



COVID-19 Safety Plan

There are 7 recommended standards:

1. Cleaning and Hygiene
2. Restrictions on Entry to the Workplace
3. Physical Distancing at the Workplace
4. Providing instruction, training, and supervision in respect to COVID-19
5. Managing risks to health and safety
6. Responding to an incident of COVID-19 in the workplace
7. Revision and monitoring of work health and safety compliance

Company Details:

Business Name:	Radiance Academy Toowoomba PTY LTD	Manager Approval:	Worker Representative Consultation:
Division/Group:	Fitness		
Date Completed:		Name of Manager: Sally Andrew	Name of Worker Representative: Sian O'Neil
Date Distributed:			
Revision Date:			

1. Cleaning and Hygiene

Cleaning: The employer must prepare, implement and maintain a schedule for cleaning, and where appropriate disinfecting, that ensures the workplace is routinely cleaned. This must include furniture, equipment, and other items. The cleaning schedule should be in writing, so all workers are aware of the requirements. The schedule should consider the level of risk of exposure to, contracting or spreading



COVID-19 within the workplace. This schedule is to set out both the frequency and method that cleaning and disinfecting is to be done.

Hygiene: The employer is to put a hygiene procedure in place to ensure all persons at the workplace are observing appropriate hygiene measures to minimize the risk of exposure to, contracting or spreading COVID-19 within the workplace. This procedure is to address the hand cleaning by workers and other people in the workplace using soap and water or the use of hand sanitizer, as appropriate for the circumstances. Supplies and Equipment The employer must provide all the supplies and equipment necessary to ensure that the cleaning schedule and hygiene procedure implemented for the workplace can be complied with.

Consider: who is doing the cleaning now and how frequently you clean regularly touched areas and surfaces, supply chains for cleaning products & hand sanitizing products

- **Signs on Hand Hygiene are placed in bathrooms**
- **Verbal Cues to remind students of effective hand hygiene**
- **Students will be given hand sanitizer before and after classes, while having access to sanitizer and washing sinks throughout class when needed, for example if they sneeze, touch their face etc.**
- **Light Cleaning and disinfection of touch surfaces will be done at the end of each class including wiping down of ballet barres, doors etc.**
- **Cleaning and Disinfection of all surfaces will happen at the end of each shift in:**
 - **Studio 1,2**
 - **Bathrooms**
 - **Reception**
 - **Stairway**
 - **Kitchen**

Who is responsible?	All Staff
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2. Restrictions on Entry to the Workplace

The employer must take all reasonable steps to ensure that a worker does not enter or attend the workplace if the worker is required to isolate or quarantine.

A worker must not enter a workplace if they are required to isolate or quarantine other than:

1. to obtain medical treatment or testing in relation to COVID-19 , and the workplace is the appropriate place to receive such treatment or testing, or
2. the worker is required or permitted, under a direction made in relation to COVID-19, to enter or be at the workplace, and does so in accordance with that direction, or



3. there is an emergency and the worker is entering or at the workplace to protect: - the safety of the worker, or - the safety of another person, or - the worker's property or the property of another person.

Have you consulted with your workers about not attending the workplace if ill?

- **Yes, Coronavirus Policy and updates have been distributed to staff**
- **Management meetings,**
- **Weekly Senior staff meetings about hygiene practices,**
- **Staff and clients instructed to 'stay at home' if unwell verbally/email/social media groups**
- **Relief pool of staff if rostered staff are unable to attend due to illness**

Record keeping - tracking (not mandatory)

- **The studio will keep a record of who is booked into and who comes in for classes including staff, students and clients.**
- **Non clients will need to sign in with a contact phone number and address in sign on register**
- **All staff and clients will be recommended to download the Covid Safe App.**

Who is responsible?

Management/ Administration team

3. Physical Distancing at the Workplace

Consider: moving desks, removing clutter, line markings, pax signage

An employer must take all reasonable steps to ensure as far as is reasonably practicable in the circumstances that: - Each person at the workplace, or entering or leaving the workplace, maintains a distance of at least 1.5 meters from each other at the workplace, or when entering or leaving the workplace, and - the total number of people present in a single space, at any one time, does not exceed the number calculated by dividing the total area of the space used, as measured in square meters, by 4.

If it is not reasonably practicable to comply with the physical distancing requirements described above, then the employer must ensure that control measures are implemented in keeping with the requirements to manage the risks to health and safety relevant to COVID-19. A person at, entering or leaving a workplace must ensure that s/he complies with the requirements of the physical distancing requirements of that workplace, if it is reasonable to do so.

- **All non-essential items will be removed from the room**
- **Social distancing stickers will be placed throughout the studio spaces**
- **Signs inside and upon entry to remind staff and clients of social distancing**

Who is responsible?

