

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

Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

Business name	Meridian Dance
Business location (town, suburb or postcode)	133 Flora Street, Sutherland 2232
Select your business type	Indoor recreation facilities (yoga, pilates, dance studios)
Completed by	Natalia Danilova
Email address	<u>Natalia@meridiandance.com.au</u>
Effective date	18 October 2021
Date completed	25 October 2021

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

The venue we hiring to provide our dance lessons has visible signs stating there is no entry for people with slightest covid symptoms. We will ask to person to leave if they display signs of been unwell

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 people who would be working for Meridian will be familiar with conditions of entry and will be regularly updated on any changes in registration

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

We will strictly follow covid safe plan of our hall provider which we agreed in writing to do.

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 where practical 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: This requirement applies at public swimming pools and indoor recreation facilities including gyms.

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

We have communicated to all our customers via email, social media that our business will be following all current rules and regulations and expecting our customers to comply with conditions of entry. Staff is checking vaccination status on entry.

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 at a gym and group dance classes at an indoor recreation facility must be limited to no more than 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

We will follow covid safe plan of our hall provider, insuaring that we following all current rules and regulations. We will not take more then 20 people per class and will gollow the 4sm per person rool. Our hall provider has desplayed sings with capacity limite in e ery hall/space.

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

We will monitor that our students and parents following 1.5m distancing rule which clearly communicated to them via posters on walls and entry by our hall provider.

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

We will finish group lessons 5 min earlier so that students can leave the hall before next class will be coming in.

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

Agree

Yes

Tell us how you will do this

5 min gap between classes and reminding students to follow rules and stay 1.5 meter away from each other.

Singing by audiences is not allowed in indoor areas.

Agree

Yes

Tell us how you will do this

We are dance studio

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

We will open windows and use fans to make sure our students have an adequate ventilation while doing dance lessons

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

We are dance studio and do not use outdoor facilities

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

Agree

Yes

Tell us how you will do this

We will open windows and use fans

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

We will use fans, airconditioning and opening of the windows depending on weather outside

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

Our hall provider will be regularly maintaining it, it is clearly stated in covid safe plan they have provided to all their hall users

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

Our hall provider will be doing it. It is clearly provided in their covid safe plan provided to all hall users

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.

Agree

Yes

Tell us how you will do this

All our students or their family members eligible to enter notified and expected to wear face mask on entry and while not dancing. Information was sent to our students and clearly stated on a sign on a wall and entry doors of our hall provider

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

Agree

Yes

Tell us how you will do this

We are providing hand sanitizer and asking to use it before entry as during class as needed. Sign is displayed on a wall and entry with importance of hygiene - washing hands and using hand sanitizer

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

Agree

Yes

Tell us how you will do this

We have covid safe plan from our hall provider stating that they will be responsible for that aspect. We will monitor this as well and notify hall provider. We have soap and hand sanitizer ready to be used for our students at all times

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

Our hall provider insures that adequate cleaning will be regularly done. On top of that we will sanitize door handles before our customers coming and will do it frequently during our usage of hall to create the most safety to our studens

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

Our hall provider has a QR code that is visibly displayed on entry and walls of hall. The conditions of entry for each person is to use QR code and display it to us . If person do not have phone we will keep the records of entry and will be able to demonstrate it to authorities uf required

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

Our hall provider displayed QR code in multiple places and We are monitoring that every person entering for Meridian dance is using them.

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

We are doing class rolls electronically.

We will do it manually if electronic is not possible and agree to prove it electronically to authorities 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

There is only 2 entries in the building we use and people must use QR code of our hall

provider. We are keeping electronic class roll so will be able to provide exact times of entry our students/their caregivers.

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

Yes