

# CovidSafe Plan

## Melbourne Colonial Dancers

Updated 4 February 2021

The Melbourne Colonial Dancers CovidSafe Plan is to be communicated to all members and attendees. The committee will monitor adherence to the plan and may remind anyone of these rules if they are not being followed.

This plan is based on –

- current Victorian Government Covid-19 regulations as set out at [www.coronavirus.vic.gov.au](http://www.coronavirus.vic.gov.au) and [www.dhhs.vic.gov.au](http://www.dhhs.vic.gov.au)
- Yarra City Council and Ashburton Uniting Church requirements for the venues that we hire.

Victoria is now operating under CovidSafe Summer restrictions (last updated 3 February 2021), and Stay Safe Directions (Victoria) (No 13) due to end on 26 February 2021 (unless extended).

We will regularly monitor the government regulations and this plan will be reviewed and adjusted as restrictions and circumstances change.

We aim to protect the health of our members and attendees at our events as much as we possibly can, however attendees at our events still do so at their own risk.

### 1. Ensure physical distancing

Requirements	Action
<b>You must ensure attendees are 1.5 metres apart as much as possible.</b>	<ul style="list-style-type: none"><li>• We will modify dancing activities where we can so that participants remain 1.5 metres apart as much as possible.</li><li>• We will also require attendees (not from the same household) to maintain 1.5 metres physical distance at all times when not dancing.</li><li>• We will rearrange furniture to ensure the required physical distancing when not dancing.</li><li>• We will communicate to attendees that greeting people physically (e.g., handshakes, hugs, high fives) is not appropriate in these times at our events.</li></ul>
	We will display signs to communicate this to attendees.

<p><b>You must apply density quotients to configure shared activity areas/the venue.</b></p>	<p>We will follow the current State of Victoria government regulations re density quotients relevant to our activities and the capacity of our venues.</p> <ul style="list-style-type: none"> <li>• The density quotient is halved if electronic record keeping is not used.</li> <li>• As at 19 January 2021 the government allowable density quotient is one person per 2 square metres generally, but for dance floors is one person per 4 square metres.</li> <li>• The total allowable for the Collingwood Senior Citizens Hall is 100 attendees (at one person per 2 square metres), but 50 at dance floor density or if not using electronic record keeping.</li> <li>• The total allowable for Ashburton Uniting Church Hall (at one person per 2 square metres) - Main hall 64 people, Kitchen 5, Stage 17, Room behind stage 13. At dance floor density or if not using electronic record keeping these figures are halved.</li> <li>• The total allowable for the Carlton Library Meeting Room (band practices) is 12 people, or 6 if electronic record keeping is not used.</li> </ul>
	<p>We will display signs showing patron limits.</p>
	<p>We will also monitor communal non dance areas where people may gather to ensure that appropriate physical distancing and density quotients are in place.</p>

## 2. Face masks

Requirements	Action
<p><b>You must ensure all attendees entering the venue adhere to current public health advice re the wearing of masks.</b></p>	<p>Updated public health advice is available at - <a href="http://www.dhhs.vic.gov.au/face-masks-vic-covid-19">www.dhhs.vic.gov.au/face-masks-vic-covid-19</a> <a href="https://leisure.yarracity.vic.gov.au/our-covidsafe-plan">https://leisure.yarracity.vic.gov.au/our-covidsafe-plan</a></p>
<p><b>Everyone is required to carry a face mask at all times.</b> <b>Current Victorian government regulations (updated 4 February 2021) -</b> <b>Masks must be worn in all public indoor situations.</b></p>	<p>We will display signs indicating the current Victorian Government regulations, and the Yarra City Council or Ashburton Uniting Church Hall recommendations on mask wearing.</p>

