

ASSEMBLY 197 COVID SAFETY PLAN



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VACCINATION STATEMENT

Assembly 197's Vaccination Statement Wednesday 11th May 2022

Assembly 197 has confidence in the public health advice that strongly suggests approved vaccinations demonstratively reduce the risk of ill health, hospitalisation and death from COVID-19.

Assembly 197 will follow all public health directions of the Tasmania Government or other jurisdictions when working on the mainland or internationally.

For the safety and wellbeing of all associated with Assembly 197, including all Board Directors, Staff and Artists above the age of 12 years old or medically exempted will be required to be at least doubled vaccinated. Noting we may seek confirmation of an individual's vaccination status in certain circumstances while respecting individual rights to privacy.

The conduct and attendance of our Public and Education Programs will be consistent with guidelines for Tasmanian schools. [CLICK HERE](#) for more information regarding the Tasmanian Department of Education Guidelines.

Assembly 197 includes: Tasdance, Situate, Artery, and all other organisations who use our premises.

INTRODUCTION

WHAT ARE THE SYMPTOMS OF COVID-19?

The most common symptoms of COVID-19 are fever and cough. Other symptoms include headache, sore throat, fatigue, shortness of breath, aches and pains, loss of smell, altered sense of taste, runny nose, chills and vomiting.

Most people infected with COVID-19 will have a mild to moderate illness and will recover without special medical treatment. Some people, such as those with underlying medical problems or disease and older people, are more likely to suffer from more serious symptoms of the diseases. See also our content on vulnerable workers.

HOW IS COVID-19 SPREAD?

- The most likely way someone will catch the virus is by breathing in micro-droplets a person close to them has released by sneezing, coughing –or just breathing out
- A person can, however, also catch it via the hand-to-face pathway: touching a surface where live virus material is present, then touching their mouth, nose or eyes
- Spread of COVID-19 is highest from people with symptoms
- Spread of COVID-19 before symptoms appear is less common

MASK WEARING

Masks and other COVID-safe behaviours (physical distancing, hand hygiene, cough and sneeze etiquette) are important in helping to reduce the spread of COVID-19. Masks are especially important where physical distancing is difficult, where there are crowds, where you work in a public facing role, or you are vulnerable to COVID-19

If a person is unknowingly infected with COVID-19, wearing a mask reduces the chance of them passing the virus on to others. Wearing a mask also reduces your risk of contracting COVID-19 if you were to be in contact with a case in the community. Assembly 197 has a supply of masks in our office. It is a requirement to wear a mask inside all buildings, unless specified otherwise below.

Read more about how [choosing to wear a mask can reduce your risk](#).

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Prepared by: Adam Wheeler

Date: 11th May 2022

CLOSE CONTACT

Close Contacts no longer have to isolate if they test negative for COVID-19.

Please see this link for more information.

<https://www.coronavirus.tas.gov.au/important-community-updates/changes-to-close-contact-quarantine-and-checking-in-from-2-may>

MORE INFORMATION

For more information about COVID-19 please see the resources available from the Australian Government Department of Health - <https://www.health.gov.au>

You can also call the National Coronavirus Help Line on **1800 020 080** if you have questions about COVID-19. It operates 24 hours a day, seven days a week.

If you require translating or interpreting services, please call **131 450**.

The pandemic has placed restrictions on the ability for performing arts organisations and venues to operate. These restrictions are gradually being eased across the country, meaning theatres and other live performance venues may reopen, when Government restrictions allow. For productions to get back on stage, it is important producers and promoters understand how to do so safely, and how to mitigate risks.

There is the potential for further outbreaks of COVID-19 and therefore, the resumption of audition, rehearsal and performance activities may not be linear. Increasing control measures to mitigate COVID-19 risks may be required in response to fluctuating numbers of COVID-19 cases.

Assembly 197 will be flexible to accommodate and respond to changes in community transmission rates and the associated changes in advice from public health authorities.

The safety of our staff, artists, teachers and guests are our top priority. A high level of communication with the general public, visiting artists, dancers and parents on how Assembly 197 will clean and maintain a COVID-19 free space will ensure everyone working and visiting Assembly 197 will feel safe to do so.

All staff will be trained in all methods of cleaning the building, hygiene protocols and what to do if someone is sick in the workplace.

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Prepared by: Adam Wheeler

Date: 11th May 2022

Visual aids and posters are located all around 197 Wellington Street that clearly mark designated spaces/areas in regard to social distancing.

