



# Covid-19 Safety Plan

*For a COVID Safe Return to Dancing*

## RSCDS Canberra and District Branch Inc.



*Version 2 current 25 August 2020*

<b>Association</b>	The Royal Scottish Country Dance Society, Canberra and District Branch Incorporated
<b>Location</b>	Hired venues St. Andrews Church Hall, 1 State Circle, Forrest, ACT North Canberra Baptist Church Hall, 17 Condamine St., Turner, ACT
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Kira Dowling (COVID-19 Safety Coordinator) is responsible for this document.	
Plan approved by the Committee of RSCDS Canberra and District Branch, Inc., on: 23/07/20	

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## 1.0 Introduction

This COVID-19 Safety Plan (the **Plan**) provides an overarching plan for the implementation and management of procedures by RSCDS Canberra and District Branch (the **Branch**) throughout a return to Scottish Country Dancing (SCD). This Plan will support The Branch and its dancers and teachers (**Participants**) in preventing the transmission of COVID-19 at Branch activities.

The Plan draws on three key frameworks which govern the general operation of the Branch at its activities, as well as

- the measures and adaptations which will be implemented to ensure safety;
- the requirements of the behaviour of participants at its activities; and
- the monitoring and reporting procedures of participants' COVID-10 related health.

The contents of this plan are subject to all current regulations, guidelines and directions of government and public health authorities.

## 2.0 Frameworks

As at the date of this Plan, activities will align with advice from Level C of the **AIS Framework**, Step 3 of the Australian Government’s **Roadmap to a COVID Safe Australia**, and Stage 3.1 of the **Canberra Recovery Plan**. This Plan outlines specific and practical steps that the Branch will take to comply with requirements under the stages of these Frameworks.

As an activity which may be classified as “community sport”, SCD may appropriately be conducted under guidelines outlined in the AIS Framework. While dancing is not specifically mentioned, the Framework is applicable to our context as SCD is a full-contact activity. Additionally, the AIS Framework provides more specific guidelines for contact during sport than can be found in current ACT Government and federal government advice.

Here the three Frameworks are compared to show the alignment of key measures:

<b>AIS Activities</b>	<b>Level C:</b> Full sporting activity (training and competition) allowed. No restriction on numbers. Contact allowed during sport. 1.5m distance to be maintained at all other times (e.g. between training drills/ efforts)	
<b>Roadmap Activities</b>	<b>Step 3:</b> Indoor density of 1 person per 4m <sup>2</sup> . Up to 20 people allowed to participate in all indoor sports, including gyms Community sport expansion to be considered consistent with AIS Framework and underpinned by COVIDSafe practices. Refer to State/Territory advice	<b>Further steps TBC</b>
<b>ACT Recovery Plan</b>	<b>Stage 3.1</b> Indoor density of 1 person per 4m <sup>2</sup> Return to full-contact competition for all sports	<b>Future considerations TBC post July 2020</b>

The Branch Committee sought specific advice from the ACT Government on the subject of a return to dancing. The recommencement of SCD was endorsed by Minister for Health Rachel Stephen Smith MLA by email on 30 June, 2020, which was during Stage 2.2 of the ACT Recovery Plan. This endorsement is provided given that all other relevant measures are in place, including a comprehensive COVID Safety Plan. Furthermore the Branch sought to clarify with the Minister on the compatibility of the 1.5m distance measures on full-contact activities, and received this reply:

*“The physical distancing advice is to keep 1.5 metres between people as much as possible when in public. However, in sports this cannot always be maintained. As such, it is not a requirement that needs to be met while practicing dancing”.*

(via email, Office of Rachel Stephen Smith MLA, 30 June 2020).

## **3.0 COVID-19 Safety Plan** **Manual for Implementation**

### **3.1 Organisational considerations**

#### **3.1.1 Governance**

- The Branch Committee is responsible for the decision-making related to a Return to Dancing.
- The Branch Committee will consult the teachers of each class about a return to dancing and work with them through relevant decisions throughout the return to dancing process.
- The Branch Committee has appointed Kira Dowling to be COVID-19 Safety Coordinator. She will oversee the delivery of the Branch's COVID-19 Safety Plan and act as the main point of contact for COVID-19 matters.

