

COVIDSAFE Policy

PURPOSE

The purpose of this policy is to outline how our organisation will be managing risk relating to Coronavirus (COVID-19) during key interactions between staff, students, parents and volunteers during the return to onsite learning and rehearsals in Term 3, 2020.

CentreStage is committed to providing a safe learning and working environment for our students and staff. We ask for the whole school community to follow this policy to enable us to provide the safest possible environment during this time. We all have a role to play in stopping the spread of COVID-19 in Victoria.

BACKGROUND

CentreStage is following advice from the Department of Education and Training including, [Health and safety advice for return to onsite learning in the context of COVID-19](#) and guidance from the Department of Health and Human Services relating to both Entertainment and Culture and Sport and Exercise and which can be found on the Department's [Coronavirus \(COVID-19\) website](#).

SCOPE

This policy applies to everyone in the CentreStage community including all members of staff, all volunteers, students, performers and parents/carers/visitors who attend on site at any of our venues.

REQUIREMENTS

Attendance on-site

The Department of Education and Training (DET) advises that:

Perhaps the most important action learning communities can take to reduce the risk of transmission of coronavirus (COVID-19), is to ensure that any unwell staff, children and young people remain at home.

While the risk of transmission of the virus is very low, staff or students most at risk of severe illness should individually assess appropriateness for onsite attendance at this time with support from their medical practitioner.

As the main risk of transmission of coronavirus (COVID-19) in the learning environment is between adults, it is important that parents/carers/visitors to our venues are limited to those delivering or supporting essential services and operations.

This means that at our venues:

- ALL UNWELL STAFF AND STUDENTS MUST STAY HOME.
- Parents/carers of students with complex medical needs or compromised immune systems should seek advice from the student's medical practitioner to support decision-making about whether on-site education is suitable, noting that this advice may change depending on the status of the coronavirus (COVID-19) pandemic in Victoria. This is in line with the [DET Health Care Needs](#) policy.
- Visitors to the venue will be limited to those delivering or supporting essential services and operations (e.g. staff, volunteers with scheduled functions, maintenance workers).
- We ask that any parents/carers/performers wishing to discuss any matters with a staff member to first use Seesaw or email the managing director: david@centrestage.org.au. If a face-to face meeting is absolutely needed, it must meet the physical distancing requirements of 1.5m between adults.

Venue arrival and departure

DET and DHHS advise that:

As the main risk of introducing coronavirus (COVID-19) to the learning environment is from adults, close proximity between adult members of the learning community should be avoided, particularly during drop-off and pick-up.

This means that at our venues:

- We ask staff and parents/carers to observe physical distancing measures by not congregating in areas inside or around the venue and adhere to the staggered drop off and pick up times provided to families. This advice also covers the car parking areas assigned to parents.

To minimise interaction of students and adults within the venue and at entry points we have:

- o Staggered drop off and pick up times at our venues as follows:

26 Rodney Road

10:00am – Junior Troupe drop off

11:30am – Junior Troupe Pick up

12:00pm – Senior Troupe Blue drop off

2:45pm – Senior Troupe Blue pick up

3:00pm – Senior Troupe Green Drop off

6:00pm – Senior Troupe Green Pick up

Vines Rd

9:00am – Middle Troupe Blue drop off

11:45am – Middle Troupe Blue Pick up

12:15pm – Middle Troupe Green drop off

3:00pm – Middle Troupe Green pick up

3:15pm – Middle Troupe Red Drop off

6:00pm – Middle Troupe Red Pick up

- o Conditions advised for during drop off and pick up are:

- **Only attend the drop off area at the designated time for your child's class. Students will not be permitted to enter prior to their allocated time slot due to staffing arrangements unless approved in negotiation with a CentreStage staff member.**
- Walk students to the front doors of either Rodney Rd or Vines Rd and form a **socially distanced queue maintaining 1.5 metres from other parents and carers.**
- When it is your turn, a staff member will walk your child into the foyer and their temperature will be checked
- If their temperature is fine, you will be given a signal to exit and your child will continue through the foyer to their rehearsal space
- If your child has a fever you will need to exit via the car park gates with your child and seek medical treatment.
- **Only attend the pick up area at the designated time for your child's class**
- Please go to the designated pick up area outside the foyer for your child and form a **socially distanced queue maintaining 1.5 metres from other parents and carers.**
- You will be required to wait outside of the in your socially distant queue until your child is brought to the door by a staff member. You will be required to exit the pick up area as soon as your child is in your care.

