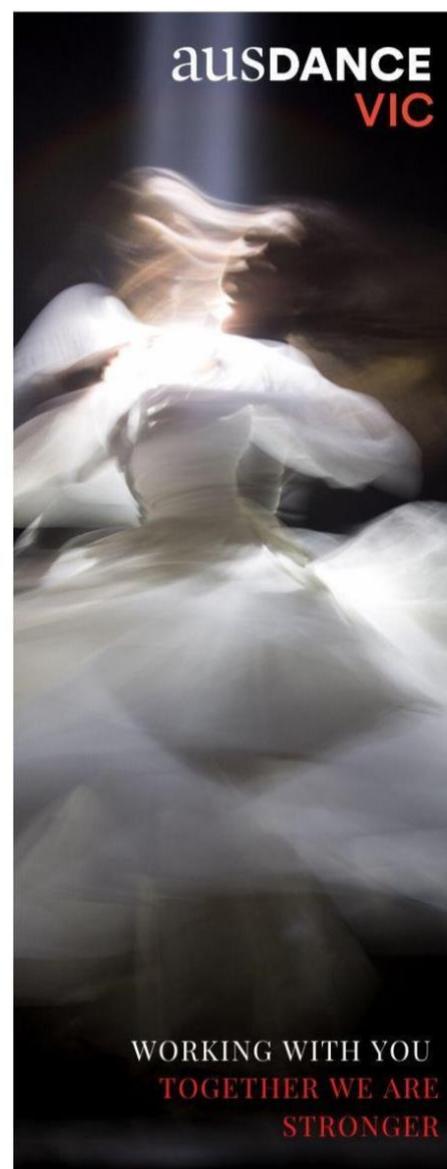


# MANAGING COVID-19: Recommendations for the Victorian Dance Sector

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**Developed by Ausdance Vic with and for  
Victorian dance organisations and  
businesses to support the preparation of  
return to in-person activities**



AUSDANCE VICTORIA

V 1.15: LAST UPDATED, 22<sup>nd</sup> September 2020

*Ausdance Victoria acknowledges and respects the Traditional Custodians of the Lands on which we work and dance. Sovereignty was never ceded. We pay respect to Elders past and present.*

[Ausdance Victoria](#) is the peak body for dance in Victoria. We play a key role in providing high-level strategic advice and vision for the sector. Ausdance Victoria supports individuals, companies, organisations, and businesses in a coherent ecology of arts services. We are part of a national network, with Ausdance National leading advocacy on national issues, and state and territory offices representing their own constituents on local or state-based issues.

Throughout the COVID-19 upheaval, Ausdance has advocated the sector's interests to Federal, State and local governments, and provided relevant, up-to-date resources to the sector such as:

- Report: [Dance Studio Owner: Covid -19 Business Impact Survey](#) (Victoria)
- Survey: [The Dance Industry COVID-19 Impact Survey](#) (National)
- Resource: [Online delivery of dance classes and tutorials](#)
- Resource: [Primary and Secondary online dance class resources](#)
- Resource: [Return to dance: Principles and framework for restarting dance activities post-Covid-19.](#)

We will continue to respond as new challenges arise. Please see the [Ausdance Victoria](#) website for the latest news and resources.

*MANAGING COVID-19: Recommendations for the Victorian Dance Sector* was developed in consultation with dance educators, independent artists and businesses across Victoria and Queensland. The consultation process was thorough; including diversity and depth of subsectors, needs, opportunities for engagement, integration of learnings into the final document and checking of final document by sector representatives. Ausdance Victoria gratefully acknowledges the contribution of Ausdance Queensland in the development of this set of recommendations.

We also thank the following individuals and organisations for their contributions:

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## DISCLAIMER

As we remain in a dynamic public health situation, this is a dynamic document, updated as circumstances change, and as new information comes to light. Information contained within is accurate at the time of the latest edition of the publication.

This document has been developed in the jurisdiction of the State of Victoria. Users of this resource are encouraged to adhere to the advice and recommendations of their Local, State & Territory and Australian Government, public health authority guidelines and their various stakeholders.

The content of this document is for reference purposes only. It does not constitute legal advice and should not be relied upon as such. Legal advice about your specific circumstances should always be obtained before taking any action based on these recommendations.

Ausdance Victoria recommends that each business and organization create its own specific COVID Safe Plan and related documentation, and any risks related to the resumption of regular dance activities are borne by the users of this Guideline.

Each business should contact their insurers to determine what activities will be covered, what sort of requirements your insurers have in terms of liability, professional indemnity, sickness benefits, Workcover etc.

## URLs

The internet addresses (URLs) in this resource were valid at the time of publication and were chosen as being appropriate for use as an education research tool. However, due to the dynamic nature of the internet over which the publisher has no control, some URLs may have changed, may have ceased to exist since publication, or may inadvertently link to sites with content that could be considered offensive or inappropriate. The publisher does not accept responsibility for any such unforeseeable changes.

# CONTENTS

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<b>INTRODUCTION TO RECOMMENDATIONS</b>	6
Where to find the most recent official information	6
The Purpose of This Document - <i>Managing COVID-19</i>	7
How to Use <i>Managing COVID-19</i>	7
Glossary of Terms and Definitions	7
<b>CURRENT OPERATING CONTEXT</b>	11
COVID-19	11
<b>REQUIREMENTS</b>	12
1. Adhere to current Victorian State Government Directions	12
2. Signage requirement	13
3. Cleaning requirement	13
4. Record Requirement	14
5. State Work, Health and Safety regulations	14
<b>AUSDANCE RECOMMENDATIONS</b>	16
Preparation of Facilities	16
<b><i>Clean Facility</i></b>	<b>16</b>
Good Hygiene	17
Physical Distancing (Requirement)	17
Controlling the Flow of Participants	18
Stakeholder Communication	18
Safety Promotion	19
<b>BUSINESS PRACTICES</b>	20
Attendance Records (Requirement)	20
Check-in Procedure	20
Use of Non-Contact Temperature Testing	21
Changing Norms and Professional Development	21
Staying Informed	21
General Business	22
<b>ACTIVITY PRACTICES</b>	23
Get in, Dance, Get out Methodology	23
Interaction	23
Children and Young People	23
At Risk Participants	24
First Nations Participants	24
<b>CHECKLISTS AND TEMPLATES</b>	24
<b>Appendix A – Checklist</b>	26
<b>Appendix B – Frequently asked questions</b>	31

<b>Appendix C – Communication Templates</b>	34
<b>Appendix D – Floor Manufacturers’ Guides</b>	36
<b>Appendix E – Health Questionnaire Template</b>	37
<b>Appendix F – Sample Risk Register</b>	38
<b>Appendix G – Attendance Register Template</b>	45
<b>Appendix H – Sample COVID SAFE PLAN</b>	47

# INTRODUCTION TO RECOMMENDATIONS

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COVID-19 is unprecedented and has affected all sectors of society; challenging us to respond in new ways to protect our families, our communities, and ourselves. The live performing arts sector has been especially impacted, facing manifold challenges, including degradation to physical and mental health, as well as financial status<sup>1</sup>. In Australia, face-to-face activities in the dance sector ceased in the third week of March 2020. Despite numerous challenges, the sector found new and innovative ways of operating, engaging their communities through online classes, workshops, gatherings, and performances.

But as [activity restrictions change](#), and in-person activities resume, the dance sector faces new challenges about how best to engage others in a 'post' COVID-19 environment. We must carefully consider how to return to normal activities while supporting our own safety, and that of our communities.

*MANAGING COVID-19: Recommendations for the Victorian Dance Sector* (hereafter called '*Managing COVID-19*') has been developed by Ausdance Victoria in consultation with representative groups and businesses within the dance sector.

It is informed by:

- The Victorian Government Restricted Activity Directives (RADs)
- Creative Victoria's Arts and Culture Return-to-Business Guidelines
- Worksafe Australia
- The Australian Government's [3-Step Framework for a COVIDSafe Australia](#)
- The framework and principles of the nationally produced [Ausdance Return to Dance Framework](#), endorsed by Dr David Hughes, Chief Medical Officer, Australian Institute of Sport, and Medical Director, Australian Olympic Team, Tokyo 2020.

Please note: The current RADs must be adhered to.

RADs are a set of directives set by the Chief Medical Officer of the Victorian State Government. They are not negotiable.

Ausdance Victoria's *Managing COVID-19* is a set of recommendations. It does not replace or subsume the RADs.

## Where to find the most recent official information

As the COVID-19 environment changes, new directions continue to be announced. The best place you can go to is the Victorian Department of Health and Human Services website. Go to:

<https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>

and scroll down towards the bottom of the page. Under *Directions issued by Victoria's Chief Health Officer*, you will find tabs of detailed information from the State Government on:

- Stay at Home Directions
- Restricted Activity Directions – (Restricted Areas) No. 8
- Restricted Activity Directions – (Non-Melbourne) No. 3.

Please continue to refer to this website and any directions about allowable personal and business activity.

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<sup>1</sup> Australian Institute of Sport (2020), Framework for Rebooting Sport [https://ais.gov.au/\\_\\_data/assets/pdf\\_file/0008/730376/35845\\_AIS-Framework-for-rebooting-sport\\_FA.pdf](https://ais.gov.au/__data/assets/pdf_file/0008/730376/35845_AIS-Framework-for-rebooting-sport_FA.pdf)

## The Purpose of This Document - *Managing COVID-19*

*Managing COVID-19* has been developed for dance educators, organisations and businesses operating in Victoria for the purpose of:

- Supporting them as they prepare to return to in-person activities
- Demonstrating to health authorities and the community the measures they have taken/are undertaking to ensure safe operation
- Representing the varying circumstances and unique conditions they operate under
- Detailing best practice compliance with state-based restrictions for COVID-19

## How to Use *Managing COVID-19*

*Managing COVID-19* reflects current Victorian restrictions only and should be read in conjunction with current state and local health authority advice.

COVID-19 is a dynamic public health situation. *Managing COVID-19* will be modified as circumstances change, and new information comes to light.

Please refer to the [Ausdance Victoria](https://www.ausdance.org.au) website regularly, to ensure you are reading the latest edition.

## Glossary of Terms and Definitions

TERM	DEFINITION
Ausdance Victoria	<a href="https://www.ausdance.org.au">Ausdance Victoria</a> is the peak body for dance in Victoria. We play a key role in providing high-level strategic advice and vision for the sector. Ausdance Victoria supports individuals, companies, organisations, educators and businesses in a coherent ecology of arts services. We are part of a national network, with Ausdance National leading advocacy on national issues, and state and territory offices representing their own constituents on local or state-based issues.
Managing COVID-19	MANAGING COVID-19: Recommendations for the Victorian Dance Sector
Dance Business	Any business where dance activities are core activities to that business. This includes but is not limited to: <ul style="list-style-type: none"><li>• Dance Education – in studios and schools</li><li>• Community Dance Practitioners</li><li>• Dance Groups and Collectives</li><li>• Dance Companies</li><li>• Physical Theatre Companies and Educators</li><li>• Independent Dance Artists</li></ul>
Restricted Activity Directions (RADs)	These directions place restrictions on businesses and other organisations, and limit recreational, cultural and entertainment activities.
Area Directions	Area Directions identify areas within Victoria which have a higher prevalence of, or risk of exposure to, coronavirus (COVID-19) and which are subject to specific directions which are reasonably necessary to protect public health.

