

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Other businesses and organisations

Business details

Business name	Swing Patrol Dance Group
Business location (town, suburb or postcode)	Sydney
Completed by	Melinda Smith
Email address	info@swingpatrol.com.au
Effective date	7 December 2020
Date completed	2 March 2021

Wellbeing of staff and customers

Exclude staff, visitors and customers who are unwell.

Communication on website, booking site, social media, and at class venues will emphasise:

- DO NOT come to class if you feel unwell or have any Covid-like symptoms, if you have been in contact with a positive Covid case or have recently been at an identified case location. If you experience any symptoms, get tested and isolate.
- If you feel unwell or experience symptoms soon after attending class, get tested and isolate.
- Students who are unwell or experiencing symptoms must not come to class. If you have pre-booked for a class, advise Swing Patrol that you are unwell and your booking

will be refunded.

- Teachers who are unwell or experiencing symptoms must not come to class. If a substitute teacher cannot be found, class may be run with a solo teacher or cancelled at short notice (this is up to the remaining teacher to decide.) Students will be contacted via booking information and via social media to advise of class cancellation. Pre-bookings will be refunded if Swing Patrol cancels a class.

Sign at entry: [NSW covid-19-safety-plan-posters-get-tested-if-unwell.pdf](#)

Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, and cleaning.

Ensure teachers are familiar with information on <https://www.nsw.gov.au/covid-19/how-to-protect-yourself-and-others> and include link on all communications.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

Teachers will be made aware that if they are unwell or experiencing symptoms they must not come to class. If a substitute teacher cannot be found, class may be run with a solo teacher or cancelled at short notice (this is up to the remaining teacher to decide.) Students will be contacted via booking information and via social media to advise of class cancellation. Pre-bookings will be refunded if Swing Patrol cancels a class.

Display conditions of entry for any customers or visitors (website, social media, entry points).

- DO NOT come to class if you feel unwell, if experiencing any Covid symptoms, if you have been in contact with a positive Covid case or have recently been at an identified case location. If you experience any symptoms, get tested and isolate.
- Students who are unwell or experiencing symptoms must not come to class. If you have pre-booked for a class, advise Swing Patrol that you are unwell and your booking will be refunded.
- Sign in using venue QR code (or Swing Patrol venue QR code if no code provided by venue).
- Comply with all signage and guidelines displayed by the venue, eg. Regarding distancing, traffic flow, restricted areas etc.
- Sanitise upon entry and exit and during class, with each partner change. Sanitiser will be provided but we recommend you bring your own mini-sanitiser if possible, to speed up the process during class.
- No sharing of food or water – please bring your own drink bottle, mints, lollies etc.
- Where partner changing takes place, per AUSDance guidelines on Recreational Structured Partner Dancing, anyone who has come with a partner and does not wish to

join in the rotation will be issued a sticker to identify them as not participating in the partner-changing, so as to avoid confusion during class.

- No “unstructured” dancing (what we refer to as “social dancing.”)
- Minimise contact and maintain appropriate distance when not on the “field of play” (ie dancefloor). Minimise gathering indoors – students encouraged to change shoes outside, do not congregate in foyer/hall to chat, minimal chairs around so as not to encourage sitting/gathering.
- Face masks should be worn in accordance with current NSW Health guidelines. Note that masks are not recommended when out of breath or puffing from strenuous exercise (g. dancing) and that masks are less effective when damp. Masks should be handled with care – do not touch the front of the mask when putting on or removing, and sanitise hands immediately after handling mask. Masks should not be disposed of at the venue – take your used mask home with you eg. in a plastic bag.
- Attendance is by online pre-registration only. This allows us to monitor numbers and comply with venue capacity/density. At some future date, when capacity restrictions do not apply, casual drop-in classes will resume with cashless payment only, using contactless chip reader.

Sign at entry: [NSW covid-19-safety-plan-posters-get-tested-if-unwell.pdf](#)

Physical distancing

There are a number of businesses where there are restrictions on patron numbers and the space required to have that number of people; check if there are any restrictions on your business by visiting the NSW Government website.

If your business does not have any restrictions, consider what measures could be put in place to avoid crowding and support physical distancing, good hand hygiene, and mask wearing where practicable and appropriate to the setting.

Online pre-registration tickets will be set to fall within the density/capacity limits as advised by each venue. Casual “pay on the day” attendees will be refused entry if capacity limits are exceeded.

Modify activities to optimise ability to maintain physical distancing, including by separating groups as much as possible (eg. Teachers may divide class into “bubbles” of 3 or 4 couples who only rotate among themselves to minimise wider contact), or

arranging class layout in lines instead of large circle if necessary. Reduce number of partner changes (eg every quarter hour instead of every 5 mins) and mandate “sanitisation breaks” at each partner change. Sticker system implemented to make it easy to manage when people choose to not join in the rotation.

Observe and comply with physical distancing signage displayed in the venue for queuing at entry and toilet or kitchen facilities. Ensure furniture is arranged so that people are distanced when seated (eg to change shoes.)

Ensure windows and doors are open to promote air flow where possible.

Encourage contactless payment options - Attendance is by online pre-paid registration. At some future date, when capacity restrictions do not apply, casual drop-in classes will resume with cashless payment only, using contactless chip reader. Venue hire fees should be paid by Swing Patrol on invoice, not in cash on the night.

