



COVID STUDIO POLICY

Office Hours

Monday - Thursday: 4:10pm - 7pm

Friday: 4:10pm - 6pm

Saturday: 9:30am - 12:20pm

Our office is open however social distancing will need to be maintained whilst waiting to be served.

- If you have questions, please email admin@dancenorthside.com
- If you would like to speak with a team member, call the office mobile: 0417 703 437
- If you would like to pay your account, please do so online or visit the office prior to or at the beginning of the lesson starting.

Any students feeling unwell must stay home and not attend class.

- If you, your child or anyone in your family has come into contact with anyone with Covid-19, you must refrain from attending classes for 14 days.
- Students displaying Covid-19 symptoms will be sent home immediately and will either wait outside with a staff member or placed into a room at the studio to quarantine until they are collected.

'Get in, dance and get out'

This is one of the main principles in the *Principles and Framework for re-starting Dance Activities Post Covid-19 (Ausdance, May 2020)* and emphasises the need to limit time and person to person contact on site. Dance Northside staff and families must adhere to this principle.

Drop Off and Pick Up

Students will enter and exit through the main entrance (students 12 and under must be dropped off and collected by a parent/guardian). There will be space for students to practice social distancing whilst waiting to exit.

Students are to arrive no more than 5 minutes before classes and leave within 5 minutes of classes finishing. If you are running late to collect your child, please call our studio mobile on 0417703437.

Staff will be managing the entry and exit of students.

Students will need to wait outside or in their car until they are collected by their teacher and taken into class. There is no dedicated waiting room at Dance Northside, in the instance of wet weather we ask students to wait in their car until they are invited into class.

Parents/guardians will need to check in to the studio via the 'Check In CBR' app as a condition of entering the facility.

Students are asked to wash their hands and go to the toilet at home before arriving at class.

Students will need to arrive ready to dance with limited belongings. Any belongings left behind that are not labelled will be disposed of at the end of each lesson to avoid cross contamination.

Signing In/Out

All non students including parents/guardians are required to sign in if they are entering the hall at any time. Parents/guardians will need to check in to the studio via the 'Check In CBR' app as a condition of entering the facility. To check in via the 'Check In CBR' app, you will need to hover your smartphone over the QR code displayed at the entrance. You can download and view more information about the app here -

<https://www.covid19.act.gov.au/business-and-work/check-in-cbr>. There will also be a physical register at the entry of the hall to fill in upon entry and exit in the event of the app being inaccessible. If you are having trouble with the app, please see staff. These steps are very important in the event we need to perform contact tracing.

Physical & Social Distancing

Term 1 class numbers will reflect the current covid restrictions of 1 person per 2sqm.

Students will need to abide by social distancing where possible.

Dance Northside spaces listed with maximum number of people allowed per designated area: Each area in the studio is labelled.

Front Studio	35 people
Main Studio Floor	98 people

Hygiene

Sanitising stations and hand soap will be provided, and students are asked to wash or sanitise their hands before entering the studio. Sanitiser will be provided by teachers upon entry and also located at the exit (if the student is unable to use sanitiser please email admin@dancenorthside.com). Hand basins will always have hand soap and fresh paper towels. Disinfectant wipes and/or spray will be provided for teachers to wipe down stations before/after teaching a class. Wipes and/or disinfectant spray will also be provided to clean all contact areas before the commencement of each lesson.

Students will be advised not to attend if they are unwell or show any symptoms. Staff will be trained to be able to refuse entry to anyone who appears unwell.

Teachers similarly must not attend if they have any symptoms. Relief will be found, or class will be cancelled.

Staff Training & Education

Staff have been provided with a handbook and an updated copy of our policies and procedures which must be signed before the commencement of reopening. We will also hold a staff meeting (following distancing measures) regularly to discuss any changes being put in place.

Response Planning

All staff must maintain a record of who attends class by filling out the roll. This is already existing practice but will be strictly enforced.

All student records are maintained through Dance Studio Pro, and students are asked to ensure these are up to date. You can update any details via your parent portal.

If an exposure or suspected exposure occurs, all relevant parties will be notified, along with the venue and ACT Government. Classes will be suspended or continued online until necessary cleaning is done and Government advice is sought.