All staff and teachers must undertake the Covid-19 Infection control training.

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

This document will be reviewed and updated regularly.

******AT NO TIME SHOULD ANYONE ENTER THE GROUNDS IF THEY DISPLAY SYMPTOMS.
PLEASE CONTACT THE COVID OFFICER IMMEDIATELY, COLLECT A RAT AND ISOLATE.******

HOUSE PROCEDURE

The Assembly 197 Office is fitted with a hand sanitiser and masks at the main entrance and at the entrance of the Green Room for all staff and guests whenever they enter the building, including returning from visiting the bathroom.

Each morning all surfaces throughout the office building will be cleaned. Surfaces include:

- Doorknobs
- Light switches
- Stair railing
- Desks
- Computer equipment
- All Green Room surfaces
- Fridges
- Microwaves
- Toilets

Staff members are responsible for cleaning their own office space, while collectively cleaning and maintaining the shared spaces. To the best of their ability, all staff and guests will adhere to the 1.5 metre physical distancing rule.

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Prepared by: Adam Wheeler

Date: 11th May 2022

Numbers per room: Adhering the 2m2 Density Rule as of the 26th of June, 2020

- Meeting Room - maximum of four (4) people
- Shannon's Office - maximum of four (4) people
- Production Room - One at a time, not open to guests
- Stompin's Office - maximum of four (4) people
- A197 Operation Room - maximum of four (4) people
- Emma's Office - maximum of four (4) people
- Adam's Office - maximum of four (4) people
- Green Room - maximum of ten (10) people

CONFIRMED CASE OF COVID-19

- Contact the COVID SAFETY OFFICER (Adam Wheeler) immediately.
- Contact all potential people who have been in contact and recommend them being tested and to self-isolate.
- Clean all relevant equipment.

For more information of Government Guidelines [CLICK HERE](#)

STUDIO PROCEDURE - PROFESSIONAL REHEARSALS + PERFORMANCES

MAIN STUDIO CAPACITY = 72 PEOPLE, SAUNA CAPACITY = 12

GENERAL GUIDELINES

- Assembly 197 will always mop the studio, clean toilets and surfaces at the end of rehearsals in preparation for evening classes or the following day. The COVID Safety Officer will inspect all spaces prior to rehearsals within a time frame to allow for extra cleaning as required.
- Assembly 197 will always allow time for cleaning between different rehearsals being conducted.
- Assembly 197 will only invite required artists into the rehearsal space to minimise risk.
- The Assembly 197 studio is well ventilated. Windows and doors will remain open when possible.
- Assembly 197 will regularly clean split systems and operate to increase air flow.
- A detailed register of attendance will always be recorded.
- Assembly 197 will execute physical distancing where possible and implement extra hygiene protocols when close proximity of artists is required.

- Assembly 197 will implement a new written consent form for intimate rehearsal encounters.
- If rehearsals require close proximity, artists will be recommended to limit contact outside the company bubble to minimise risk.

REHEARSALS

- All artists will receive this document prior to commencing rehearsals and receive a COVID Safety briefing prior to starting rehearsals.
- All artists are required to be at least double vaccinated.
- NO artists should attend rehearsals if displaying symptoms. Artists should collect a RAT (Rapid Antigen test) and isolate. Assembly 197 staff will assist. Any close contacts to an artist who receives a positive test are to test and follow Government Guidelines.
- All artists will be required to bring their own items (such as pen, notebook, water bottle, mug, towel) for personal use during.
- The permitted number of people in the rehearsal room will comply with the applicable density rules. Assembly 197 Studio has a capacity of 72.
- Assembly 197 will minimise the number of artists required in the rehearsal room at any one time.
- All artists are required to wash/sanitise hands upon entering rehearsal space.
- Where physical distancing is not possible, Assembly 197 will increase hygiene protocols.
- Where physical distancing is not possible all artists will be asked to limit interactions with people outside of the production to reduce risks to the broader community.
- As far as practicable, minimise time spent in close proximity to other performers outside the rehearsal room.
- Any artist will be asked to remain at home and get tested if showing COVID-19 symptoms.

This guidelines covers all TRIP residencies, Stompin, Mudlark, and any external use of the studio.

PRE-PRODUCTION & PERFORMANCES

Provide induction/briefing about the venue's COVID-19 health and safety policies to performers, musicians, creatives, crew and other workers.