- Parents will need to be prepared for all types of weather as access to the foyer is no longer available for them. Please monitor the weather forecast and dress appropriately or bring an umbrella as there is minimal shelter available in the drop off and pick up areas.
- If a student, staff member or volunteer appears to be even mildly unwell **they must not attend onsite at CentreStage**. Even if your child only appears to have a runny nose, cough or generally appears pale or unwell please keep them home.
- If a staff member identifies that a student/performer or volunteer is unwell they will be required to leave the venue. Parents/carers will be contacted if necessary and required to collect the student from the venue as soon as possible.
- Students who display **even the mildest of symptoms of illness** whilst at school are **required to be isolated until** a parent or carer can collect them from school.
- CentreStage will encourage non-contact greetings

Hygiene

DET and DHHS advise that:

Everyone can protect themselves and prevent the spread of coronavirus by continuing effective hand hygiene.

At our venue:

- All staff, students and volunteers will undertake regular hand hygiene, particularly on arrival to the venue, before and after eating, after blowing their nose, coughing, sneezing or using the toilet. This will be directed or supervised by staff where required.
- Where soap and water are not readily available, hand sanitiser will be made available.
- Students must bring their own water bottles to our venues for use (and refilling). Students will not be permitted to use glasses or cups from the venue.
- Staff and students are reminded to clean their mobile phones regularly.
- Sharing of food is not permitted.

Specific arrangements for teaching and learning environments and break times

DET advises that:

Maintaining a physical distance of 1.5 metres will not always be practical in education settings. Physical distancing is most important between adults.

Reducing mixing between different cohorts (troupes) is recommended as a precautionary measure to minimise risk of spread of transmission and aid containment in the rare event of a confirmed case of coronavirus (COVID-19) on site.

At our venues we will:

- Separate different troupes by implementing staggered drop off and pick up times to reduce interaction at crossover times.
- Maximising use of larger learning areas or environments with enhanced ventilation where possible and as practical depending on weather conditions
- Staff will maintain physical distancing as much as practical when working in a learning space together

Offices and shared staff facilities

DET and DHHS advise that:

As the greatest risk of transmission of coronavirus (COVID-19) in learning environments is between adults, close proximity between staff will be avoided where possible and especially in offices and staff rooms.

At our venues we will:

- Spread staff work spaces out as much as possible and limit the number of staff in offices or smaller rooms by relocating staff to other spaces
- In line with other workplaces across Victoria, we will remind staff to maintain physical distancing from each other as much as possible in the foyer, learning spaces, offices, wardrobe and workshop areas.

Cleaning and facilities management

DET and DHHS advise that:

Environmental cleaning, coupled with regular hand hygiene, remains important to reduce the risk of coronavirus (COVID-19) transmission.

At our venue we will:

- Continue extension of routine environmental cleaning, including progressive cleaning by staff between troupes and venue hirers to ensure that risks of transmission are reduced for high-touch surfaces.
- Carefully consider the necessity of using shared items or equipment e.g.: shared devices, class sets of teaching, learning and sensory materials, props etc., at this time.
- We will be practising hand hygiene immediately before and after use of all shared equipment

Sport and Exercise

DET and DHHS advise that:

In line with community advice, reasonable precautions are still advised to reduce the risk of coronavirus (COVID-19) transmission in the context of sport and exercise:

- Play and exercise equipment can be used. However, students will be directed to practise hand hygiene before and after use.
- For people aged 18 years and under, full contact training and competition may resume.
- Large indoor venues will be able to allocate separate spaces (zones) and have up to 20 people aged 18 years old or younger in each space (zone). When the participants are all 18 years old or younger, they can practice indoors in groups with up to 20 per space as long as they meet the four square metre rule.
- The size of the large rehearsal spaces in our venues allows for 2 zones per large space and 1 zone per small space. This ensures all students within each troupe can participate in exercise, dance and performance activities with adequate distance in line with the four square metre rule.
- We will encourage non-contact exercise, dance and performance activities at this time. Hand hygiene will be practised before and after use of any shared equipment.

