

# DANCEHOUSE COVIDSafe plan

CURRENT STEP IN VICTORIA'S ROADMAP: COVIDSafe Settings

LAST UPDATED: 27 May 2021

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## About COVID-19

In Australia, vaccines are now rolling out for COVID-19. Vaccines will not prevent our communities from getting COVID, but they do reduce the severity of the disease.

At Dancehouse, we keep our community, staff, users and visitors safe by adherence to the [6 Principles of COVIDSafe Workplaces](#):

- Ensuring physical distancing
- Wearing face masks
- Practicing good hygiene
- Keeping records and acting quickly if someone is unwell
- Avoiding interaction in enclosed spaces
- Creating workforce bubbles

## Victorian Government

Dancehouse adheres to the **Metropolitan Melbourne** restrictions of the Victorian Government.

On 6 September 2020, the Victorian Government announced [Victoria's Roadmap for Reopening](#) including COVIDSafe Summer. In 2021, Victoria is under the COVIDSafe Settings.

Dancehouse has aligned Steps with the Victorian Roadmap steps and updates our opening and venue restrictions and Settings as required.

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## Links to Key Services

[Victorian Government Department of Health and Human Services \(DHHS\)](#)

[Creative Victoria Creative Industries Q&As](#)

[Safe Work Australia](#)

## Links to Key Documents

[National Guide for Safe Workplaces – COVID-19](#)

### Victorian Department of Health COVID-19 Hotline

The COVID-19 dedicated hotline is open 24 hours, 7 days if you have questions, queries or feel you have COVID symptoms.

**1800 675 398**

### Dancehouse Emergency Contact

If you need to urgently speak to someone at Dancehouse or suspect you may have COVID, please immediately contact:

**0403 559 325** or **0455 633 838** or [info@dancehouse.com.au](mailto:info@dancehouse.com.au)

# DANCEHOUSE

## CURRENT STATUS: CLOSED

<https://www.premier.vic.gov.au/sites/default/files/2021-05/210527%20-%207%20Day%20Circuit%20Breaker%20Restrictions.pdf>

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[Statement from the Acting Premier — 27 May 2021 announcing the 7-Day Circuit Breaker Lockdown](#)

### STATE-WIDE LOCKDOWN

Government-implemented 'Stay at home' directives due to high numbers of community transmissions

Dancehouse	Exercise & Recreation	Entertainment, Leisure and Travel
<b>CLOSED TO THE PUBLIC:</b> community and staff. From time-to-time, essential workers may access the building for the purposes of essential maintenance, security or cleaning <u>only</u> if deemed a permitted activity under Government restrictions.	<ul style="list-style-type: none"><li>• Closed</li></ul>	<ul style="list-style-type: none"><li>• Closed</li></ul>

# CURRENT DANCEHOUSE POLICIES

## COVIDSAFE SETTING

### HIRERS / CLASSES & REHEARSALS

- CLOSED

### PUBLIC EVENTS

- CLOSED

# Dancehouse Internal Policies

## Cleaning and Hygiene

<https://www.coronavirus.vic.gov.au/preventing-infection-workplace#cleaning-and-disinfection>

### Hygiene Stations

Dancehouse provides hand sanitiser and disinfectant wipes in each studio, common area and sign-in space.

### Cleaning Roster

As clearly required by the Victorian Government, Dancehouse undertakes cleaning and sanitising twice a day.

On weekdays, Dancehouse staff are rostered to undertake two cleaning sessions:

- **8–9am Morning Clean**
- **5–6pm Afternoon Clean**

These cleans are for all areas of Dancehouse and include frequently touch surfaces, entry in and out of Dancehouse and our spaces, and all bathrooms.

Dancehouse staff undertake this cleaning wearing gloves and disposable masks.

On Wednesday night and Saturday night professional cleaners clean Dancehouse.

Where possible, internal doors to spaces are left open to promote air circulation.

### Frequently Touched Surfaces

Frequently touched surfaces at Dancehouse are marked with a yellow sticker.

