

## **Coronavirus (COVID-19) Management Policy**

COVID-19 is a new strain of coronavirus that was originally identified in Wuhan, Hubei Province, China in December 2019. The World Health Organization (WHO), has declared the COVID-19 outbreak as a 'pandemic'- a Public Health Emergency of International Concern (effective 11 March 2020). This is mainly due to the speed and scale of transmission of the virus in countries around the world, including Australia.

COVID-19 is transmitted from someone who is infected with the virus to others in close contact through contaminated droplets spread by coughing or sneezing or by contact with contaminated hands or surfaces. According to the Department of Health, the time of exposure to the virus and when symptoms first occur is anywhere from 2-14 days.

Symptoms can range from a mild illness, similar to a cold or flu, to pneumonia. People with COVID-19 may experience:

- fever
- flu-like symptoms such as coughing, sore throat and fatigue
- shortness of breath

The Australian Government is constantly updating the current status of COVID-19 including health recommendations, travel restrictions, and a vast collection of resources and information to help people make informed decisions.

As this information is changing rapidly, our Club is constantly monitoring health alerts and implementing measures suggested by key health experts, as well as the Edith Parsons School of Physical Culture (the School) to minimise the transmission of COVID-19.

The School has a range of comprehensive policies in place to guide best practice in relation to health and safety and maintaining a child safe environment. Our duty of care and responsibilities to members, families, instructresses and volunteers to provide a safe environment is of utmost importance.

Under workplace health and safety laws, our Club must ensure the health and safety of all volunteers.

The evolving nature of COVID-19 and the unprecedented steps required to protect our community as recommended by the Australian Government, has resulted in the development of a specific policy to assist our Club manage this pandemic.

This policy will change as required to ensure the protective measures against COVID-19 as advised by our government are implemented by our Club.

### **Scope**

This policy applies to members, families, instructresses and volunteers to the Club.

### **Statement**

Our Club will minimise our members', families', instructresses' and volunteers' exposure to COVID-19 by adhering to all recommended guidelines from the Australian Government- Department of Health and local Public Health Units to slow the spread of the virus. We will implement practices that help to reduce the transmission of the virus including the exclusion of any person (member, instructress or volunteer) that is

suspected or has tested positive to having COVID-19. Our Club will implement effective hygiene practices including additional cleaning of high-touch areas associated with our classes, as well as the use of alcohol-based hand sanitiser both before and after classes by members and instructresses.

Our Club will provide up-to-date information and advice to members' families and volunteers sourced from the Australian Government, Department of Health and state Ministry of Health about COVID-19 as it becomes available. Recommendations and health measures mandated by the Health Department will be strictly adhered to at all times.

### **Strategies**

All strategies detailed below will be implemented to the extent reasonably practicable.

### **Implementation**

Our Club is committed to minimising the spread of the COVID-19 virus by implementing recommendations provided by the Australian Government – Department of Health and Safe Work Australia.

Our Club implements procedures as developed by the Australian Government National Health and Medical Research Council as part of our day-to-day operation of the Club. We have also consulted additional guidance from Ausdance and the Royal Academy of Dance (RAD) with relation to returning to face-to-face dance classes.

We are guided by explicit decisions regarding exclusion periods and notification of any infectious disease by the Australian Government – Department of Health and local Public Health Units in our jurisdiction under the Public Health Act. COVID-19 is a notifiable condition in all states and territories of Australia.

In the event of any member, instructress or volunteer attending our Club who is suspected or confirmed to have the infection, the Head Instructress or Assigned Instructress will contact their Public Health Unit.

National Coronavirus (COVID-19) Health Information Line: 1800 020 080  
(Call: 131 450 for translating and interpreting service)

Health Direct: 1800 022 222

Public Health Unit - Local state and territory health departments

The Older Persons COVID-19 Support Line provides information and support to senior Australians, their families and carers. This service is available Monday to Friday, except public holidays, from 8.30am to 6pm - 1800 171 866.