Detention Directions	These Directions require everyone who ordinarily resides in a Detention Location to limit their interactions with others by restricting the circumstances in which they may leave the premises where they ordinarily reside.
Stay at Home (Restricted Postcodes)	These directions require everyone who lives in a restricted postcode to limit their interactions with others by restricting the circumstances in which they may leave home and by placing restrictions on gatherings.
Restricted Activity (Restricted Postcodes)	The purpose of these directions is to restrict the operation of certain businesses and undertakings in the Restricted Postcodes in order to limit the spread of coronavirus (COVID-19).
Requirements	Victorian Government compliance measures for operating businesses within a COVID-19 environment as expressed through the RADs
Recommendations	Recommendations are not requirements. They are suggestions from an Industry perspective.
Community sport	As defined in RAD no. 11, <b>community sport</b> means competitions and training sanctioned by a state sporting association or equivalent governing body
Creative Victoria	Creative Victoria is the state government body dedicated to championing, growing and supporting Victoria's creative industries. Creative Victoria fosters new opportunities for innovation, collaboration, cross-promotion and economic growth, both across the creative industries and in the broader community. Creative Victoria works to raise the profile, reach and impact of Victoria's creative industries, support the career development of local artists and creative professionals, and ensure that all Victorians benefit from creative and cultural opportunities – from school kids to diverse communities to businesses.
Courses	Full time dance courses include accredited courses that lead to a nationally recognised qualification such as Certificate IV, Diploma or Advanced Diploma of Dance. Delivery of accredited courses is governed by the rules for TAFE and RTO's.  Some full-time training is not part of an accredited course: in these cases the appropriate rules to apply are those for Sport and Exercise.
Premises	A house or building together with its land or outbuilding.
Facility	The entire area under the control of the organisation or business
Physical recreational facility	As defined in RAD no.11, <b>physical recreational facility</b> has the meaning in clause 6(2) a facility used predominantly for indoor physical recreation or sport <i>Examples: gymnasium, health club, fitness centre, yoga studio, barre and spin facility, basketball court, indoor climbing facility, squash court, table tennis centre.</i>
Indoor space	As defined in RAD no.11, <b>indoor space</b> means an area, room or premises that is or are substantially enclosed by a roof and walls,

	regardless of whether the roof or walls or any part of them are open or closed
Indoor zone	As defined in RAD no.11, <b>indoor zone</b> means a section of an indoor space that: <p>(a) is of at least 200 square metres in area; and</p> <p>(b) is designated by the person who owns, controls or operates the indoor space as being for the exclusive use of specified members of the public; and</p> <p>(c) is delineated by landmarks or visible markings;</p>
Non-contact	<b>non-contact</b> , in relation to an activity, a community sport or a physical recreation activity, means an activity, a community sport or a physical recreation activity that is reasonably capable of being done with participants maintaining a distance of 1.5 metres from each other;
Separate Area	Defined as being enclosed by a roof and walls, regardless of whether the roof or walls or any part of them are open or closed.
Personnel	Persons engaged in the running of dance organisations and businesses. This includes but is not limited to: <ul style="list-style-type: none"> <li>● Management</li> <li>● Direct Employees</li> <li>● Contracted Employees</li> <li>● Volunteers</li> </ul> <p>Note: In some instances, personnel may also be participants within the organisation or business. In these cases the personnel standard may be applied in regards to training requirements and delegated responsibilities.</p>
Participants	Persons engaged in activity within the organisation or business such as: <ul style="list-style-type: none"> <li>● Students (all age group inclusive)</li> <li>● Performers and artists</li> <li>● Community dance participants</li> <li>● Parents, Guardians or Caretakers who may attend in assistance of a student or performer.</li> </ul>
General Public	Any member of the general public external to the activities of the organisation or business who may be impacted as a result of core business activities.
At Risk Persons	The current medical health guidance of those most 'at risk' of contracting COVID-19 are: <ul style="list-style-type: none"> <li>● elderly people</li> <li>● Aboriginal and Torres Strait Islander peoples (as they have higher rates of chronic illness)</li> <li>● people with compromised immune systems (such as people who have cancer)</li> </ul>

	<ul style="list-style-type: none"> <li>• people with chronic medical conditions</li> <li>• people in group residential settings</li> <li>• people in detention facilities</li> </ul>
Floor Work	Specific term to the discipline where dancers or physical performing artists have bodily contact with the floor by rolling, sliding, sitting etc. Floor work is considered a core element to some dance and physical theatre disciplines.
Children & Young People	Persons below the age of 18 years.
Adult	Person of 19 years and above
Risk Review	The process of identifying and considering risks to personal health and safety, putting risk controls in place or reviewing effectiveness of risk management strategies.
Risk Control	Measures used to mitigate or reduce risks to personal health and safety.
Safety Promotion	Safety promotion is how you communicate your safety measures and best practice behaviours. It may include the use of posters, newsletters or bulletins communicating safe practices.
CHO	Chief Health Officer
DHHS	Department of Health and Human Services
DJPR	Department of Jobs, Precincts and Regions

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# CURRENT OPERATING CONTEXT

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## COVID-19

The COVID-19 novel coronavirus is a new strain of coronavirus affecting humans. Some coronaviruses can cause illness similar to the common cold and others can cause more serious diseases such as Severe Acute Respiratory Syndrome ([SARS](#)) and Middle East Respiratory Syndrome ([MERS](#)). This novel coronavirus is still new and as such we are still learning more about it.

### Signs and Symptoms:

Symptoms reported in identified cases of COVID-19 novel coronavirus include:

#### Common symptoms

- fever
- dry cough
- tiredness

#### Less common symptoms

- aches and pains
- nasal congestion
- headache
- conjunctivitis
- sore throat
- diarrhea
- loss of taste or smell
- a rash on skin
- discoloration of fingers or toes

#### Serious symptoms:

- difficulty breathing or shortness of breath.
- chest pain or pressure.
- loss of speech or movement

#### Reference [World Health Organisation](#)

There is no specific treatment for COVID-19 infection, and while antibiotics are not effective against viral infections, most of the symptoms can be treated with medical care. There is currently no vaccine for COVID-19 novel coronavirus.

COVID-19 is highly transmissible between people and quickly spreads to close contacts of infected individuals. The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the person. Other people then catch COVID-19 by touching these objects or surfaces (fomites)<sup>2</sup>, then touching their eyes, nose, or mouth.

The virus can survive in the air for up to three hours and on a range of surfaces for up to 72 hours.

The risk for First Nations communities is great and risk analysis must reflect this.

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<sup>2</sup> Australian Government, Department of Health [https://www1.health.gov.au/internet/main/publishing.nsf/Content/7A8654A8CB144F5FCA2584F8001F91E2/\\$File/COVID-19-SoNG-v2.10.pdf](https://www1.health.gov.au/internet/main/publishing.nsf/Content/7A8654A8CB144F5FCA2584F8001F91E2/$File/COVID-19-SoNG-v2.10.pdf)

# REQUIREMENTS

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Compliance to the Victorian State Government's Restricted Activity Directions (RADs) are a requirement for all venues, businesses and organisations operating in a COVID-19 environment. The RADs are not negotiable. Exemptions are not allowed.

## 1. Adhere to current Victorian State Government Directions

All Victorians must follow the Directions issued by Victoria's Chief Health Officer. Depending on the level of restriction these may include:

- Area Directions
- Detention Directions
- Stay at Home
- Restricted Activity

Please continue to refer to this website and any directions about allowable personal and business activity.

These are determined by the Victorian State Government. As the COVID-19 environment changes, new directions will continue to be announced. The best place you can go to is the Victorian Department of Health and Human Services website. Access the following link and scroll down towards the bottom of the page.

<https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>

At present, Victorian dance organisations and businesses are encouraged, but are not required to create their own COVID-19 safe plans before reopening.

However, it is important that you know that health enforcement officers may check your business or organisation's compliance to Restricted Activity Directions (RADs). Being able to demonstrate you are meeting state government directions is important. This includes clearly following [work health and safety guidelines](#).

Ausdance Victoria's recommendations have been developed to assist you in planning a safe return to in-person classes.

**NOTE:** RADs DO NOT ALLOW for exemptions to be granted.

### Restricted Activity Directions (Restricted Areas)

This section will be updated as new restrictions are brought into force.

Restrictions currently vary across Victoria.

Services and industries that can remain operational are required to have a COVIDSafe Plan

Stage 4 restrictions apply throughout metropolitan Melbourne; stage 3 restrictions apply throughout regional Victoria.

### Stage 4 Restrictions

These are available on the DHHS website as:

<https://www.dhhs.vic.gov.au/stage-4-restrictions-covid-19>

### Stage 3 Restrictions

These are available on the DHHS website as:

<https://www.dhhs.vic.gov.au/stage-3-restrictions-covid-19>

## Permitted worker Scheme

<https://www.dhhs.vic.gov.au/permitted-worker-scheme-covid-19>

### Definition of density quotient

The density quotient limits the members of the public that are permitted in a space at any one time to the number calculated by dividing the total publicly accessible space (measured in square metres) by 4 and:

- (a) for an indoor space applies to each single undivided space permitted to operate under these directions; and
- (b) for an indoor zone applies to each indoor zone within an indoor space permitted to operate under these directions; and
- (c) for an outdoor space, market or retail shopping centre, applies to the total space permitted to operate under these directions.

Example:

A: if an indoor space is 8.5 metres long and 4.5 metres wide, its total area is 38.25 square metres. Its density quotient is 9.56, so no more than 9 members of the public would be permitted to be in the indoor space at the same time.

B: if an indoor space is 15 metres long and 10 metres wide, its total area is 150 square metres. Its density quotient is 37.5, however if there is also a 20 person cap on the space, no more than 20 members of the public would be permitted to be in the indoor space at the same time.

Note: the density quotient, also referred to as the 'four square metre rule' is to be calculated by measuring the area which the members of the public can access, such as the table area in a restaurant, but not the food preparation area or in a store room.

## 2 Signage requirement

A person who is required to comply with the signage requirement must during the restricted activity period *display a sign at each public entry to each such space* that includes

*a statement that the maximum number of members of the public that may be present in the space at a single time is the number permitted by the density quotient, rounded down to the nearest whole number.*

Example: if an area is 8.5 metres long and 4.5 metres wide, its total space is 38.25 square metres. Its density quotient is 9.56. The sign should state that the maximum number of members of the public that may be present in the space at a single time is 9.

## 3 Cleaning requirement

A person who is required to comply with the cleaning requirement must during the restricted activity period take all reasonable steps to ensure that:

- (a) frequently touched surfaces accessible to members of the public, including toilets and handrails, are cleaned at least twice on any given day; and
- (b) surfaces are cleaned when visibly soiled; and

- (c) if an event is to occur, a reasonable period of time has elapsed since the conclusion of any earlier event to allow for cleaning in between the events; and
- (d) surfaces accessible to a particular group, including the surface of a restaurant table, are cleaned between groups; and
- (e) surfaces are cleaned immediately after a spill on the surface.

