



Covid-19 Safety Plan

For COVID-Safe dance classes & events

RSCDS Canberra and District Branch, Inc.



Version 2 current 23 February 2021

Association	RSCDS Canberra and District Branch, Inc.
Location	Hired venues St. Andrews Church Hall, 1 State Circle, Forrest, ACT North Canberra Baptist Church Hall, 17 Condamine St., Turner, ACT + other venues as required
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Plan approved by the committee of RSCDS Canberra & District Branch Inc on 23 Feb 2021	

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1.0 Introduction

This COVID-19 Safety Plan (the **Plan**) provides for the implementation and management of procedures by RSCDS Canberra and District Branch (the **Branch**) to permit Scottish Country Dancing (SCD) in accordance with ACT Government requirements and appropriate hygiene practices. This Plan applies to dancers and teachers, musicians and any visitors at Branch dancing events (**Participants**), in order to minimise risks of transmission of COVID-19 at Branch activities and in the broader community.

The Plan draws on three key frameworks which apply to the conduct of Branch activities and specifies:

- measures and precautions to minimise transmission risks;
- requirements relating to the behaviour of participants at Branch events; and
- monitoring and reporting procedures in relation to participants' health.

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

2.0 Frameworks

In accordance with the ACT Government's Public Health (Restricted Activities –Gatherings, Business or Undertakings) Emergency Direction 2021, dance classes are subject to the rules applicable to organised sporting activity. The Direction requires that use of a venue is subject to the following conditions:

- a. the venue displays a sign at the entrance to each usable space, specifying the occupancy limit for the space under this Direction.
- b. the maximum occupancy of a venue is the greater of either: 25 people across the whole premises; or the sum of 1 person per 2 square metres per usable outdoor space and usable indoor space, up to 1000 people across the whole premises.

Guidance material about how to prepare a COVID-19 Safety Plan, prepared by the Chief Health Officer, includes the following risk mitigation measures relevant to RSCDS Canberra activities, to be applied to gatherings of 2 people or more

- Hand hygiene products and suitable waste receptacles should be available, to allow for frequent cleaning and waste disposal;
- Wherever possible promote physical distancing of at least 1.5 metres between groups of people not known to each other, and physical contact should be avoided wherever possible, taking reasonable steps to require this when patrons are queuing outside a venue;
- The occupancy allowance should be displayed at the entrance of each venue or space;
- The recommendations for unwell individuals to isolate at home and not attend gatherings should be promoted and displayed prominently so that they can be seen and read easily by a person at or near an entrance to the indoor space;
- For settings where there is ongoing movement and an increased number of interactions between people (for example food markets)and an individual's attendance is not in the course of their employment at the place, an individual's attendance should be less than 2 hours duration
- If businesses choose to have self-serve buffets, they must implement additional risk mitigation measures, and ensure that they are documented in the COVID-19 Safety Plan for the business.

Some important considerations will include:

- o Ensure that self-serve buffets are appropriately supervised by staff, particularly during busy periods;
- o Ensure that hand sanitiser is available and used by patrons prior to using the self-serve buffet;
- o Regularly replace any shared utensils with clean ones. This could be done at least every hour and more regularly during busy periods;
- Businesses should continue to avoid offering communal snacks;

- Where activities involve the use of equipment, that equipment should be regularly cleaned and, where practicable, not be shared by people other than members of the same household.
- Where required to take reasonable steps to ensure patrons record their attendance using the Check In CBR App, the following measures are taken:
 - Actively monitoring points of entry;
 - Requesting to see confirmation from a patron that they have recorded their attendance using the Check In CBR App; and
 - Clear signage or messaging to customers of the need to record their attendance using the Check In CBR App.

3.0 Branch COVID-19 Safety Plan - Implementation

3.1 Organisational considerations

3.1.1 Governance

- The Branch Committee is responsible for all decisions related to conduct of dancing events, including entry conditions and rules applicable to participants.
- The Branch Committee will brief the teachers of each class about conditions of participation and the need to observe the requirements of this plan, and ensure that all participants are made aware of conditions that apply to event attendance.
- The Branch Committee will maintain continuous monitoring of public health measures relating to COVID-19 and the conduct of Branch events, and may impose additional requirements on participants without notice should this be deemed necessary.

