

DANCEHOUSE Covidsafe plan

LAST UPDATED: 26 August 2020



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About COVID-19

At present there is no vaccine or cure for COVID-19. The best way to prevent and protect yourself and others from infection is by physical distancing, washing your hands or using an alcohol-based sanitiser frequently, and not touching your face.

At Dancehouse, we can prevent the spread of infection by identifying and controlling high risk activities, physical distancing, ensuring regular cleaning to prevent contamination, and ensuring no one comes to Dancehouse if they are unwell.

Overriding principle: treat everything and everyone as if they are already infected including yourself.

Victorian Government

Dancehouse follows the guidelines of the Victorian Government, which may have stricter requirements than other states and territories.

In line with Victorian Government instructions, Dancehouse aligned Steps for re-opening are:

- Closed: No access to Dancehouse by public or staff
- Step 1: only ONE USER per Dancehouse space.
- Step 2: up to TEN ADULT USERS per Dancehouse space.
- Step 3: re-open for public performance

In both Steps 1–2, a 4m² allowance is required for each person in each space and maintaining 1.5m distancing and good hygiene is essential.

Links to Key Services

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

[Australian Government Department of Health](#)

[Safe Work Australia](#)

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

Links to Key Documents

[MANAGING COVID-19: Recommendations for the Victorian Dance Sector \(Ausdance Victoria\)](#)

[Return to Dance: Principles and framework for restarting dance activities post-Covid-19 \(Ausdance National\)](#)

[Guidelines for Covid-Safe Theatres \(Performing Arts Exchange\)](#)

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

Victorian Department of Health COVID-19 Hotline

If you suspect you may have the coronavirus disease (COVID-19) call the dedicated hotline – open 24 hours, 7 days.

1800 675 398

DANCEHOUSE

CURRENT STATUS: CLOSED

Department of Health & Human Services (DHHS)

— State of Disaster | Stage 4 business restrictions

- From 11:59pm on 5 August business restrictions apply.
- Services and industries that are able to remain operational will be required to have a [COVID Safe Plan](#) by 7 August.
- From 11:59pm on 5 August, employers that require their staff to attend a work site must issue a [worker permit](#) to their employees – this is the employer’s responsibility.
- From 11:59pm on 5 August, [stage 3 restrictions](#) apply throughout regional Victoria.
- [Stage 4 restrictions](#) are in place across metropolitan Melbourne.
- Use of face coverings is mandatory throughout Victoria.
- The New South Wales border is closed. [Victorian residents require a permit to enter New South Wales](#).

NOTE: Please regularly check the DHHS website for updates and clarification on Victoria’s current Restriction levels.

3-Step Framework

Dancehouse policies reflect the Australian Government's [3 Step Framework for a Covidsafe Australia](#) and the following key principles:

- Maintain 1.5m distancing and good hygiene
- Stay home if unwell
- Frequently clean and disinfect communal areas
- Covidsafe plan for workplaces and premises

Dancehouse is supported by Federal, State and Local Governments. During COVID-19, Dancehouse guidelines and policies are informed by the Victorian Government. In line with the Federal Government's Framework, Dancehouse's Covidsafe plan offers different policies and procedures at each Step.

CLOSED Government-implemented Stage 4 business restrictions or 'Stay at home' directives due to high numbers of community transmissions		
Dancehouse	Sport & Recreation	Entertainment & Amusement Venues
Dancehouse is closed to the public, 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"> ● Closed 	<ul style="list-style-type: none"> ● Closed

STEP 1 The important first small steps — connect with friends and family — allowing groups of people to be together in homes and in the community. Businesses reopen, and more people return to work		
Dancehouse	Sport & Recreation	Entertainment & Amusement Venues
<ul style="list-style-type: none"> ● Closed for public gatherings including public classes ● Artists and teachers may hire and use space under Dancehouse COVID-19 Venue Use Agreement ● 1 person per indoor space if safe and permitted to do so by Victorian Government ● 2 spaces open at any time. Restricted hours to assist cleaning of spaces and use of amenities ● Monthly booking and pre-payment 	<ul style="list-style-type: none"> ● No indoor physical activity including gyms ● Community centres, outdoor gyms, playgrounds and skate parks allow up to 10 people ● Outdoor sport (up to 10 people) consistent with the AIS Framework for Rebooting Sport ● Pools open with restrictions 	<ul style="list-style-type: none"> ● To remain closed: Indoor movie theatres, concert venues, stadiums, galleries, museums, zoos, pubs, registered and licensed clubs, nightclubs, gaming venues, strip clubs and brothels ● Exception: Restaurants or cafes in these venues may seat up to 10 patrons at one time

