

# DANCEHOUSE Covidsafe plan

LAST UPDATED: 25 May 2020  
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**DANCEHOUSE D/**

## About COVID-19

At present there is no vaccine or cure for COVID-19. The best way to prevent and protect yourself and others from infection is by physical distancing, washing your hands or using an alcohol based rub frequently, and not touching your face.

At Dancehouse, we can prevent the spread of infection by identifying and controlling high risk activities, physical distancing, ensuring regular cleaning to prevent contamination, and ensuring no one comes to Dancehouse if they are unwell.

Overriding principle: treat everything and everyone as if they are already infected including yourself.

## Victorian Government

Dancehouse follows the guidelines of the Victorian Government, which may have stricter requirements than other states and territories. As of 25 May, STEP 1 in Victoria does not allow group [participation in any recreational or sporting activity indoors](#).

In line with Victorian Government instructions, Dancehouse aligned Steps for re-opening are:

- **Step 1 from 1 June:** only ONE USER per Dancehouse space.
- **Step 2 from 22 June:** Up to TWENTY USERS per Dancehouse space.

In both Steps, 4m<sup>2</sup> allowance is required for each person in each space, and maintaining 1.5m distancing and good hygiene is essential.

## Links to Key Services

[Victorian Government Department of Health and Human Services](#)

[Australian Government Department of Health](#)

[Safe Work Australia](#)

### Victorian Department of Health COVID-19 Hotline

If you suspect you may have the coronavirus disease (COVID-19) call the dedicated hotline – open 24 hours, 7 days.

**1800 675 398**

### 3-Step Framework

Dancehouse policies reflect the Australian Government's [3 Step Framework for a Covidsafe Australia](#) and the following key principles:

- Maintain 1.5m distancing and good hygiene
- Stay home if unwell
- Frequently clean and disinfect communal areas
- Covidsafe plan for workplaces and premises

Dancehouse is supported by Federal, State and Local Governments. During COVID-19, Dancehouse guidelines and policies are informed by the Victorian Government. In line with the Federal Government's Framework, Dancehouse's Covidsafe plan offers different policies and procedures at each Step.

#### IMPORTANT NOTE TO STEP 1

- [Sport, cultural and recreation activities restrictions | Victorian Department of Health and Human Services](#)

As of 25 May 2020, Dancehouse's STEP 1 plan assumes only ONE USER in any Dancehouse studio. The Victorian Government has flagged that from 22 June, up to 20 people may gather indoors for sport and recreation activities with 4m<sup>2</sup> allowance per person, and with physical distancing of 1.5m.

STEP 1: The important first small steps — connect with friends and family — allowing groups of people to be together in homes and in the community. Businesses reopen, and more people return to work		
Dancehouse	Sport & Recreation	Entertainment & Amusement Venues
<ul style="list-style-type: none"> <li>● Closed for public gatherings including public classes</li> <li>● Artists and teachers may hire and use space under Dancehouse COVID-19 Venue Use Agreement</li> <li>● 1 person per indoor space if safe and permitted to do so by Victorian Government</li> <li>● 2 spaces open at any time. Restricted hours to assist cleaning of spaces and use of amenities</li> <li>● Monthly booking and pre-payment</li> </ul>	<ul style="list-style-type: none"> <li>● No indoor physical activity including gyms</li> <li>● Community centres, outdoor gyms, playgrounds and skate parks allow up to 10 people</li> <li>● Outdoor sport (up to 10 people) consistent with the AIS Framework for Rebooting Sport</li> <li>● Pools open with restrictions</li> </ul>	<ul style="list-style-type: none"> <li>● To remain closed: Indoor movie theatres, concert venues, stadiums, galleries, museums, zoos, pubs, registered and licensed clubs, nightclubs, gaming venues, strip clubs and brothels</li> <li>● Exception: Restaurants or cafes in these venues may seat up to 10 patrons at one time</li> </ul>

**STEP 2:****Building on slightly larger gatherings and more businesses reopening. Higher risk activities may have tighter restrictions**