## 3. Practise good hygiene

Requirements	Action
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<p><b>You must regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs, shared equipment.</b></p>	<p>We will clean surfaces with appropriate cleaning products.</p> <ul style="list-style-type: none"> <li>• Yarra City Council will provide cleaning and sanitizing supplies to wipe down equipment and key touch points (alarm pads, light switches, door handles, tables, chairs) before and after use if needed.</li> <li>• Yarra City Council recommends that anyone involved in cleaning or re organising of furniture should wear gloves and wash hands thoroughly before and after with soap and water.</li> <li>• Ashburton Uniting Church will provide a basket of cleaning materials and hand sanitizer for hirers to clean surfaces at the end of their booking. Equipment is to be returned to the basket and used materials to be disposed of in the lined waste bin.</li> </ul>
	<ul style="list-style-type: none"> <li>• Yarra City Council is also frequently cleaning and disinfecting shared spaces, with deep cleaning of venues between every booking.</li> <li>• Ashburton Uniting Church cleaners will clean the venue each week.</li> </ul>
<p><b>You should display a cleaning log in shared spaces.</b></p>	<ul style="list-style-type: none"> <li>• Displayed and maintained by Yarra City Council in shared spaces.</li> <li>• Instructions and a checklist for signing to be provided by Ashburton Uniting Church for their venue.</li> </ul>
<p><b>You should make soap and hand sanitizer available for all attendees and encourage regular handwashing.</b></p>	<ul style="list-style-type: none"> <li>• We will provide hand sanitizer and require attendees to use it, or their own, on arrival and departure, and regularly throughout the event.</li> <li>• We will encourage dancers to develop the habit of using hand sanitizer or washing hands between each dance.</li> <li>• We will promote regular handwashing.</li> </ul>
	<p>We do not recommend the wearing of cloth gloves whilst dancing due to the inability to sanitize them during the class/event.</p> <p>The regular use of hand sanitizer and hand washing, and avoidance of face touching, will provide better protection.</p> <p>(Information from the Royal Scottish Country Dance Society RSCDS Scotland)</p>
<p><b>Sharing of equipment to be kept to a minimum.</b></p>	<p>Microphone and IT equipment to be wiped between users.</p>

<b>Food and drinks (Yarra City Council requirement) – Do not use self-service or buffet style for any food provided Encourage attendees to bring their own food and utensils</b>	Attendees to bring their own water bottles etc. We will not be providing food and refreshments. No sharing of food.
<b>Other hygiene issues</b>	We will remind attendees to ensure that they use safe hygiene practices such as sneezing or coughing into single use tissues or their elbow, limiting touching their face etc.
	We will endeavour to develop safe ways of handling money at our events.
	We will display signs showing attendees the hygiene requirements.

#### 4. Keep Records and act quickly if attendees become unwell

Requirements	Actions
<b>You must keep records of all people who enter the venue – for contact tracing.</b>	We will ensure that all participants/attendees register their details for contact tracing. <ul style="list-style-type: none"> <li>• The preferred method will be by scanning the venue’s QR code on their phone on arrival and entering their contact details online.</li> <li>• For those unable to do this a paper option will be available.</li> <li>• These details will be stored securely for 28 days.</li> <li>• Attendees will also sign our written attendance register and provide contact details.</li> </ul>
<b>You must support attendees to get tested and stay home even if they only have mild symptoms.</b>	We will communicate with members and attendees that they must stay home if they are unwell or have any (even mild) symptoms – including cough, sore/ scratchy throat, runny nose, shortness of breath, or a high temperature. We will encourage members and attendees to get tested even if they have mild symptoms.
	We will communicate with members and attendees that if they have been in close contact with a positive case, they must get tested and stay home until they receive a negative test result or have completed their quarantine period and are cleared by DHHS.

	<p>We will communicate to members and attendees that they must stay home if they have been directed to self-isolate. They may only return once cleared by DHHS.</p>
	<p>We will communicate the above by displaying signs at the venue and by email to members.</p>
<p><b>You must develop a plan to manage any outbreaks.</b></p>	<p>If someone who attended our class/event tests as COVID-19 positive (and attended the venue whilst infectious) we will –</p> <ul style="list-style-type: none"> <li>• Notify Yarra City Council and Ashburton Uniting Church by phone asap.</li> <li>• Contact DHHS and notify them of the actions taken and contact details of any close contacts.</li> <li>• Identify and notify close contacts from the information in our attendance register.</li> <li>• Suspend all classes/events until the situation has been confirmed as safe, any actions required have been undertaken, &amp; permission to resume has been given by Yarra City Council or Ashburton Uniting Church, and DHHS.</li> </ul>