Contact the COVID-19 Safety Coordinator:

Email: [kira.rscdsabr@inet.net.au](mailto:kira.rscdsabr@inet.net.au)

Phone: 0427 821 061

#### **3.1.2 Access to Information**

- The Branch Committee has researched and compiled information about COVID-19 from official information sources. As such, the practices in this Plan are informed by the latest AIS, ACT and Federal Government requirements (see section 2.0, "Frameworks").
- The Branch Committee will monitor the situation, update information and amend this Plan as necessary to reflect the most current health advice. In case of changes to advice, the Branch Committee will convene to review the situation and convey adaptations or decisions to participants once taken.

#### **3.1.3 Communications**

- As with previous updates, participants who are members of the Branch will receive COVID-19 communications from the Branch Committee via email distribution list. Information will also be made available on the Branch website <http://www.rscds-canberra.org/> where it will be accessible to the general public including persons who may wish to attend classes or other activities on a casual basis.
- Participants will be briefed prior to the commencement of each activity that they attend. These briefings will reinforce the contents of this Plan and outline COVID Safe measures and practices to be followed throughout the session, including any additional requirements specified by the hired venue.

- Branch Committee members (acting as Safety Marshalls) and teachers who are involved in overseeing the implementation of this Plan at Branch activities will receive additional training from the COVID-19 Safety Coordinator. This guidance will consolidate the contents of this Plan and provide guidance on ways to uphold the health and hygiene practices in the Plan.
- Signage promoting COVID Safe health and hygiene practices will be provided by the Branch, in the case that it is not already present at the venue.
- Participants are encouraged to seek further information and keep themselves updated from official sources such as <https://www.covid19.act.gov.au/> and <https://www.health.gov.au/>.

### **3.1.4 Approvals**

- In order to return to dancing at AIS Level 3, ACT government restrictions must be sufficiently relaxed to allow dancing to occur.
- The Branch Committee sought and received approval from Minister Rachel Stephen Smith MLA that the proposed return to dancing complies with the guidelines current at 30 June 2020. This approval was granted when restrictions were at ACT Stage 2.2.
- At the date of this Plan, the ACT has further eased restrictions to Stage 3.1 of the ACT Recovery Plan, which allows full-contact and sports training to occur.
- The Branch will maintain public liability insurance in accordance with normal practice. However Participants should note that our insurers will not cover any claim relating to coronavirus infection and the Branch will not be liable for any such claim.
- The Branch will work with the owners of hired venues to gain approval for activities and to ensure that the activities can be carried out safely in the hired venue.
- The Branch Committee has approved a return to dancing and this COVID-19 Safety Plan to manage its implementation.

## **3.2 Core Responsibilities**

### **3.2.1 Branch responsibilities**

The Branch retains the overall responsibility for the effective management and implementation of the return to dancing activities and operations outlined in this Plan. Specifically, the Branch Committee is responsible for:

- Approving the Plan and overseeing the implementation of the arrangements in the Plan; and
- Revising the Plan as required, ensuring it reflects up to date information from government and public health officials.
- Nominating and training Committee or other members as Safety Marshalls to oversee the implementation of COVID Safe practices at Branch events.

### 3.2.2. Individual responsibilities

Individuals have a vital role to play in returning to dancing COVID Safe. If attending Branch activities, all participants are required to:

- Comply with the latest health directions of government and public health authorities;
- Understand and act in accordance with this Plan and any updated versions, and signal this through the return of the Declaration in section 4.0, “Participant Declaration”;
- Comply with any additional measures required by the hired venue;
- Act cautiously and with honesty and integrity in regard to the state of personal health and any potential symptoms, and use the appropriate reporting practices (see section 3.3.3 “Reporting and Contact Tracing”).