STEP 2
Building on slightly larger gatherings and more businesses reopening. Higher risk activities may have tighter restrictions

Dancehouse	Sport & Recreation	Entertainment & Amusement Venues
<ul style="list-style-type: none"> ● Closed for public gatherings and performances. ● Small public dance classes available ● Artists and teachers may hire and use space under Dancehouse COVID-19 Venue Use Agreement ● Up to a total of 10 people in any studio (10 adults per class plus 1 teacher) ● 2-3 spaces open at any time. Restricted hours to assist cleaning of spaces and use of shared amenities ● Extended booking and pre-payment ● Register attendance online 	<ul style="list-style-type: none"> ● Up to 20 people allowed to participate in outdoor sports consistent with the AIS Framework for Rebooting Sport ● Up to 10 people per class and 20 people per space allowed to participate in all indoor sports, including gyms ● Need to maintain an average density of 4m² per person ● Pools open with restrictions 	<ul style="list-style-type: none"> ● Indoor movie theatres, concert venues, stadiums, galleries, museums, zoos may have up to 20 patrons ● To remain closed: pubs, registered and licensed clubs, RSL clubs, casinos, nightclubs, strip clubs and brothels ● Exception: Restaurants or cafes in these venues may seat up to 20 patrons at one time

STEP 3
A commitment to reopening of business and the community with minimal restrictions, but underpinned by COVIDSafe ways of living

Dancehouse	Sport & Recreation	Entertainment & Amusement Venues
<ul style="list-style-type: none"> ● Open to the public ● Potential presentation of shows up to 100 people informed by Government restrictions ● Artists and teachers may hire and use space under Dancehouse COVID-19 Venue Use Agreement ● Capacities in studios limited by size of space ensuring distancing (4m² per person) ● All spaces open ● Restricted hire hours to assist cleaning of spaces and use of shared amenities ● Extended booking and pre-payment — regular classes and hire booking accepted 	<ul style="list-style-type: none"> ● All venues allowed to operate with gatherings of up to 100 people ● Need to maintain an average density of 4m² per person ● Community sport expansion to be considered consistent with the AIS Framework for Rebooting Sport 	<ul style="list-style-type: none"> ● Venues open in Step 2 may have up to 100 patrons ● Consideration will be given to opening bar areas and gaming rooms ● Exception: Restaurants or cafes in these venues may seat up to 100 patrons at one time ● To remain closed: strip clubs and brothels

Dancehouse — Closed

Dancehouse is closed to the public, community and staff.

From time-to-time, essential workers may access the building for the purposes of essential maintenance, security or cleaning only if deemed a [permitted activity](#) under Government restrictions.

Dancehouse — Step 1

Dancehouse has three studios available for use: Skylab (66m²); Upstairs Studio (133m²); Sylvia Staehli Theatre (95m²). There are two bathroom and amenity areas at the front of the building and the back of the building.

During Dancehouse Covidsafe Plan **STEP 1**:

- Only TWO spaces available for use at any time. Each space has access to 1 x bathroom (separate to staff or other Users)
- Each space has a maximum of 1 (Step 1) person per space (including amenities)
- Venue access is only available in 4 hour blocks with 1 hour cleaning between each hire period: 9am-1pm; 2-6pm; 7-11pm
- Dancehouse staff are rostered to clean and sanitise commonly touched surfaces and each studio space between bookings (see Cleaning and Hygiene)
- Bookings must be made, paid for in advance, and require an induction by staff and agreement to the [Dancehouse Covidsafe Step 1 Venue Use Agreement](#)
- During bookings Users adhere to: no use of props, provision of own water bottles, no kitchen use, staying home if unwell, no loitering.
- All people accessing Dancehouse must Sign-In to a confidential electronic register — this allows Dancehouse to contact people if there is a suspected case of COVID-19. Data will only be used for this purpose and will be deleted after 2 weeks.
- Bookings are only taken 4 weeks in advance — no recurrent bookings
- No live public classes or workshops permitted. Artists must use the spaces for rehearsals, research, creative development or filming content for a class.

Dancehouse — Step 2

Dancehouse has three studios available for use: Skylab (66m²); Upstairs Studio (133m²); Sylvia Staehli Theatre (95m²). There are two bathroom and amenity areas at the front of the building and the back of the building.

During Dancehouse Covidsafe Plan **STEP 2**:

- Up to THREE spaces available for use at any time.
- Each space can have a maximum of 10 adults people per studio space plus one instructor with physical distancing of 1.5m between each adult. There are no limits on the number of people per group or class if all participants are 18 years old or younger.
- Each bathroom amenity is assigned to the users of a studio. One person in the bathroom at a time.
- Venue access is available in 4 hour blocks with 1 hour cleaning between each hire period: 9am-1pm; 2-6pm; 7-11pm.
- Anyone entering Dancehouse for longer than 15 minutes must register their attendance on the Dancehouse attendance register. This register allows Dancehouse to contact people if there is a suspected case of COVID-19. Data will only be used for this purpose and will be deleted after 28 days.
- Dancehouse staff are rostered to clean and sanitise commonly touched surfaces and each studio space between bookings (see Cleaning and Hygiene).
- Bookings must be made and paid for in advance. All hirers must be inducted and must sign and agree to the [Dancehouse Covidsafe Step 2 Venue Use Agreement](#) and ensure appropriate use of Dancehouse by all Users.
- During bookings Users adhere to: limited use of props, provision of own water bottles, no kitchen use, staying home if unwell, no loitering in common areas.
- Bookings are only taken 4 weeks in advance — no recurrent bookings

Dancehouse — Step 3

Information coming.

Dancehouse Internal Policies

Community Value

Dancehouse recognises that our venue and spaces are valued by the dance community — particularly at a time when many spaces are unsafe or not available for use.

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

Cleaning and Hygiene

[Coronavirus \(COVID-19\) Information about routine environmental cleaning and disinfection in the community | Australian Government Department of Health](#)

[Cleaning Checklist — Covid-19 | Safe Work Australia](#)

[Signage and Posters — COVID-19 | Safe Work Australia](#)

Hygiene Stations

Dancehouse provides handwashing and hygiene stations in each amenities area, each studio, and in the Dancehouse office. Each station includes hand sanitizer. Sometimes, disinfectant wipes, disposable paper hand towels and a bin are provided as well.

Frequently Used Spaces

Dancehouse undertakes routine environmental cleaning of each space daily between 8-9am, 1-2pm and 6-7pm. Dancehouse staff undertake this cleaning wearing gloves.

Each clean includes:

- Disinfecting frequently touched surfaces in studio: door handles, light switches, heating and cooling, sound equipment, hygiene stations
- Disinfecting frequently touched surfaces in each amenity: door handles, light switches, heating and cooling, locks/ touchpads, wash basin, toilet seat
- Leaving internal doors open between hires

- For contemporary dance, the floor is deemed a 'commonly touched surface', Dancehouse has marked out floorwork areas in each studio. Designated 'floor work areas' in each studio are mopped with disinfectant three times a day.
- Dancehouse office door handle, light switch

Regular Cleaning: Minimally Touched Surface

Contract regular cleaners clean Dancehouse TWICE a week.

Dancehouse is cleaned regularly by Planet Earth.

Venue Access: Get in, dance, get out

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

To encourage this principle, Dancehouse requires a few behavioral changes for classes:

- Dance teachers are not permitted to share the door code with students. Instead, please open and chain the Dancehouse door open when class starts and wait until all students have arrived to limit individuals touching the door and keypad.
- Please limit loitering in common areas — all users must move straight to the studios once they arrive
- The Dancehouse backstage area including the kitchen area and bathrooms are reserved for staff and contractors. These areas are not to be used by Users or hirers.
- No eating in Dancehouse or in the studio. Please visit one of the local café or restaurants or sit in the park on your breaks.

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 our Dancehouse's Covidsafe guidelines.

Employee & Workplace Policies

Employee Working From Home Policy

During COVID-19, Dancehouse employees:

- Must stay home if unwell
- Have a clear desk policy to aid regular office cleaning
- Only attend face-to-face meetings with each other
- Are encouraged to work from home when they wish
- Access office space with 1.5m distance between workers
- Use Dancehouse staff-only kitchen
- Are provided with an office hygiene station
- Use cleaning and safety equipment, including gloves when cleaning
- Regularly review and update the Dancehouse Covidsafe Plan

Continuous Improvement & Transparency

Dancehouse's Covidsafe Plan is available publicly on the [Dancehouse website](#).