***The Club's members, families, instructresses and volunteers will comply with the following:***

#### **Minimising the transmission of COVID-19**

Our Club has implemented risk management planning to identify any possible risks and hazards to our learning environment and practices. Where possible, we have eliminated or minimised these risks as is reasonably practicable.

Effective 15 March 2020, the Australian Health Protection Principal Committee has made recommendations to the general public to help manage the spread of COVID-19. These measures include implementing good hygiene, self-isolation and social distancing.

Our staff are committed to assist in infection prevention controls and are currently completing COVID19 infection control training.

### **Immunisation**

Whilst there is no vaccination for COVID-19, we strongly recommend that all members, instructresses and volunteers receive the seasonal influenza vaccination. All Collaroy Plateau Instructresses have either received or are in the process of receiving the influenza vaccination for 2020.

### **Hygiene practices**

Our Club will ensure signs and posters remind volunteers and visitors of the risks of COVID-19 and the measures that are necessary to stop its spread including hand washing and hand rub procedures, as well as information about COVID-19. These will also be communicated to families through email, newsletters and social media. Alcohol-based hand sanitiser will be kept out of reach of young children and only available for adults to dispense to our younger members. An adult (instructress or volunteer) must supervise the child/ren to avoid rubbing it into their eyes or a child swallowing the gel/liquid. Our Club will supply disposable tissues and have bins available with plastic liners available in several locations for disposing used items.

Information provided to families may include:

- symptoms of COVID-19
- details regarding transmission of the virus
- self-isolation and exclusion
- prevention strategies - including hygiene and self-isolation
- contact details for health assistance
- updated information about temporary changes to fees
- effective 28 March 2020, any person entering Australia from any destination will be required to undertake 14-day quarantine at designated facilities (Australian Government)
- parents agree to have their child excluded if their child's temperature is above 38°C
- any person who has been in close contact with someone who has a positive diagnosis, or suspected diagnosis of the virus, must self-isolate for 14 days
- household members of a person who has a confirmed case (including children) of COVID-19 must also be isolated from the Club and general public
- families must immediately advise the Club if they, or anyone in their household, develop any symptoms of the virus or receives a positive result of the virus
- the Public Health Unit will provide further information on a case-by-case basis as to the length and place of isolation. (see: COVID-19 self-isolation)
- any person (members, instructresses and volunteers) who is displaying symptoms such as: fever, coughing, sore throat, fatigue and shortness of breath, must seek urgent medical attention to be tested for COVID-19 and not attend our Club under any circumstance.

### **Implement effective hygiene measures**

The national campaign Help Stop the Spread and Stay Healthy, launched by the Australian Government has emphasised that effective handwashing is a vital strategy to help reduce the spread of the COVID-19 virus. Handwashing with soap and water for at least 20 seconds whenever you cough, sneeze or blow your nose, prepare food or eat, touch your face or use the toilet is recommended.

Our Club will adhere to National Regulation requirements, and Government guidelines to ensure all members, families, instructresses and volunteers of the Club implement best practice. Our Club will ensure:

- all members, instructresses and volunteers must wash their hands with soap and water or use the alcohol-based hand sanitiser provided upon arrival to the Club
- hands must be thoroughly dried after washing using disposal paper and disposed of in the bin provided
- disposable tissues must be used to wipe noses, eyes or mouths and disposed of in the bin provided immediately after use
- hands must be washed following the use of tissues
- hands must be washed thoroughly using soap and water after using the toilet
- cough and sneeze etiquette must be used - cover your cough and sneeze with your elbow
- instructresses and volunteers must adhere to correct handwashing procedure at all times
- equipment, resources and surfaces including high-touch surfaces- taps, door handles etc will be cleaned more frequently as required using disinfectant wipes
- NOTE: According to the World Health Organisation, COVID-19 may survive on surfaces for a few hours or up to several days. (14 March 2020)

### **Social/Physical distancing**

Social or physical distancing is important because COVID-19 is most likely spread from person-to-person through close contact with a person while they are infectious, close contact with a person with a confirmed infection who coughs or sneezes or from touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection and then touching your nose or mouth.