Dancehouse	Sport & Recreation	Entertainment & Amusement Venues
<ul style="list-style-type: none"> <li>● Closed for public gatherings</li> <li>● Small public dance classes available</li> <li>● Artists and teachers may hire and use space under Dancehouse COVID-19 Venue Use Agreement</li> <li>● Up to a total of 20 people in any space</li> <li>● 2-3 spaces open at any time. Restricted hours to assist cleaning of spaces and use of shared amenities</li> <li>● Extended booking and pre-payment</li> </ul>	<ul style="list-style-type: none"> <li>● Up to 20 people allowed to participate in outdoor sports consistent with the AIS Framework for Rebooting Sport</li> <li>● Up to 20 people allowed to participate in all indoor sports, including gyms</li> <li>● Need to maintain an average density of 4m<sup>2</sup> per person</li> <li>● Pools open with restrictions</li> </ul>	<ul style="list-style-type: none"> <li>● Indoor movie theatres, concert venues, stadiums, galleries, museums, zoos may have up to 20 patrons</li> <li>● To remain closed: pubs, registered and licensed clubs, RSL clubs, casinos, nightclubs, strip clubs and brothels</li> <li>● Exception: Restaurants or cafes in these venues may seat up to 20 patrons at one time</li> </ul>

**STEP 3:****A commitment to reopening of business and the community with minimal restrictions, but underpinned by COVIDSafe ways of living**

Dancehouse	Sport & Recreation	Entertainment & Amusement Venues
<ul style="list-style-type: none"> <li>● Open to the public</li> <li>● Potential presentation of shows up to 100 people informed by Government restrictions</li> <li>● Artists and teachers may hire and use space under Dancehouse COVID-19 Venue Use Agreement</li> <li>● Capacities in studios limited by size of space ensuring distancing (4m<sup>2</sup> per person)</li> <li>● All spaces open</li> <li>● Restricted hire hours to assist cleaning of spaces and use of shared amenities</li> <li>● Extended booking and pre-payment — regular classes and hire booking accepted</li> </ul>	<ul style="list-style-type: none"> <li>● All venues allowed to operate with gatherings of up to 100 people</li> <li>● Need to maintain an average density of 4m<sup>2</sup> per person</li> <li>● Community sport expansion to be considered consistent with the AIS Framework for Rebooting Sport</li> </ul>	<ul style="list-style-type: none"> <li>● Venues open in Step 2 may have up to 100 patrons</li> <li>● Consideration will be given to opening bar areas and gaming rooms</li> <li>● Exception: Restaurants or cafes in these venues may seat up to 100 patrons at one time</li> <li>● To remain closed: strip clubs and brothels</li> </ul>

## Dancehouse Internal Policies

### Community Value

Dancehouse recognises that our venue and spaces are valued by the dance community — particularly at a time when many spaces are unsafe or not available for use.

If Dancehouse adheres to safe protocols, we fulfil an important need to connect and sustain the lives, practices and wellbeing of artists and our community.

### Venue Use Strategy

Dancehouse has three studios available for use: Skylab (66m<sup>2</sup>); Upstairs Studio (133m<sup>2</sup>); Sylvia Staehli Theatre (95m<sup>2</sup>). There are two bathroom and amenity areas at the front of the building and the back of the building.

During Dancehouse Covidsafe Plan STEP 1:

- Only TWO spaces available for use at any time. Each space has access to 1 x bathroom (separate to staff or other Users)
- Each space has a maximum of 1 (Step 1) or 20 (Step 2) people per space (including amenities). Skylab maximum number is 16 (Step 2)
- Venue access is only available in 4 hour blocks with 1 hour cleaning between each hire period: 9am-1pm; 2-6pm; 7-10pm.
- Staff rostered to sanitise and clean spaces between bookings (see cleaning and hygiene)
- Bookings must be made, paid for in advance, and require an induction by staff and agreement to the [Dancehouse Covidsafe Step 1 Venue Use Agreement](#)
- During bookings Users adhere to: no use of props, provision of own water bottles, no kitchen use, staying home if unwell, no loitering.
- All people accessing Dancehouse must Sign-In to a confidential electronic register — this allows Dancehouse to contact people if there is a suspected case of COVID-19. Data will only be used for this purpose and will be deleted after 2 weeks.
- Bookings are only taken 4 weeks in advance — no recurrent bookings
- No live public classes or workshops permitted. Artists must use the spaces for rehearsals, research, creative development or filming content for a class.