For contemporary dance, the dance floor is deemed a 'commonly touched surface' and is cleaned twice a day between 8-9am and 5-6pm.

Dancehouse has marked out floorwork areas in each space. Designated 'floor work areas' in each studio are sanitized between each session.

Each clean includes sanitising of frequently touched surfaces including:

- **In studios:** door handles, light switches, heating and cooling, sound equipment and cord, floors, hygiene stations and barre.
- **In bathrooms:** door handles, light switches, heating and cooling, locks, touchpads, wash basin, toilet seat, sanitary bin, soap dispenser, rails.
- **Main Area:** keypad entry, door handles, light switches, hygiene stations, handrails, water fountain.
- **Back of House Area:** Office door handle, light switches, keypads, back lane door, handrails.

### Deep Cleaning

If Dancehouse encounters a case of a user or employee with COVID or suspected of having COVID, Dancehouse will undertake a deep clean in consultation with the DHHS.

### PPE (Personal Protective Equipment)

Fitted cloth or disposable masks are required when attending Dancehouse.

When cleaning/ sanitising Dancehouse staff use disposable gloves and masks.

## Venue Access: Get in, dance, get out

Dancehouse adheres to the principal of 'Get in, dance, get out' as outlined by [Ausdance's Principles and Framework for Restarting Dance Activities post-Covid-19](#).

As outlined in the Dancehouse Venue Use agreement, this requires:

- Where possible, lead hirers should not share the Dancehouse door code with other participants — the keypad is the most commonly touched surface in Dancehouse;
- The lead hirer must undertake a COVIDSafe Induction with Dancehouse staff. The hirer should ensure everyone checks-in when arriving at Dancehouse and limits individuals touching the door and keypad;
- Limit use of common areas — all users should move straight to the studios once they arrive;
- Long breaks, eating or rest should be done outside the studio at Dancehouse. Please visit local cafés or restaurants or sit in the park on breaks.
- Most users may not access Dancehouse's back of house area including the kitchen area and bathrooms — these are reserved for Dancehouse performers, staff, contractors and deliveries only.

## Accessibility

Regular hand hygiene is central to Dancehouse's COVIDSafe Plan but there are sometimes physical or medical reasons why this is not possible. Dancehouse will work with the Victorian Department of Health and Human Services to define alternative strategies if individuals can't meet these Dancehouse's COVIDSafe guidelines.

## Community Value

Dancehouse recognises that our venue is valued by the dance community and is used by dance workers who cannot undertake all their work at home.

If Dancehouse adheres to safe protocols, we fulfil an important need to connect and sustain the lives, practices, careers and wellbeing of artists and our community.

## Employee & Workplace Policies

Dancehouse staff are encouraged to work at home.

Dancehouse employees must always:

- Sign-in when entering Dancehouse
- Stay home if unwell
- Have a clear desk policy to aid regular office cleaning
- Only attend face-to-face meetings as necessary
- Are encouraged to work from home
- Wear masks and be in office space within 1.5m between others
- Use Dancehouse staff-only kitchen
- Are provided with an office hygiene station
- Use cleaning and safety equipment (PPE), including gloves and a disposable face mask when cleaning
- Regularly review and update the Dancehouse COVIDSafe Plan

## COVID Marshals

<https://www.coronavirus.vic.gov.au/covid-marshals>

The COVID Marshal is a new and important role, aimed at ensuring workplaces are COVIDSafe at all times.

They are responsible for monitoring a site's compliance with their COVIDSafe Plan and additional industry obligations. They play a vital role in supporting workers and users to follow COVIDSafe principles, and look for ways to continually improve the execution of a business's COVIDSafe Plan — including entry screening, physical distancing, PPE, workplace bubbles, hygiene, cleaning and record-keeping requirements.

Dancehouse assigns staff as COVID Marshals when activity in the building requires vigilance and where other users or groups may not have, or be expected to have, an expert understanding of Dancehouse's COVIDSafe plan and procedures.

Dancehouse COVID Marshals may complete accredited [Infection Control Training](#) and lead COVIDSafe inductions.