NO artists should attend the Performance if displaying symptoms. Artists should collect a RAT (Rapid Antigen test) and isolate. Assembly 197 staff will assist. Any close contacts to an artist who receives a positive test will also be required to isolate.

GENERAL

BACK OF HOUSE

Maintain physical distancing while backstage (e.g. in the green room, dressing room).
Where reasonably practicable, implement one-way traffic flow.

PROP USAGE

- Where reasonably practicable allocate props to individuals to minimise sharing.
- For high touch props, clean and sanitise after each performance, where reasonably practicable. Additional time at the end of the day may be required to ensure cleaning and sanitisation of high touch props used.
- Regularly clean other props (e.g. weekly).

SETS

- Regularly clean high touch surfaces.
- Additional time at the end of the day may be required for cleaning and sanitisation of sets.

WARDROBE + COSTUME

- If timelines allow, provide additional time after casting for online purchases, delivery and separate individual fittings.
- Where reasonably practicable, limit those in attendance at costume fitting.
- Clean and sanitise high-touch surfaces between fittings.
- Costume fitters and performers should wash or sanitise hands before/after fitting or dressing cast and wear appropriate PPE (i.e. surgical face mask, masks made in accordance with published health guidelines) if physical distancing cannot be maintained.
- Equip each individual with their own supply of an alcohol-based disinfectant and hand sanitiser.
- Where reasonably practicable, prevent the sharing of costume pieces.
- Regularly clean costumes.

PERFORMERS

- Encourage performers to perform their own props checks, where possible.
- Encourage performers to dress themselves, where possible.
- Provide performers with bagged clean towels and laundry bags for used costume items.
- Require anyone interacting with performers at close range to wear appropriate PPE (including dressers, hair and makeup and costume/wigs).
- Set up dressing rooms and green room to facilitate physical distancing.
- Prohibit sharing of comfort items such as hot water bottles, jackets and slippers.

RISK MANAGEMENT

RISK ASSESSMENT + MITIGATION

- Each project will undertake it's own risk assessment and individual COVID Safety Plan. to identify measures to mitigate risks.
- Consider understudies to fill roles if a cast or crew member is unwell. However, it should be noted that if a cast or crew member is confirmed as having COVID-19, all those in close contact with the confirmed case will test and follow public health directives, possibly resulting in more than one cast or crew member needing to be replaced.
- Workers may be asked to limit interactions with people outside of the production.

MANAGING A CASE

If a cast, crew, creative, musicians or other team member is feeling unwell or presents with COVID-19 symptoms during rehearsals or the season:

- Care and privacy of an individual is paramount.
- Assess whether this worker represents a risk to others in the workplace.
- Ensure the worker has transport to safely return home.
- Advise the worker to get tested for COVID-19, as per government advice and follow instructions regarding isolation.
- The worker cannot return to the workplace until symptoms are no longer present and receives clearance from public health authorities or a medical practitioner (depending on the circumstances, clearance may constitute a negative COVID-19 test result

- Those cast, crew, creatives, musicians or other team members who are identified by public health authorities to have had close contact with the confirmed case will be:
 - informed about the confirmed case within the company.
 - Test for COVID-19
- Assembly 197 will follow advice and instructions from health authorities.

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Prepared by: Adam Wheeler

Date: 11th May 2022

- If required, notify and submit an incident notification to the WorkSafe Authority in the relevant state and/or territory.

PRODUCTION SHUTDOWN

- Assembly 197 as Tasdance, Situate or Artery may be required to cancel performances or the entire production, in order to comply with government directions.
- If a cast, crew, creative, musician or other team member has tested positive for COVID-19, each company will need to assess the risks and ascertain whether it is feasible to continue performances.

MOPPING FLOORS

- After each session/change of group use the blue microfibre mops with hot water and a splash of methylated spirits.
 - Wipe over the floor with clean towels.
 - Place blue microfiber and towels in the mashing machine
 - After the day of classes use a cap full of methylated spirits with hot water
-

PUBLIC PROGRAM PROCEDURE

All staff and teachers will have comprehensive knowledge of this document and must undertake the COVID-19 Infection control training.