In the case of non-compliance with the above responsibilities, Participants will be asked to leave the venue.

## 3.3 Operational considerations

In the interests of safety for all Participants, some changes will be made to the way that our activities operate.

The operational considerations in this COVID-19 Safety Plan are informed by advice and recommendations from Sport Australia’s AIS Framework, the ACT Government’s Canberra Recovery Plan and the Australian Government’s Roadmap to a COVID Safe Australia. The following measures comply with standards to undertake Scottish Country Dancing at AIS Level C, the Australian government’s Stage 3 and ACT Government Stage 3.1.

### 3.3.1 General Health

- Participants must **NOT** attend a Branch activity if:
  - They have tested positive to COVID-19 and not officially recovered;
  - They are awaiting a COVID-19 test result;
  - They are feeling unwell either with the main symptoms of COVID-19 (fever, dry cough, sore throat, shortness of breath) but also with less common symptoms (runny nose, loss of smell/taste, and fatigue);
  - They have been in close contact with somebody who has had covid-19 symptoms or tested positive within the previous 14 days; or
  - They have travelled outside of the ACT in the previous 14 days and been exposed to the possibility of infection with COVID-19. Exemptions may be made under certain circumstances, e.g. in relation to mode of transport and level of risk during travel and at the destination.

- In order to comply with density requirements in hired venues (1 person per 4m<sup>2</sup>), Participants are asked to confirm their attendance with the COVID-19 Safety coordinator (or nominated Safety Marshall) prior to the class.
- Should a Participant arrive without notifying their attendance, they may be able to enter provided that they satisfy all requirements (i.e. be physically well, have read and accepted this Safety Plan and returned their Declaration). In the case that the class has been fully booked, they will be turned away.
- An attendance register will be kept with the names and contact details of all Participants who attend the activity (see 3.3.3. “Reporting and Contact Tracing” for further details).
- Participants are strongly encouraged to make cashless payments for classes by purchasing a multi-class pass by EFT transfer.  
*In the case that this is not possible, Participants must place exact change into the box provided by the Branch. No change will be given.*
- Participants must maintain 1.5m distance from others not in their household where possible (i.e. while not dancing). In order to maintain this:
  - The motto is “Arrive, dance, and go home”.
  - Greetings like kisses, hugs and handshakes are not permitted.
  - Socialising is to be avoided at Branch activities until further notice.
  - Suppers are suspended until further notice.
  - Take care not to crowd in foyers, around doorways, or in front of hand sanitiser stations.
  - Personal belongings should be kept to a minimum and placed in their own space in the room that is not close to others, nor a trip hazard.
  - If possible, dance shoes are to be worn to class (perhaps with other slip-on shoes over the top). If shoes must be donned at class, chairs must be spaced 1.5m apart and wiped down by the user at the end of the session.
  - If the hired venue allows a second space, then shoes, belongings and chairs may be kept in this space during the dancing.
- While dancing, Participants are to act sensitively and adapt behaviours to prevent the spread of COVID-19 via droplets, aerosols and unnecessary contact.
  - When warming up, participants are to walk in their own space and not talk and walk alongside others.
  - Participants are to avoid verbal reminders to other dancers (e.g. calling instructions across the set) as well as unnecessary touching of other dancers (e.g. a tap on the shoulder). Instead, body language can be used more effectively to help others. Teachers will give Participants instruction in how to do this at Branch activities.
  - Dancers are to avoid contact or closeness which is not essential to the dance, such as birling and doubling (e.g. following a dancer in a reel).
  - Teachers are advised to maintain distance from dancers while teaching, and to enforce any actions which promote this (e.g. set management: reminding the dancers to move

their set down the hall, away from them and the music). The use of masks or microphones is at each teachers' discretion.

- The wearing of masks is at the discretion of participants, but encouraged where safe and practicable. If used, masks must be clean, fresh and provided by the participant. Microphones may be useful to teachers and may be used at the discretion of the teacher.
- Participants are to bring their own personal water bottle(s) to drink from, which will not need refilling.
- Windows and doors will be opened wherever possible to allow airflow and circulation of the air.
- Participants must comply with all additional general health measures required by the hired venue. These will be explained at pre-class briefings.