To ensure a surface is **cleaned** for the purposes of this direction, a person must wipe the surface with a disinfectant:

- (a) the label of which states a claim by the manufacturer that the disinfectant has anti-viral properties; or
- (b) made by a person according to instructions issued by the Department of Health and Human Services.

## 4 Record Requirement

1. A person who is required to comply with the records requirement must request that each person who attends the facility or venue for longer than 15 minutes in the circumstances listed in the relevant clause provide:

- (a) their first name; and
- (b) a contact phone number,

and, if provided by the person, must keep a record of those details for 28 days, together with the following details:

- (c) the date and time at which the person attended the facility or venue; and
- (d) if there are multiple indoor spaces, the indoor space(s) which the person visited.

*Note: the records requirement applies to all persons that attend the facility or venue for longer than 15 minutes, which may include staff, customers, maintenance and delivery workers.*

2. A person that obtains contact details in accordance with this clause must:

- (a) use reasonable endeavours to protect the personal information from use or disclosure other than as requested by an authorised officer under the PHW Act; and
- (b) destroy the information as soon as **reasonably practicable** following 28 days after the visit, unless another statutory requirement permits or requires the personal information to be retained.

### Summary

Maintaining attendance records for staff, participants, and visitors assists in contact tracing, if required. Ensure you have enough detail to allow thorough contract tracing if any individuals attending the organisation or business or participating in activities contract COVID-19 or have been in contact with COVID-19 cases.

## 5 State Work, Health and Safety regulations

All Victorian businesses are required to abide by state Work, Health and Safety regulations. These include health and safety regarding COVID-19. Please visit [WorkSafe Victoria](#) for more information.

They must ensure that personnel are informed, protected and aware of their responsibilities regarding their safety and the safety of others during the activities of the business.

Business Victoria and Creative Victoria recommend asking staff the [Staff Coronavirus \(COVID-19\) Health Questionnaire](#) at the start of each day or shift.

Creative Victoria's Guidelines state that:

- Unwell workers must stay away from the workplace until they are deemed safe to return by a health professional.
- Any worker showing coronavirus (COVID-19) symptoms, however mild, must be asked not to come into work and/or sent home immediately. Symptoms of coronavirus (COVID-19) include fever, coughing, sore throat, fatigue and shortness of breath.

Employers and self-employed persons, with management or control of a workplace must notify WorkSafe immediately after becoming aware that:

- an employee, independent contractor, employee of the independent contractor, or self-employed person has received a confirmed COVID-19 diagnosis
- the diagnosed employee, independent contractor, employee of the independent contractor, or self-employed person has attended the workplace within the relevant infectious period.

Infectious period means the date, being 14 days prior to the onset of symptoms consistent with COVID-19 or a confirmed COVID-19 diagnosis (whichever comes first), until the date on which the person receives a clearance from isolation from the Department of Health and Human Services.

Report confirmed cases here: <https://www.worksafe.vic.gov.au/report-confirmed-positive-case-covid-19>

Employers should also implement a screening process by encouraging workers to complete the Staff Coronavirus (COVID-19) Health Questionnaire in the Appendix of this document at the start of each shift.

If a worker develops symptoms while at work, they should:

- Immediately notify their supervisor or employer
- Leave the workplace, travelling by the least public means possible
- Ring the Department of Health and Human Services (DHHS) coronavirus (COVID-19) hotline on 1800 675 398 for advice on testing.

They must then stay home until symptoms have resolved, until it has been 72 hours since the last fever or chills and until they have received a negative test result.

Workers should also be provided with appropriate wellbeing support.

# AUSDANCE RECOMMENDATIONS

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This document provides recommendations for organisations and businesses seeking practical and effective means of controlling risks associated before, during, and after resuming activities in a COVID-19 environment.

The current RADs must be adhered to. They are a set of directives and are not negotiable.

Ausdance Victoria's *Managing COVID-19* is a set of recommendations. It does not replace or subsume the RADs.

When following Ausdance Victoria's *Managing COVID-19*, please take into consideration your own unique circumstances, activities, insurance requirements and business.

## Preparation of Facilities

Before resuming activities, organisations and businesses should consider:

- availability of sanitation amenities
- high traffic times internal and external
- sufficient room is available for entry and exit of separate areas
- waiting areas
- cleaning protocols
- cleaning protocols for shared areas etc.
- cleaning records if required
- conducting a Risk Review using the Checklist, (see *Appendix A*), to assist in determining and managing risks.

## Clean Facility

Before returning to business you will need to ensure adequate cleaning protocols are in place for controlling the risk of infection within each separate area. Appropriate detergents and disinfection products should be used as required. Cleaning protocols should include:

- An initial pre-opening deep cleaning and implementing an environmental cleaning schedule to ensure frequent cleaning and disinfection of high touch surfaces and bathrooms.
- regular common surface disinfection
- disinfection of high-touch points and common use equipment between activities
- regular cleaning of bathroom amenities used for personal sanitation
- maximising ventilation where possible.

Ausdance Victoria recommends:

- Where shared amenities are used for multiple facilities, consider whether adequate measures are in place to sanitise the area. This may require consultation with the landlord or other tenancies within a shared use premises.
- If you run your business under a tenancy or hire agreement, consult with your landlord/operator to clarify responsibilities for cleaning of facilities to avoid any confusion of responsibilities.
- Where dance activity includes 'floor work' clean room/area protocols should include an enhanced cleaning schedule for floor surfaces. Floors in the contemporary dance context may be considered a high touch surface.
- Where different types of groups use the same space, one after the other, consider cleaning protocols that reflect a change in personnel i.e. An adult class, followed by a private hire, followed by a youth dance activity might be considered new 'shifts'.

[Click here for Safe Work Australia guidance on routine environmental cleaning practices](#)

## Good Hygiene

Good personal hygiene can help prevent the transmission on COVID-19.

All personnel and participants must be encouraged to promote and engage in good hygiene practices such as:

- frequent cleaning and hand hygiene are fundamental to reducing the risks from coronavirus (COVID-19). For further information on cleaning see '[Cleaning and disinfecting to reduce COVID-19 transmission – Tips for non-healthcare settings](#)'
- not sharing water bottles or personal equipment
- avoid touching their face
- limit touching of surfaces
- limiting the use of shared equipment or cleaning after use
- covering sneezes and coughs

Organisations and businesses should ensure there are suitable sanitation products available for personnel, participants, and guests. Adequate sanitisation may include:

- bathroom with fresh water, soap, and clean paper towels; and/or
- alcohol-based hand sanitiser.

Signage can provide a practical reminder to good hygiene practices.

Ausdance Victoria recommends:

- Displaying posters on good hygiene and handwashing practices in prominent places and establishing hygiene stations (with hand sanitiser) at entrances and throughout the premises to encourage hand hygiene of staff and clients.

## Physical Distancing (Requirement)

Physical distancing (or social distancing) is a measure used to limit the transmission of COVID-19 and similar illnesses by reducing exposure between people. The more distance between people and others, the harder it is for viruses to spread. The basic principles of physical distancing are to:

- maintain 1.5m distance between people when gathering
- 4m<sup>2</sup> space per person when working or conducting an activity within a shared space
- avoid physical greetings such as hugging, kissing, or hand shaking

Instances of unpractical adherence to physical distancing may include:

- emergency first aid provision
- emergency evacuations
- provision of safety during acrobatic movements that require spotting – consider your curriculum at this time: can training consist of skills already learnt, rather than learning new skills that require spotting?

Where situations arise that require staff to be within 1.5 metres of patrons, avoiding direct contact, minimise face to face time and implement hygiene practices.

Ausdance Victoria recommends:

- undertaking a risk assessment of their spaces to understand the flow of patrons and staff and potential areas where physical distancing might be compromised.
- calculating the limit of people you can have in your space(s), using the density quotient of 1 person per 4 square metres and noting the Government's restrictions on the total number of people per separate space and group
- considering opportunities to facilitate access by vulnerable visitors e.g. special opening times or access to exclusive areas
- actively promoting the practice of physical distancing for all personnel, participants, and guests
- providing visual indication of physical distancing measures to assist participants to follow. These may include (but not limited to):
  - floor markings

- wall markings
- spacing of furniture or materials
- installing physical barriers in high traffic areas.

[Click here for Federal guidance and resources for physical distancing measures](#)

[Click here for Creative Victoria resources on signage to support your venue's safe reopening](#)

## Controlling the Flow of Participants

The 'flow of participants' is the term used to describe controlling participants and personnel movements on their way to, moving between, or leaving, activities to limit the possibility of gatherings and reduce exposure.

Educators, organisations and businesses should try to control the flow of participants within the premises or facility. Organisations and businesses should also consider the effect participant traffic may have on the immediate area around their premises or facilities.

Ausdance Victoria recommends you:

- ensure that accessibility requirements are accounted for when reconfiguring spaces and patron flow
- if practicable, set up separate entry and exit points to each room/area and use visual guides such as arrows to coordinate the flow
- consult with the tenancies and neighbours around them to ensure flow of participants does not negatively impact their ability to operate safely
- stagger arrival times, if possible, and managing dwell times to control the flow of participants and visitors
- stagger activity times where multiple rooms/areas are within the same premises to limit traffic or gatherings in common spaces.

[Click here for Creative Victoria resources on signage to support your venue's safe reopening](#)

## Stakeholder Communication

It is important that the community (landowner, neighbours, and participants) feel safe when returning to activity and that appropriate measures are being taken to consider their safety.

To proactively address any concerns that may arise from stakeholders such as landowners, neighbouring businesses or public residences, organisations and businesses can clearly communicate their intention to commence activities following current RADs and applying Ausdance Victoria's *Managing COVID-19* recommendations.

When communicating with your community and stakeholders, do so with the intention to alleviate any concerns that impacted parties may have. This may include:

- contacting landowners/landlords by phone or email to discuss your intention to operate following current RADs and applying Ausdance Victoria's *Managing COVID-19* recommendations and requesting permission to do so (*see template script to landlord in Appendix C*)
- consulting with adjoining businesses or neighbours to ensure impact of increased flow of participants does not negatively impact their own ability to operate safely.
- communicating with participants, parents, guardians, or carers to advise of the intention to operate following current RADs and applying Ausdance Victoria's *Managing COVID-19* recommendations (*see Appendix C*)
- Installation of signage to inform the community of intentions to operate following current RADs and applying Ausdance Victoria's *Managing COVID-19* recommendations and provide contact details for individuals to voice any concerns
- Providing advise about 'drop off and go' and 'click and collect' policies that limit contact in advance.

## Safety Promotion

'Safety Promotion' is the term for how you communicate your safety measures and best practice behaviours to anyone engaging in the activities of your business or anyone who may be impacted by your business. Safety promotion includes visible display of safety procedures, best practice guidance and business compliance inside and outside your place of business. Promotion may include posters, printed material, or online instructions. Examples of safety promotion may include:

- activity times (high volume traffic)
- requirements for entering and exiting room/area (check-in and collection procedures)
- markings for physical distancing in waiting zones (if required)
- participant behavioural expectations in relation to good hygiene and physical distancing
- instructional posters on hand washing, hand sanitisation, physical distancing, and COVID-19.

