

**> BE COVID SAFE.  
HELP NSW STAY IN BUSINESS.**

## Your COVID-19 Safety Plan

### Gyms and indoor recreation

#### Business details

|   |   |
|---|---|
| Business name   | Grace Studios   |
| Business location (town, suburb or postcode)                | Engadine  |
| Select your business type                                   |   |
| Indoor recreation facilities (yoga, pilates, dance studios) |   |
| Completed by  | Elizabeth Bridges   |
| Email address   | <u><a href="mailto:hello@grace-studios-drama.com">hello@grace-studios-drama.com</a></u> |
| Effective date  | 11 October 2021   |
| Date completed  | 11 October 2021   |

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### Wellbeing of staff and customers

**Exclude staff, volunteers and visitors who are unwell from the premises.**

Agree

Yes

**Tell us how you will do this**

If staff or students feel unwell, they must stay home and away from others. If symptoms are severe, they will get tested and/or seek immediate medical attention. Signs will be prominently displayed at all venues to let parents know sick students must not attend classes. This will also be communicated via our social media channels of Facebook, Instagram, regular marketing emails and texts.

**Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning.**  
**Agree**

Yes

**Tell us how you will do this**

All staff have been made aware of information and training regarding COVID 19 during regular staff meetings and through regular verbal communication with the studio director when new information arises.

**Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.**  
**Agree**

Yes

**Tell us how you will do this**

QR codes will be displayed and diligently checked by staff for all entrants to the premises for contact tracking and health purposes.

Additional signs outlining COVID-safety practices will be prominently displayed at all venues and necessary requirements will be communicated regularly with staff and customers.

This information is also communicated to members of our community via our social media accounts (FaceBook and Instagram) and also via email and texts.

**Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers, visitors and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19**

**vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>**

**Note: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to enter the premises.**

**Agree**

Yes

**Tell us how you will do this**

It is a requirement of enrolment and attendance at the studio that proof of vaccination has been provided to the studio and verified by staff. These records will be safely stored on our private Google Drive and will be provided if required.

Staff will need to be fully vaccinated and have demonstrable proof to teach on the premises. Staff will be trained on valid vaccination and identification proof in our regular staff meetings.

Posters will be prominently displayed demonstrating vaccination requirements for the government.

This information is regularly communicated to members of our community via our social media accounts (FaceBook and Instagram) and also via email and texts.

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## **Physical distancing**

**Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.**

**Note: Group classes and group activities at indoor recreation facilities must not exceed 20 persons.**

**Note: Indoor swimming pools can only open for swimming lessons, squad training,**

## **lap swimming, and rehab activities.**

**Agree**

Yes

### **Tell us how you will do this**

Classes will not exceed one person per 4sqm of space indoors and group classes will not exceed 20 students. Students who are 16+ will be fully vaccinated and students over the age of 12 will wear masks throughout their classes in addition to staff.

### **Ensure 1.5m physical distancing where possible, including:**

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

**Agree**

Yes

### **Tell us how you will do this**

Activities during our classes are flexible to ensure no contact occurs. Props will be forbidden to ensure minimal contact between teachers and students. Teachers will ensure the focus remains entirely on human verbal interaction, not on any props.

Parents who come to collect their children will remain outside the hall space, preferably waiting in their car, or keeping 1.5 metres physical distance outside. Students are directed outside by the class teacher.

Teachers are aware to instruct students in group classes to sit 1.5m apart on the floor when they are watching each other's performances in class. The only exception for the use of chairs will be in a private lesson with one student, where the student may require a table and chair, in which case we will wipe down that table and chair after use.

There will be masking tape marked with an 'X' on the ground leading up to the hall space for when students congregate waiting for their lesson to begin. The space where

students wait for the commencement of their lesson is outdoors.

**Avoid congestion of people in any specific areas within the venue where possible, such as change rooms and other communal facilities.**

**Agree**

Yes

**Tell us how you will do this**

Staff and students are forbidden to use areas that do not pertain to the conduct of the lesson, such as the kitchen facilities, on the premises.

Students are not allowed to go to the bathroom together and must wash hands thoroughly with soap before returning to class.

**Have strategies in place to manage gatherings that may occur immediately outside the premises.**

**Agree**

Yes

**Tell us how you will do this**

Parents picking up and dropping off their child will remain in the car to avoid congregating outside the premises.

The studio will mark the pick up and drop off zones. Each hall has two doors - the small hall has the bottom door near the bathroom and side doors to side playground, and the top hall has the top veranda doors and the lower foyer door.

