

## DANCESPORT CONFIDENCE Condition of Attendance

Effective 31<sup>st</sup> January 2022

**Based on the plan for Community sporting competitions and full training activities. Provided there is an official government announcement to validate the recent letter from the office of the Minister for Sport, Students will be able to dance with each other in partner dancing. Dance Instructors will continue to meet social distancing requirements.**

All Instructors/ contractors, students, parents/ carers and visitors must follow the current COVID-19 Public Health Orders, and also manage risks to other people in accordance with Work Health and Safety laws. For more information and specific advice go to [nsw.gov.au](http://nsw.gov.au)

### ORGANISATION DETAILS

**Organisation name: DANCESPORT CONFIDENCE**

**Plan completed by: Samantha Bullen, Operations Manager**

**Approved by: Leesa Martin, CEO and Gordon Gilkes, Founder**

**Revised date - 7<sup>th</sup> August 2020, 2nd revision - 20<sup>th</sup> August 2020, 3rd Revision - 19<sup>th</sup> January 2021, 4th Revision - 3<sup>rd</sup> March 2021, 5th Revision - 9<sup>th</sup> July 2021, 6th Revision - 18<sup>th</sup> October 2021, 7<sup>th</sup> Revision 15<sup>th</sup> December 2021, 8<sup>th</sup> Revision 31<sup>st</sup> January 2022**

### Conditions of Attendance

- Any student should stay home if feeling unwell or has any Covid symptoms (Normal RAT testing rules apply).
- All students should come 'ready to dance'. Changing clothes at the class venue will be discouraged. Changing shoes is allowed.
- All students must wash or sanitise their hands upon entry at the break time and before leaving
- All students must listen to directions from their instructor about physical distancing (Glue Spots) Students will be given 3 warnings regarding this then asked to sit away from everyone for the remainder of the class. If the behaviour continues to breach the current Public Health orders parents/ carers will be called to collect their child.
- No food will be allowed to be consumed inside the class room.
- Any food or drink consumed outside the classroom should not be shared.
- All students should bring a full water bottle labeled with their name and this should not be shared with anyone.
- Coughing or sneezing into a tissue (and dispose) or into the elbow.
- Students under 12 are **not** required to wear masks or gloves but may do so if they prefer.
- Students age 12 and older must wear a mask at all times while indoors except when drinking. Or in the case of very high intensity activity
- Students must wait patiently and observe social distancing rules when waiting for their class before the allotted time and after the class has finished if waiting to be picked up.
- Where the ASC venue is a School, parents are not allowed on School Grounds pick-up and drop off must happen at the school gates or other predetermined location.
- Parents are requested not to come into the ASC room in all other locations, except when Dancesport Confidence deems it a necessity. This must be organised prior to the class.
- All Participants must check in and check out with a QR Code.



DanceSport Confidence  
RESPECT + COURAGE + RESILIENCE

31<sup>st</sup> January 2022

## DANCESPORT CONFIDENCE COVID-19 Safety Plan

**Effective 31<sup>st</sup> January 2022**

**Based on the plan for Community sporting competitions and full training activities.**

**This COVID-19 Safety Plan has been developed to help create and maintain a safe environment for all instructors/ contractors, students, parents/ carers and visitors participating in and attending all Dancesport Confidence classes and events**

All Instructors/ contractors, students, parents/ carers and visitors must follow the current COVID-19 Public Health Orders, and also manage risks to other people in accordance with Work Health and Safety laws. For more information and specific advice go to [nsw.gov.au](https://www.nsw.gov.au)

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### > REQUIREMENTS FOR ORGANISATIONS

Requirements for your organisation and the actions you will put in place to keep your participants, volunteers and workers safe

REQUIREMENTS	ACTIONS
<b>Wellbeing of staff and visitors</b>	
We will exclude Instructors, parents and students who are unwell.	All Instructors, parents and students are informed of our Covid-19 Exclusion Policy. If a student presents to the class unwell, they will be seated away from everyone and their parents will be called to pick them up ASAP.
Our instructors are provided with information on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick student or parent/carer	We have held information sessions on Covid-19 issues and responsibilities. Regularly send reminders and updated information on a weekly basis or when necessary.
Inform instructors/ contractors of their responsibilities, if they are showing any symptoms of illness prior to a class starting.	We will keep regular contact with our Instructors about how they are feeling and ensure they are aware that if they present with any symptoms, they must contact Samantha Bullen to arrange a fill in teacher. They are excluded from teaching for 14 days or until they have received a negative Covid-19 test.

