



THE EDGE DANCE CENTRE

Jazz • Contemporary • Lyrical • Hip Hop • Acrobatics  
Classical Ballet (RAD) • Glenn Wood Tap (GWT) • Irish  
Pilates • Musical Theatre • Singing • Acting  
edgedance.com.au 0412 582 189



Policy	COVID-19 Safety Policy
Effective Date	June 2020
Next Review	November 2020
Responsible Officer	Director
Venues	THE EDGE DANCE CENTRE (EDC) Suite F6-8, 117 North Road, Ryde, NSW Third party hired venues across Australia (not EDC owned / operated)
Associated Documents	COVID Safe Action Plan and Appendices; COVID Safe Guidelines for Exams, Workshops, Students, Staff, Visitors and Hirers, COVID Risk Register; NSW Government COVID Safety Plan (for EDC)

## 1. INTRODUCTION

- 1.1. This policy outlines the measures The Edge Dance Centre (EDC) is taking to manage and mitigate the spread of COVID-19, and to safeguard the health and safety of staff, members, students, hirers and other EDC community members. This policy is developed in line with Australian Government advice and guidelines and is updated in line with government requirements.

## 2. SCOPE

- 2.1. This policy applies to:

- All EDC employees, contractors and freelance staff and volunteers.
- All members, students, teachers, customers, visitors or hirers to EDC premises and or third-party sites operated by the EDC for the purposes of an EDC activity or event.

## 3. EMPLOYEES, CONTRACTORS AND OTHER STAFF

- 3.1 Any employee, contractor and other freelance staff member that has travelled overseas or come in contact with a person infected by, or suspected to be infected by COVID-19 is required to notify EDC management immediately and self-isolate at home for 14 days, or until such time as a negative COVID-19 test result is obtained and they are clear to work. If staff develop any symptoms they must see their doctor and follow their advice, including taking a COVID-19 test if required and must not return to work until a negative test result for COVID-19 is obtained or have been given clearance by their doctor, and all symptoms have resolved.
- 3.2 Any employee, contractor and other freelance staff member experiencing ANY COVID-19 symptom (including a cough, fever, sore/scratchy throat, shortness of breath, or other cold or flu-like symptoms) is required to stay at home, consult their doctor and only return to work when given the clearance by medical professionals and clear of all symptoms.

- 3.4 Any employee who is required to care for a family member infected with COVID-19 will only be permitted to return to the workplace 14 calendar days after their family member has fully recovered, provided that the employee is asymptomatic or have a doctor's note confirming they themselves don't have the virus. They will also be asked not to come into physical contact with any colleagues, students, members and faculty whilst caring for someone else and until 14 days after the family member's recovery and clearance obtained as described above.
- 3.6 EDC employees who are vulnerable to COVID-19 (due to age, pre-existing medical conditions, or background) are required to advise the Director; an individual Risk Assessment will be undertaken; and the necessary measures put in place to ensure vulnerable employees are not subject to unnecessary risk. Contractors, casual staff, members and visitors are advised (as per Appendix 2) that participation is at their own risk; and will need to consider their individual circumstances against the risks involved.
- 3.7 EDC employees who regularly work at EDC will be required to adjust some work practices to ensure COVID-19 social distancing and hygiene standards can be maintained at all times. All meetings will abide by the 4m<sup>2</sup> rule and room occupancy rules.

#### **4. TRAVEL TO AND FROM EDC**

- 4.1 Employees, contractors or volunteers travelling to and from work should maintain social distancing throughout their journey.
- 4.2 If using public transport, it is recommended that employees consider catching trains, buses, light rail or ferry outside of normal peak periods where possible and discuss working arrangements with the Director
- 4.3 Employees must sanitise their hands upon arrival at the premises and throughout the day as noted in paragraph 5.1.

#### **5. EDC PREMISES MANAGEMENT**

- 5.1 All persons attending the EDC are required to comply with COVID-19 hygiene rules and practices in line with government and health advice and EDC guidelines for specific activities as issued by the EDC staff (i.e. classes, exams, events etc.), including but not limited to:
- Regular handwashing and/or hand sanitising throughout the day; including immediately on entry to the building; after use of facilities; before and after eating and if they cough/sneeze.
  - Coughs/sneezes should be covered by a tissue or your flexed elbow. If you use a tissue, discard it properly in the bin and clean/sanitize your hands immediately.
  - Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent transmission/infection.
  - Cleaning and disinfecting personal items and individual desks and equipment regularly, such as phones, keyboard and mouse, wallets/purses, keys etc.
- 5.2 The EDC will ensure appropriate supplies, including hand sanitiser, hand wash, PPE and cleaning supplies and materials are available in EDC owned and operated premises.