### Cleaning and Hygiene

- ✓ [Coronavirus \(COVID-19\) Information about routine environmental cleaning and disinfection in the community | Australian Government Department of Health](#)
- ✓ [Cleaning Checklist — Covid-19 | Safe Work Australia](#)
- ✓ [Signage and Posters — COVID-19 | Safe Work Australia](#)

### Hygiene Stations

Dancehouse provides handwashing and hygiene stations in each amenities area, each studio, and in the Dancehouse office. Each station includes: hand sanitiser, disinfectant wipes, disposable paper hand towels and a bin.

### Frequently Used Spaces

To enable venue use during Stage 1, Dancehouse undertakes routine environmental cleaning of each space daily between 8-9am and 1-2pm. Dancehouse staff undertake this cleaning wearing gloves.

Each clean includes:

- Disinfecting frequently touched surfaces in studio: door handles, light switches, heating and cooling, sound equipment, hygiene stations
- Disinfecting frequently touched surfaces in each amenity: door handles, light switches, heating and cooling, locks/ touchpads, wash basin, toilet seat
- Leaving internal doors open between hires
- Mopping floor of each space with disinfectant
- Dancehouse office door handle, light switch and reception counter

### Regular Cleaning: Minimally Touched Surface

Contract regular cleaners clean Dancehouse TWICE a week.

Dancehouse is cleaned regularly by Planet Earth.

## Accessibility

Regular hand hygiene is central to Dancehouse's Covidsafe Plan but there are sometimes physical or medical reasons why this is not possible. Dancehouse will work with the Victorian Department of Health and Human Services to define alternative strategies if individuals can't meet our Dancehouse's Covidsafe guidelines.

## Employee & Workplace Policies

- Employee Working From Home Policy

During COVID-19, Dancehouse employees:

- Must stay home if unwell
- Have a clear desk policy to aid regular office cleaning
- Only attend face-to-face meetings with each other
- Are encouraged to work from home when they wish
- Access office space with 1.5m distance between workers
- Use Dancehouse staff-only kitchen
- Are provided with an office hygiene station
- Use cleaning and safety equipment, including gloves when cleaning
- Regularly review and update the Dancehouse Covidsafe Plan

## Continuous Improvement & Transparency

Dancehouse's Covidsafe Plan is available publicly on the [Dancehouse website](#).

The Dancehouse Covidsafe Plan has been shared with Dancehouse staff and Board, City of Yarra, similar arts organisations and venues in Melbourne.

Dancehouse staff review the Covidsafe Plan fortnightly.

Feedback is encouraged.

## Incident Reporting

- [Report health and safety incidents to WorkSafe Victoria | WorkSafe Victoria](#)
- [COVID-19 Infographic Suspected or Confirmed Cases | Safe Work Australia](#)
- [Incident Notification Fact Sheet | Safe Work Australia](#)

State Health Department in Victoria: **1800 675 398**

### Suspected Case of COVID-19 — CURRENTLY AT DANCEHOUSE

- **Isolate** the person to reduce spread
- **Seek Advice** from Victorian Health Department
- **Transport** individual home or to a medical facility
- **Clean** and disinfect space person was in, use PPE
- **Identify & Inform** anyone in close contact if advised by public health officials to do so
- **Review** this plan and Covidsafe policy

### Suspected Case of COVID-19 — RECENTLY AT DANCEHOUSE

- **Seek Advice** from Victorian Health Department
- **Identify & Inform** anyone in close contact if advised by public health officials to do so
- **Clean** and disinfect space person was in, use PPE
- **Review** this plan and Covidsafe policy

### WorkSafe Victoria

Duty holders must notify WorkSafe Victoria when they become aware of a case of COVID-19 where it is the cause (or suspected causes) of a death at a workplace.

Incident notification procedures are detailed on the [WorkSafe Victoria website](#).

**Notification must be made regardless of whether the Victorian Department of Health and Human Services is already aware of the case.**