Provision of routine care and first aid

DET advises that:

Physical distancing is not practical when providing direct care. In this situation standard precautions, including hand hygiene, are important for infection control.

At our venue:

- Standard precautions as per DET [Infectious Diseases policy](#) and the CentreStage First Aid Policy will be followed when providing first aid. For example, we will use gloves when dealing with blood or body fluids/substances.

- Hand hygiene will be practised before and after performing routine care or first aid.
- Additional Personal Protective Equipment (PPE), for example face masks, is not required to provide routine care or first aid for students who are well.

Management of an unwell student or staff member

DET advises that:

It is important that any staff member or student who becomes unwell while at CentreStage returns home. While it is unlikely that a staff member or student who is unwell with flu-like symptoms will have coronavirus (COVID-19) there are some sensible steps that can be take while a student awaits collection by a parent or carer as a precaution.

This means that at our venues:

- Staff and students experiencing compatible symptoms with coronavirus (COVID-19), such as fever, cough or sore throat, will be isolated in an appropriate space with suitable supervision and collected by a parent/carer as soon as possible. Urgent medical attention will be sought where needed. Unwell students will not be permitted to travel home unsupervised.
- Where staff or students are experiencing compatible symptoms with coronavirus, we will ensure hand hygiene, physical distancing and (where possible) use of a face mask. See DET [guidance for the use of Personal Protective Equipment in education](#).
- If a staff member is unsure whether a student is unwell in the first instance we will contact the parent/carer to discuss any concerns about the health status of the student, and we will take a precautionary approach, requesting the parent/carer to collect their child if concerns remain. A staff member may take the temperature of the student, where appropriate, to support decision-making.
- Staff or students experiencing compatible symptoms with coronavirus (COVID-19) should be encouraged to seek the advice of their healthcare professional who can advise on next steps. Staff and students should not return until symptoms resolve.
- If a student spreads droplets (for example by sneezing, coughing, spitting or vomiting), surfaces will be immediately cleaned with disinfectant wipes (and using gloves).

Managing a suspected or confirmed case of COVID-19

Comprehensive procedures are in place with the Department of Health and Human Services to manage suspected or confirmed cases of coronavirus (COVID-19).

We will contact the Department of Health and Human Services on 1300 651 160 to discuss what to do next if a student or staff member:

- is a confirmed case
- has been in close contact with a confirmed case

DHHS defines 'close contact' as someone who has either:

- had at least 15 minutes of face-to-face contact with a confirmed case of coronavirus (COVID-19)
- shared a closed space for more than two hours with someone who is a confirmed case.

If required, our venue will close for deep cleaning and families will be notified when reopening will occur

FURTHER INFORMATION AND RESOURCES

- [DET Coronavirus \(COVID-19\) website:](#)
- o <https://www.education.vic.gov.au/school/Pages/coronavirus-advice-schools.aspx>
- [DHHS Coronavirus \(COVID-19\) website:](#)
- o <https://www.dhhs.vic.gov.au/coronavirus>
- [DET Infectious Diseases Policy:](#)

- o <https://www.education.vic.gov.au/school/principals/spag/health/pages/infectiousdiseases.aspx>
- [DET Health Care Needs Policy](#)
- o <https://www.education.vic.gov.au/school/principals/spag/health/pages/healthcareneeds.aspx>
- [Talking to your child about COVID-19:](#)
- o <https://www.education.vic.gov.au/Documents/about/department/covid-19/talking-to-your-child-during-coronavirus.docx>
- Department of Health and Human Services Coronavirus hotline – 1800 675 398 (24 hours, 7 days a week)

REVIEW

This policy was last updated on 6th July, 2020 and will be reviewed at the end of Term 3 2020