Assign workers to specific work stations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with detergent and disinfectant between use.

Cleaning of high touch areas between classes.

Put plans and systems in place to monitor and control the numbers of workers and customers on site at any given time to allow for physical distancing.

Online pre-registration tickets will be set to fall within the density/capacity limits as advised by each venue. Casual “pay on the day” attendees will be refused entry if capacity limits are exceeded.

Use flexible working arrangements where possible, such as working from home, or early and late shifts to reduce peak periods.

n/a

Consider barriers or other controls to ensure staff and visitors at interaction points stay at a safe distance or are separated by a barrier such as a sneeze guard at a service counter. If not practical, clean regularly with detergent/disinfectant.

Use controls put in place by the venue we hire for classes and workshops.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks). If staff are not able to physically distance, or work in

a role with significant public interaction, strongly recommend they wear a face mask if practical.

Minimise contact and maintain appropriate distance when not on the “field of play” (ie dancefloor). Minimise gathering indoors – students encouraged to change shoes outside, do not congregate in foyer/hall to chat, minimal chairs around so as not to encourage sitting/gathering.

Face Masks should be worn in accordance with current NSW Government guidelines. Where masks are not mandated, attendees may choose to wear a mask at any time before, during or after class. Teachers may wear masks especially at check-in table. Note that masks are not recommended when out of breath or puffing from strenuous exercise (eg. dancing) and that masks are less effective when damp.

Use telephone or video for essential meetings where practical.

n/a

Review regular deliveries and request contactless delivery and invoicing where practical.

n/a

Consider signage near crowding points such as lifts and passenger travelators directing customers and workers to maintain 1.5 metres physical distancing wherever practical.

Observe and comply with physical distancing signage displayed in the venue.

If staff or workers need to travel together in the same vehicle:

- **encourage passengers and drivers to spread out, using front and back seats**
- **workers should only handle their own tools and bags where possible**
- **have processes to clean the vehicle hand touch areas at the end of each shift with a detergent/disinfectant**
- **encourage workers to set the air-conditioning to external airflow rather than recirculation or open windows.**

n/a

Have strategies in place to manage gatherings that may occur immediately outside

the premises, or in meeting or break rooms.

Observe and comply with signage displayed at venue. At the end of each class, remind students not to gather near the entry to say goodbye.

Hygiene and cleaning

Provide hand sanitiser at multiple locations throughout the workplace.

Locate hand sanitiser stations throughout the venue – definitely at entry, potentially a second location in larger venues. Teachers will bring Swing Patrol sanitiser, rather than assume/rely on venue to provide.

- All attendees will sanitise their hands upon arrival and departure at the venue/facility.
- Incorporate “hand sanitiser breaks” during each lesson, encouraging teachers and students to use their own personal sanitiser throughout.

Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.

Provide information to teachers about venue/facility cleaning schedule and how to use cleaning products.

Obey cleaning instructions for hirers that are provided by the venue. Swing Patrol will provide disinfectant wipes for cleaning high touch surfaces if not provided by venue. Monitor supplies of cleaning products and regularly restock – Teachers to advise Swing Patrol if venue stocks are low; purchase and obtain reimbursement for Swing Patrol stock.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers,, and have posters with instructions on how to wash hands.

Ensure adequate supplies of soap and sanitiser. Swing Patrol will supply soap if not provided by venue.

Provide box of tissues at check-in table.

Ensure rubbish bins are available to dispose of paper towels, tissues. Swing Patrol to provide rubbish bin bag if not provided by venue.

Clean frequently used areas at least daily with detergent and disinfectant. Clean

frequently touched areas and surfaces several times per day.

Obey cleaning instructions for hirers that are provided by the venue.

Identify high touch surfaces (audio equipment, door and cupboard handles, light switches, kitchen counters, lift buttons, touch screens, shared equipment, taps and toilets). Swing Patrol will provide disinfectant wipes for cleaning high touch surfaces if not provided by venue.

Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.

Obey cleaning instructions for hirers that are provided by the venue.

Staff should wash hands thoroughly with soap and water before and after cleaning.

Teachers (or designated cleaning helpers) to wash/sanitise hands before and after cleaning.

In indoor areas, increase natural ventilation by opening windows and doors where possible, and 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).

Ensure windows and doors are open to promote air flow where possible. Use airconditioning as instructed by venue, avoiding re-circulation of air. Position check-in table in well ventilated area if possible.

Record keeping

Keep a record of the name, contact number and entry time for all staff, visitors and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Note: If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

Collect records from all attendees (teachers and students) using venue QR code if available, or Swing Patrol QR code if not. Teachers and students must check in with QR code, even if they have pre-registered online. For pre-registration, system records will be a back up. Teachers instructed to have paper and pen available should QR codes be unusable for any reason, and to provide photo or other copy of those paper records to Swing Patrol Manager at the end of the class.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au

Use Service NSW check-in system for Swing Patrol QR codes.

Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.

Include “The NSW government recommends downloading the COVIDSafe app” on signage/communications.

Workplaces should consider registering their business through nsw.gov.au

Swing Patrol does not operate on-site premises.

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.

Any teacher who is advised about a positive COVID-19 case should advise NSW Health immediately and then advise Swing Patrol Manager who will notify the venue and SafeWork NSW.

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes