





# Jacinta Murphy School of Dance

# **Covid19 Safe Plan**

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Date reviewed: 1/11/2020



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1. Risk assessment (see separate document)
  2. Business at present
  3. Adapting the business
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  5. Maintaining good hygiene practices
  6. Managing physical distancing
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  8. Structure of before, during and after classes



## 2. Business at present

- Jacinta Murphy School of Dance operates from the St Leonard's Parish Hall in Springvale Road, Glen Waverley. Before the outbreak of COVID-19, the business had an enrollment of 90+ students, however is now at 35 students and has been operating on-line. Face to face classes will resume from November 23rd 2020 and be delivered in the hall of St Leonard's Parish in Glen Waverley as well as the dance floor.
- Staffing includes the business owner and principal of the school, a casual teacher and two administrative assistants.
- The business will need to adapt and make changes in order to provide a COVID-19 safe environment for teachers, staff, students and parents. This includes good hygiene, social distancing and the 4 square metres rule per person.

### 3. Adapting the business environment

- JMSOD will operate to a reduced timetable (18 weekly classes instead of 35) to ensure minimal movement of people.
- No parents will be allowed inside the building. Parents will be asked to drop students off at the entrance to the centre and Covid Marshal will escort them in. There is a maximum venue capacity of 20 for the entire Community Centre.
- No new enrolments will be accepted until 2021.
- All staff members will wear face masks **and** visors.
- Students will be strongly encouraged to wear face masks regardless of age.
- No props will be used until further notice due to the potential for infection spreading
- Three ballet barres will be used (for six Grade 3 students only) but there will be tape to indicate where students should stand and keep their hands. The barres will be thoroughly cleaned in between uses and only the six students will be using them.
- The class average is 5 students and no more than 10 students will be taking class at any one time.
- Students will be picked up from the designated pick up point outside the centre. Chalk crosses on the asphalt and temporary signage will show families where to stand.
- The timetable is organised to allow a cross over gap between the end of one class and the beginning of the next one. This minimises contact between students and parents from one class to the next. Classes where there is no change of students will not have these.

## 4. Extra resources

- Financial investment has been made to provide extra resources including hand sanitisers, gloves, masks, cleaning agents/wipes, disinfectant and tissues.
- An electronic thermometer has been purchased and each employee and child will have their temperature recorded at the beginning of each class they participate in. Students feeling unwell will also have their temperature recorded and have their parents called for early collection.
- Julie Mostyn is the designated Covid Marshal and has completed the government approved course.
- Miss Jacinta Murphy has completed the original (22nd March) and updated (1st November) Covid19 Infection Control Training course as well as Victorian Government courses on Covid19 and Aged Care, PPE, Outbreak Management Procedures and Cleaning.



- Laminated posters (see below) and signage has been purchased to reinforce messages around handwashing, hygiene and physical distancing. More of these will be ordered if need be.



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## 5. Maintaining good hygiene practices

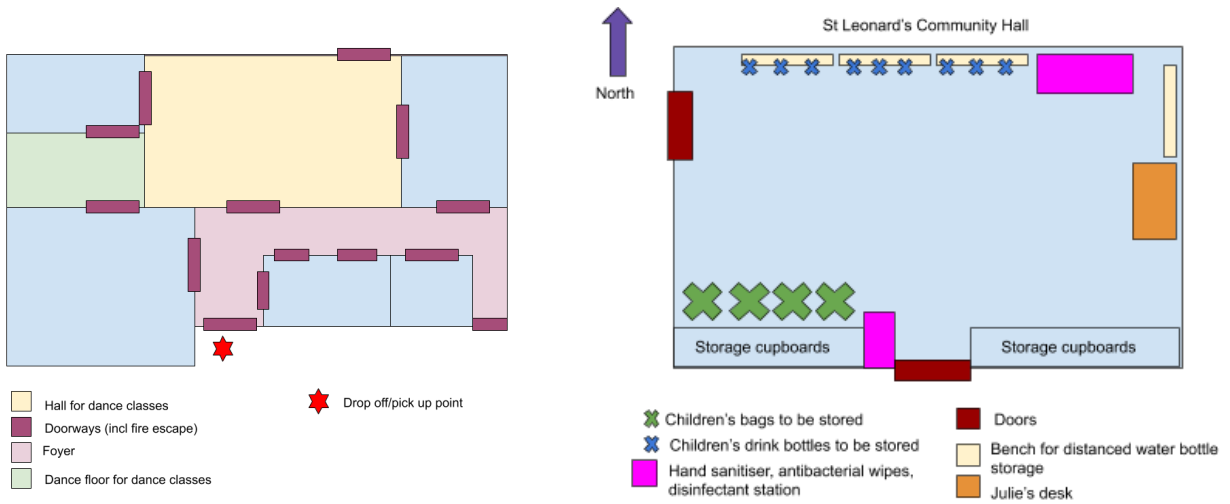
- Jacinta Murphy School of Dance hires the dance hall from the Parish of St Leonard's. The parish provides its own cleaners who clean the hall and the two toilets which are used by teachers, students and parents. The toilets are located outside the hall inside the main entrance and have liquid hand wash, warm water and dryers provided.
- In the hall there will be designated 'sanitising stations.' Two alcohol-based hand sanitiser stations inside the dance hall for students to use when entering and leaving. The teachers will also have their own alcohol based hand sanitiser at their desk/s. These will be checked regularly and refilled if needed throughout the sessions.
- All frequently touched surfaces including barres (for Grade 3 students), door- knobs, musical equipment will be regularly disinfected with wipes.
- Students will not be permitted to touch door handles and have to wait for gloved Covid Marshal or teacher to open and close doors.
- Staff and students will be reminded to use hand sanitiser on entering and leaving the dance hall.
- Students will be reminded to cover coughs and sneezes with a tissue or flexed elbow; tissues to be disposed of in the bin and hand sanitizer after coughing/sneezing.
- Put hand washing posters and signage up in the dance hall to reinforce good hygiene messaging. Verbal reminders will be given regularly.
- If any child needs to use the toilet they will be asked to put on disposable gloves. Covid Marshal will open and shut any doors and ensure the child adequately sanitises hands afterwards and disposes of used gloves.

