

Keilor Dance Studio

COVID SAFE POLICY

(Last updated 28/10/2020)

“The health and wellbeing of Keilor Dance Studio staff, students and families is our number one priority. You must not attend the studio if you or anyone in your household has flu-like symptoms, including coughing, fever, shortness of breath or sore throat.”

1. ENROLMENT / REGISTRATION

- . a) *All Zoom students have automatically been re-enrolled for Term 4, 2020.*
- . b) *Enrolment will be confirmed once payment is made.*
- . c) *Where class times have changed or been cancelled, students have been allocated to the new class time or to a suitable alternative class.*

2. TIMETABLE

- . a) *The timetable has been amended to accommodate for additional cleaning breaks and to allow for density (people per sq m) requirements. The downstairs studio at Goodlife Health Club is no longer in use to Keilor Dance Studio therefore some classes have been cancelled or moved to a different time or location. If this effects your child's class you will be notified.*

3. DROP OFF & PICK UP / PARENTS ON SITE

- . a) *Parents WILL NOT be permitted inside the premises. This will enable us to control the number of persons in each space at any one time and to ensure that maximum capacity/density limits set out by the government are adhered too.*
- . b) *Students aged 8 years + may enter/exit the studio building independently to and from their parent's car, while keeping 1.5metre distance from other patrons.*

- . c) *Students under 8 years must be accompanied by a parent to and from the front door. A staff member will supervise students at pick up and drop off times from the front door, this will happen 5mins before class and 5mins after class. The staff member will escort the entire class into the studio keeping 1.5 metre distance from other patrons. Once your child is safely inside, we ask that parents/caregivers wait in your car or leave and return to collect your child after class. Please do not wait on the footpath or driveway as we need to keep this space clear for students and staff.*

- d) *Students must be dropped off within 5 minutes of their class start time and collected within 5 minutes of their class finish time. Students are not permitted to be dropped off early or picked up late. If waiting outside, line up and ensure you keep 1.5 metres distance between you and other families at all times.*

4. USE OF FACILITIES

- . a) *Change rooms are not to be used.*

- . b) *Toilet facilities are open however students are encouraged to use the toilet before and after class only, if possible.*

- . c) *All students will abide by maximum capacity limits of 1 person per 4 sq. m.*

5. HYGIENE MEASURES

- . a) *Students will be required to sanitise their hands upon arrival. Hand sanitiser is available for use. Anyone adverse to hand sanitiser will be required to wash their hands with soap and water.*

 - . b) *Students are not permitted to bring iPads, food or toys to share with other students. Phones must be left in bags. All belongings must be labeled with student name.*

 - . c) *Where possible doors will remain open, allowing students to pass through without touching door handles.*

 - . d) *Regular cleaning and disinfecting will occur in our studio locations.*
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- *Staff will be sanitising hands between every class.*

- *Staff will be encouraged to clean personal items regularly, as well as sanitising any high touch services, such as phones /ipads before and after classes*

6. ADMINISTRATION

- . *a) Inquiries can only be made via phone or email, during business hours and not in person.*
- . *b) Payments can be made via direct debit.*
- . *c) Uniform MUST be worn. Previous year uniform can be worn if 2020 uniform is not yet available. Hair tied away from face to avoid touching face.*

7. PAYMENTS

- . *a) Payments can be made via direct debit.*
- . *b) Payment is required in advance for the term, before the invoice indicated period begins.*

8. STUDIO CLOSURE OR UNATTENDANCE

- . *a) In the event of the need of a studio closure, Zoom sessions will resume.*
- . *b) In the event that a student is unable to attend due to illness or Covid 19 restrictions, make up classes may be available.*

9. HYGIENE

- . *a) All Acrobatic students can bring their own yoga mat or will be required to wipe down their provided mat before & after class.*
- . *b) Light switches, fan switches, door handles and ballet barres will be cleaned in between classes.*
- . *c) Dance floors will be cleaned regularly.*

- . d) *Students must bring their own filled water bottle.*
- . e) *Social distancing will be encouraged.*
- . f) *Food is not to be brought to the studio, or shared.*
- . g) *Students belongings are not to be shared.*
- . h) *Students/Staff should avoid touching their face.*
- . i) *Students/Staff should avoid close contact with others such as hugs, high 5's etc.*
- . j) *If a student sustains a injury our team still has a duty of care to provide First Aid to all students if needed. Teachers will wear gloves. A mask may also be worn at their personal discretion.*

10. ILLNESS PROTOCOL

- . a) *Staff, parents and students must NOT attend Keilor Dance Studio if they:*
 - i. *Have any symptoms of cold, flu or fever.*
 - ii. *Have been in contact with an individual who has tested positive to Covid-19 in the past 14 days.*
 - iii. *Have been in contact with an individual who has been tested for Covid-19 but are awaiting results.*
 - iv. *Live in an area that is in 'lockdown'*
 - v. *Have been instructed to self-isolate*
- . b) *Any individual who has attended Keilor Dance Studio MUST notify our administration via email if they have tested positive for Covid 19.*