[COVID Marshals — What you need to know](#)

[COVID Marshals — Roles and responsibilities](#)

[COVID Marshals — Roles and responsibilities | accessible version](#)

## Deputy COVIDSafety Marshals & COVIDSafe Induction

Indoor physical activity — like dancing — is a significant risk in this pandemic.

Hirers or users intending to dance with others at Dancehouse must appoint a member of their group to complete a COVIDSafe induction. This is free 30-minute digital face-to-face training with a Dancehouse COVID Marshal. A COVIDSafe inducted person must always be present whenever a Dancehouse space is in use.

Following a COVIDSafe Induction participants will understand:

- How to locate, use and feed-in to Dancehouse's COVIDSafe Plan;
- Ensure other Dancehouse users are also COVIDSafe including: QR Sign-in on arrival, physical distancing, and mask-wearing;
- Know how to report an incident;
- Know the process for managing a confirmed case of COVID at Dancehouse;
- Encouraged to complete free, online [Infection Control Training](#).

## Booking Space

Dancehouse bookings must be pre-paid and arranged through our [Skedda](#) booking system.

All hirers must adhere to the Dancehouse Venue Use Agreement and COVIDSafe Plan including a COVIDSafe induction with Dancehouse staff.

### Booking in 2021

Bookings are available until 20 December 2021.

<b>Mon-Thu</b>	9am–5pm	Daytime	Min. 2 hours
	6pm–10pm	Evening	Min. 2 hours

<b>Fri</b>	9am–5pm	Daytime	Min. 2 hours
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<b>Weekend</b>	9am – 10pm	Whole day session	Min. 6 hours
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<b>30 Participants + teachers</b>	Sylvia Staehli Theatre and Upstairs Studio
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<b>16 Participants + teachers</b>	Skylab
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## Event Specific COVIDSafe Plans

Event Specific COVIDSafety Plans are to be approved by the Dancehouse CEO before the activity commences and provide specific information about the event above and beyond the Dancehouse COVIDSafe Plan. ‘

Event plans are now required to be submitted to the Victorian Government and published on the website about the event.

Dancehouse’s Event Specific COVIDSafe Plans use Business Victoria’s template: [COVIDSafe Plan Template](#)

## Registering Public Events

<https://www.coronavirus.vic.gov.au/public-events>

<https://www.coronavirus.vic.gov.au/register-your-public-event>

As required, complete and register public events if applicable.

The Victorian Government requires that public events are registered. A public event is classified as: an organised public gathering for a common purpose which is conducted on a one-off or periodic basis, open to members of the public, publicly announced or advertised, and may be subject to a specific license, approvals or permits.

This includes performance.

## Signage

<https://www.coronavirus.vic.gov.au/signs-posters-and-templates>

As required, Dancehouse will utilise signage to address key areas including capacities and density quotients for particular spaces.

**Dancing and Contact**

Contact sport is allowed both indoors and outdoors and is allowed for both adults and children and should be undertaken wearing a face mask.

**Continuous Improvement & Transparency**

Dancehouse's COVIDSafe Plan is available publicly on the [Dancehouse website](#) and is regularly updated.

The Dancehouse COVIDSafe Plan has been shared with Dancehouse staff and Board, City of Yarra, similar arts organisations and venues in Melbourne.

## Dancing and Face Masks

<https://www.coronavirus.vic.gov.au/face-masks>

<https://www.coronavirus.vic.gov.au/face-masks-when-wear-face-mask#lawful-excuses-or-exceptions-for-not-wearing-a-face-mask>

### ***It is a current Victorian Government requirement that you wear a fitted face mask at Dancehouse at all times unless an exemption applies:***

