

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



Your COVID-19 Safety Plan

General

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	8 November 2021
Date completed	2 December 2021

Wellbeing of staff and customers

Exclude people who are unwell from the premises.

Agree

Yes

Tell us how you will do this

Communication on website, social media, booking site (if applicable) and at class venues will emphasise:

- DO NOT come to class if you feel unwell or have any Covid-like symptoms, if you are awaiting Covid test results, if you have recently been in contact with a positive Covid case or have recently been at an identified exposure site. If you experience any symptoms, get tested and isolate.

• If a pre-booking has been made, Swing Patrol will provide a full refund. If a Teacher is unable to come to class, and a substitute teacher cannot be found, the class may be run with a solo teacher or cancelled at short notice. Any cancellation will be advised via the website and social media. 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 COVID-19 vaccination, when to get tested, physical distancing, wearing masks, and cleaning.

Agree

Yes

Tell us how you will do this

Ensure teachers are familiar with information on <https://www.nsw.gov.au/covid-19/stay-safe> and include link on communications.

Display conditions of entry including requirements to stay away if unwell and record keeping.

Agree

Yes

Tell us how you will do this

Display QR Code at entry, and NSW covid-19-safety-plan-posters-get-tested-if-unwell.pdf
Website and social media communications will outline the requirements for attendees to comply with these public health orders.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

Swing Patrol will operate in full compliance with public health orders regarding COVID-19 vaccinations. All Swing Patrol management are fully vaccinated, and will ensure teaching staff abide by NSW Health mandates. Swing Patrol acknowledges that partnered swing dancing is as an activity with significant transmission risk, and will continue to act with appropriate caution, as we have throughout the pandemic.

Physical distancing

Capacity must not exceed 1 person per 2 square metres of space of the premises.

Agree

Yes

Tell us how you will do this

Casual “pay on the day” attendees will be refused entry if capacity limits are exceeded. If demand continues to exceed capacity, we will operate with online pre-registration where ticket numbers will be set to fall within the density/capacity limits as advised by each venue.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

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.)

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.

Minimise contact and maintain appropriate distance when not on the “field of play” (ie. dancefloor).

Agree

Yes

Avoid congestion of people in specific areas where possible.

Tell us how you will do this

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 QR Code displayed separately from check-in table, so people won't be congested in the same queue. Option to display QR Code at multiple points to further minimise congestion. Set up check-in table in well-ventilated area if possible, and encourage students to check-in/pay and move on (no displays of flyers or other written materials on the check-in table.)

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

Agree

Yes

Tell us how you will do this

Observe and comply with signage displayed at venue. At the end of each class, remind students to leave the venue and disperse into the open air rather than gather at the entry, while respecting the neighbours by keeping noise to a minimum.

Agree

Yes

Tell us how you will do this

In compliance with the directions of the NSW Government, for the protection of our community and to adhere to the requirements of the venues we hire, all attendees at Swing Patrol classes and dance activities will need to be fully vaccinated against COVID-19, or have an authorised medical exemption. This precaution will remain in place as long as the government mandate continues regarding the “vaccinated economy”.

This message will be displayed on website, social media and all communications.

Ventilation

Review the COVID-19 guidance on ventilation available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

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.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

While the dance class cannot be conducted outdoors, consider moving QR Code and check-in to outdoor area.

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

Agree

Yes

Tell us how you will do this

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

In indoor areas, 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).

Agree

Yes

Tell us how you will do this

Use airconditioning as directed by venues we hire.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

n/a - venue hire

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

n/a - venue hire

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

Messaging on website and social media will include:

Face Masks should be worn in accordance with current NSW Government guidelines. Where masks are mandated indoors (except during strenuous exercise) attendees will be required to wear masks on arrival, before and after class, though not while actually dancing.

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.

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 a mask. Masks should not be disposed of at the venue – take your used mask home with you eg. in a plastic bag.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

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.
- Promote “hand sanitiser breaks” during each lesson, and encourage teachers and students to use their own personal sanitiser throughout.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Agree

Yes

Tell us how you will do this

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

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 indoor hard surface areas (including children’s play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

Agree

Yes

Tell us how you will do this

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.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, customers and contractors.

Agree

Yes

Tell us how you will do this

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.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

QR Code displayed at entry, with the option to display at multiple points to avoid congestion.

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 it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

Teachers instructed to have paper and pen available to record the name, contact number and

entry time of any attendees who cannot use QR code, and to provide photo or other copy of those paper records to Swing Patrol Manager at the end of the class, to be recorded in spreadsheet and kept for at least 28 days.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

n/a - Swing Patrol is the only hirer at the time.

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

Yes