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*Michelle Rae School of Dance*

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Pinewood Primary School  
MOUNT WAVERLEY

**COVIDSafe PLAN**  
**JANUARY 2021**

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WEBSITE: [www.michelleraeschoolofdance.com](http://www.michelleraeschoolofdance.com)

## **COVID Safe Plan**

- Accurate class rolls, staff details and attendance at every class
- Updated contact details for all students and staff
- Number of students in studio limited to comply with current State Government regulations and social distancing at all times
- No parents or visitors at any time in the venue unless authorized as essential or in an emergency
- Studio floor marked with removable spots 4m<sup>2</sup> apart for younger classes as required
- No partner or contact work at any time
- Limited use of barres or props, if required for use will be disinfected prior and after use
- Parents drop and collect Inters/Seniors from street car parking areas only
- Tinies/Juniors will be escorted to and from classes by Michelle Rae authorized staff only
- We will only be utilising the small school gate in Toombah Street for students to be escorted directly to and from the Music Room external courtyard (alternatively our staff will collect as pre-arranged from OSHC). The Toombah Street gate will be identified with our logo banner. This will eliminate any access around the school.

### **Sanitation and Hygiene**

- Regular cleaning protocols including before and after each class
- Hot spots/high touchpoints such as door handles etc
- Hand sanitizer to all students entering and exiting studio
- Hand hygiene – bathrooms adequate soap available
- Monitor bathroom to limit attendance numbers at one time

### **General Health and Considerations**

- NO attendance if any flu like/COVID like symptoms or close contact with any symptoms
- Staff or students experiencing any onset of symptoms will be isolated in an appropriate space with suitable supervision and collected by a parent/carer as soon as possible

## COVIDSafe Plan for **MICHELLE RAE SCHOOL OF DANCE**

This COVIDSafe Plan has been prepared to protect staff, students, and parents  
Our primary focus is to keep our dance family safe

All criteria for our return to the studio is in accordance with current Victorian State Government guidelines.

We will advise you of any further updates once they are released.

### **KEY ACTIONS TO STOP THE SPREAD**

- Wash your hands often.
- Use hand sanitiser
- Adhere to social distancing rules.
- Try not to touch your eyes, nose, or mouth.
- Cover your nose and mouth with a tissue when you cough or sneeze.
- Please stay home if you feel unwell, get tested and self-isolate pending results.
- Face coverings must be worn on site for all persons over 13 years of age (until further notice).
- All infectious waste disposables are to be placed in the correct waste bin this includes but not limited to; tissues, sanitiser/disinfectant wipes/ disposable face coverings.

### **ADDITIONAL KEY POINTS**

Please see the following website for COVID-19 symptoms:

<https://www.dhhs.vic.gov.au/victorian-public-coronavirus-disease-covid-19>

Students should not attend the studio in any capacity if they feel unwell or have been in close contact with a suspected case of COVID-19.

If found to have any symptoms related to COVID-19 as stated by DHHS, you must:

- Refrain from attending class
- Get tested
- Self-isolate pending test results
- Medical certificates may be required upon re-entry into the facility.

Vulnerable students with medical conditions who may be at increased risk or those with underlying medical conditions should obtain advice from their doctor before returning to the studio.

## **GENERAL FACILITY CLEANING AND COVID SAFE PRACTICES**

All staff and teachers have completed COVIDSafe Training.

Cleaning will occur at the end of each day/evening

Floors throughout the facility will be swept and mopped daily.

Toilets, sinks, taps, soap dispensers will be wiped and sanitised before and after each class.

Light switches, alarm keypad, door handles, doors will be wiped down after each class

Studio doors will remain open where possible & will only be opened/closed by the teacher in that studio.

Social distancing markers will be placed in the foyer and in the studio 1.5 metres apart.

Signage will be displayed around the facility to educate and instill good hygiene practice, social distancing reminders and maximum person allowances per space

Time allocated in between classes will allow for cleaning and safe transition between students.

There will be sanitising stations placed in the foyer and studios.

Records of teachers, staff and students entrances and exits in facility will be kept for trace contacting.

All students are to bring their own water bottles and any other required equipment & must take every item with them upon exit.

No extra unrequired items are to be brought into the facility, please refrain from bringing dance bags, toys, books where possible.

