

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

Your COVID-19 Safety Plan

Indoor recreation, yoga, pilates and dance studios, martial arts training facilities

Business details

Business name	Studio OFF DUTY
Business location (town, suburb or postcode)	Wentworth Falls
Completed by	Sophia Holland
Email address	info@studiooffduty.com.au
Effective date	28 September 2020
Date completed	20 October 2020

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

We have included information on our website and on our front door stating they must not enter if they are unwell, or are awaiting for results of a COVID test. If my staff member, my daughter, is sick she will not be attending the studio.

Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, cleaning, and how to

manage a sick visitor.

I have informed my staff member who is my daughter about our COVID safety rules and provided her with information about wearing masks, 1.5m physical distancing where reasonable during all of her classes and she needs to clean the studio thoroughly in the 10 mins she has before the next class arrives. We both also trained/updated very recently in CPR and FIRST AID which provided us with current knowledge on COVID. If we have a sick customer, they will be asked to leave.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

I have one staff member, who is my daughter, if she is sick I will teach all of her classes for two weeks or other if stated necessary by her doctor.

Display conditions of entry (website, social media, venue entry).

Conditions fo entry are displayed through signs on our front door, and also on our website.

Premises with a swimming pool, spa or sauna must complete the COVID-19 Safety Plan for swimming pools.

Premises with an indoor gym must complete the COVID-19 Safety Plan for gyms and register this through nsw.gov.au.

Premises with food or drink services must complete the COVID-19 Safety Plan for restaurants and cafes and register this through nsw.gov.au.

These do not apply to my business as we are teaching dance classes, have no food or drink services and do not have a swimming pool, spa or sauna.

Physical Distancing

Ensure the number of people in a facility does not exceed one person per 4 square metres (excluding staff). Children count towards the capacity limit.

Our premises is 80 square metres, allowing 20 people in the studio and waiting area at any one time. Each participant must book their class through our online system which

keeps track of the people and limit these numbers. We will not be allowing anyone to wait in the waiting room. Instead on our door we have a sign that asks people to enter when their class begins and the waiting room will be closed.

Ensure sport and recreation activities have no more than 20 participants, plus the instructor and any assistants, per space that complies with one participant per 4 square metres. There may be multiple classes in a room if there is sufficient space to accommodate this, and if the classes remain separate with start and end times staggered to minimise crowding. Ensure participants maintain 1.5 metres physical distance where practical. Children count towards the capacity limit.

Classes are in one hour blocks, however each class will be 50 mins allowing 10 mins for staggered changeovers and cleaning. We have put tape markings on the studio floor, each 1.5m apart to ensure participants are remain this distance \apart.

Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. Household contacts are not required to distance.

This does not apply to my business as there are no spectators and the waiting area will be closed. The only people on premises will be class participants and instructors.

High energy dance, such as Zumba or similar classes, can spread COVID-19 if a participant is infected. There should be additional planning around these activities including:

- **Additional physical distancing or smaller class sizes**
- **Cleaning with detergent and disinfectant after each class**
- **Holding these classes in large spaces with high ceilings and good ventilation**
- **If partnered dancing, avoid rotation of partners**

Our ceilings are 3.6m high and we have lots of windows ensuring good ventilation. Our numbers will remain locked at 10 participants per class in order to ensure social distancing. All classes will finish after 50 mins allowing 10 mins to clean and disinfect before the next class begins,

Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.

We do not have showers, lockers or big change rooms. We have put a sign on the door of the bathroom stating one person only at a time may be in there.

Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.

We do not have a shower and have included on our website a paragraph about COVID regulations, asking people to change at home.

Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.

As we do not have our waiting room open, there will be no queuing or waiting for class. We have marked the floor of the studio to ensure social distancing and have a sign on our front door asking people to not enter until the time of their class and that our waiting area is closed.

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

We have a sign on our front door stating 1.5m social distancing rules and to please not gather at the front of the studio,.

Use telephone or video platforms for essential staff meetings where practical. Where reasonably practical, ensure staff always maintain 1.5 metres physical distancing, including at meal breaks and in office or meeting rooms. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.

I only have one staff member other than myself. We do not have staff meetings as she is my daughter. We cannot wear a face mask while teaching a dance class as the participants would not be able to hear/understand what we are saying. However, the instructor will remain at the front of the room most of the time, or if practical to do so.

Review regular business deliveries and request contactless delivery and invoicing where practical.

I do not get deliveries to the business. I have contactless deliveries for the business to my house. This is because I do not have a PO Box and I do not want any equipment/deliveries left unattended.

Hygiene and cleaning

Adopt good hand hygiene practices.

We will clean and disinfect the studio area before each class. We will not be providing/hiring equipment such as yoga mats and flex bands, the client must bring their own, or they can purchase brand new from our studio.

Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.

We have hand sanitiser at the entrance to our studio, and another at the top of the stairs.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand washing.

We have soap in the bathroom as well as paper towels.

Encourage visitors to bring their own water bottles, sweat towels and equipment.

Each participant will need to bring their own water bottles, towels, mat and equipment- this is stated on our website. We will have some of this equipment for sale, unopened and brand-new at our studio, which the client will need to purchase if they forget theirs. We will not be hiring any equipment or allowing participants to borrow ours.

Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.

The studio will be cleaned in its entirety at the end of each day. Frequently touched areas will be disinfected between each class.

Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.

We will not have high intensity cardio. Regardless, the studio floor will be cleaned and disinfected between each class.

Reduce sharing of equipment (including hire equipment) where practical and ensure

these are cleaned with detergent and disinfectant between use.

We will not be hiring any equipment to participants.

Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.

We have disinfectant bottles available for each participant.

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

We have several bottles of disinfectant on site which are the appropriate strength and used according to the instructions on the back.

Staff are to wash hands thoroughly with soap and water before and after cleaning.

All staff will ask hands with soap and water in our bathroom after cleaning and before the next class starts.

Encourage contactless payment options.

Our participants must book and pay for their classes on line. If in the case a client would like to book on site at the studio, they will pay for the class via our contactless Eftpos terminal.

Record keeping

Keep a record of name and a contact number for all staff, volunteers, participants, visitors and contractors for a period of at least 28 days. Where possible, personal details should be collected in a way that protects it from disclosure to other customers. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.

All records of staff and participants is kept on my booking system.

Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.

My staff member, daughter, has been made aware of the COVIDSafe app.

Indoor recreation facilities should consider registering their business through nsw.gov.au.

I will register my dance studio, Studio OFF DUTY, through nsw.gov.au as soon as I have completed the plan.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

If there is a positive case of COVID-19 at my studio we will co-operate with NSW Health.

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

Yes