Signage templates can be found at Creative Victoria's [Return to Business](#) web page, or

[Click here for Safe Work Australia Resource for pre-made signs and posters](#)

# BUSINESS PRACTICES

## Attendance Records (Requirement)

Maintaining attendance records for staff, participants, and visitors assists in contact tracing, if required. Ensure you have enough detail to allow thorough contract tracing if any individuals attending the organisation or business or participating in activities contract COVID-19 or have been in contact with COVID-19 cases.

All Victorian businesses MUST:

- maintain a visitor register except for short visits (less than 15 minutes)
- keep documentation for 28 days
- advise of the procedures you will use to keep this documentation private, unless required in an emergency or case of COVID-19
- not use this information to promote your activities or share with others outside your organisation
- create procedures for short period visits (less than 15 minutes) e.g. someone picking up a child, receiving a delivery.

In Victoria, attendance records must be kept securely and contain at a minimum:

- first name
- a contact phone number
- date and time of attendance of each visitor

NOTE: Contact details may be omitted where participant databases hold sufficient information.

See Appendix G

## Check-in Procedure

Check-in procedures provide first point of contact protection by identifying, and preventing entry to, individuals who may be infected with COVID-19 and thus preventing transmission.

Ausdance Victoria recommends

- clear signage of the conditions of entry
- the organisations/businesses' right to refusal
- limiting dance studios to students and staff only

Consider a check-in process for personnel and participants where:

- check-in is contactless; consider using an online form such as a Google form
- personnel responsible for check-in should have appropriate training to identify signs or symptoms of COVID-19
- clear entry sign advising of right to refusal to be displayed
- any persons with signs or symptoms of COVID are to be refused entry
- on entry, participants may be queried if they have experienced symptoms of COVID (this may be achieved through individual or group interaction)
- non-contact temperature testing is recommended where available.

Consider that refusal of entry may cause anxiety or conflict in participants. It is important to provide personnel with guidance to assist in resolving conflict if it occurs. Use techniques such as:

- remaining calm, non-defensive and respectful in reacting to the conflict
- trying to empathise with the viewpoint of the complainant
- responding with clear information as to the reason for refusal

## Use of Non-Contact Temperature Testing

It is your choice whether you test the temperatures of participants and visitors. There is no requirement to do this in Victorian dance or physical performance studio settings.

Non-contact means of temperature testing is recommended if available as COVID-19 infection may only present in some asymptomatic individuals at an elevated temperature.

During the pandemic, the temperature of individuals has been measured using:

- infra-red forehead thermometers which require no contact with the body
- tympanic thermometers with disposable covers that limit contact of the thermometer cover to one individual.
- thermometers that require cleaning before reuse (not recommended)

Results of temperature testing are to be interpreted as follows:

- temperature of 37.5<sup>⊕</sup>C or greater is considered High
- temperature of 37.3<sup>⊕</sup>C or 37.4<sup>⊕</sup>C is considered borderline
- temperature of 37.2<sup>⊕</sup>C or below is not considered elevated

If you test staff, participants, and visitors, consider what you will do with:

- any person presenting with an elevated temperature
- any person presenting with a borderline temperature

## Changing Norms and Professional Development

Many dance and physical performing arts practices are good at maintaining physical distancing. Where the dance style and social norms around dancing feel incongruent with physical distancing, education can reset the expectations.

Ausdance Victoria recommends:

- Personnel are to be educated in:
  - hand and respiratory hygiene
  - physical distancing
  - signs and symptoms of COVID-19
  - measures to take in the event of a confirmed or suspected COVID event
- Additional recommended education for personnel:
  - conflict resolution techniques
  - workplace health and safety practices
  - first aid strategies.

COVID Safe industry training can be obtained at

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

<http://www.covid-19training.gov.au/>

<https://rtw.educationapps.vic.gov.au/>

The last relates to the Hospitality Industry but is relevant throughout as the course runs through the following topics: Understanding COVID-19; Workplace health and safety in a COVID-19 environment; Preparing the business for operations; Operating the business.

## Staying Informed

All organisations and businesses have an obligation to keep up to date with Restricted Activity Directions and update their individual plans accordingly. You should stay informed of any issue or development that may increase the risk to your participants, personnel, or guests including:

- changes to regulations or restrictions
- outbreaks or clusters in their area
- contact with individuals who may be infected.

Ausdance Victoria recommends:

- delegating responsibility for staying informed and monitoring compliance. This may be the duty of a COVIDSafe Marshall, potentially a dance educator or senior staff member
- checking Local Health Authority Guidance prior to activities to confirm information for COVID-19 guidance is accurate and up to date
- providing a clear platform for your community to communicate changes to business practices, updated authority guidance, incidents or issues that impact the business.

[Click here to stay informed with daily health alerts and updates from the Victorian government.](#)

## General Business

Ausdance Victoria recommends:

- non-contact payment methods for services (where cash payment is accepted, sanitise hands immediately after each transaction).
- you request prior notice to arrival of deliveries to the premises/facility
- you suggest a contactless delivery service with a designated delivery area

## ACTIVITY PRACTICES

### Get in, Dance, Get out Methodology

The [Ausdance Return to Dance Framework](#) promotes the methodology of 'Get in, dance, get out' as a guide to limit personal exposure during dance activities.

Ausdance Victoria recommends:

- the implementation of strategies to limit time and person-to-person contact on site
- toilets must be cleaned regularly
- arrive dressed and ready for class or rehearsal wherever possible
- arrive on time, leave on time
- maintain good hygiene practices
- eat off-site where possible
- participants maintain a distance of at least 1.5m
- any tasks that can be done at home, should be done at home (costume or clothing repair, make-up), online meetings, etc.

### Interaction

Dance is a highly physical practice where instruction can often require coming into close contact with the participants to correct movement. Ensure physical distancing measures are adequate to minimise unnecessary contact.

Basic principles for interaction:

- avoid unintentional / unnecessary contact
- personnel are to be conscientious of physical distancing measures and provide instruction removed from participants personal space where possible
- activity leaders should carefully plan activities to minimise contact
- regular sanitisation should be promoted and normalised. Personnel should role model behaviour regularly sanitising to reduce risk protecting both themselves and the participant
- consider a 'shoes off', 'clean feet' or 'specific dance shoe' policy in facilities or rooms/areas where floor work is being conducted.

### Children and Young People

The unique challenges working with children and young people can present when creating a risk management strategy has been considered in the development of these Recommendations. When working with children, practical measures of preventing transmission should be applied wherever possible. It is equally important to ensure personnel model this behaviour for children and young people.

Ausdance Victoria recommends:

- ensure children and young people use hand sanitiser or wash hands as often as practical, especially:
  - after eating
  - before and after using shared equipment
  - on entry, exit to the room/area and when required during activities
- be creative with activities and consider incorporating physical distancing and good hygiene practices into the activity
- limit physical contact with others wherever possible
- encourage and praise individuals who display good hygiene practices
- have attending parents and guardians assist through modelling and encouraging good hygiene practices.

Considerations should be made to modify best practice guidance where beneficial:

- check-in processes may need to be modified by communicating with parents or guardians prior to activities.

## At Risk Participants

The unique challenges of working with at risk participants in a COVID environment have been considered in the development of these recommendations. Information about groups at higher risk of developing COVID-19 can be found at [Groups at higher risk of developing COVID-19](#).

In consultation with businesses working directly with at risk participants, the following benefits to restarting activities as soon as possible were identified:

- activity forms an important function as remedial therapy in many cases
- activity is important in the mental health and wellbeing of participants.

Ausdance Victoria recommends:

- medical advice should be sought by participants / parents / guardians / carers before resumption of activities
- contact with participants is required in many cases for immediate personal safety
- businesses working with at risk participants adhere to the highest conditions of COVID-19 protection possible while ensuring immediate physical risks are controlled as priority
- businesses working with at risk participants use rigorous Work Health Safety Plans to assist with risk management and review.

## First Nations Participants

Dance for First Nations people in Australia is an integral part of passing on cultural heritage to the next generations and forms an important part of education for the young and emerging.

First Nations consultation during the creation of the *Return to Dance Framework* identified unique needs dance and physical performance organisations and businesses should consider prior to commencing activities:

- limitations to native language can create barriers to communicating risk and safety promotion
- family groups often travel and attend activities together which may affect projected numbers of attendants to facilities
- limited knowledge in workplace health and safety practices may require additional training for personnel to achieve best practice guidance.

Ausdance Victoria recommends:

- enhanced communication strategies to overcome potential language barriers for risk and safety promotion. These could include:
  - the use of pictorial representations of risk and safety information. A range of posters can be accessed at: [COVIDSafe resources](#).
  - direct conversations with participants and family groups
- establishing estimated attendance numbers prior to activities through communication with family groups
- developing internal training or seeking external guidance for education in workplace health and safety standards.

## CHECKLISTS AND TEMPLATES

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Creative Victoria offers a suite of helpful checklists for returning to business. The following links are not currently available but may be again, once restrictions have lifted.

- [Arts and Cultural Sector Guidelines for Coronavirus \(COVID-19\): Return-to-Business DOCX, 259.5 KB](#)
- [Before you open - checklist for venue owners/managers DOCX, 76.1 KB](#)

- [Once you are open - checklist for venue owners/managers DOCX, 59.2 KB](#)
- [Once you are open - checklist for staff and volunteers DOCX, 59.2 KB](#)

## Appendix A – Checklist

Each venue, business and organisation is unique and should develop a tailored plan based on current RADs. RADs are a requirement and not negotiable.

Ausdance Victoria recommendations aim to support you further by offering further considerations for implementation.

The information, checklists and FAQs provided here should assist organisations and businesses in creating a bespoke plan to reopen safely for staff and stakeholders, addressing their own unique circumstances.

To safely re-open your organisation, venue or business:

- Check and comply with the Victorian Government's COVID-19 [restriction levels page](#) to review up to date information about the [RADs](#) please scroll down the page to the Restricted Activities tab, under the State of Emergency tab. All Restricted activity Directions are placed here.
- Check and comply with the Cleaning Requirements
- Check and comply with the Signage Requirements
- Check and comply with the Records Requirements
- Check Work, Health and Safety regulations, including those regarding COVID-19. Please visit [WorkSafe Victoria](#) for more information.
- Be ready to work with the Department of Health and Human Services (DHHS) in the event of a case of coronavirus (COVID-19) or an outbreak affecting your business
- Complete and consider displaying these coronavirus (COVID-19) checklists
- Provide all staff, as well as venue hirers, with a copy of your bespoke plan
- Protect staff wellbeing by ensuring safety and hygiene measures are in place as well as ensuring workers are complying with health advice and are not unwell
- Have provisions in place to record visitor contact details on booking or entry, with first name and a contact number (the details of every visitor should be recorded, not just one per booking)
- Ensure visitor awareness of, and compliance with, requirements (including collection of contact information)

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### Preparation of Facility

- Purchase and store cleaning and disinfecting products and equipment
  - Print out Signage Requirement and prepare signage for each separate space
- Ensure your organisations/venue is set up to adhere to physical distancing requirements
- Undertake a deep clean of the premises and implement additional hygiene and cleaning measures and practices
- Consult with your landlord / landowner / facility manager on the conditions to restart your activities including the use of these recommendations
- Inform adjoining businesses, tenancies or neighbours of resumption of activities. This could include direct contact, informational posters, promotional materials, or social media releases.

