



**RADIANCE ACADEMY
TOOWOOMBA**
Where dancers shine!

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Covid-19 Safety Plan

4. Staff Training, Instructions and Ongoing Review

Staff gatherings and training

- Postpone or cancel non-essential gatherings, meetings or training.
- We will use non face-to-face options to conduct – e.g. electronic communication such as tele and video conferencing
- If a non face-to-face option is not possible, ensure face-to-face time is limited, that is make sure the gathering, meeting or training goes for no longer than it needs to
- ensure adequate ventilation if held indoors.

Staff facilities

- We have reduced our staff. We are running split shifts and have changed our administration to online.
- Staff are encouraged to not congregate at work, to eat outside and to take separate breaks.

Staff Training

- All policies and procedures and the Covid 19 Safe plan will be discussed with teachers via Zoom prior to re-open. We will ensure all staff sign off on the Training Register inside the Covid19 Safe Plan.