All Staff and clients



4. Providing instruction, training, and supervision in respect to COVID-19

The employer must provide each worker at the workplace (including contractors and volunteers) with information, training and instruction on: - the risks in relation to COVID-19, and - the control measures implemented in the workplace to mitigate those risks, in relation to COVID-19.

The employer must provide adequate supervision to ensure control measures are implemented in the workplace in relation to COVID-19. The employer must also ensure that information and instruction is provided to other people in the workplace about the control measures in place to mitigate the risks of COVID-19 and the requirements of those people to apply the control measures. The information and instructions are to be in a format that is reasonable to the circumstances. A worker or other person, at the workplace or entering or leaving the workplace, must comply, so far as they are reasonably able, with any reasonable instruction that is given by the employer to allow the employer to manage the risks to health and safety within the workplace.

How have you instructed/ trained supported your workers & clients about ways to control the risks?

- **Yes, Coronavirus Policy and updates have been distributed to staff**
- **Increased frequency of management meetings,**
- **Increased frequency of Senior staff meetings**
- **Junior Staff Covid Induction before return to workplace,**
- **Staff trained on ways to best protect themselves (staff), the space and clients**
- **Staff trained on strategies to use while teaching stamps/stickers etc will not be used during the pandemic**
- **Staff will need to make sure classes start and finish on time to limit the amount of time clients are in the building.**
- **Signage will be placed around the studio to remind staff/students & clients how to protect themselves and others.**
- **Verbal cues will be used by educators and staff during transitions**
- **Staff trained in cleaning and hygiene to effectively clean to reduce risk**
- **Supervisors rostered onto each shift to ensure continuity**

Who is responsible?	All Staff
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5. Managing risks to health and safety

Consider other ways to reduce the risk of contracting or spreading COVID-19 in the workplace. You should consider the nature of your workplace, the environment in which you operate and the type of work you do when considering what reasonable steps you can take to reduce the risk in your workplace. Information on this can be found at the Safe Work Australia website.



What will be done to manage Covid 19 risks?

- Coronavirus Policy
- Staff meetings
- Email to parents regarding keeping children at home if unwell
- Risk assessments

Who is responsible?	Management Team
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What have you done to identify and assess how the disease might spread in your workplace?

- Management meetings, staff meetings, informal conversations, industry research, risk assessments

Who is responsible?	Management Team
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What controls have you put in place to reduce the risk of entry and spread of the disease?

- Coronavirus Policy
- Increased frequency of cleaning high touch surfaces
- Updated Cleaning schedules
- Limit amount of people allowed in the space/ email to clients/ front door guardian
- Clients to drop students off at the front door
- Online payment encouraged
- Client requests by appointment only
- All management and staff members completed the online 'Covid-19 Infectious Control Training' government course at: <https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>
- Limited number of students in each studio according to the 4 sqm regulation
- Staff, students, and clients to obey the 1.5m rule at all times
- Signage, verbal cues, and markings to remind of social distancing requirements

Who is responsible?	Management Team and all staff
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6. Response to an Outbreak

Consider: how would you respond to an outbreak in your studio? How long would you close your studio? What would be your protocol?

Report and notify cases of COVID-19—if there is a confirmed or probable case of COVID-19 infection at your workplace, [Queensland Health](#) will be notified by the medical professional who confirms the diagnosis and the relevant testing laboratory.

To avoid duplication of reporting, for the time being employers do not need to notify Workplace Health and Safety Queensland (WHSQ) if an employee is a confirmed or probable case.

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| <ul style="list-style-type: none">- Follow Qld Health recommendations- The studio will close for deep cleaning |
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Who is responsible?	Management Team
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7. Revision and monitoring of work health and safety compliance

Consider: Conducting a Risk assessment, making a policy so that unwell people don't come to work, ask for input at staff meeting or via emails when you review the plan

How will you review your processes to manage risks of COVID-19?

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| <ul style="list-style-type: none">- Regular staff meetings- Updating our living documents |
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Who is responsible?	Management Team, Staff & Clients
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RESOURCES:

Accessed May 19th 2020:

https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0008/192689/WHS-plan-for-COVID19.pdf



Accessed May 19th 2020:

https://worksafe.tas.gov.au/_data/assets/pdf_file/0010/567829/COVID-19-Safety-Plans-Small-Business-Template-v2.pdf

Accessed May 19th 2020:

Cleaning & Disinfection recommendations

<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/industry-and-businesses/resources-and-fact-sheets-for-industry/covid-19-cleaning-and-disinfection-recommendations>

REVISE: Monday 22nd June