No extra persons are allowed on site, this includes parents/guardians, friends etc.

Special needs students are exempt. Carer adhere to social distancing rules, must use hand sanitizer and wear face covering.

All enquiries are to be done via email SMS or a phone call, please do not approach staff to discuss or ask questions. Please forward all inquiries to:

**MICHELLE RAE WALL**

**0409 351 248**

**[michelleraeschoolofdance@outlook.com](mailto:michelleraeschoolofdance@outlook.com)**

There will be no uniform sales, taking measurements or trying on costumes until further notice.

## **ARRIVAL OF STUDENTS**

- Students should arrive dressed in their dance attire and ready for class
- Parents/Guardians are to drop off their child at the entrance, whilst maintaining social distancing and not enter the premises

## COVIDSafe Plan for **MICHELLE RAE SCHOOL OF DANCE**

- Staff will permit students to enter to ensure all other students have left and that sanitation of the rooms has been completed.
- Attendance roles will be diligently marked
- Inside the building, students are to adhere to social distancing rules by using the indication markers on the floor.
- Hand sanitiser will be used on all students upon their arrival.
- If a student is suspected of being ill, they will be asked to go home immediately and will be safely isolated from other persons.
- The studio door will remain open to avoid touch point contact and increase air flow.
- Students are always to remain 1.5 metres apart by using the distance markers as a guide.

### **IN CLASS PROTOCOL**

- Doors will remain open
- Students are to start on their marker and remain 1.5 metres apart from others.
- Ballet barres will not be used in classes.
- Teachers and staff will remain 1.5m from students always.
- No physical corrections, modifications or spotting will be done.
- No partner work or physical contact between students, students are to refrain from hugging, high 5s or close contact with others.
- Travel / corner / drills and choreography of dances routines will be taught maintaining social distancing requirements.
- Students that use the bathroom will need to sanitise their hands before leaving class and upon re-entry into class.

*We do request to please use the bathroom before arriving at the studio if possible.*

### **CLASS CONCLUSION**

- Older Students and Teachers will be required to wipe down the floor
- Students must take all their belongings with them, any items left behind will have to be discarded.
- Students will hand sanitise and be escorted to the exit where parents are to collect them, parents and students must maintain social distancing during exit and pick up, even outside of the building.
- Teachers or a staff member will wait until each student is collected to ensure Child safety policies and procedures are in place.

#### **Please be on time to pick up your children.**

- Students with back-to-back classes must wait in the allocated area e.g. foyer or outside in between classes so sanitation process can be completed. Students will be supervised
- Food is not to be brought into the building.
- Upon exit of all students, each studio space will be sanitised and disinfected, if toilets have been used by students, these will also be sanitised.
- Teachers are to also wipe down the stereo, any remote controls, light/fan switches their own personal belongings such as mobile phones and laptops.
- Teachers will discard any unclaimed water bottles or belongings before the next class enters

## COVIDSafe Plan for **MICHELLE RAE SCHOOL OF DANCE**

### **TIMETABLE & FEES**

- Classes will move to online classes immediately if required by State Government.
- No refunds will be given to students who do not wish to continue online.
- Please ensure your online enrolment details are up to date.
- We understand families are facing difficult times, please advise us if you require a payment plan.

### **CONTACT**

All concerns or queries are to be directed to:

**MICHELLE RAE WALL**

**0409 351 248**

**[michelleraeschoolofdance@outlook.com](mailto:michelleraeschoolofdance@outlook.com)**

### **REFERENCES AND GUIDELINES**

Australian Government

[www.australiagov.au](http://www.australiagov.au)

Federal Government

[www.health.gov.au/covid19-resources](http://www.health.gov.au/covid19-resources)

Victorian Government

[www.dhhs.vic.gov.au/coronavirus-covid-19-daily-update](http://www.dhhs.vic.gov.au/coronavirus-covid-19-daily-update)

Safe Work Australia – COVID -19 Resource kit

[www.safeworkaustralia.gov.au/covid-19-information-workplaces](http://www.safeworkaustralia.gov.au/covid-19-information-workplaces)

National COVID-19 [www.pmc.gov.au/nccc](http://www.pmc.gov.au/nccc)