3.1.2 Communications

- This plan will be made available on the Branch website at <http://www.rscds-canberra.org/>.
- 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 venue-specific requirements.
- Signage promoting COVID Safe health and hygiene practices will be present at Branch activities.
- 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/>.

3.2 Core Responsibilities

3.2.1 Branch responsibilities

The Branch committee retains the overall responsibility for the effective management and implementation of all Branch activities in accordance with this Plan. 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 and requirements of government / public health authorities;
- taking reasonable steps to ensure that all participants in Branch activities are made aware of this Plan and their responsibilities in relation to its application to Branch activities and events.

3.2.2 Individual responsibilities

Individuals have a vital role to play in ensuring that dancing is conducted in a COVID-safe manner. When attending Branch events, all participants are expected 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. Participation in any Branch activity will constitute acceptance of the conditions and requirements of this plan.
- Comply with any additional measures enforced by the hired venue, as communicated by the Branch Committee; and
- 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 as mandated by the ACT Government.

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

3.3 Operational considerations

In the interests of safety for all participants in Branch activities (dancers, teachers, and other community members), the following requirements apply to all Branch activities and events:

3.3.1 General Health

- Participants must **NOT** attend a Branch activity if:
 - They or a close contact have tested positive to COVID-19 and not officially recovered;
 - They are awaiting a COVID-19 test result;
 - They are feeling unwell (especially with the main symptoms of COVID-19 fever, dry cough, sore throat, shortness of breath, but also with less common symptoms such as runny nose, loss of smell/taste, and fatigue);

- They have been in close contact with somebody who has had covid-19 symptoms within the previous week; and
- They have travelled outside of the ACT in the previous 14 days and been exposed to the possibility of infection with COVID-19 or visited a known COVID-19 hotspot.

3.3.2 Venue Management

- Attendance at every class and every other event organised by the Branch will be recorded via the Check-In CBR app in accordance with ACT Government requirements.
- Payment of class fees and other entry monies by electronic funds transfer will be offered for all Branch events and participants will be encouraged to use this method of payment.
- Persons in excess of the permitted capacity of a venue may be denied entry. Where the Branch committee judges that attendance in excess of permitted capacity may occur, the Branch will provide for prior registration of attendance.
- Participants accessing kitchen facilities or other ancillary rooms should observe occupancy limits as advised by the venue operator.
- Any catering arranged during or in conjunction with Branch events must adhere to the supervision, hygiene and utensil cleaning requirements specified by ACT Health.

3.3.3 Participant behaviour

- Participants must maintain 1.5m distance from others not in their household where possible (i.e. while not dancing). In order to maintain this:
 - Greetings like kisses, hugs and handshakes are not permitted.
 - 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.
- During dance activities, participants are to act sensitively and adapt behaviours to prevent the spread of COVID-19 in droplets, aerosols and 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 instructions in how to do this at Branch activities.
- Participants are to bring their own personal water bottle
- Windows and doors will be opened where possible/practicable to maintain external airflow and air circulation through the venue.
- Participants must comply with all additional general health measures required by the hired venue. These will be explained at pre-class briefings.

3.3.4 Hygiene

- Participants are required to wash their hands properly with soap and water upon arrival at the hired venue, and should allow time to do this before dancing.
- Participants are required to sanitise their hands regularly during dancing, and on departure.
- The Branch will provide 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.
- A member of the Committee will be nominated to set up and pack away the sound equipment and accessories, as well as any other equipment that may be shared.
- If not already present, signage will be provided as necessary 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.
- Participants are encouraged to download the federal Government's COVID Safe app.

4.0 Risk assessment

The implementation of the measures in this plan is a shared responsibility of both the Branch and individual participants. It is important to note that attending Branch classes is an activity that Participants undertake at their own risk. 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. The Branch expects its Participants to inform themselves from reliable sources and to assess personal risk before deciding whether or not to attend Branch activities.

5.0 Participant Declaration

I acknowledge that I have read and understood RSCDS Canberra and District Branch, Inc.'s "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.

Name: _____ (please print)

Email: _____

Telephone: _____

Signed: _____

Date: ____/____/____

This declaration is only required if you are a casual attendee at a Branch class or event and have not previously viewed the Branch COVID-19 Safety Plan.