## 6. Managing physical distancing - government regular 4sqm per individual

- Classes take place in a sports hall so the red and yellow lines that are painted on the floor will be used to keep students and teachers at least 1.5 metres apart.
- Hula hoops and chalk markings will ensure students have a physical and visible guide to maintain social distancing.
- The space in the sports hall is estimated to be the size of a school basketball court which is 15metres by 28metres. This means there is a total of 420sqm space. The maximum class number in this space is nine which equates to approximately 40 sqm per person.
- The dance floor which is used for 1.5 hours on Tuesdays has approximate dimensions of 8.8metres by 9.4metres. So a total space of 82.7sqm. The maximum class number using this space is four students and one teacher. This equates to approximately 16sqm per person.
- Student bags, water bottles and food will be kept separately from other students' belongings. No student will touch another student's belongings and share water, food or belongings.
- The teacher's table with equipment and books will be kept separate from students with printed signs saying not to go near. Chalk markings will also be used to physical distance.
- Parents will not enter the building and will instead wait outside the main entrance to the community centre (at the drop off point on the chalk markings) for a teacher to collect students and escort into the hall.
- Posters and signage will be clearly displayed to reinforce these measures. Verbal reminders will be given regularly.



- The following diagrams have been enlarged and sent to parents and guardians so they have a visual aid as well written instructions. Note: not the scale



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## 7. Managing unwell students/parents/staff

- If teachers, staff, students or parents are unwell with symptoms of a fever or a respiratory tract infection (such as sore throat, cold, cough, aches or shortness of breath), they will be told not to attend the ballet school and encouraged to get tested for COVID-19.
- In the case that a student becomes unwell during a class, they will be situated away from other students, teachers and parents under supervision. The student will have their temperature checked and recorded. Parents will be called to collect their child as soon as possible. Families will be instructed to visit a GP and get a COVID19 test.
- If a teacher or assistant becomes unwell, they will leave the premises and if symptoms are suggestive of COVID-19, they will access testing. An emergency teacher or assistant will cover the class.
- A digital thermometer will be available for use in case someone is unwell or becomes unwell while in the hall.
- A record will be kept of all teachers and students who enter the hall for the purposes of identifying the close contacts of infected persons in the event of an outbreak of COVID-19.

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## 8. Structure of before, during and after class


### **Before class:**

- No parents to wait inside the building; students will be collected by the Covid Marshal from the outside the building.
- Bags with water bottles to be clearly labelled and kept separate from other students' belongings. Refer to 'Maps' document
- Benches will not be in use and printed signage will be placed on them to remind everyone of this. The exception will be for the four staff members. Benches will be thoroughly cleaned after any staff member sits on them and at the end of each day all benches will be cleaned with antibacterial wipes and spray regardless.
- Students are expected to come dressed for class to avoid contact with others.
- Students will be asked to go to the toilet at home if possible.
- No money will be exchanged in class-direct debit only.
- No reselling of second-hand uniforms.



**During class:**

- Students will be kept 1.5 metres apart throughout the class.
- Students will be spread out to ensure at least 4msq between them.
- Distance between teachers and students will be reinforced by using the red and yellow lines on the hall floor, coloured hoops and chalk markings.
- Teachers will stay at the front of the class and keep a distance of 1.5 metres from students. ]
- No props or partner work to be allowed in class. The exception is for the six Grade 3 students who will use the ballet barres.
- No classes to be observed by parents or siblings.
- If students need to go to the toilet during class, they will be accompanied by the Covid Marshall who will observe the following protocol:
  1. student and Covid Marshal to sanitize hands with alcohol gel
  2. Student and Covid Marshal to put disposable gloves on
  3. Covid Marshal opens door to the hall for student to exit
  4. Covid Marshal opens door to bathroom for student to enter
  5. Covid Marshal opens door to toilet room for student to enter
  6. Student uses toilet
  7. Student comes into bathroom (covid Marshal then sanitises door handle with antibacterial wipe), removes gloves and washes hands with soap wash
  8. Covid Marshal opens door to bathroom for student to exit
  9. Covid Marshal opens door to hall for student to re-enter
  10. Student re-enters class and sanitises hands with antibacterial hand gel



**After class:**

- Wipe down and disinfect barres, door handles, bathroom faucets and sink, benches and any other 'touch points' in the hall
- Check hand sanitiser and tissue availability-refill if necessary.
- Check soap in bathrooms and wipe bench down with antibacterial wipes
- Discard any unclaimed water bottles and hair accessories at the end of the day. Any lost property will be disposed of
- Encourage staff to regularly clean their own personal equipment including sunglasses, mobile phones, computers
- Students should be escorted to the entrance of the building for parents to collect after class ensuring Child Safety policies and procedures are in place.