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

PUBLIC PROGRAM STUDIO USE: MAIN STUDIO CAPACITY = 72 PEOPLE, SAUNA CAPACITY = 12

- Regularly clean all areas that are to be used.
- Make sure there are adequate blue microfibres and towels dry ready for post rehearsal/class cleaning.
- Dancers only enter the building once they have signed in, sanitised, and are given permission to do so.
- There are taped markers to reflect the 1.5 metre self-distance rule.
- Posters acknowledging the 1.5 metre rule and **"THE BIG THREE" - Wash your hands, Adhere to Social distancing and Apply Respiratory Etiquette.**
- Below is the Public Program COVID-Safe plan. It will be emailed to all parents, posted on our website and hard copies will be available on site.
- All artists will have access to this document, including hard copies on site.

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Date: 11th May 2022

- All teachers must use the Tasdance ipad (p:197119) to maintain attendance.
- All students need to bring their own towels and drink bottles to class.
- The Public Program classes will be capped at 20 dancers per class

PUBLIC PROGRAM COVID SAFETY PLAN FOR PARENTS + STUDENTS

ALL VISITORS MUST SIGN IN VIA THE TAS GOV QR CODE OR SIGN IN BOOK

IT IS A GOVERNMENT MANDATE TO WEAR A MASK INDOORS

All Artists 12 years and above are required to wear a mask to enter the studio. The current Government Guidelines state:

Masks are required in indoor sporting and exercise facilities except while doing intense physical exercise. The kinds of activities that will be 'intense physical exercise' will vary between individuals but as a general rule, you can remove your mask if you are out of breath or puffing.

VACCINATION STATEMENT

Assembly 197 has confidence in the public health advice that strongly suggests approved vaccinations demonstratively reduce the risk of ill health, hospitalisation and death from COVID-19.

Assembly 197 will follow all public health directions of the Tasmania Government or other jurisdictions when working on the mainland or internationally.

For the safety and wellbeing of all associated with Assembly 197 all Board Directors, Staff and Artists above the age of 12 years old or are medically exempted will be required to be at least doubled vaccinated. Noting we may seek confirmation of an individual's vaccination status in certain circumstances while respecting individual rights to privacy.

The conduct and attendance of our Public and Education Programs will be consistent with guidelines for Tasmanian schools. [CLICK HERE](#) for more information regarding the Tasmanian Department of Education Guidelines.

We appreciate your understanding through this complex time.

COVID-19 SAFETY PLAN

The purpose of this document is to outline the conditions on opening and conducting public classes at Tasdance, based on the advice of the Australian Health Protection Principal Committee. COVID Safety Plans are an important part of ensuring that reopening businesses do not increase the risk of spreading COVID-19.

As we know, COVID-19 is spread person-to-person through coughing, sneezing, touching contaminated surfaces, and close contact with infected individuals, this is why we need to keep vigilant with cleaning and sanitising regimes and stay home if we are feeling unwell.

There are no official guidelines for how a dance studio can open. However, for fitness classes or small group training up to a maximum of 20 participants total at the venue with a capacity of 72 for showings.

INTRODUCTION

In classes will adhere to Public Health's 2m2 rule density and 1.5 metre social distance when possible.

KEY ACTIONS TO STOP THE SPREAD

- 1. MASK MUST BE WORN.**
- 2. WASH YOUR HANDS REGULARLY.**
- 3. ADHERE TO SOCIAL DISTANCING RULES**
- 4. APPLY RESPIRATORY ETIQUETTE**

The following recommendations have been compiled using information gathered from the various government organisations as well as the guidelines from the Australian Institute of Sport which addresses indoor physical activity.

******AT NO TIME SHOULD ANYONE ENTER THE GROUNDS IF THEY DISPLAY SYMPTOMS.
PLEASE CONTACT THE COVID OFFICER IMMEDIATELY, COLLECT A RAT AND ISOLATE.******

STUDIO PRE-PREPARATION

Assembly 197 has implemented a thorough cleaning and risk management plan to keep everyone safe while dancing at our Studio. Below is a summary of actions. Please feel free to ask to see the full COVID Safety plan if you so wish.

- Regularly clean all areas that are to be used.
- Close off rooms and/or certain areas to students that may not be necessary.
- Leave doors open; where possible, to avoid touching. The teacher can open the door, this will avoid possible cross-contamination.
- Mark the floor in all group areas to reflect the 1.5 metre self-distance rule, including waiting areas outside of the bathroom.
- Placed signage around the studio reflecting the hygiene rules now in place and to ensure that students are aware of the following:
 - Regular hand washing and use of hand sanitiser.
 - Hand sanitiser to be used pre and post class for all participants, including the teachers.
 - That coughs and sneezes are covered by a tissue or a flexed elbow; tissues should be disposed of in a closed bin and hands sanitised following sneezing/coughing.
 - That personal items, as in water bottles, are NOT shared
 - To speak up if they are feeling unwell.
- There are two hand sanitiser stations. One located in the studio and the other outside.
- We will keep a record of all teachers, students and staff in the building at any one time, for the purposes of identifying close contact with infected persons in the event of an outbreak of COVID-19.
- All students should bring their own towels and water bottles. There should be no sharing of any kind, except for members of the same household.