- Infants and children under the age of 12 years.
- Persons who have a physical or mental health illness or condition, or disability, which makes wearing a face covering unsuitable, including persons with obstructed breathing, a serious skin condition of the face, an intellectual disability, a mental health condition or persons who have experienced trauma.
- Persons communicating with those who are deaf or hard of hearing and visibility of the mouth is essential for communication.
- Persons for whom the nature of their work or education means that wearing a face mask creates a risk to health and safety.
- Persons for whom the nature of their work or education means that clear enunciation or visibility of their mouth is essential. This includes teaching, lecturing or live broadcasting.
- The person is working by themselves in an enclosed indoor space such as an office unless and until another person enters that space.
- When asked to remove the face mask to ascertain identity. For instance, where asked by police, security, bank or post office staff to remove a face mask to ascertain identity.
- Persons being married while in the process of being married.
- Professional sportspeople when training or competing.
- Persons who are engaged in any strenuous physical exercise such as running, jogging, swimming or cycling.
- The person is undergoing dental or medical care or treatment to the extent that such care or treatment requires no face mask be worn.
- The person is consuming food, drink or medicine.
- The person who is a student while onsite at a primary school or outside school hours care.
- Persons receiving or providing a service from a facility which is permitted to operate under the Restricted Activity Directions (Victoria), to the extent that it is not reasonably practicable to receive or provide that service while wearing a face mask (for example, beard trimmings)
- If required or authorised by law.
- The person is travelling in a vehicle by themselves or with members of their household.
- The person is a prisoner in a prison, subject to any policies of that prison.
- The person is detained in a remand centre, youth residential centre or youth justice centre, subject to any policies of that centre.
- During emergencies.
- Where not doing so is not safe in all the circumstances.

People with lawful excuses for not wearing a face mask should still keep at least 1.5 metres apart from others, practice regular hand hygiene by washing or sanitising hands frequently, continue to comply with the Directions currently in force, and get tested if unwell (even with mild symptoms).

# Managing a Confirmed Case & Incident Reporting

**Victoria COVID Hotline:** 1800 675 398

**WorkSafe:** 13 23 60

## Suspected Case of COVID-19 — CURRENTLY AT DANCEHOUSE

- **Isolate the person to reduce spread**
- **CALL DANCEHOUSE: 0403 559 325 / 0455 633 838**
- **Seek Advice from Victorian Health Department COVID Hotline**
- **Notify WorkSafe Victoria and complete an Incident form**
- Transport individual home or to a medical facility
- Clean and disinfect space person was in, use PPE
- Identify & Inform anyone in close contact if advised by public health officials to do so
- Review this plan and COVIDSafe policy

## Suspected Case of COVID-19 — RECENTLY AT DANCEHOUSE

- **CALL DANCEHOUSE: 0403 559 325 / 0455 633 838**
- **Seek Advice from Victorian Health Department COVID Hotline**
- **Notify WorkSafe Victoria and complete an Incident form**
- **Identify & Inform** anyone in close contact if advised by public health officials to do so
- **Clean** and disinfect space person was in, use PPE
- **Review** this plan and COVIDSafe policy

## Business Contingency

In the instance of a confirmed or suspected case of COVID-19 at Dancehouse, the space and associated common areas will be closed and bookings postponed until comprehensive cleaning can be undertaken.

## WorkSafe Victoria

Employers and self-employed persons, with management or control of a workplace must notify WorkSafe immediately after becoming aware that:

- an employee, independent contractor, employee of the independent contractor or self-employed person has received a confirmed diagnosis of coronavirus (COVID-19) and;
- the employee, independent contractor, employee of the independent contractor or self-employed person has attended the workplace within the relevant infection period.

Additional workplaces require a new COVID-19 incident notification form to be completed.

Incident notification procedures are detailed on the [WorkSafe Victoria website](#).

**Notification must be made regardless of whether the Victorian Department of Health and Human Services (DHHS) is already aware of the case.**

[Report Confirmed Positive Case COVID 19 | Work Safe Victoria](#)

