

COVIDSafe Plan

Organisation name: SWING PATROL DANCE GROUP PTY LTD

Date reviewed: 13/04/2021

1. Ensure physical distancing

Requirements	Action
You must ensure participants, volunteers and organisers are 1.5 metres apart as much as possible.	<ul style="list-style-type: none">• Adhere to signage, floor markings, entry & exit doors etc as provided by venues.• Provide signage on the maximum occupancy of areas that are open to the general public, or adhere to signage provided by venues.• Modify activities to optimise ability to maintain physical distancing, including by separating groups as much as possible (eg. Teachers may divide class into “bubbles” of 3 or 4 couples who only rotate among themselves to minimise wider contact), or arranging class layout in lines instead of large circle if necessary.• No high fives, handshakes, or other physical contact other than physical activity permitted by the Chief Health Officer as part of the dance lesson, and in accordance with AUSDance directives on Recreational Structured Partner Dancing, including Minimise contact and maintain appropriate distance when not on the “field of play” and No “unstructured” dancing (what we refer to as “social dancing.”)• Where partner changing takes place, per AUSDance guidelines on Recreational Structured Partner Dancing, anyone who has come with a partner and does not wish to join in the rotation will be issued a sticker to identify them as not participating in the partner-changing, so as to avoid confusion during class.• Reduce number of partner changes (eg every quarter hour instead of every 5 mins) and provide sanitiser for use during class.• Pre-bookings to allow for quick entry/check-in and avoid attendees gathering in queues around check-in table, and to stay within density/capacity requirements of individual venue.• Contactless payment (Square tap&go card payments AND Swing Patrol Class Discount Card options.) Venue hire fees to be paid electronically where possible. Minimal cash handling.• Ensure 10-15mins between each lesson to minimise crossover between attendees and allow for high-touch surface cleaning.• Provide signage and verbal reminders to ensure attendees do not gather in groups inside the venue.

Requirements	Action
<p>You must apply the density quotient to configure shared activity areas and publicly accessible spaces to ensure that:</p> <ul style="list-style-type: none"> You are complying with any density quotient, any group size limits and other restrictions applicable to the type of facility being used. 	<ul style="list-style-type: none"> Comply with density quotient specific to each venue. Teachers and students only are to be present during class. No spectators. (Other than authorised venues representatives.) Rearrange, remove or cordon off furniture in common areas to ensure physical distancing, discourage gathering and to reduce use of furniture requiring cleaning.
<ul style="list-style-type: none"> You should provide training to organisers and volunteers on physical distancing expectations while working and socialising. 	<ul style="list-style-type: none"> Teacher training: CovidSafe Plan and detailed, venue-specific documents on procedural changes will be provided to all teachers. Students/attendees training: announcements will be made on social media and website, detailing the new procedures and highlighting changes. Swing Patrol CovidSafe Plan published on website. Reinforcing the importance of not attending activities or events if unwell – including assurance of refunds for pre-bookings and willingness to cancel class at short notice if teacher is unwell/no substitute available. Reinforce messaging to teachers and students that physical distancing needs to be maintained as much as possible during class and especially during social interactions. Communicate to teachers and students on rules in relation to gathering limits, participants limits and spectators. Educating teachers and students on hand and cough hygiene, including how to wash and sanitise their hands correctly Ensuring appropriate information is available on the use of face coverings and PPE – including how to handle masks and advice that masks should not be worn when out of breath or puffing from strenuous exercise

2. Wear a face mask

Requirements	Action
<p>You must ensure all participants, volunteers and organisers entering the venue/facility wear a face mask as per public health advice</p> <p>https://www.dhhs.vic.gov.au/face-masks-vic-covid-19</p>	<ul style="list-style-type: none"> Face Masks should be worn in accordance with current DHHS guidelines. Note that masks are not recommended when out of breath or puffing from strenuous exercise (g. dancing) and that masks are less effective when damp. Per public health advice, people must carry a mask with them at all times. Attendees may choose to wear a mask at any time before, during or after class. Masks should be handled with care – do not touch the front of the mask when putting on or removing, or sanitise hands immediately after handling mask. Masks should not be disposed of at the venue – take your used mask home with you eg. in a plastic bag.

3. Practise good hygiene

Requirements	Action
<p>You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs, shared equipment and telephones.</p> <p>You should:</p> <ul style="list-style-type: none">• Clean surfaces with appropriate cleaning products, including detergent and disinfectant• Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so• Minimise the sharing of equipment. All equipment must be cleaned and disinfected between uses• Clean between user groups or sessions	<ul style="list-style-type: none">• Comply with cleaning requirements specified by the individual venue.• Encourage teachers and students to bring their own water bottle, mini hand sanitiser and mints, labelled with their name where appropriate.• No sharing of personal items such as water bottles or jugs, food and towels.• Identify high touch surfaces (audio equipment, door and cupboard handles, light switches, kitchen counters, lift buttons, touch screens, shared equipment, taps and toilets). Swing Patrol will provide disinfectant wipes for cleaning high touch surfaces if not provided by venue.• Provide information about venue/facility cleaning schedule and how to use cleaning products.• Identify which products are required for thorough cleaning.• Monitor supplies of cleaning products and regularly restock – advise Swing Patrol if venue stocks are low; purchase and obtain reimbursement for Swing Patrol stock.• Ensure 10-15mins between each lesson to minimise crossover between attendees and allow for high-touch surface cleaning.
<p>You should display a cleaning log in shared spaces.</p>	<ul style="list-style-type: none">• Use any cleaning log displayed by venue.
<p>You should make soap and hand sanitiser available for all participants, volunteers and organisers throughout the venue/facility and encourage regular handwashing.</p>	<ul style="list-style-type: none">• Locate hand sanitiser stations throughout the venue – definitely at entry, potentially a second location in larger venues. Teachers/door staff will bring Swing Patrol sanitiser, rather than assume/rely on venue to provide.• Provide box of tissues at check-in table.• Ensure rubbish bins are available to dispose of paper towels, tissues. Swing Patrol to provide rubbish bin bag if not provided by venue.• Ensure adequate supplies of soap and sanitiser. Swing Patrol will supply soap if not provided by venue.• All attendees will sanitise their hands upon arrival and departure at the venue/facility.• Ensure sanitiser is available for use throughout the class.

4. Keep records and act quickly if participants, volunteers or organisers become unwell

Requirements	Action
<p>You must support participants, volunteers and organisers to get tested and stay home even if they only have mild symptoms.</p>	<ul style="list-style-type: none">• DO NOT come to class if you feel unwell or have any Covid-like symptoms. If you experience any symptoms, get tested and isolate.• If you feel unwell or experience symptoms soon after attending class, contact the DHHS 24 hour Coronavirus Hotline: 1800 675 398• Students who are unwell or experiencing symptoms must not come to class. If you have pre-booked for a class, advise Swing Patrol that you are unwell and your booking will be refunded.• Teachers who are unwell or experiencing symptoms must not come to class. If a substitute teacher cannot be found, class may be run with a solo teacher or cancelled at short notice (this is up to the remaining teacher to decide.) Students will be contacted via booking information and via social media to advise of class cancellation. Pre-bookings will be refunded if Swing Patrol cancels a class.
<p>You must develop a plan to manage any outbreaks. This includes:</p> <ul style="list-style-type: none">• Having a plan to respond to a participant, volunteer or organiser being notified by health authorities that they are a positive case and attended the facility whilst infectious, noting people who show symptoms or have been in close contact should NOT attend the venue/facility or activity until they receive their test results or have completed their quarantine period and are cleared by DHHS.• Having a plan to identify and notify close contacts in the event of a positive case attending the venue/facility during their infectious period. You are also required to notify DHHS of the positive case• Having a plan in place to clean the venue/facility (or part) in the event of a positive case• Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts• Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your venue/facility• Having a plan in the event that you have been instructed to close by DHHS• Having a plan to re-open your venue/facility once agreed by DHHS and notify participants, volunteers and organisers they can return to the venue/facility• More information can be found at coronavirus.vic.gov.au	<ul style="list-style-type: none">• Swing Patrol, teachers and students should adhere to DHHS guidelines with regard to testing, isolating, reporting and quarantining. All members of the community should continue to monitor DHHS announcements on current restriction levels, exposure sites etc. coronavirus.vic.gov.au• If a teacher or student is notified of a positive case, advise DHHS immediately, then advise Swing Patrol on 0412 309 311• If Swing Patrol is notified of a positive case, SP Manager will advise DHHS (providing QR contact tracing details or venue contact info), the venue management and WorkSafe, and notify venue teachers directly and students directly via booking information and via social media.• In the event of a positive case, SP Manager will liaise with venue management to determine when it is safe to return to the venue facility.• In the event of positive case, SP Manager, in conjunction with venue teachers, will advise students when it is safe to return to the venue facility, when we have been notified of such by venue management.• In the event that a venue teacher is a positive case, classes may be cancelled for the duration of isolation and recovery, if no substitute teacher is available to cover.

Requirements	Action
You must keep records of all people who enter the venue/facility for contact tracing.	<ul style="list-style-type: none"> • Sign at entry “Please do not enter if you are unwell or have symptoms” plus <i>Entry-poster-A4-At-the-first-sign-of-these-symptoms-get-tested-stay-home_0.pdf</i> • Collect records from all attendees (teachers and students) using venue QR code or Swing Patrol QR code. Teachers and students must check in with QR code, even if they have pre-registered online. • For Pre-booked registration, system records will be a back up. Teachers instructed to have paper and pen available should QR codes be unusable for any reason, and to provide photo or other copy of those paper records to SP Manager at the end of the class. • Display <i>Entry-Poster-Check-in-first-thing.pdf</i> • Display link to information about QR code/records collection provider.

5. Avoid interactions in enclosed spaces

Requirements	Action
You should reduce the amount of time participants, organisers, parents, carers and anyone in attendance for activity are spending in enclosed spaces (e.g. entrances, bathrooms, changerooms and clubhouses) (where use of indoor areas are permitted under the restrictions).	<ul style="list-style-type: none"> • Adhere to individual venue directives. • Making sure that windows and doors and air conditioning are set for optimum air flow at the start of each lesson. • Set up check-in table in a well-ventilated area if possible. • Minimise the activity conducted in foyers, entrances, clubrooms, bathrooms and changerooms, and discourage congregating inside, including foyers and hallways. Minimise gathering indoors – students encouraged to change shoes outside, do not congregate in foyer/hall to chat, minimal chairs around so as not to encourage sitting/gathering. <p>Sign: <i>Please vacate the building immediately after your class. No waiting/gathering in the building (eg. foyers, hallways). Please GO OUTSIDE to change your dance shoes/put on jackets etc.</i></p>

6. Create workforce/activity bubbles

Requirements	Action
Limit the number of participants, volunteers and organisers engaging in activities across multiple teams/venues/facilities where practical. This includes avoiding having participants playing across multiple teams	<ul style="list-style-type: none"> • Limited number of venues open results in minimal occurrence of people dancing across multiple venues. • Ensure 10-15mins between each lesson to minimise crossover between attendees and reduce the use of common areas at the same time. • Encourage teachers and students to minimise time in shared facilities when taking breaks/between classes