- Ensure participants, parents or guardians have been communicated about conditions / restrictions on restarting activities, for example:
  - Changes to activities
  - Limitations to allowable numbers on premises
  - Check-in procedure and health requirements for attendance
  - Physical distancing and personal hygiene expectations
  
- If your facility has been closed, check the condition of the equipment and amenities are fully functioning, such as gas, electricity, toilets, and hand washing amenities.
  
- Cleaning protocols created for frequently touched areas and surfaces to be cleaned between activities with detergent or disinfectant (including shared equipment, tables, counter tops, and sinks). Surfaces used by participants, such as chairs, flooring where 'floor work' is conducted, and tables must also be cleaned between clients.
  
- Close communal amenities such as change-rooms, showers, gyms
  
- Enhanced cleaning protocols put into place for toilets, this may include cleaning records to monitor frequency, shared responsibilities, and effectiveness of cleaning.
  
- Ensure hand washing basins are available including clean running water, liquid soap, paper towels suitable for expected use.
  
- Ensure hand sanitising stations available and for personnel and participants to easily sanitise hands before and after (and during if required) their activities.
  
- Ensure sufficient sanitation supplies are available for personnel and participants. Consider keeping additional stock or local supplier contact lists to reduce the risk of running out.
  
- Physical distancing markings made by placing floor or wall markings or signs to identify 1.5 metres distance between persons in activity areas, common spaces, walkways and waiting areas.
  
- Seating / furniture spaced at least 1.5 metres apart or removed / restricted where adequate spacing is not possible.
  
- Signs and posters positioned within activity areas, common spaces, walkways and waiting areas where able to inform and promote safe practices, such as:
  - Activity schedules
  - Check-In and collection procedures
  - Physical distancing & good hygiene guidance
  - Behavioural expectations
  - Entry and exit signs or path indicators to control flow of participants within room/area
  
- Maximum allowable participants have been calculated as per RADs.

Record any additional measures taken to reduce risk in the preparation of the facility:

## Personnel Practices

- Personnel have been provided guidance on their responsibilities on resumption of activities, for example:
  - presenting fit for duty
  - modelling and encouraging good hygiene and physical distancing practices.
- Personnel have been trained or provided guidance on:
  - hand and respiratory hygiene
  - physical distancing
  - signs and symptoms of COVID-19
  - measures to take in the event of a confirmed or suspected case of COVID event
  - new business processes such as check-in procedure
- Additional education or guidance has been considered, such as:
  - workplace health and safety practices
  - dealing with conflict
- Record and additional training, guidance, or behavioural expectations for personnel:

## Business Practices

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- Deliveries coordinated for contactless service or scheduled to minimise contact on deliveries
- Contactless payment methods are recommended, where cash transactions take place, to wash hands or sanitise immediately after.
- Contactless check-in procedures are recommended, conducted on arrival of all participants and personnel to identify signs and symptoms of COVID-19. We recommend you refuse entry to any individuals showing signs or symptoms. Records are to be stored securely for a minimum of one month.
- Participant attendance to be recorded to assist in health authority contact tracing in the event of a suspected COVID-19 exposure. Records are to be stored securely for a minimum of one month.
- Contactless rolls are recommended, where conducted with contact (i.e. pen and paper), ensure to wash hands or sanitised immediately after and sterilize pens.
- Personnel and participants are to be encouraged to download and activate the Australian Government COVID Safe app.
- Activity times are staggered / changed when required to reduce the number of participants in common areas or using amenities at the same time. Ensure participants are informed of arrival and completion times to minimise waiting or unintentional gatherings.

## **Risk Management and Review**

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- Monitor and review levels of risk and the effectiveness control measures put in place.
- Delegate responsibility for monitoring local / government health authority alerts to ensure up to date with current guidance.
- Establish communication protocols to advise community, participants and personnel of updates to business practices, updated authority guidance, incidents or issues that impact the organisation or business.

## **Activity Practices**

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- Ensure activities have been carefully planned and physical instruction of participants is provided by demonstration wherever possible to minimise physical contact.
- Encourage participants to bring their own water bottles to limit water bubbler/tap use.
- Encourage hand sanitation on entry, exit and as required during activity.

## **Children and Young People**

*Note: Only complete this section where working with children and young people*

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- Encourage participants to sanitise frequently
- Physical contact is actively discouraged
- Consider developing activities that incorporate physical distancing and good hygiene practices
- Attending parents, guardians or caretakers assist in monitoring and encouraging behavioural requirements
- Record any additional measures used for working with children and young people:

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## At Risk Participants

*Note: Only complete this section when working with at risk participants*

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- Participants have been consulted and informed on the risks of COVID-19
- Medical approval has been obtained by participants / parents / guardians / carers for resumption of activity
- Individual circumstances have been assessed for any risks to participants that may prevent safe resumption of activities
- Record any additional measures for working with at risk participants:

## First Nations Participants

*Note: Only complete this section where working with First Nations participants*

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- Elders and family groups have been consulted and informed on the risks of COVID-19
- Language barriers have been considered when communicating risk and safety promotion
- Elders and family groups have been advised of the restriction guidelines and recommended to advise of attending numbers in advance of activities
- Record any additional measures put in place for working with First Nations participants:

## Appendix B – Frequently asked questions

*These questions related to businesses beginning to open in July 2020. Ausdance Vic will attend to these questions as we move through Stages 3, 2 and 1.*

### What is the 'four-square metre' rule?

The Victorian Government's tailored guideline Arts and the Cultural Sector Guidelines for Coronavirus (COVID-19): Return-to-Business advises:

To maintain physical distancing requirements, there must be enough space within the business premises that equates to one person per four-square metre.

This is used to calculate the total number of people operators can have in the facility at any one time. The size of the facility may limit the number of visitors you can allow to enter at once. For example, if your facility has an internal usable floor space of 20 square metres, then no more than five visitors can be in that facility at any one time.

The four-square metre rule must be complied with in addition to the limit on having no more than 20 patrons per separate area.

Remember, also the importance of ensuring people can stay 1.5 metres apart whenever possible, so patrons and staff must not be grouped or clustered together.

The DHHS website provides information about monitoring compliance of the directions at [Victoria's restriction levels](#).

### Does the four-square metre rule apply to everyone in the space (i.e. staff and customers)?

The four-square metre rule applies to limit the number of customers/patrons in a space, but does not limit the number of workers. Venues and facilities can have the number of staff reasonably required to operate, in addition to the limit in place for customers/patrons. Workers are excluded from the calculation because employers have a duty to provide a safe workplace and control the health risks associated with coronavirus (COVID-19).

For indoor exercise, no more than 20 participants are allowed in each separate space or zone, subject to the four-square metre rule, with up to 10 people in each *group* class (e.g. Zumba).

When the participants are all 18 years old or younger, they can practice indoors with no group limit as long as they meet the four-square metre rule ([reference](#))

Participants should remain 1.5 meters apart from those they don't live with.

### Do we still need to do physical distancing, as well as the 'four-square metre' rule?

It is very important that people continue to adhere to physical distancing measures as this is one of the most effective ways to reduce the risk of spreading coronavirus (COVID-19). This means that you should keep 1.5 metres between you and other people not from your household. This includes between patrons or customers, for example when waiting in a queue.

### What about first aid?

Please look at the following advice regarding first aid. This is not Australian Government advice but from the UK:

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

In the case of resuscitation:

<https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>

### Do we need foot traffic plans?

It is advisable to plan for foot traffic to help visitors and participants to keep 1.5 meters apart as they move into, out from and between spaces.

### **How often should surfaces be cleaned?**

The Victorian Government's tailored guideline Arts and the Cultural Sector Guidelines for Coronavirus (COVID-19): Return-to-Business advises:

Cleaning and sanitising common contact surfaces will help to slow the spread of coronavirus (COVID-19). This should be done every hour for high-touch surfaces. Surfaces and fittings should also be cleaned immediately when visibly soiled and after any spillage.

Common contact surfaces include:

- Benches and workstations
- Door and cupboard handles
- Handrails, barriers, equipment
- Switches and lift buttons
- Taps
- ATMs
- EFTPOS keypads
- Eating and drinking utensils
- Tables and chairs (including underneath)
- Kitchen and food contact surfaces

Personal items used in the workplace such as phones should be cleaned and, ideally, disinfected frequently (e.g. by using isopropyl alcohol wipes). Workplace amenities including kitchens, lunchrooms, communal areas, change rooms, toilets, drink fountains and vending machines should also be regularly cleaned.

### **Do we need to clean floors between classes?**

Please see the response to 'Can we do floor work?' In general, if not doing floor work, clean and disinfectant floors first thing

### **What documentation do we need?**

It would be wise to maintain documentation that shows you are following the RADs. You must also keep a record of people attending your venue for periods over 15 minutes. You must keep these records for 28 days.

To determine risk and your response to risk, use the risk register sample as a starting point for determining acceptable levels of risk and ideas for hazard management. This document is a sample only. You will have to modify it to reflect your own circumstances.

### **I am an organisation or staff member with questions about reopening, who can I contact?**

Business Victoria is ready to support organisations and answer questions about preparations for a safe re-opening. Organisations or staff can contact the Business Victoria coronavirus hotline on 13 22 15 or using the online [Contact Us form](#).

### **Should my staff be temperature tested at work?**

The Victorian Government's tailored guideline Arts and the Cultural Sector Guidelines for Coronavirus (COVID-19): Return-to-Business advises:

Workers should complete the Staff Coronavirus (COVID-19) Health Questionnaire (in the Appendix) before every shift, which can include a temperature check.

Please advise your workers that if they take their temperature using a thermometer and it is 37.5 degrees or above, they are considered to have a fever and should not come to work.

As per the advice for all Victorians, even if your workers have only mild symptoms like tiredness or a sore throat, they should attend a coronavirus (COVID-19) testing location. For a map of testing locations [click here](#)

### **If a staff member or volunteer is sick should they stay home?**

The Victorian Government's tailored guideline Arts and the Cultural Sector Guidelines for Coronavirus (COVID-19): Return-to-Business advises:

Unwell workers must stay away from the workplace until they are deemed safe to return by a health professional.

Any worker showing coronavirus (COVID-19) symptoms, however mild, must be asked not to come into work and/or sent home immediately. Symptoms of coronavirus (COVID-19) include fever, coughing, sore throat, fatigue and shortness of breath.

Employers should also implement a screening process by encouraging workers to complete the Staff Coronavirus (COVID-19) Health Questionnaire in the Appendix of this document at the start of each shift.

### **What do I do if a staff member, volunteer or patron tests positive for coronavirus?**

The Victorian Government's tailored guideline Arts and the Cultural Sector Guidelines for Coronavirus (COVID-19): Return-to-Business advises:

All organisations should have a response plan ready for the possibility of a confirmed case of coronavirus (COVID-19) at their premises.

If a worker is tested positive to COVID-19 please follow the instructions at:

<https://www.worksafe.vic.gov.au/coronavirus-covid-19>

If a patron or worker who has a confirmed case of coronavirus (COVID-19) has attended your venue or organisation while they are infectious, you will be contacted by the Department of Health and Human Services (DHHS).