# Dancehouse COVID-19 Risk Register

Location: 150 Princes Street, North Carlton, Vic, 3054

Date: 5/11/2020

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	NOTES: Maintenance and review
<b>COVID-19 from venues users who are infected</b>	Staff or other Users catching COVID-19 (could result in serious illness or death).	Low, there have been few cases locally.	Moderate, while there are only a few local cases the consequences may be severe.	<ul style="list-style-type: none"> <li>• Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority.</li> <li>• Frequently touched surfaces including tables, door handles and handrails, climate control devices, sound equipment, and EFTPOS facilities are regularly cleaned. Floors cleaned between hires.</li> <li>• Physical distancing of 1.5 metres for all Users. All spaces limited by density quotients. Amenities only used by one space at a time.</li> <li>• Pre-payment and online booking only.</li> <li>• Alcohol based hand sanitiser is provided at all hygiene stations and in each amenity.</li> <li>• Signage about access and on hand washing are prominent in venue and available in each space (office, studios and amenities).</li> <li>• Revised Dancehouse Venue Use agreement and induction of all Users.</li> <li>• No props or equipment that can't be sanitised before and after use</li> <li>• Electronic sign-in sheet for tracking and tracing if required</li> <li>• No entry to Dancehouse if unwell</li> <li>• Notification process if User or party becomes unwell</li> </ul>		
<b>COVID-19 from staff who are infected</b>	Other staff or customers catching COVID-19 (could result in serious illness or death).	Low, there have been few cases locally.	Moderate, while there are only a few local cases the consequences may be severe.	<ul style="list-style-type: none"> <li>• No entry to Dancehouse if unwell</li> <li>• Cleaning and disinfecting is done in accordance with guidance from Safe Work Australia and health authorities</li> <li>• Frequently touched surfaces including tables, door handles and handrails, phones, keyboards and EFTPOS facilities are regularly cleaned. Clear desk policy.</li> <li>• Staff have been briefed on symptoms of COVID-19 and have been told to stay home if they aren't feeling well.</li> <li>• Staff have access to own bathroom and kitchen which is not shared at any</li> </ul>		

				<p>time with other Users</p> <ul style="list-style-type: none"> <li>● If a staff member becomes unwell at work, a process is in place to isolate them and arrange for them to be sent home to receive medical attention.</li> <li>● Soap and water for hand washing and paper towel or air dryer for hand drying is available in bathrooms, break rooms.</li> <li>● Alcohol based hand sanitiser is provided at all hygiene stations and in each amenity.</li> <li>● Workforce bubbles and work from home policy encouraged</li> <li>● All meetings are held digitally and information shared by email where possible.</li> </ul>		
<b>User aggression / active denial of new processes</b>	Physical or psychological injury to staff.	High, customers concerned they may not get the service they require.	Moderate, communication of policies and shared safety is important.	<ul style="list-style-type: none"> <li>● Dancehouse Director available on phone 24 hours. Feedback encouraged by email</li> <li>● Termination processes of venues use agreement in place</li> <li>● Induction processes for users and ease of access of information at Dancehouse and online</li> <li>● COVIDSafety Marshals in place for risky activity</li> </ul>		
<b>Persistent use of hand sanitiser/ gloves</b>	Dermatitis	Moderate, many staff will not have used hand sanitiser regularly before	Moderate, effected individuals may have a significant reaction	<ul style="list-style-type: none"> <li>● Gloves and masks required for cleaning of spaces — only assign to staff who do not experience dermatitis</li> <li>● Staff are encouraged to wash hands with soap and water for 20 secs where possible as an alternative to hand sanitiser in non-medical situations</li> </ul>		

## Key External Documents

- [COVID-19 Infographic Suspected or Confirmed Cases | Safe Work Australia](#)
- [Report health and safety incidents to WorkSafe Victoria | WorkSafe Victoria](#)
- [Incident Notification Fact Sheet | Safe Work Australia](#)
- [Coronavirus \(COVID-19\) Information about routine environmental cleaning and disinfection in the community | Australian Government Department of Health](#)
- [Return to Dance: Principles and framework for restarting dance activities post-Covid-19 \(Ausdance National\)](#)
- [Guidelines for Covid-Safe Theatres | Performing Arts Exchange](#)
- [MANAGING COVID-19: Recommendations for the Victorian Dance Sector | Ausdance Victoria](#)

## Key Internal Documents

- [COVIDSafe webpage on Dancehouse website](#)
- [Dancehouse Code of Conduct](#)