To reduce the spread of COVID-19 families are reminded of the following:

- if your child is sick, do not send them to class
- do not attend classes if you or another family member is unwell
- sanitise your hands at the beginning and end of all classes
- avoid physical contact with other people who may be unwell or at higher risk - such as older people and people with existing health conditions
- clean and disinfect high touch surfaces regularly (door handles, car seats, mobile phone, toys, dummies)
- promote strictest hygiene measures when preparing water bottles for use in class

To minimise the risk of exposure to COVID-19 our Club will:

- restrict access to our class venues to members only
- allow only the number of members per class mandated by the NSW State Government – this is a fluid restriction and will be adjusted as the NSW State Government protocols allow. Beginning 13 June 2020, this will be 10 people per class (9 members + 1 instructress). In cases where there are more than 9 registered members per class, the Club will allocate additional classes and ask members to register for one class per week to ensure equal access to classes.
- ensure that floors are accurately marked either by the venue or Club to reflect current physical distancing protocols. There will be no changing of lines during class, however the instructress will keep note of weekly positions and adjust for each class to ensure equal access.
- keep accurate rolls

- shorten all classes by five (5) minutes to allow for no class cross over and time for instructress to sanitise all high-touch surfaces
- effective Monday 15 June 2020 we will be limiting entry to classes to all but the instructresses and members. Instructresses will meet parents/carers at the venue entry doors and accompany members into class
- discourage use of public transport if possible.

There are a number of groups identified as being at greater risk of more serious illness if they are infected with coronavirus. These groups include:

- people aged 70 years and over,
- people aged 65 years and over with chronic medical conditions,
- people with compromised immune systems, and
- Aboriginal and Torres Strait Islander people over the age of 50.

Where certain members are at higher risk, our Club will discuss options directly with these members to attempt to minimize risks. This may include requiring medical clearance from treating doctors and/or alternative teaching options.

#### **Suspected cases of COVID-19 at our Club**

We reserve the right to refuse a child into class if:

- we have reasonable grounds to believe that a child has a contagious or infectious disease (this includes COVID-19)
- they are unwell and unable to participate in normal activities or require additional attention
- they have had a temperature/fever, or vomiting in the last 24 hours or they have had diarrhoea in the last 48 hours or they have been given medication for a temperature prior to arriving at class or they have started a course of anti-biotics in the last 24 hours.

If a member becomes ill during class, instructress/es will respond to their individual symptoms of illness, appropriately isolate the member and aim to contact a parent to collect the member as quickly as possible. Parents are reminded to ensure their contact details are current and emergency contact details are updated as required.

If an instructress or volunteer is confirmed to have COVID-19, they are unable to attend classes and cannot return to teaching until they have completed a period of self-isolation of at least 14 days. They may either appoint another instructress to cover their physical classes or establish online classes during any period of isolation. Instructresses must make a declaration that they are fit for work, have no symptoms of COVID-19 and have been advised they no longer need to be in isolation from their doctor or public health unit (updated 3 April) before being able to return to face-to-face teaching.

Our Club also reserves the right to prevent members, families, instructresses or volunteers to enter class premises if there are suspected/instances of COVID-19.

#### **Notification**

The Club is mandated by law to notify the Public Health Unit or Health Information hotline of any confirmed or suspected cases of COVID-19.

The Club will continue to keep accurate rolls as physical classes recommence in order to best able contract tracing should a confirmed or suspected case of COVID-19 occur. The Club will submit to procedures in place by the Public Health Unit for notification and contact tracing.

The Club strongly suggests that all members, families, instructresses and volunteers download the Australian Government COVIDSafe app – available from:

<https://apps.apple.com/au/app/covidsafe/id1509242894>

<https://play.google.com/store/apps/details?id=au.gov.health.covidsafe>

### **Payment of Fees**

At this time, we have separated Junior members from Seniors/Ladies for the sake of fees.