ARRIVAL OF STUDENTS

After each group of students have completed their class, all areas that have or may have had touch contact, will be cleaned before the next group commences.

- It is preferred that students should arrive dressed and ready for class.
- All students 12 years and above must wear a mask to class.

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- It is recommended parents/guardians drop off and pick up their children from the Garden. If parents/guardians wait for their children in the garden they must adhere to the 1.5m physical distancing requirement.
- In case of bad weather parents/guardians who need to wait will be given access to the Sauna studio but will be required to hand sanitise and sign in
- On Saturdays from 9am to 11.30am both the Main studio and Sauna studio will be in use, so no indoor waiting area for parents/guardians will be available.
- Class starting times are staggered, during the short period that there are classes in both studios, to allow for only one class at a time to be entering or leaving the building.
- There will always be a team member supervising and available for any questions or concerns. If they can not answer a question, parents/guardians will be able to contact the COVID Safety Officer.
- Parents/guardians are not permitted to enter the building, unless a student is new to the program, their child is in distress or bad weather.
- Students should not arrive too early and wait in the Garden outside the studio until instructed to enter. PLEASE HAND SANITISE AND SIGN IN IF YOU ARE REQUIRED TO ENTER.
- An Assembly 197 team member will ask students to sanitise their hands as they arrive.
- If a student is suspected of being ill, they will be asked to go home immediately. If the student needs to wait for a parent/guardian, they will be isolated in one of our holding rooms until they can be picked up.
- Students will take their belongings into class with them.
- On entering the studio, students must sanitise their hands again.

SANITISING YOUR HANDS: <https://www.youtube.com/watch?v=ZnSjFr6J9HI>

WASHING YOUR HANDS: <https://www.youtube.com/watch?v=3PmVJQUcm4E>

DURING CLASS

All students must adhere to the following instructions:

- ALL dancers 12 years and above are required to wear a mask throughout the class. Masks can only be temporarily removed if a dancer is out of breath or puffing.
- Students are currently not required to stay a minimum of 1.5 metres apart at all times; including at the barre, in the centre, floorwork or travelling across the room. However, It is recommended that adults attending casual classes do.

- Barres and the floor areas will be clearly marked to show appropriate distances.
- Teachers will maintain a distance of 1.5 metres from students.

- Use of shared props is not permitted.
- Partner-work and/or physical contact between students is currently allowed. However, it is not recommended in adult casual classes.
- If students go to the bathroom during class, they need to sanitise their hands before returning to the studio.
- While class is in progress the Assembly 197 team will clean and sanitise the Sauna Studio and bathrooms.

AFTER CLASS

- Parents/guardians can enter the Garden and please adhere to social distancing.
- Students take all of their belongings with them and sanitise their hands.
- Students are collected from the Garden unless otherwise pre-organised with an Assembly 197 team member. Our students' safety and welfare will always be paramount and we will follow our Child Safety policies and procedures.
- Once the students have left the studio, the teacher will clean and sanitise the studio and mop the floor if required.
- If a student needs to remain to complete another class, they should return to the Sauna studio and wait to be ushered into their next class.

NB: Stompin and any onsite education workshops will adhere to these guidelines also.

COVID-19 SAFE PLAN V11 110522

Prepared by: Adam Wheeler

Date: 11th May 2022

REFERENCES + GUIDELINES

Tasdance regularly checks the following websites.

Australian Government: www.australia.gov.au

Safe Work Australia – COVID-19 Resource Kit:

www.safeworkaustralia.gov.au/covid-19-information-workplaces

National COVID-19 Coordination Commission: www.pmc.gov.au/nccc

TAS Government website: www.coronavirus.tas.gov.au

CONTACT

Our team is here to help all of our dancers who join us in the studio. Our primary focus is to keep you safe. Please contact us at any stage if you have any questions or queries.

Adam Wheeler, Artistic Director - adam@tasdance.com.au

Samantha Lester, Public Program Coordinator - samantha@tasdance.com.au