The studio will make use of the multiple entrance and exit doors to separate the classes and for pick up and drop off. Our timetable schedule for using the premises does not clash with any other company or business, we are the only company on the premises at our scheduled times.

There will be masking tape marked with an 'X' on the ground leading up to the hall space for when students congregate waiting for their lesson to begin. The space where

students wait for the commencement of their lesson is outdoors where social distancing will be maintained with staggered entrances and departures.

This will be communicated to parents via our social media channels, website and email campaigns.

**Singing by audiences is not allowed in indoor areas.**

**Dancing is not allowed in indoor areas except for dance classes, where no more than 20 people are permitted to dance.**

**Patrons can only consume alcohol when seated in indoor areas.**

**Agree**

Yes

**Tell us how you will do this**

Until the restrictions change, our studio will not conduct any classes that include singing or dancing, including musical theatre. Singing and dancing exercises will also be discouraged in group drama classes.

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## **Ventilation**

**Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.**

**Agree**

Yes

**Tell us how you will do this**

In all our classes, staff will ensure all windows and doors (where possible, practical and

safe) will remain open for ventilation and increased airflow in classes.

When we are in venues with an access to air conditioning, staff will ensure the settings are optimised to avoid the recirculation of air.

The hall provider will manage this on our behalf and if we notice anything we will inform our hirers who can take appropriate action.

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

We will ensure classes with access to outside spaces are optimised for classes to make the most of the outdoor settings in a safe manner.

**In indoor areas, increase natural ventilation by opening windows and doors where possible.**

**Agree**

Yes

**Tell us how you will do this**

All staff will open all doors and windows (where possible, practical and safe) in preparation for the start of each lesson to ensure fresh airflow and ventilation.

**In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).**

**Agree**

Yes

**Tell us how you will do this**

All staff will open all doors and windows (where possible, practical and safe) in preparation for the start of each lesson to ensure fresh airflow and ventilation and to

avoid recirculated air.

**Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).**

**Agree**

Yes

**Tell us how you will do this**

The hall provider will manage this on our behalf and if we notice anything we will inform our hirers who can take appropriate action.

**Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.**

**Agree**

Yes

**Tell us how you will do this**

The hall provider will manage this on our behalf and if we notice anything we will inform our hirers who can take appropriate action.

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## **Hygiene and cleaning**

**Face masks must be worn by staff and customers in indoor areas, unless exempt.**

**Note: People engaging in physical exercise are exempt, unless they are participating in an indoor gym class or dance class**

**Agree**

Yes

**Tell us how you will do this**

All staff and children over the age of 12 will be required to wear masks for the entirety of



their time on the premises unless exempt.

**Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.**

**Agree**

Yes

**Tell us how you will do this**

Hand sanitiser has been purchased and will be placed at the door entrance and in the class space for students to use throughout the lesson. Disinfectant wipes are also supplied to disinfect and clean surfaces.

All staff and students wash their hands thoroughly with soap and water for at least 20 seconds to prevent passing on germs. Staff and students dry their hands immediately after washing.

**Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.**

**Agree**

Yes

**Tell us how you will do this**

Hall provider ensures bathrooms are well stocked with the essentials and the staff are notified of where spares are kept.

**Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day. Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use. Encourage visitors to wipe down equipment after they have finished using it**

**Agree**

Yes

### **Tell us how you will do this**

The surfaces that will be cleaned after using the premises include: all door handles, bathrooms and table and chairs used in a private lesson with a single student. These areas will be all wiped down with detergent and water and then with disinfectant spray to ensure all germs are eliminated.

Prop use within lessons is discouraged and chairs and equipment will be immediately wiped down after use.

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## **Record keeping**

**Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, visitors and contractors.**

**Note: Community centres and halls are not required to collect electronic entry records but are strongly encouraged to do so.**

### **Agree**

Yes

### **Tell us how you will do this**

All visitors relating to our service will be required to sign in using the NSW government QR code. This includes staff, parents and children.

**Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.**

Agree

Yes

**Tell us how you will do this**

Staff will diligently check QR code confirmation and sight a green tick before entrance to the venue.

Signs will also be prominently displayed showing the QR codes for easy sign in at key entrances and exits of the premises.

**If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.**

Agree

Yes

**Tell us how you will do this**

Staff members record student names and contact details in an excel spreadsheet every week stored in the studio google drive.

Additionally, enrolment records are kept electronically as an additional contact format for contact tracing purposes if required.

**Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.**

Agree

Yes

**Tell us how you will do this**

We will be using the QR codes and storing enrolment information for contact tracing purposes. This will be stored on our Google Drive if required for contact tracing purposes.

**I agree to keep a copy of this COVID-19 Safety Plan at the business premises**

Yes