Each organisation should then consider the following steps:

- Consult with DHHS on whether the organisation is required to close for a short period to facilitate cleaning and enable contact tracing.
- Determine what areas of the organisation were visited, used, or impacted by the infected person.
- Clean and disinfect all areas visited by the confirmed case (for example, bathrooms and common areas)
  - Close off the affected area before cleaning and disinfecting.
  - Open outside doors and windows to increase air circulation and then commence cleaning and disinfection.
  - Fully sanitise all areas of the site, paying particular attention to high touch areas. The venue should remain closed until this is completed.
- DHHS will liaise with venue operators where someone has been at the venue while infectious. DHHS may request information from the operator to assist with contact tracing. DHHS will contact anyone who is determined to be a close contact of the case
- Work with DHHS to ensure that all appropriate preventative measures have been taken prior to reopening the venue.
- Any worker who tests positive for coronavirus (COVID-19) must remain in home isolation until they have been notified by DHHS that they have met the criteria for release from isolation. The worker should follow DHHS guidance and their employer's policy.
- Workers who are determined to be close contacts of a person with coronavirus by the DHHS should not come to work for 14 days after their last close contact and must self-isolate. During isolation, they should watch for symptoms and seek medical assessment and testing if they become symptomatic.

Please respect the privacy of people with a confirmed case of coronavirus and treat their condition with understanding and compassion. Check in on their well being regularly during self-isolation and monitor their mental health.

## Appendix C – Communication Templates

### Template for Landlords

Dear (insert name of landlord, property manager)

\_\_\_\_\_ (name of company/business) is intending to commence trading, teaching and operating on \_\_\_\_\_ (insert date). We look forward to returning to work with renewed focus on our students, staff and families' health and safety.

We want you to know that we are committed to the health and safety of all our clients, stakeholders and visitors and have taken significant measures to ensure we meet the Victorian State Government's Restricted Activity Directions (RADs).

We will be applying Ausdance Victoria's *Managing COVID-19: Recommendations for the Victorian Dance Sector*, which was developed by Ausdance Victoria in consultation with representative groups and businesses within the dance sector.

Ausdance Victoria is the peak body for dance in Victoria. They play a key role in providing high-level strategic advice and vision for the sector. Ausdance Victoria represents, advocates for and supports Victorian dance organisations, companies, businesses and individuals on local or state-based issues.

The Recommendations follow the framework and principles of the nationally produced Ausdance Return to Dance Framework, endorsed by Dr David Hughes, Chief Medical Officer, Australian Institute of Sport, and Medical Director, Australian Olympic Team, Tokyo 2020. They are also informed by advice from:

- The Department of Health and Human Services (Victoria)
- Worksafe Australia
- The Australian Government's 3-Step Framework for a COVIDSafe Australia.

We have a strong commitment to ensuring our community's health. If you have any concerns or questions about our processes and procedures, or any aspect of managing \_\_\_\_\_ (name of business or company) in this transition period, please don't hesitate to contact us on \_\_\_\_\_ (phone/ email)

Signed

\_\_\_\_\_

## Template for Parents, Guardians and Carers

Dear parents, guardians, and carers,

Thank you for being part of our dance community. We are returning to dance with renewed focus on the health and safety of all families and staff and are grateful for your patience and understanding during this time.

**Either:**

\_\_\_\_\_ (name of business/ company) will be operating within current government restrictions applying to \_\_\_\_\_ (insert Stage 1,2,3)

**OR**

\_\_\_\_\_ (name of business/ company) will be operating under Ausdance Victoria's *Managing COVID-19 Recommendations for the Victorian Dance Sector*, which can be found at [www.ausdancevic.org.au](http://www.ausdancevic.org.au).

We have a strong commitment to ensuring our community's health. If you have any concerns or questions about our processes and procedures, or any aspect of managing \_\_\_\_\_ (name of business or company) in this transition period, please don't hesitate to contact us on \_\_\_\_\_ (phone/ email)

Signed

\_\_\_\_\_

## Appendix D – Floor Manufacturers' Guides

### Cleaning Dance Studio floors and Equipment

To support the needs of dance and physical performance studios, companies and performers, Ausdance Victoria contacted major suppliers of dance floors in Australia to get safety advice for you. Please click on the links below to access the cleaning and disinfecting advice provided by the manufacturers.

#### ShowWorks

The comprehensive advice provided by ShowWorks covers the full range of ShowWorks studio products and is based on the Worksafe Australia cleaning protocols.

[Download ShowWorks cleaning protocols here](#)

#### Harlequin Floors

The latest details for cleaning procedures of the Harlequin Vinyls which their chemists have concluded meet the COVID19 requirements for cleaning solutions. Harlequin have advised that bleach and other harsh chemicals are likely to damage your expensive floors and recommend the range of Harlequin cleaning products and products that are PH neutral. Harlequin has stock of the cleaning products in their Sydney warehouse and will have a container arrive early July with more stock to meet the demands of the reopening studios. Harlequin will continue to bring more stock to Australia over the next 6 months to meet customer demand.

Downloads:

[Cleaning Harlequin vinyl floors - Coronavirus update 18.5.20](#)

[Harlequin Cleaning Instructions Daily Cleaning & Deep Clean](#)

[CM 001 Care & Maintenance Instructions Vinyl floorings](#)

#### Dance Floor by Transtage NSW

Dance Floor provided basic information on safe cleaning products but have not developed COVID19 specific guidelines. They recommend:

[Sadie Suds Floor Cleaner](#)

[Versadet Floor cleaner](#)

*Disclaimer: Please understand that these are basic cleaning products for vinyl dance floors, we cannot provide any confirmation on its effectiveness against COVID-19.*

## Appendix E – Health Questionnaire Template

Each staff member must complete this questionnaire before starting each shift.

Please provide your completed questionnaire to your manager for approval to go to work.

Approval must be given before leaving home.

Managers keep this document as a record.

Staff name: \_\_\_\_\_

Date: \_\_\_\_\_ Time of shift e.g. 09:00-17:00: \_\_\_\_\_

Are you currently required to be in isolation because you have been diagnosed with coronavirus (COVID-19)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you been directed to a period of 14-day quarantine by the Department of Health and Human Services as a result of being a close contact of someone with coronavirus (COVID-19)?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**If you answered YES to either of the above questions you should not attend work until advised by the Department of Health and Human Services that you are released from isolation or until your 14-day quarantine period is complete.**

If you answered **NO** to the above questions, proceed to the symptom checklist below.

### Are you experiencing these symptoms?

Fever (If you have a thermometer, take your own temperature. You are considered to have a fever if above 37.5°C)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Chills	<input type="checkbox"/> YES <input type="checkbox"/> NO
Cough	<input type="checkbox"/> YES <input type="checkbox"/> NO
Sore throat	<input type="checkbox"/> YES <input type="checkbox"/> NO
Shortness of breath	<input type="checkbox"/> YES <input type="checkbox"/> NO
Runny nose	<input type="checkbox"/> YES <input type="checkbox"/> NO
Loss of sense of smell	<input type="checkbox"/> YES <input type="checkbox"/> NO

If you answered **YES** to any of the above questions you should not enter your workplace (or should leave your workplace).

Tell your employer, go home, and get tested for coronavirus (COVID-19).

If you answered **NO** to all the above questions, you can enter your workplace.

If you develop symptoms, stay at home and seek further advice from the 24-hour coronavirus hotline 1800 675 398 or your general practitioner.

You are encouraged to download the COVIDSafe App to assist contact tracing

## Appendix F – Sample Risk Register

Venues should also note that workplace health and safety obligations remain under the Occupational Health and Safety Act 2004 (OHS Act) with respect to identifying hazards and to eliminate or, where it is not possible to eliminate, reduce risks as far as reasonably applicable. This includes preventing, and where prevention is not possible, reducing, risks to health and safety associated with potential exposure to coronavirus (COVID-19). For more information, see [Coronavirus \(COVID-19\)](#) and [Preparing for a pandemic: a guide for employers - WorkSafe](#).

Please note that the following template is a sample and must be modified to reflect your own contexts, identification of hazards and policies and processes you have put in place for your business. Consider discussing your risk register with your insurers to see if further measures are required.

Name: Riverine School of Dance

Date: 20/06/2020

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by		Date Complete	Maintenance and review
Accidents in drop in and drop offs	Could result in serious illness or death.	Depending on age and cognitive level	High <7yrs	Policy for pick up and drop offs, specific to location, parking accommodation and protocols  Staff roles and duty statements  Policies for late arrive and pickup	Develop these for COVID-19  Staggered timetable to reduce volume & manage flow of people in common areas.  Amendments to staff roles and duties (including supervision of children in transit to parents)  Review policies for late arrivals and pick up	Bruce James	30/04/2020	Click here to enter a date.	Click here to enter text.
Transmission of COVID-19 from teaching or admin staff who are infected	Serious illness or death in vulnerable cohorts.	High/Med/Low  Have there been local cases?	Moderate, while there are only a few local cases the consequences may be severe.	Implement Staff Coronavirus (COVID-19) Health Questionnaire at the start of each day or shift.  Cleaning and disinfecting is done in accordance with guidance from Safe Work Australia and Health authorities	Update roster so staff are rostered with the same colleagues each shift to minimise exposure.  New automatic soap dispenser ordered from ebay.	Sally Smith	30/04/2020	Click here to enter a date.	Consult with workers at next staff meeting for any feedback on revised roster and effectiveness of new soap dispenser

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by		Date Complete	Maintenance and review
				<p>Frequently touched surfaces including counters, barres, handles, doors, till, phones, and EFTPOS facilities have all been identified for regular cleaning.</p> <p>COVID-19 Safe training for all staff</p> <p>Staff have been told to stay home if they aren't feeling well.</p> <p>If a staff member becomes unwell at work, a process is in place to isolate them and arrange for them to be sent home to receive medical attention.</p> <p>Staff don't have contact with delivery drivers, all paperwork is completed electronically.</p> <p>Soap and water for hand washing and paper towel or air dryer for hand drying is available in bathrooms, break rooms, behind the reception desk with instructional signs on hand washing.</p> <p>Alcohol based hand sanitiser is also available in all visitor and staff areas including bathrooms, break rooms, the loading dock and delivery vehicles and signs are</p>					

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by		Date Complete	Maintenance and review
				<p>displayed on appropriate use.</p> <p>Where staff meetings are required, they are held over the phone and information sent by email where possible.</p> <p>Dance activities and break times are staggered to minimise the number of staff using rooms at one time.</p> <p>Studios cleaned between dance activities/classes.</p>					
Transmission of COVID-19 from students who are infected	Generally, not serious in young people but could result in serious illness or death in vulnerable cohorts.	High/Med/Low Have there been local cases?	Mild/Moderate/ Severe i.e. while there are only a few local cases the consequences may be severe.	<p>Attendance records must be kept securely for at least 28 days – students and visitors</p> <p>COVID-19 Safe training for all staff</p> <p>Students and visitors have been told to stay home if they aren't feeling well.</p> <p>Cleaning and disinfecting is done in accordance with guidance from Safe Work Australia and Health authorities</p> <p>Frequently touched surfaces including counters, barres, handles, doors, till, phones, and EFTPOS facilities have all been identified for regular cleaning.</p>	<p>Restrictions may include:</p> <p>No props or equipment that can't be sanitised before and after use</p> <p>No sharing of drink bottles or use of communal taps</p> <p>No sharing of towels or clothing</p> <p>Alterations to greetings and farewells</p> <p>Adjust teaching strategies towards no-touch demonstration</p> <p>Adjust choreography towards non-contact choreographic devices and placement, keeping the 4-square meter rule</p>				