- 5.3 Cleaning practices for the EDC will comply with government advice for COVID-19 cleaning practices and require all cleaning contractors to provide evidence of cleaning practices and standards in line with COVID-19 requirements. Wherever possible, additional ventilation is encouraged, during and between sessions, and particularly in spaces where physical exercise is being undertaken.
- 5.4 Occupation of rooms and areas for EDC will comply with relevant government restrictions for social distancing, including 4m<sup>2</sup> allowance maintained in all rooms, with occupancy not exceeding the 4m<sup>2</sup> rule, and 1.5m distance between people. Refer Appendix 1 for occupancy limits. This is in addition to any other government regulations in force at the time (i.e. capped class numbers, capped numbers within a building).
- 5.5 Signage and markers will be displayed at all times throughout the building to communicate and ensure compliance with COVID Safe requirements and practices. Signage will include hygiene practices, physical distancing, room occupancy limits and other relevant information.
- 5.6 The EDC will maintain procedures to minimise contact with delivery and other contractors, including implementing contactless drop off and pick up procedures. Contactless payment/invoicing and an online system are already in place (eliminating the need for cash transactions).
- 5.7 Congregation of people directly outside the EDC for long periods is not permitted. The EDC will display signage and ask people to disperse from congregating outside the premises to manage entry and exits and ensure compliance with gathering and social distancing rules.

## **6. EDC ACTIVITIES**

- 6.1. The EDC will implement specific guidelines for the safe management of AEC and RAV Exams and workshops in line with this policy and COVID-19 safety requirements. All persons are required to follow these guidelines for the planning and management of EDC activities.
- 6.2. Information on all events and activities will include the EDC COVID Health Statement (Appendix 2), including on webpages, booking pages, flyers and information sheets. This includes requirements for participants to self-exclude if unwell, displaying symptoms or in other circumstances that increase the risk of exposure to COVID-19.
- 6.3. For the safety of our staff, members, students and others, the EDC reserves the right to refuse entry to anyone displaying COVID-19 symptoms, has been overseas within the last 14 days and/or directed to quarantine or self-isolate, or who has advised they have been in contact with, or have a suspected case of, COVID-19.
- 6.4. All third-party venues hired by EDC for courses, events, workshops and other activities will be required to demonstrate adherence to COVID-19 cleaning practices and standards through a venue COVID Safe Plan or similar document as required. The EDC will liaise with third party venues to ensure cleaning arrangements, supplies and other requirements are in place prior to the hire date in line with the venue's and EDC's COVID Safe plans and policies.
- 6.5. All persons attending EDC events, workshops and activities are required to adhere with COVID-19 hygiene rules and practices in accordance with paragraph 6.1 of this policy.

- 6.6. The EDC will encourage contactless payment for in person merchandise and ticket sales where possible across all venues and activities to minimise cash payments.

## **7. MONITORING AND CONTACT TRACING**

- 7.1 All persons attending an EDC location and/or participating in an EDC activity/workshop will be required to supply contact details to assist with contact tracing and notifications in the event of a confirmed case. Specific methods for obtaining contact information (e.g. registration, email, in person) will be in place depending on the activity and in line with associated guidelines and procedures.
- 7.2 All contact details will be maintained for a period of 28 days, be stored confidentially and securely, and only shared with health authorities in the event of a suspected or confirmed case.
- 7.3 EDC encourages staff, members, volunteers, hirers and visitors to download the COVIDSafe App to support contact tracing.

## **8. CASE RESPONSE**

- 8.1 Any person on premises who becomes ill with COVID-19 like symptoms (including a serious cough, sneezing/runny nose, fever, shortness of breath or other flu-like symptoms) or has a suspected case of COVID-19 will be isolated and provided with PPE (masks etc.) until assistance is provided.
- 8.2 EDC staff will follow the Case Response Procedure outlined in Appendix 3 of this policy in the event of a suspected or confirmed case. In the case of a student (under 18 years) becoming unwell, EDC staff will contact the parent/guardian to advise them of the situation in the first instance and determine appropriate action.
- 8.3 EDC will cooperate with health authorities and follow instruction if notified by the health authority of a positive case of COVID-19 that has been in attendance at an EDC activity and/or at an EDC location.

## **9. TRAINING, AWARENESS AND REVIEW**

- 9.1 All EDC employees, contractors and other freelance staff members and hirers will be provided with a copy of this policy and associated documents and are required to familiarise themselves with the policy and procedures. Training for specific activities will be undertaken on a regular basis.
- 9.2 All EDC employees, contractors and other freelance staff members and hirers will be required to complete Government Infection Control Training online.
- 9.3 The authors of these policies, guidelines and procedures will convene once every 6 months (or when changes to government regulations require) to revise and update these documents where necessary.

## APPENDIX 1 EDC ROOM OCCUPANCY LIMITS

Space	Occupancy Limit
Foyer/Reception	4 people
Studio 1	20 people plus teacher
Studio 2	20 people plus teacher
Accessible Bathroom	1 person (plus a carer if required to assist)
Corridor	6 people
Staff Kitchen	1 person
Changeroom	2 people
Terrace	8 people
TOTAL BUILDING (4m <sup>2</sup> rule)	64 people

## APPENDIX 2 COVID-19 HEALTH STATEMENT

Community is at the heart of EDC and we are committed to ensuring the health and safety of our members, staff and students. During the COVID-19 pandemic we have implemented policies and procedures to prepare, protect and reassure our community.

We continue to monitor government advice and notifications, frequently updating our policies and procedures to adhere to the latest requirements and guidelines set by the Australian Federal and State Governments; and ensure best practice in infection control, risk management and contact tracing.

The EDC requires every person attending the venue to participate in an exam, event, workshop or any other EDC activity, to follow instructions relating to these policies but most importantly, to self-exclude and notify the EDC if they or any members of their household:

- have been diagnosed with COVID-19,
- have experienced any COVID-19 symptoms in the past 14 days, including fever, cough, sore/scratchy throat or shortness of breath,
- are self-isolating as a precautionary measure whilst awaiting COVID-19 test results; or have been directed to quarantine,
- have returned to Australia from an international destination in the past 14 days,
- have been in close contact with someone with COVID-19 symptoms or a suspected or confirmed case of COVID-19 (until such time as you/they have followed and completed the Australian Government regulations regarding testing and self-isolation).

Whilst all due care is being taken to ensure safety, participants acknowledge that, at this time, they are participating at their own risk.

## APPENDIX 3 CASE RESPONSE PROCEDURE

In a case where a staff member, contractor, student, member, hirer or visitor to the EDC is a suspected or confirmed case of COVID-19, whilst at an EDC operated location, the following procedures apply.

<b>1</b>	<b>ISOLATE</b>	The person will be isolated from others and provided with a disposable mask to wear.
<b>2</b>	<b>INFORM AND SEEK ADVICE</b>	If the person is a student under 18 years of age the parent/guardian will be notified immediately. Contact the National COVID Hotline (1800 020 080) and follow the advice of health professionals. Seek advice on information to communicate to any persons who may have been exposed on premises to the case.
<b>3</b>	<b>CEASE ACTIVITY</b>	If an activity is in progress or scheduled for the rest of the day, stop and cancel the remaining activities for the day. Contact people due to arrive to cancel. Evacuate areas if needed.
<b>4</b>	<b>TRANSPORT</b>	Under the advice of health professionals, ensure the person has safe transport home or to a medical facility. In the event of an emergency call 000
<b>5</b>	<b>CLEAN</b>	Contact EDC Cleaner to arrange for deep clean as per suspected or identified case protocol. For third party venues, contact venue hire contact or other contractor as agreed in venue hire arrangements to organise for a deep clean as per suspected or identified case protocol.
<b>6</b>	<b>IDENTIFY</b>	Identify via contact tracing system all persons who may have been in close contact with the case or suspected case and follow the process advised by health professionals for communication as needed, including testing of contacts.
<b>7</b>	<b>REVIEW</b>	Review processes and procedures and risk register assess if controls need to be changed.

In a case where a staff member, contractor, student, member, hirer or visitor to the EDC is a suspected or confirmed case of COVID-19, and is not at an EDC operated location, the following procedures apply.

<b>1</b>	<b>ISOLATE</b>	Inform the person to self-isolate and not attend EDC locations or activities.
<b>2</b>	<b>INFORM AND SEEK ADVICE</b>	Contact the National COVID Hotline (1800 020 080) and follow the advice of health professionals. Seek advice on information to communicate to any persons who may have been exposed on premises to the case.
<b>3</b>	<b>IDENTIFY</b>	Identify via contact tracing system all persons at EDC locations who may have been in close contact with the case or suspected case and follow the process of health professionals for communication as needed, including testing of contacts. If those people are at work/onsite, send them home immediately to isolate until further instruction.
<b>4</b>	<b>CLEAN</b>	Contact EDC Cleaner to arrange for deep clean as per suspected or identified case protocol. For third party venues, contact venue hire contact or other contractor as agreed in venue hire arrangements to organise for a deep clean as per suspected or identified case protocol.
<b>5</b>	<b>REVIEW</b>	Review processes and procedures and risk register assess if controls need to be changed.