

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



## Your COVID-19 Safety Plan

Indoor recreation, yoga, pilates and dance studios, martial arts training facilities

### Business details

Business name	Australian Dance Festival
Business location (town, suburb or postcode)	Sydney Olympic Park
Completed by	Jessica Ng
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Effective date	12 February 2021
Date completed	23 February 2021

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### Wellbeing of staff and customers

#### Exclude staff, volunteers and visitors who are unwell.

If any staff, volunteers and guests have obvious flu-like symptoms at the time of registration, they will not be permitted entry. Any ADF staff and volunteers who have been subject to a COVID-19 test will not attend a session until they have a confirmed negative result. As a condition of entry, all persons entering the venue will have their temperature checked and must sanitise their hands before entry.

#### Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, cleaning, and how to manage a sick visitor.

Staff and volunteers will be provided in-depth training prior to the event around the

current physical distancing measures and mask requirements. Venue staff, ADF staff and volunteers will be provided with run sheets that detail when the cleaners will be performing a deep clean. It is the responsibility of all staff and volunteers to ensure the venue remains clean at all times. Staff and Volunteers will be provided training on how to manage a sick visitor.

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

Staff are entitled to leave if they are sick or required to self-isolate.

**Display conditions of entry (website, social media, venue entry).**

Conditions of entry are and will be displayed on the website, on social media and in email communications to all ticket holders. Posters will also be displayed at the entry.

**Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. 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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.**

All attendees must check in to the venue using the Service NSW app. The only access to the venue will be via the Registration Desks. Entry via the other doors will not be permitted.

**If there are more than 25 patrons at the gym, a staff member must be assigned as a COVID-19 Safe Hygiene Marshal who will be in distinctive clothing (such as a shirt or badge) and responsible for ensuring all aspects of the COVID-19 Safety Plan are being adhered to including overseeing social distancing, cleaning and ensuring the accuracy of record keeping. The identified Safe Hygiene Marshal/s must always be present when there are more than 25 patrons at the gym.**

There will be an assigned COVID-19 Safe Hygiene Marshal who will be in distinctive clothing and responsible for ensuring all aspects of the COVID-19 Safety Plan are being adhered to including overseeing social distancing, cleaning and ensuring the accuracy of record keeping.

## Physical Distancing

**Ensure the number of people in a facility does not exceed one person per 2 square metres of publicly accessible space (excluding staff). Children count towards the capacity limit.**

Attendees will be given a wristband or a ticket; the wristband must be worn to identify you as having registered; if you receive a ticket, please sit only in the seat assigned to you for the duration of the session.

Chaperones are not permitted backstage or in the warm up areas

**Ensure 1.5m physical distancing where possible, including:**

**at points of mixing or queuing such as toilets and entrance and exit points  
between seated groups  
between staff.**

1.5m physical distancing will be in place where possible, including:

- In the toilet queues and entrance and exit points
- Staff and volunteers will remain distant at all times
- Teachers are permitted in the backstage/warm up areas, dependent on capacity numbers at the time of the event

High energy dance, such as Zumba or similar classes, can spread COVID-19 if a participant is infected. There should be additional planning around these activities including:

- **Additional physical distancing**
- **Cleaning with detergent and disinfectant after each section**
- **The venue has high ceilings and good ventilation**
- **If partnered dancing, avoid rotation of partners**

After each section, the cleaners will clean the floors.

**Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.**

All change room facilities will not be accessible. General warm up areas will be provided where competitors can warm up together i.e. Netball centre or the Hall of Legends

**Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.**

We strongly encourage your child to warm up at home, where possible to avoid waiting in the toilet queue.

**Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.**

Markers on the floor will be provided where people are asked to queue

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

Staff will be at the venue exit ushering attendees out and advising them to move away from the exit.

**Use telephone or video platforms for essential staff meetings where practical. Where reasonably practical, ensure staff always maintain 1.5 metres physical distancing, including at meal breaks and in office or meeting rooms. 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.**

Microsoft teams will be used for volunteer meetings. During face to face meetings, staff always maintain 1.5 metres physical distancing. If staff are not able to physically distance, or work in a role with significant public interaction a face mask will be worn if practical.

## Hygiene and cleaning

### **Adopt good hand hygiene practices.**

All attendees must sanitise their hands before entry.

Lost property will be discarded at the end of the day i.e. drink bottles.

### **Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.**

Hand sanitiser is accessible at the venue entry. There will be hand sanitiser throughout the venue and in each room.

### **Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand washing.**

Bathrooms will be well stocked with hand soap and paper towels or hand dryers. Visual aids will also be provided above hand wash basins to support effective hand washing.

### **Encourage visitors to bring their own water bottles, sweat towels and equipment.**

We recommend that attendees bring their own water bottles, make up and sweat towels.

### **Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.**

Cleaners will be employed to clean frequently used indoor hard surface areas, first with detergent and water, and then disinfect. Frequently touched areas and surfaces, will be cleaned several times per day.

### **Reduce sharing of equipment (including hire equipment) where practical and ensure these are cleaned with detergent and disinfectant between use.**

We encourage participants to bring your own water bottles. There will be no access to the bubbler. Drink bottles will be available for purchase.

**Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.**

Detergent/disinfectant and gloves will be accessible for attendees to use, should they wish.

**Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.**

Disinfectant solutions will be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

**Staff are to wash hands thoroughly with soap and water before and after cleaning.**

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**Encourage contactless payment options.**

Contactless payment methods should be preferred, where cash transactions take place ensure to wash hands or sanitised immediately after.

**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).**

The venue will increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings.

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## **Record keeping**

Keep a record of the name, contact number and entry time for all staff, volunteers, participants, 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.*

All competitors, performers, audience members must sign in to the venue using the Service NSW App and register at the front desk before entering the venue.

**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](https://nsw.gov.au)**

Records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely.

**Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.**

The ADF staff and volunteers are aware of the benefits of the COVIDSafe app.

**Indoor recreation facilities should consider registering their business through [nsw.gov.au](https://nsw.gov.au).**

The Australian Dance Festival facilities are registered through [nsw.gov.au](https://nsw.gov.au)

**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.**

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