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by		Date Complete	Maintenance and review
				<p>If a student becomes unwell, a process is in place to isolate them and arrange for them to be sent home to receive medical attention.</p> <p>Mandatory visitor log</p> <p>No attendance if unwell</p> <p>Notification process if dance participant or party becomes unwell</p> <p>If a dance student becomes unwell, is there a process in place to isolate them and arrange for them to be sent home to receive medical attention.</p> <p>COVID procedures for injuries and illness</p>	<p>Adjust the duration between individuals or lines performing travelling movements or sequences</p> <p>No partnering work in stage 2 restrictions unless this can be justified as part of a person's actual work. (This would be difficult to do in the context of teaching children, recreational or social dance).</p>				
Fatigue from working longer hours to meet high demand	Injury to staff or others from fatigue related accidents or illness resulting from fatigue.	High, demand has increased significantly, and most teachers are working longer hours	High, particularly to teaching staff	<p>Ensure maximum teaching lengths and maximum starts per week are observed to prevent fatigue</p> <p>Ensure breaks are provided.</p> <p>Staff are rostered to ensure that they regularly get two complete days off work if they are working long hours</p> <p>Staff numbers reflect work required to deal with student and visitor flow.</p>	<p>Update website to inform the dance community of new rules and expectations.</p> <p>Hire temporary staff to meet demand.</p>	John Smith	24/04/2020	Click here to enter a date.	Click here to enter text.

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by		Date Complete	Maintenance and review
				Staff reporting feeling tired are sent home and driven or offered a taxi if necessary.					
Customer aggression	Physical or psychological injury to staff.	High, customers concerned they may not get the goods they require have verbally abused staff twice in the last week.	High, staff are already reporting instances of abuse and violent behaviour.	There is always a receptionist rostered on to assist but they often get caught up with other tasks. There is a counter to physically separate staff. Processes are in place to ban abusive and violent customers from the store or call police. Staff have access to psychological support through XX.	Messages posted on the business website about expectations of behaviour. Develop processes to assist staff with upset customers and staff able to remove themselves if they feel necessary. Clear signage in studio and waiting spaces Training for workers on communicating with aggressive customers	Sally Smith	20/04/2020		Review if any further occurrences reported or on 04/05/2020
Persistent use of hand sanitiser	Dermatitis	Moderate, many staff will not have used hand sanitiser regularly before	Moderate, affected individuals may have a significant reaction	Staff are encouraged to wash hands with soap and water for 20 secs where possible as an alternative to hand sanitiser in non-medical situations	Ask staff if they have a history of dermatitis or allergy to alcohol	David Brown	27/04/2020		
Persistent use of latex gloves	New or aggravated latex sensitivity	Low, most gloves will not be latex-based	Moderate, affected individuals may have a significant reaction	Staff are provided with non-latex gloves or remove gloves when not necessary.	Ensure latex free gloves are purchased.	May Larkin	24/04/2020		
Reputational risk	Tarnish of brand, reduced enrolments,	Low, if working mostly with children under 18	Moderate to high, as enrolments may drop	Communicate regulations around social distancing. Communicate clear directions regarding COVID symptoms and staying at	Determine potential damage to brand. Communicate clearly to all stakeholders	xxx	Click here to enter a date.	Click here to enter a date.	Click here to enter text.

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by		Date Complete	Maintenance and review
	reduction of income			home if feeling unwell or showing symptoms.	your requirements from them when entering your space/s.				
Transmission from provision of first aid	Serious illness or death in vulnerable cohorts.	High/Med/Low Have there been local cases?	Moderate, while there are only a few local cases the consequences may be severe.	Individual first aiders must assess the risk as it presents itself. First aiders are not obliged to administer first aid if they believe the risk is too great.  Studio/space cleaned after incident, informed by the kind of incident. Cleaning and disinfecting is done in accordance with guidance from Safe Work Australia and Health authorities  COVID-19 Safe training for all staff  Staff have been told to stay home if they aren't feeling well.  If a staff member becomes unwell at work, a process is in place to isolate them and arrange for them to be sent home to receive medical attention.  Incident report written and saved.  Follow up with the affected person and family / carers.	Determine a process for managing a first aid situation where first aid is not performed by staff.	Sally Smith	<a href="#">Click here to enter a date.</a>	<a href="#">Click here to enter a date.</a>	Consult with workers at next staff meeting for any feedback. Feedback from other stakeholders.
Acro training	Injury occurs due to lack of	High/Med/Low Are participants learning new	Moderate to severe. Acrobatics	Individual training plans.	Individual training plans reviewed considering	Sally Smith	<a href="#">Click here to enter a date.</a>	<a href="#">Click here to enter a date.</a>	Consult with workers at next staff meeting

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by		Date Complete	Maintenance and review
	physical contact (spotting)	skills where spotting and touch may be necessary?	contains some movements that can result in severe injury, but this depends on the degree of difficulty and prior experience and conditioning of the participant.	Existing physical assessments for strength, flexibility, control.  Communications to participants and other stakeholders about the risk involved in acro classes and reasons for touch.  Touch policy – general studio policy	COVID-19 interruptions to training.  Updated physical assessments for strength, flexibility, control.  Communications to participants and other stakeholders about the risk involved in acro classes and reasons for touch. Note precedent for Swimming in Restricted Activity Directions (RADs)  Touch COVID-19 policy				for any feedback

## Appendix G – Attendance Register Template

### Instructions:

Under current public health advice, from [date], all Victorian workplaces are required to establish and maintain a register of every person who attends the workplace for a period of more than 15 minutes. This includes all workers (including sub-contractors) and any customers, clients or visitors permitted in the workplace (including workplace inspectors).

If an employee or visitor tests positive for coronavirus (COVID-19), a current and accurate workplace attendance register will allow the employer to immediately identify anyone who has been in close contact with that person within the prior 48 hours.

If you already have a system in place to capture this information, it is not necessary to use this template. This template can be adapted or used by workplaces that do not already record the attendance of employees and visitors to the workplace.

For more information regarding the definition of a close-contact, see: <https://www.dhhs.vic.gov.au/victorian-public-coronavirus-disease-covid-19>

### Business details

Business name: \_\_\_\_\_

Site/location: \_\_\_\_\_

Contact person: \_\_\_\_\_



## Appendix H – Sample COVID SAFE PLAN

Guidance on how to prepare your COVIDSafe plan is available [here](#).

### Our COVIDSafe Plan

Business name:	AUSDANCE VICTORIA
Site location:	59 FRANCIS STREET, YARRAVILLE
Contact person:	KATRINA RANK
Contact person phone:	0416 383 865
Date prepared:	18/08/2020

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	Each person entering the premises to bring: mask, hand sanitiser, paper towels. This cost is to be reimbursed. Clean hands before entering the building and before entering the office.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	Wherever possible, move activities outside or to well ventilated areas. This means: <ul style="list-style-type: none"> <li>&gt; Open doors and windows wherever possible</li> <li>&gt; Do not recirculate air</li> <li>&gt; Move kitchens, tearooms and lunchbreaks outside</li> <li>&gt; Hold meetings outside</li> </ul>
In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.	Staff and customers should always wear a mask in the workplace. This means: <ul style="list-style-type: none"> <li>&gt; Provide masks to employees throughout the shift</li> <li>&gt; Ensure all staff wear masks while working</li> <li>&gt; Do not take masks off when talking on the phone or with others</li> </ul>
Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).	<p><b>Appendix 1</b> Sign Training Register: Name, date, time</p> <p>Staff training – prior to any use of the office space, staff members will need to undertake the following training:</p> <p><a href="http://www.covid-19training.gov.au/">http://www.covid-19training.gov.au/</a>  <a href="https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training">https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training</a>  <a href="http://www.covid-19training.gov.au/">http://www.covid-19training.gov.au/</a>  <a href="https://rtw.educationapps.vic.gov.au/">https://rtw.educationapps.vic.gov.au/</a></p> <p>OR</p> <p>Watch How to safely wear a face covering - Brett Sutton:  <a href="https://www.dhhs.vic.gov.au/face-masks-and-coverings-covid-19">https://www.dhhs.vic.gov.au/face-masks-and-coverings-covid-19</a></p> <p>Read Information on wearing face coverings at work:  <a href="https://www.dhhs.vic.gov.au/face-coverings-work-covid-19">https://www.dhhs.vic.gov.au/face-coverings-work-covid-19</a></p> <p>Read: Slowing the spread of coronavirus (COVID-19)</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
	<a href="https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#slowing-the-spread-of-coronavirus-covid-19">https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#slowing-the-spread-of-coronavirus-covid-19</a>
Replace high-touch communal items with alternatives.	Use and wash own utensils and crockery. Use paper towel to dry items Line a bin with plastic bin liner and place used paper towels in this. Take away with you and dispose of correctly.

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	<p>Regularly clean high touch-points. Encourage staff to regularly wash their hands. This means:</p> <ul style="list-style-type: none"> <li>➤ Make soap and hand sanitizer available for all staff and customers throughout the workplace</li> <li>➤ Schedule regular cleaning of common touch-points.</li> </ul> <p>Cleaning and disinfecting high touch surfaces regularly (for example phones, keyboards, door handles, light switches, bench tops) can help stop the spread of coronavirus (COVID-19).</p> <ul style="list-style-type: none"> <li>• First step is cleaning, which means wiping dirt and germs off a surface. You can use common household detergent products stocked at supermarkets for cleaning.</li> <li>• Second step is to disinfect the surface. Supermarkets stock common household disinfection products – it is important to use products that are labelled "disinfectant" and to follow the instructions on the label.</li> </ul> <p><a href="https://www.dhhs.vic.gov.au/staying-safe-covid-19">Advice on cleaning and disinfecting to reduce the risk of coronavirus (COVID-19) spreading</a> (Word). <a href="https://www.dhhs.vic.gov.au/staying-safe-covid-19">https://www.dhhs.vic.gov.au/staying-safe-covid-19</a></p>
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	First person to use the office after lockdown must bring cleaning supplies and disinfectant, plus paper towels. This cost is to be reimbursed. On leaving for the day, send email to staff advising where the cleaning products are located and the supply level. (i.e. do we need to bring in more next time?)