# Dancehouse COVID-19 Risk Register

Location: 150 Princes Street, North Carlton, Vic, 3054

Date: 21/05/2020

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	NOTES: Maintenance and review
COVID-19 from venues users who are infected	Staff or other Users catching COVID-19 (could result in serious illness or death).	Low, there have been few cases locally.	Moderate, while there are only a few local cases the consequences may be severe.	<ul style="list-style-type: none"> <li>• Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority.</li> <li>• Frequently touched surfaces including tables, door handles and handrails, climate control devices, sound equipment, and EFTPOS facilities are regularly cleaned. Floors cleaned between hires.</li> <li>• Physical distancing of 1.5 metres for all Users. All spaces limited to a maximum of 10 people or under. Amenities only used by one space at a time.</li> <li>• Pre-payment and online booking only.</li> <li>• Alcohol based hand sanitiser is provided at all hygiene stations and in each amenity.</li> <li>• Signage about access and on hand washing are prominent in venue and available in each space (office, studios and amenities).</li> </ul> <p>Revised Dancehouse Venue Use agreement and induction of all Users. Restrictions include:</p> <ul style="list-style-type: none"> <li>• No props or equipment that can't be sanitised before and after use</li> <li>• Electronic sign-in sheet for tracking and tracing if required</li> <li>• No use if unwell</li> <li>• Notification process if User or party becomes unwell</li> </ul>	<ul style="list-style-type: none"> <li>• Egress through shared areas — JILL</li> <li>• Access and codes and process for entry to rear of the building — OLIVIA</li> <li>• Cleaning products and PPE for staff — OLIVIA</li> <li>• Bins for each space — OLIVIA</li> </ul>	Feedback through survey and induction process with Users
COVID-19 from staff who are infected	Other staff or customers catching COVID-19 (could result in	Low, there have been few cases locally.	Moderate, while there are only a few local cases the consequences	<ul style="list-style-type: none"> <li>• Cleaning and disinfecting is done in accordance with guidance from Safe Work Australia and health authorities</li> <li>• Frequently touched surfaces including tables, door handles and handrails, phones, keyboards and EFTPOS facilities are regularly cleaned. Clear desk policy.</li> </ul>		Consult with workers at next staff meeting for any feedback on revised roster and effectiveness of new soap dispenser

	serious illness or death).		may be severe.	<ul style="list-style-type: none"> <li>● Staff have been briefed on symptoms of COVID-19 and have been told to stay home if they aren't feeling well.</li> <li>● Staff have access to own bathroom and kitchen which is not shared at any time with other Users</li> <li>● If a staff member becomes unwell at work, a process is in place to isolate them and arrange for them to be sent home to receive medical attention.</li> <li>● Soap and water for hand washing and paper towel or air dryer for hand drying is available in bathrooms, break rooms, behind the deli counter and at back of shop with instructional signs on hand washing.</li> <li>● Alcohol based hand sanitiser is provided at all hygiene stations and in each amenity.</li> <li>● Work from home policy encouraged</li> <li>● Weekly staff meetings in person, one day per week. All other meetings are held over the phone and information sent by email where possible.</li> </ul>		
User aggression / active denial of new processes	Physical or psychological injury to staff.	High, customers concerned they may not get the service they require.	Moderate, communication of policies and shared safety is important.	<ul style="list-style-type: none"> <li>● Dancehouse Director available on phone 24 hours. Feedback encouraged by email</li> <li>● Termination processes of venues use agreement in place</li> </ul>		
Persistent use of hand sanitiser/ gloves	Dermatitis	Moderate, many staff will not have used hand sanitiser regularly before	Moderate, effected individuals may have a significant reaction	<ul style="list-style-type: none"> <li>● Gloves required for cleaning of spaces — only assign to staff who do not experience dermatitis</li> <li>● Staff are encouraged to wash hands with soap and water for 20 secs where possible as an alternative to hand sanitiser in non-medical situations</li> </ul>	Ask staff if they have a history of dermatitis or allergy to alcohol	

## Key Documents & Resources

### External Documents

- [Sport, cultural and recreation activities restrictions | Victorian Department of Health and Human Services](#)
- [COVID-19 Infographic Suspected or Confirmed Cases | Safe Work Australia](#)
- [Report health and safety incidents to WorkSafe Victoria | WorkSafe Victoria](#)
- [Incident Notification Fact Sheet | Safe Work Australia](#)
- [Coronavirus \(COVID-19\) Information about routine environmental cleaning and disinfection in the community | Australian Government Department of Health](#)
- [Cleaning Checklist — Covid-19 | Safe Work Australia](#)
- [Signage and Posters — COVID-19 | Safe Work Australia](#)
- [3-Step Framework for a COVIDSafe Australia | Australian Government](#)

### Dancehouse Internal Documents

- Venue Use Agreement — Dancehouse Covidsafe Step 1
- Employee Working From Home Policy