### **3.3.2 Hygiene**

- Participants are required to wash their hands before travelling to dancing, and then sanitise them upon arrival at the hired venue.
- Participants are required to sanitise their hands regularly during dancing, and on departure.
- The Branch will provide a minimum of two sanitising stations (bottles of hand sanitiser) at each end of the room. Bringing a personal supply of sanitiser is also encouraged.
- Coughs and sneezes must be directed into the elbow or a tissue. Used tissues must be immediately discarded into a closed-lid bin (which will be provided by the Branch if not already present at the venue) and hands washed or sanitised. In the case of prolonged coughing, participants will be asked to leave the room.
- The Safety coordinator or nominated Safety Marshall will set up and pack away the sound equipment and accessories, as well as any other equipment that may be shared, and wipe down before and after use.
- The Safety Coordinator or nominated Safety Marshall will be responsible for managing access to the hired venue and wiping high touch surfaces (door handles, light switches, taps, soap dispensers etc.) upon arrival and before departure.

- If not already present, signage will be provided by the Branch to inform members of good hygiene practices, and verbal reminders to wash and sanitise hands regularly will be given by the class teacher and/or Safety Coordinator.
- Participants must comply with all additional hygiene measures as stipulated by the hired venue. These will be communicated at pre-class briefings.

### 3.3.3 Reporting and Contact Tracing

- Participants are to forecast their attendance and submit their Declarations (section 4.0) before attending class. The contact details provided there will then be “prefilled” on the attendance register. Participants will be checked off upon arrival at the Branch activity so that attendance and details are accurate and on hand should contact tracing be necessary. Attendance registers will be kept for a minimum of 4 weeks.
- If a Participant **arrives unwell** to a Branch activity (i.e. showing symptoms of COVID-19), they will be asked to leave immediately and this will be noted in the attendance register.
- If a Participant **becomes unwell** at a Branch activity, they will be asked to leave immediately. If a Participant becomes seriously unwell and requires ambulance assistance or first aid, Participants not essential will be kept away while it is administered. In these cases, details of the incident will be recorded in an Incident Record for future reference.
- In the case where a Participant is diagnosed with COVID-19 or has come into contact with someone who has been diagnosed with COVID-19, the Participant must inform the Safety Coordinator or a member of the Branch Committee, who will then inform the relevant ACT authorities as well as the hired venue.
- Participants are encouraged to download the federal Government’s COVID Safe app.

# *Royal Scottish Country Dance Society*

## *Canberra and District Branch*

GPO Box 1795, Canberra ACT 2601



### **4.0 Participant Declaration**

*You must read, understand and accept 4.1 and 4.2 in order to participate in Branch activities.*

Name: \_\_\_\_\_ (please print)

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

### **4.1 Manual for Implementation**

By submitting this declaration, I acknowledge I have read and understood the RSCDS Canberra and District Branch "COVID-19 Safety Plan". I accept my responsibility to contribute to the safety of the community at Branch activities and therefore agree to abide by the measures outlined.

### **4.2 Responsibilities and risks**

I understand that the implementation of the measures in this plan is a shared responsibility of both the Branch and individual Participants. While the Branch will oversee the implementation of this Plan, the cooperation of each individual is vital in ensuring we uphold the measures and responsibilities outlined in this Plan.

I acknowledge attending Branch classes is an activity that Participants undertake at their own risk and understand while the measures in this Plan have been informed by relevant government advice to mitigate risk of COVID-19 spread, total elimination of any risk is not possible. I also understand that the Branch expects Participants to inform themselves from reliable sources and to assess personal risk before deciding whether or not to attend Branch activities.

I have read and accept the above two paragraphs with the full understanding that attendance at classes is my personal choice. By submitting this form, I confirm I have considered relevant health advice and assessed my own personal risk.

[V2]