon preparing our studio to be a Covid safe place. This will allow us to monitor and control the number of people in our studio at any given time.





### **Record Keeping**

Due to the nature of our business, we already have 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 strictly taken in each class, so we know exactly who is in our premises at any given time.

Due to the restrictions in place, the waiting room and back room will be used for classes when required. Please email us at [info@dance-factor.com.au](mailto:info@dance-factor.com.au), to gain permission for dancers to wait at the studio between classes. We will need to have written confirmation of this including days and times, otherwise there may not be a place for your child to wait.

Any parent that enters the studio by appointment or special request will need to sign in and sign out for contact tracing purposes.

It is recommended that anyone that has a phone on them inside our premises uses the COVIDSafe app to support contact tracing if required.

### **Promotion of excellent hand hygiene by staff and clients**

All staff and students must sanitise or wash their hands thoroughly as they enter and leave our premises. Hand sanitiser is provided at multiple locations throughout our dance studio and we strongly encourage everyone to use this regularly. Everyone must use this as they enter the dance studios.

All bathrooms and the kitchen are well stocked with hand soap and paper towels and have posters with instructions on how to wash your hands. Signs have been placed around the studio to remind students and staff to wash their hands regularly and maintain their 1.5m distance with their peers.

In all acro classes, students must wash their hands before they enter and leave the room as well as sanitise their hands before every tumble across the acro mats.





## Cleaning

*Enhanced cleaning focussing on regular, frequent cleaning of high-touch surfaces including shared exercise equipment*

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

All staff and volunteers at Dance Factor will be taking on extra cleaning duties to ensure all high-touch surfaces and shared equipment such as door handles, ballet barres and benches are disinfected regularly or after each use.


- The dance floors will be cleaned daily.
- Bathroom taps and door handles will be cleaned regularly each day and bathrooms will be completely cleaned of an evening.
- Mirrors will be spot cleaned daily and thoroughly cleaned weekly
- Most chairs have been put away, but those chairs available will be cleaned regularly each day.
- As always, bins are provided in each room. Flip lid bins have been replaced with foot pedal bins or no lids if appropriate to reduce unnecessary contact.

## Lost Property

Lost property may be thrown away at the end of each week, so please check you have collected your belongings. DFJW Pty Ltd takes no responsibility for the cleaning or disinfecting of lost property. If you lose it, you need to contact us via email to organise a chance for you to look for it. You will be responsible for sanitising/cleaning your own hands before and after.







Summary:

- No parents inside the studio at any times without a pre arranged appointment.
- No touching studio doors – these will be used by staff members.
- Limit personal items where possible and bring a drink bottle with your name clearly labelled as well as a sweat towel.
- Special Requests for students to remain at the studio during break times must be emailed to [info@dance-factor.com.au](mailto:info@dance-factor.com.au)
- Please ensure that you wash your hands frequently and adhere to the signage throughout the studio.
- Please use the hand sanitizer provided frequently.
- If you are feeling unwell DO NOT attend your classes.
- Ensure you have informed the studio staff if your child is at high risk and take special precautions to protect them if you decide to return to dancing.
- Please dance in your allocated space and remain at a distance when waiting
- Students are to be dropped off and picked up on time.

Failure to comply with these restrictions will result in you being asked to return back to dancing once the restrictions have been eased and we are fully operational again.



Please do not hesitate to contact us with any questions you may have.  
[info@dance-factor.com.au](mailto:info@dance-factor.com.au) | 0411 808 343