Wellbeing of staff and visitors	
Display conditions of entry (website, social media, venue entry)	<p>All of our Instructors will be provided with signs to put up in there venues.</p> <p>Conditions of attendance emailed to all parents/ carers of enrolled students. (Appendix 1)</p> <p>Conditions of attendance will be displayed on Dancesport Confidence After School Class Parents Portal.</p> <p>Conditions of Attendance will be available to view from Dancesport Confidence Web Page.</p>
If hiring a dance facility, or teaching in schools, we will consult with the owners/operators to address these requirements to understand what measures may already be in place.	We have signed agreements with all our venues management to abide by all of the rules and Covid-19 stipulations. We are in regular contact with the venue providers for any updates.
<p>Ensure COVID-19 Safety Plans are in place, where relevant, for:</p> <ul style="list-style-type: none"> <li>• After School Class Venues</li> <li>• Teacher Training Venues</li> <li>• School Venues</li> </ul>	<p>We follow the complete Dancesport Confidence Covid-19 Safety Plan in all of our venues and in any class type.</p> <p>We also observe and follow the Covid-19 Safety plans of other organisations such as the Dept of Education when working with these bodies.</p>
<p>Ensure Registration as a Covid Safe Business via the NSW Government website. This should be for all venues</p> <ul style="list-style-type: none"> <li>• After School Class Venues</li> <li>• Teacher Training Venues</li> <li>• School Venues</li> </ul>	<p>We have registered as a Covid Safe business for all of our venues for all of our After School class locations, all of the School venues and all the training venues.</p> <p>When we change venues the new venue is to be added.</p>

REQUIREMENTS	ACTIONS
<b>Physical distancing</b>	
Ensure the number of people in a facility does not exceed one person per 2 square metres of publicly accessible space (excluding staff). Children count towards the capacity limit.	<p>All class sizes have been restricted to 20 students. All parents are asked not to enter the classrooms unless previously organised with Dancesport Confidence Admin so that these numbers are not breached and to avoid unnecessary people being in the space for each class.</p> <p>All venues have been measured and we have the total number of people allowed in these venues. All of our classes are limited by the 4m<sup>2</sup> rule plus the instructor and assistants or the number of participants to these figures, which ever is the lesser.</p>
Ensure limited and only necessary contact between the Instructors and their assistants and the students.	<p>We advised our Instructors and any assistants to maintain a safe distance from the students at all times, where practical.</p> <p>We review our safe dance practices regularly and after school class parents can opt out of contact between the students at any stage.</p> <p>Students may only as part of their training have contact with each other in the after school program only.</p> <p>We follow the Department of Education Protocols and Covid Rules within the school grounds.</p>
For events, ensure the number of people in a facility does not exceed one person per 2 square metres (including instructors/ contractors and spectators).	All venues have been measured and we have the total number of people allowed in these venues.
For events, minimise co-mingling of participants from different classes, competitions heats/ finals, medals groups and timeslots where possible.	<p>We will provide information on the expectations of students when waiting for their class/ heat etc and waiting for the preceding class to exit the room/ area before they enter.</p> <p>Any breaches of these rules will be communicated to their parents/ carers and continued breach may result in expulsion from the class/ competition.</p>
For Events, ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. People who live in the same household are not required to distance. Have strategies in place to prevent spectators from different classes, competitions heats/ finals, medals groups and timeslots co-mingling.	<p>We will provide conditions of entry information to all spectators regarding allocation of their seats, waiting for their session and waiting for the preceding session to exit the room/ area before they enter.</p> <p>These expectations will be placed on posters at all entrances We will put in physical measures where and when possible.</p> <p>Any breaches of these rules will beget a warning and continued breach may result in having their tickets revoked and being asked to leave to venue.</p>

Physical distancing	
Have strategies for when parents are not allowed on Public School grounds so safe pick up and drop off is achieved.	In the case where our after school venue is located at a Public School and the parents are not allowed on the grounds to pick-up and drop off their children. we will arrange with each school and instructor on a case by case basis the best way to achieve the safe and efficient pick-up and drop-off of the students. We will inform the after school class parents/carers of the protocol for each class group.
Have strategies in place to manage gatherings that may occur immediately outside the premises, such as with drop off and pick up zones or staggered start/finish times.	Students and Parent/ Carers will be asked to observe all current Public Health orders, including social distancing when waiting before and after classes, where possible we will use different entry and exit points to the venue and stagger start and finish times. Breaches to this will result in a warning and continued disregard for these orders could possibly result in police involvement.
Reduce crowding wherever possible and promote physical distancing with markers on the floor.	Where and when possible and practical we will use physical measures such as tape on the floor, chair placement and barriers to promote over-crowding and encourage physical distancing.
Assess the safe capacity of communal facilities such as toilets, showers and change rooms. Communicate this at their entrance and have strategies in place to reduce crowding and promote physical distancing.	All venues have been assessed for their safety and in classes we have adopted only 2 students to visit the bathroom at one time rule and we use the 4m <sup>2</sup> rule for all other spaces. These measures are communicated to all Instructors/ contractors, students, parents/ carers and visitors at entrances and via email as part of the "Conditions of Attendance"
Where practical, stagger the use of communal facilities. Strongly encourage participants to change at home where possible.	We have adopted a 'come ready to dance' policy that the only thing students should have to change is their shoes. Student coming directly from school to remain in their school uniform or change before presenting to class. Toilet facilities used as necessary with the '2 at a time' rule
Use telephone or video platforms for essential staff meetings where practical.	All meetings will continue to be by phone and video conferencing except in the case of necessary teacher training sessions and when keys, posters, first aid supplies, hand sanitiser and cleaning products are distributed.