Junior members will not be required to pay term fees for the period of shutdown/where no physical classes were being taught. Invoices will be issued for Term 2 recommencement and fees calculated factoring the shutdown of classes. For those Junior members that have already paid for the year upfront, we will apply a discount to 2021 fees once the period of shutdown has been finalised and the amount of fee reduction has been established.

As Seniors and Ladies have continued to receive weekly online classes, Zoom catch ups and additional classes (where allowed), fees will continue to be paid as normal throughout COVID-19 shutdown for these groups.

Members are not eligible to receive further fee reductions for missed classes once physical classes have recommenced.

### **Self-isolation due to travel**

As per Australian Government's new measures for COVID-19 effective 16 March 2020, any person returning from overseas must self-isolate for at least 14 days or if returning from 28 March 2020, will be mandated to isolate in designated facility.

### **Communicating with families**

Our Club will continue regular communication channels (email and social media) with families and share information about COVID-19 as required.

Due to the fluid nature of COVID-19 and the necessity of self-isolation for some instructresses and volunteers, our Club will endeavour to inform affected members and families of any class changes.

### **Caring for our community**

We understand that the outbreak of COVID-19 and the constant amount of information received through the media may be very stressful to members and families. The anxiety about this disease may be overwhelming and cause fear and anxiety to some people, especially children.

Our Club is committed to continue to provide quality instruction and care to all children and support families responsibly during this unprecedented challenge with the COVID-19 outbreak. Knowing how to look after yourself, and others is very important during this crisis.

We will promote a safe and supportive environment by:

- reassuring children they are safe
- acknowledging and listening to member's questions
- promoting and implementing hygiene routines for handwashing, cough and sneezing
- engaging children in play, games and other physical activities
- ensuring children are provided with rest when needed

## **Resources**

The World Health Organization (WHO)

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports>

Australian Government Department of Health

[https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert?gclid=Cj0KCQjww\\_f2BRC-ARIsAP3zarEqT\\_XZ-RfemttGuBK0VY1LFT8HRCjOhAQykvS6dISSffZd8JeTSwaAqrFEALw\\_wcB#current-status](https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert?gclid=Cj0KCQjww_f2BRC-ARIsAP3zarEqT_XZ-RfemttGuBK0VY1LFT8HRCjOhAQykvS6dISSffZd8JeTSwaAqrFEALw_wcB#current-status)

Work Health and Safety for Volunteers

<https://www.safeworkaustralia.gov.au/book/essential-guide-work-health-and-safety-volunteers>

Public Health Act 2010

<https://www.legislation.nsw.gov.au/#/view/act/2010/127>

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Monday to Friday (except public holidays) 8.30am to 6pm

1800 171 866.

The National Health and Medical Research Council (NHMRC)

<https://www.nhmrc.gov.au/research-policy/COVID-19-impacts>

COVIDSafe App

<https://apps.apple.com/au/app/covidsafe/id1509242894>

<https://play.google.com/store/apps/details?id=au.gov.health.covidsafe>

Return to Dance Principles and Framework for Restarting Dance Activities Post COVID-19

<https://static1.squarespace.com/static/5dba251d2c56d12c23c7b9cf/t/5ecc15a72e6a72aac450a14/1590477170642/Ausdance+Return+to+Dance+Framework.pdf>

The Australian Institute of Sport (AIS) Framework for Rebooting Sport in a COVID-19 Environment

[https://ais.gov.au/\\_data/assets/pdf\\_file/0008/730376/35845\\_AIS-Framework-for-rebooting-sport\\_FA.pdf](https://ais.gov.au/_data/assets/pdf_file/0008/730376/35845_AIS-Framework-for-rebooting-sport_FA.pdf)

Royal Academy of Dance (RAD) Guidance for the safe return to dance following COVID-19

<https://media.royalacademyofdance.org/media/2020/06/03121752/Guidance-for-the-safe-return-to-dance-following-COVID-19-3-June-2020.pdf>