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

Dancehouse staff review the Covidsafe Plan fortnightly.

Feedback is encouraged.

Incident Reporting

- [How to report a confirmed COVID-19 diagnosis | WorkSafe Victoria](#)
- [COVID-19 Infographic Suspected or Confirmed Cases | Safe Work Australia](#)
- [Incident Notification Fact Sheet | Safe Work Australia](#)

State Health Department in Victoria: **1800 675 398**

WorkSafe: **13 23 60**

Suspected Case of COVID-19 — CURRENTLY AT DANCEHOUSE

- **Isolate** the person to reduce spread
- **Seek Advice** from Victorian Health Department
- **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

- **Seek Advice** from Victorian Health Department
- **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

See next page about required reporting with WorkSafe.

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.

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 is already aware of the case.

Dancehouse COVID-19 Risk Register

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

Date: 21/05/2020

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
COVID-19 from venues users who are infected	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"> • Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority. • Frequently touched surfaces including tables, door handles and handrails, climate control devices, sound equipment, and EFTPOS facilities are regularly cleaned. Floors cleaned between hires. • Physical distancing of 1.5 metres for all Users. All spaces limited to a maximum of 10 people or under. Amenities only used by one space at a time. • Pre-payment and online booking only. • Alcohol based hand sanitiser is provided at all hygiene stations and in each amenity. • Signage about access and on hand washing are prominent in venue and available in each space (office, studios and amenities). <p>Revised Dancehouse Venue Use agreement and induction of all Users. Restrictions include:</p> <ul style="list-style-type: none"> • No props or equipment that can't be sanitised before and after use • Electronic sign-in sheet for tracking and tracing if required • No use if unwell • Notification process if User or party becomes unwell 	<ul style="list-style-type: none"> • Egress through shared areas — JILL • Access and codes and process for entry to rear of the building — OLIVIA • Cleaning products and PPE for staff — OLIVIA • Bins for each space — OLIVIA 	Feedback through survey and induction process with Users
COVID-19 from staff who are infected	Other staff or customers catching COVID-19	Low, there have been few cases locally.	Moderate, while there are only a few local cases the	<ul style="list-style-type: none"> • Cleaning and disinfecting is done in accordance with guidance from Safe Work Australia and health authorities • Frequently touched surfaces including tables, door handles 		Consult with workers at next staff meeting for any feedback on revised

	(could result in serious illness or death).		consequences may be severe.	<p>and handrails, phones, keyboards and EFTPOS facilities are regularly cleaned. Clear desk policy.</p> <ul style="list-style-type: none"> • Staff have been briefed on symptoms of COVID-19 and have been told to stay home if they aren't feeling well. • Staff have access to own bathroom and kitchen which is not shared at any time with other Users • 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. • Soap and water for hand washing and paper towel or air dryer for hand drying is available in bathrooms, break rooms, behind the deli counter and at back of shop with instructional signs on hand washing. • Alcohol based hand sanitiser is provided at all hygiene stations and in each amenity. • Work from home policy encouraged • Weekly staff meetings in person, one day per week. All other meetings are held over the phone and information sent by email where possible. 		roster and effectiveness of new soap dispenser
User aggression / active denial of new processes	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"> • Dancehouse Director available on phone 24 hours. Feedback encouraged by email • Termination processes of venues use agreement in place 		
Persistent use of hand sanitiser/ gloves	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"> • Gloves required for cleaning of spaces — only assign to staff who do not experience dermatitis • 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 	Ask staff if they have a history of dermatitis or allergy to alcohol	

Key Documents & Resources

External Documents

- [Sport, cultural and recreation activities restrictions | Victorian Department of Health and Human Services](#)
- [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](#)
- [Cleaning Checklist — Covid-19 | Safe Work Australia](#)
- [Signage and Posters — COVID-19 | Safe Work Australia](#)
- [3-Step Framework for a COVIDSafe Australia | Australian Government](#)

Dancehouse Internal Documents

- Venue Use Agreement — Dancehouse Covidsafe Step 1
- Venue Use Agreement — Dancehouse Covidsafe Step 2
- Employee Working From Home Policy