REQUIREMENTS	ACTIONS
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Hygiene and cleaning	
Review regular business deliveries and request contactless delivery and invoicing where practical.	Where and when possible all business deliveries are contactless and all invoices are electronic.
Adopt good hand hygiene practices.	Proper hand washing and/ or appropriate use of hand sanitiser is strongly encouraged at all venues. Hand sanitiser is provided to all after school class instructors. Regular intervals are provided to wash or sanitise hands.
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	Hand sanitiser is taken to all venues and will be made available at all entry points.
Ensure bathrooms are well stocked with hand soap and paper towels.	We have introduced a bathroom check for all hired venues by all instructors/ contractors prior to class starting. We are in communication with all hired venues supervisors to ensure ample supplies are provided.
Provide visual aids above hand wash basins to support effective hand washing.	The hired venues have strict guidelines as to signage and appropriate signage is already on display in our venues. Where this signage is lacking instructors/ contractors are provided with signs to put up in these venues.
Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.	We have adopted a strict no food in class. Only bottled water in your own labeled personal container is allowed. Where students, parents/ carers and instructors/ contractors wish to eat they must do so out of the classroom and they are advised not to share any food or drinks. Hands must be washed or sanitised after eating.
Ensure processes are in place to launder/ clean shared uniform items after use, such as numbers, borrowed costumes.	In competition the numbers are only to be used once a day and sanitised or washed at the end of the day. Any borrowed costumes must be placed in individual plastic bags. All costumes must be washed before re-loaning. Even if the borrower has washed them.

Hygiene and cleaning	
Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.	We communicate with the venue hirers about the cleaning done before each of our time slots. We will clean what ever is necessary prior to class starting and all used areas after the sessions are complete.
Clean areas used for high intensity sports with detergent and disinfectant after each use.	We communicate with our venues as to the availability of cleaning products they would prefer used at each facility. If necessary we provide our Instructors/ contractors with appropriate supplies.
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	We do not share equipment in our classes at all.
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	We communicate with our venue hirers to ensure they have the relevant supplies or we will provide our own.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	We will communicate with our venue hirers if there is a problem with the cleaning solutions provided. If there is a problem we will provide our own that have been check that they are the appropriate strength as per the manufacturers' instructions.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Instructors/contractors are instructed in this practice and gloves are provided, where necessary.
Encourage contactless payment options.	All of our classes and accounts are paid for online, electronically or over the phone. No payments are taken on site.

REQUIREMENTS	ACTIONS
<b>Record keeping</b>	
Keep a record of name and a mobile number or email address for all staff, volunteers, participants, spectators and contractors attending all classes, workshops, training sessions, competitions and events for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	We maintain an electronic and paper attendance record for all classes and venues.
Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.	All Instructors/ contractors have been encouraged to add this app to their phones. We will be asking students, parents/carers and visitors upon entry if they have this app on their device.
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.	We aim to work with NSW Health on all matters not just the current Covid-19 situation. We will follow any direction given in relation to a positive case of Covid-19 detected amongst any of our Instructors/ contractors, students, parents/ carers or visitors. SafeWork NSW will be notified and assistance requested.

QR Code Masks and Vaccination Status	
QR Code Check in	Ensure all Instructor and participants check in and check out with the venue nominated QR Code or a code produced for the venue by Dancesport Confidence.
Masks	<p>Masks must be worn indoors by all Instructors, participants and parents 12 yrs and older.</p> <p>In-school only single use Surgical Masks to be used.</p> <p>For students under 12 masks are encouraged but not essential.</p> <p>Masks may be removed when drinking, eating or for brief times of extremely intense activity</p>
Covid-19 Vaccination Status	<p>We ensure all our Instructors are fully vaccinated with 2 doses of an approval Covid- 19 vaccine prior to teaching face to face lessons</p> <p>All students 16 yrs and older must be fully vaccinated to attend face to face lessons. Proof of vaccination is require on Check in.</p> <p>All students under 16 years do not have be vaccinated to attend.</p>

Ventilation	
Review the 'COVID-19 guidance on ventilation' available at <a href="https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance">https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance</a> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.	We have read the Ventilation Guidance Information and the following have been utilised
Use outdoor settings wherever possible or In indoor areas, increase natural ventilation by opening windows and doors where possible.	We endeavor to use, at all times, the most well ventilated area to teach all our classes. The Instructors have been advised to ensure all windows are open and fans are on, where available.
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) and Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).	We encourage all our instructors to monitor and adjust Mechanical Ventilation and air quality devices. We communicate with our Venue owners in regard to upkeep, maintenance and anything issues with these devices.