

# SAFETY GUIDELINES

As at 15 December 2020

All students and parents/carers must read these guidelines before attending the School.

The Australian Ballet School has developed a staggered approach to return to onsite learning and administrative activities. The following guidelines are to ensure the health and safety of our students and staff as we return to onsite learning, and developed in consultation with The Australian Ballet and Building Management of the Primrose Potter Australian Ballet Centre and informed by the Department of Health.

With due care and caution, we look forward to welcoming you in the coming weeks.

If you have any questions regarding safety procedures, please contact [ask@australianballetschool.com.au](mailto:ask@australianballetschool.com.au)

## IF UNWELL

Parents and students must be alert for any symptoms of COVID-19 in the family unit.

Students must stay at home if they show any signs of illness.

Staff members have the authority to send home any student they feel presents with any symptoms of illness.

If a student or staff member presents with symptoms of illness, including but not limited to cold or flu-like symptoms:

- A family member or friend must collect the unwell individual as soon as practicable
- In line with medical advice, any unwell individual with symptoms listed below must take a COVID-19 test and isolate until the test results return

The Victorian Government's Department of Health and Human Services advises that anyone who has any of the symptoms of COVID-19, however mild, should get tested. The symptoms to watch out for are:

- Fever
- Chills or sweats
- Cough
- Sore throat
- Shortness of breath
- Runny nose
- Loss of sense of smell or taste
- In certain circumstances headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea may also be considered.

For more information, visit the [DHHS website](https://www.dhhs.vic.gov.au) or call the 24-hour coronavirus hotline 1800 675 398.

**Should a student/staff member's test result return COVID-19 positive, they:**

- **Must notify the school immediately**
- **Are prohibited from returning to School until they return a negative test result**

Following the advice of the Australian Information Commissioner, and in order to play our part in the prevention and management of COVID-19, the School is able to collect information from people entering the premises in relation to COVID-19, for example:

- Whether the individual or a close contact has been exposed to a known case of COVID-19
- Whether the individual has recently travelled overseas and to which countries.

## SAFETY AND HYGIENE

Regular handwashing and hygiene etiquette is required of everyone to limit the spread of germs. This includes not touching your face, eyes, nose and mouth and sneezing only into a tissue or elbow. Please dispose of tissues hygienically.

The following procedures are in place at the Primrose Potter Australian Ballet Centre:

- 1.5 metre physical distancing will be maintained throughout the day
- All locations will be thoroughly cleaned and disinfected before classes start
- Hand sanitiser will be available at the entrance of the building, the School and the studios
- Frequent hand washing and general hygiene etiquette is essential
- Staff will disinfect the barres before class begins and after class
- Antibacterial wipes will be available in all studios
- Bathrooms will be cleaned and sanitised frequently
- Floors will be cleaned regularly
- Staff in-charge will wipe down table tops and desks in meeting rooms and classrooms

## PRIMROSE POTTER AUSTRALIAN BALLET CENTRE

Do not enter the Primrose Potter Australian Ballet Centre if you are feeling unwell, no matter how mild. If you are showing any symptoms of illness, you will be asked to leave the building.

COVID-19 signage will be displayed at the entrance, describing sanitation procedures, physical distancing guidelines and areas with limited or restricted access. In addition, everyone must note that:

- Registration will be held on level 1 (ground floor)
- No entry to The Australian Ballet areas at all
- Students will be assigned staggered arrival and departure times, where possible, to avoid congestion
- Students must arrive at the scheduled time. No early arrivals or congregating.
- Only students and staff may enter the building
- Visitors will not be allowed in the building at any time
- Water stations are available, however, students must bring their own water bottle
- Students must bring their own lunch to School
- Students must dispose of rubbish

### **Elevators & Stairs**

Students and staff will have access to all elevators but must abide by the social distancing guidelines, both whilst waiting for the arrival and inside of elevator, in most cases students will be guided to use the stairs from level 1.

- Staff will open the stairs from level 5 in the morning and close the level 5 stair well door at the conclusions of the last class

## STUDIOS

Students and staff must ensure that appropriate physical distancing measures are implemented and face masks must be worn (refer to section on masks). There are currently limits as to the number of students in each studio, please observe signage at the entrance to each space.

There will be no physical contact during class, including corrections from staff. This will be reviewed subject to the advice of Victoria's Chief Health Officer and the continued management of the spread of COVID-19

- Class times and breaks will be staggered, where possible
- Be sure to check the timetable

## COMMON SPACES, SERVICES AND EQUIPMENT

- All staff and students will remain 1.5 metres apart in hallways and foyers
- where it is not possible to maintain the 1.5 metre physical distancing, then a face mask must be worn
- Reduced gathering in the building. This is to minimise unnecessary contact in communal spaces
- Adhere to all signage and instructions located in the building and School
- Students will have access to change rooms/toilets only, however, must arrive with dance attire underneath street clothes
- Students are not permitted to use Showers
- Students must bring personal water bottles to class. No sharing of water bottles.

## ARRIVAL AND DEPARTURE

**Use of masks**, under Victoria's current restrictions as at 15 December 2020

- In Victoria a face mask must be worn on public transport, in shopping centres and where physical distancing is not possible
- Children under 12 years of age, are not required to wear a face mask
- There are a number of [lawful excuses](#) for not wearing a face mask
- Masks must be fitted over mouth and nose

To remove mask, refer to instructions on packaging. If you have a reusable mask, the following is recommended to remove a mask with intent to reuse: Perform hand hygiene

1. Remove mask by holding the ear loops. The front is potentially contaminated, and should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage.
2. After removing mask, visually inspect. If soiled, torn, or saturated the mask should be discarded in the rubbish bin. DO NOT LEAVE used masks lying around.
3. If the mask is NOT visibly soiled, torn, or saturated, the folded mask can be stored between uses in a clean sealable paper bag or breathable container. Fabric masks are machine-washable.
4. Perform hand hygiene.

### **Before you leave home**

- If you're feeling unwell STAY HOME
- Dress in dance attire with street clothes over the top

### **On your way to school**

- Use hand sanitiser
- Maintain physical distancing when walking, wear a mask when 1.5metre physical distancing cannot be maintained

### **On arrival**

- Arrive at the scheduled time. Do not arrive early and congregate
- Register at level 1 (ground floor)
- Hand sanitiser must be used upon entry
- Keep 1.5metres between you and the person in front of you when queuing to register
- Students will be temperature checked
- Follow instructions and make your way to your designated studio

### **Before class**

- Continue to wear your mask
- Sanitise your hands

### **During class**

- Continue to wear your mask until instructed by your teacher remove it
- Keep all your belongings in the window boxes in your 'home studio'
- Use a towel to catch any sweat
- Put your mask back on before you leave the studio

### **Lunch break**

- You will remain in your 'home-studio' to have your lunch (brought from home)
- All rubbish must be placed in the rubbish bin outside of the studio
- Any spills, please see one of the Summer School Assistants immediately to assist in cleaning up

### **After class**

- Continue to wear your mask
- Sanitise your hands
- Collect all of your personal items
- Respect social distancing guidelines in common areas

### **End of daily schedule**

- Continue to wear your mask
- Once signed out, you must leave the building immediately. Do not congregate
- You will be directed to take the stairs to level 1 for pick up