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p><b>Ensure that all staff that can and/or must work from home, do work from home.</b></p>	<p>During Stage 4 restrictions, all staff to work from home. Only in emergencies can there be access to the workplace.</p>
<p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>	<p>Create workforce bubbles. Limit the number of people staff have prolonged close contact with. This means:</p> <ul style="list-style-type: none"> <li>➤ Keep pools of staff rostered on the same shifts and geographic areas within a site</li> <li>➤ Reduce staff working across multiple sites</li> <li>➤ No overlap in shift changes</li> </ul>
<p><b>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</b></p>	<p><b>Appendix 2 Health questionnaire</b></p> <p><b>Stage 4</b> - In an emergency, prior to entering the workspace</p> <ul style="list-style-type: none"> <li>• the worker to complete the health questionnaire and</li> <li>• submit to another member of staff to review.</li> <li>• If there is an indication of poor health the worker must be told not to leave home. Another staff member may need to be nominated to attend to the emergency.</li> <li>• Each member of staff to attend the workplace, must follow the health check procedure.</li> </ul>
<p><b>Configure communal work areas and publicly accessible spaces so that:</b></p> <ul style="list-style-type: none"> <li>• there is no more than one worker per four square meters of enclosed workspace</li> <li>• workers are spaced at least 1.5m apart</li> <li>• there is no more than one member of the public per four square meters of publicly available space.</li> </ul> <p><b>Also consider installing screens or barriers.</b></p>	<p>During Stage 4 restrictions, all staff to work from home. Only in emergencies can there be access to the workplace.</p> <p>During Stage 3 no more than 2 workers in the space (TBC) due to space restrictions. All people in the workplace should be 1.5m apart and there should be no overcrowded areas. This means:</p> <ul style="list-style-type: none"> <li>➤ Staff should work from home if possible</li> <li>➤ Ensure staff and customers are 1.5m apart at all times</li> <li>➤ Limit the total number of staff and customers in an enclosed area</li> <li>➤ No carpooling</li> </ul>
<p><b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b></p>	<p>Use tape on the floor to indicate distances around workstations.</p>
<p><b>Modify the alignment of workstations so that workers do not face one another.</b></p>	<p>No need for adjustment in room 1. In room 2, align computers at opposing angles.</p>
<p><b>Minimise the build up of workers waiting to enter and exit the workplace.</b></p>	<p>No more than 2 workers in the space. In stage 4 restrictions this must be an emergency. Signs at door to remind people not to stay around doorways/entrances.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	Appendix 1
Review delivery protocols to limit contact between delivery drivers and staff.	Ask deliverers to leave items near the door and nominated staff member to manage the delivery. Maintain hygiene and cleaning protocols. All workers to have a copy of this plan
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	Email communications between staff members for <ul style="list-style-type: none"> <li>Plans to enter the office</li> <li>On entering the office</li> <li>On leaving the premises</li> </ul>
Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the <a href="#">‘four square metre’ rule</a> .	<b>Appendix 3</b> Signage Ensure appropriate signage is in place. <a href="https://www.safeworkaustralia.gov.au/doc/signage-and-posters-covid-19">https://www.safeworkaustralia.gov.au/doc/signage-and-posters-covid-19</a>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<b>Appendix 4</b> Staff to complete the attendance record template if using the workspace. Save the plan in the COVID-19 Safety plan folder with date. (i.e. COVIDSafe plan_01.01.2021)
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<b>Appendix 5</b> All workers to have a copy of this plan If workers notice a hazard, please fill in the hazard Identification form and alert manager as soon as possible.

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	Always refer to most recent advice on Victoria’s restriction levels <a href="https://www.dhhs.vic.gov.au/coronavirus">https://www.dhhs.vic.gov.au/coronavirus</a> Ausdance Staff to assume work from home is the norm until end of October 2020. To make this an agenda item in weekly staff meetings.
Prepare to identify close contacts and providing staff and visitor records to support contact tracing.	<b>See Appendix 4</b>

Guidance	Action to prepare for your response
<p><b>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</b></p>	<p>In stage 4 restrictions this must be in the case of an emergency. Always refer to most recent advice on Victoria's restriction levels <a href="https://www.dhhs.vic.gov.au/coronavirus">https://www.dhhs.vic.gov.au/coronavirus</a></p>
<p><b>Prepare for how you will manage a suspected or confirmed case in a worker during work hours.</b></p>	<p>Policy: Any staff who feel unwell must stay at home. This means:</p> <ul style="list-style-type: none"> <li>&gt; Support staff to stay home and get tested even if they only have mild symptoms</li> <li>&gt; Have a plan to immediately close down if there is a COVID-19 case</li> <li>&gt; Keep records of staff and customer details for contact tracing</li> </ul> <p>Procedure:</p> <ol style="list-style-type: none"> <li>1. Advise testing takes place and to go home immediately</li> <li>2. Stay at home until results of testing are received.</li> <li>3. Inform workers of suspected case</li> <li>4. Implement stay at home for all workers</li> <li>5. If worker was in the office, implement deep clean.</li> <li>6. Confirm or otherwise case, if confirmed: <ul style="list-style-type: none"> <li>• Report confirmed case as required</li> <li>• Follow through with stay-at-home procedures/sick leave</li> <li>• Review attendance records for contact tracing</li> <li>• Review procedures</li> <li>• Maintain support and communications with worker</li> </ul> </li> <li>7. Re-open the workplace once agreed by DHHS and notify workers they can return to work.</li> </ol>
<p><b>Prepare to notify workers and site visitors (including close contacts)</b></p>	<ol style="list-style-type: none"> <li>1. Inform workers of suspected case</li> <li>2. Implement stay at home for all workers</li> <li>3. If worker was in the office, implement deep clean.</li> <li>4. Confirm or otherwise case, if confirmed: <ul style="list-style-type: none"> <li>• Report confirmed case as required</li> <li>• Follow through with stay-at-home procedures/sick leave</li> <li>• Review attendance records for contact tracing</li> <li>• Review procedures</li> <li>• Maintain support and communications with worker</li> <li>• and communications with worker</li> </ul> </li> <li>5. Re-open the workplace once agreed by DHHS and notify workers they can return to work.</li> </ol>
<p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p>	<p>As above and left Protocol to follow: <a href="https://www.worksafe.vic.gov.au/report-confirmed-positive-case-covid-19">https://www.worksafe.vic.gov.au/report-confirmed-positive-case-covid-19</a></p> <p><b>Nominated personnel responsible for contacting WorkSafe is....</b></p>
<p><b>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</b></p>	<p>As above</p>

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the workplace.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_



# Template: Health questionnaire

Each staff member must complete this questionnaire before starting each shift.

Please provide your completed questionnaire to your manager for approval to go to work.

Approval must be given before leaving home.

Managers keep this document as a record.

Staff name: \_\_\_\_\_

Date: \_\_\_\_\_ Time of shift e.g. 09:00-17:00: \_\_\_\_\_

Are you currently required to be in isolation because you have been diagnosed with coronavirus (COVID-19)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you been directed to a period of 14-day quarantine by the Department of Health and Human Services as a result of being a close contact of someone with coronavirus (COVID-19)?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**If you answered YES to either of the above questions you should not attend work until advised by the Department of Health and Human Services that you are released from isolation or until your 14-day quarantine period is complete.**

If you answered **NO** to the above questions, proceed to the symptom checklist below.

## Are you experiencing these symptoms?

Fever (If you have a thermometer, take your own temperature. You are considered to have a fever if above 37.5°C)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Chills	<input type="checkbox"/> YES <input type="checkbox"/> NO
Cough	<input type="checkbox"/> YES <input type="checkbox"/> NO
Sore throat	<input type="checkbox"/> YES <input type="checkbox"/> NO
Shortness of breath	<input type="checkbox"/> YES <input type="checkbox"/> NO
Runny nose	<input type="checkbox"/> YES <input type="checkbox"/> NO
Loss of sense of smell	<input type="checkbox"/> YES <input type="checkbox"/> NO

If you answered **YES** to any of the above questions you should not enter your workplace (or should leave your workplace).

Tell your employer, go home, and get tested for coronavirus (COVID-19).

If you answered **NO** to all the above questions, you can enter your workplace.

If you develop symptoms, stay at home and seek further advice from the 24-hour coronavirus hotline 1800 675 398 or your general practitioner.

You are encouraged to download the COVIDSafe App to assist contact tracing.

# Workplace signage

Explore these websites for suitable downloadable and editable PDFs

- <https://www.safeworkaustralia.gov.au/doc/signage-and-posters-covid-19>
- <https://www.australia.gov.au/covidsafe-resources>

For example:

## Posters & collateral

You can download the editable PDF's below and print them or tailor them to your business.



# Template: Workplace attendance register

## APPENDIX 4

### Instructions:

Under current public health advice, from [date], all Victorian workplaces are required to establish and maintain a register of every person who attends the workplace for a period of more than 15 minutes. This includes all workers (including sub-contractors) and any customers, clients or visitors permitted in the workplace (including workplace inspectors).

If an employee or visitor tests positive for coronavirus (COVID-19), a current and accurate workplace attendance register will allow the employer to immediately identify anyone who has been in close contact with that person within the prior 48 hours.

If you already have a system in place to capture this information, it is not necessary to use this template. This template can be adapted or used by workplaces that do not already record the attendance of employees and visitors to the workplace.

For more information regarding the definition of a close-contact, see:  
<https://www.dhhs.vic.gov.au/victorian-public-coronavirus-disease-covid-19>

### Business details

Business name: \_\_\_\_\_

Site/location: \_\_\_\_\_

Contact person: \_\_\_\_\_



**Workplace attendance register**

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# Template: Hazard Identification Form

Part 1: Notification of Hazard					
Name of person reporting hazard	*Required Field				
Location of Hazard	*Required Field				
Date of Hazard	*Required Field				
Detailed description of Hazard	*Required Field				
Detailed equipment damage if any	*Required Field				
Name and Contact details of witness, if applicable	*Required Field				
Date Unit Manager is first informed	*Required Field				
Immediate action taken if any	*Required Field				
Photos/Supporting Evidence	*Required Field				
NOTIFY UNIT MANAGE/CFO immediately after completing Part 1					
	CONSEQUENCES				
LIKELIHOOD	INSIGNIFICANT 1	MINOR 2	MODERATE 3	MAJOR 4	CATASTROPHIC 5
ALMOST CERTAIN	M	M	H	H	H
LIKELY	M	M	H	H	H
POSSIBLE	M	M	M	S	H
UNLIKELY	L	L	M	M	S
RARE	L	L	M	M	M
<b>Risk Level Action</b> H High : Immediate action to remove/reduce/isolate risk. S Serious: Remove/reduce/isolate risk in 1-7 days. M Medium: Remove/reduce/isolate risk in 8-14 days. L Low: Need to monitor to ensure risk does not escalate.			<b>Consequence Examples</b> <ol style="list-style-type: none"> <li>No injuries, low financial loss.</li> <li>First aid treatment, on-site release immediately contained, medium financial loss.</li> <li>Medical treatment required, on-site release contained with outside assistance, high financial loss.</li> <li>Extensive injuries, loss of production capability, off-site release with no detrimental effects, major financial loss.</li> <li>Death, toxic release off-site with detrimental effect, huge financial loss.</li> </ol>		
<b>Hierarchy of Controls</b> <ol style="list-style-type: none"> <li>Elimination</li> <li>Substitution/Isolation</li> <li>Engineering</li> <li>Administration</li> <li>Personal Protective Equipment</li> </ol>					

Part 2: Follow Up	
Date when Unit Manager first reviewed report	*Required Field
Action taken to prevent reoccurrence (Unit Manager)	*Required Field
Unit Manager Name/Position	*Required Field
Action completed with date	*Required Field
Note: Please save form for the 'Evidence folders' to appear.	*Required Field