



## **COVID-Safe Handbook**

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# PURPOSE

## COVID-SAFE HANDBOOK

The purpose of this official document is to consolidate Brent Street's COVID-Safe measures and efforts into a short, concise handbook that can be reviewed by any staff, student or visitor.

This handbook is up to date and accurate as per the date on the front cover. This document is reviewed monthly in the Head of Department COVID-19 meeting, held on the first Wednesday of each month.

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# ENTRY & EXIT

## COVID-SAFE HANDBOOK

Measures have been put in place to assist in ensuring that all people entering the building are well and is done in a manner that does not impose a risk on any other students, staff or our broader community.

### 1. ACCESS TO THE BUILDING

Upon arrival, students and visitors wait outside until called in by a staff member. This alleviates congestion in our reception space and other common areas.

Reception is open for uniform/merchandise sales and payment of fees. If visiting reception, the visitor must stay behind the bollards. General questions that are not urgent should be directed to the relevant Head of Department via email. Parents and visitors are unable to use reception as a waiting area and 'drop and ride' is strongly encouraged to avoid unnecessary congestion around our building.

### 2. ENTRY/EXIT POINTS

There are new entry and exit points for all staff and students. Each department has their own designated points to assist in a congestion-free traffic flow.

DEPARTMENT	ENTRY	EXIT
<b>Performing Arts Course</b>	Studio 1/4 side doors	Studio 1/4 side doors
<b>Contemporary Course</b>	Studio 3 side door	Studio 3 side door
<b>Musical Theatre Course</b>	Reception side door	Reception side door
<b>Brent Street Academy</b>	Reception front door	Reception front door
<b>Performance Training Program</b>	Reception side door	Bottom gate
<b>Young Performers</b>	Reception front door	Reception front door
<b>Petites</b>	Reception front door	Reception front door
<b>Staff/Agency/Focus</b>	Reception doors	Reception doors

### 3. TEMPERATURE CHECKS

Once granted entry to the building, all that enter must undergo a temperature check. These checks are taken out by staff members, positioned at the entry points. Temperatures are read by contact-free 'guns', which take a reading from the forehead.

Checks ensure that personnel with a fever (37.4°C or more) are restricted from entry into site operations and buildings. Furthermore, any noticeable illnesses detected upon entry will result in refused entry to the building.

### 4. HAND SANITISATION

Before moving through to their designated room for classes or work, all personnel must use the supplied hand sanitiser. The hand sanitiser is medically approved with an alcohol content of at least 60%.

Hand sanitiser is positioned at every entry/exit point with additional stock available at reception.

### 5. EXIT AND RE-ENTRY

If any personnel exit and re-enter the building, they are obligated to reapply hand sanitiser and, if leaving for more than 15 minutes, take another temperature check.

### 6. REFUSAL

It is compulsory for all personnel entering our building to comply with these measures. In the interest of the health of our community, Brent Street reserves the right to refuse entry to a student, staff or visitor that chooses to not comply.

# INFO TRACING

## COVID-SAFE HANDBOOK

Brent Street captures the essential information of all of those entering the premises. The information is captured and stored in various locations, based on the type of person.

### 1. STAFF (FULL TIME, CASUAL)

Staff details and information are captured upon employment, and stored privately. Details include name, phone number, email address and postal address. Details of management staff are stored with Accounts and details of teaching staff are stored in DanceBiz. Accounts information may be accessed by the Managing & Creative Director, Finance Manager and Accounts Manager. DanceBiz may be accessed by Reception staff.

### 2. STUDENTS (ALL DEPTS.)

Student details and information are captured upon enrolment, and stored privately. Details include name, date of birth, gender, phone number, email address and postal address. Details of students are stored in DanceBiz, along with parent information. DanceBiz may be accessed by the Managing & Creative Director and Reception staff.

### 3. AGENCY TALENT

Agency talent details and information are captured upon signing with either Focus Talent Management or Brent Street Agency. Details include name, date of birth, gender, phone number, email address and postal address. Details of agency talent are stored in an Excel file on Agency Drive. Agency Drive may be accessed by the Managing & Creative Director and Agency staff.

### 4. VISITORS

Visitors are any people that enter Brent Street on a casual basis, such as contractors or agency talent. Visitor details and information are captured upon entry via a QR code and stored privately. Details include phone number and email address. Details of visitors are stored in a folder on the Reception email. Reception email may be accessed by the Managing & Creative Director and Reception staff.

### 5. NOTIFICATION

In the event of any student, staff or visitor returning a positive COVID-19 test to management, Brent Street is able to instantly search and highlight any people who may have been in contact with them, through our studio management software, DanceBiz. DanceBiz features a comprehensive list of classes, rooms, attendance and other details.

This log of activity at Brent Street assists in the ability to notify any personnel that came in direct contact with a positive case. The Managing and Creative Director is able to access all DanceBiz and contact information to carry out such notification.

# OUR BUILDING

## COVID-SAFE HANDBOOK

Brent Street has made significant changes and additional measures to our building to ensure a safe, clean place for all personnel.

## 1. CLEANING AND DISINFECTION

Brent Street employs full-time cleaning staff that clean the premises after classes finish each day, including weekends. In addition to this, Brent Street has devised an enhanced cleaning regime that will assist in the cleanliness and disinfection of high-touch surfaces. This additional cleaning is scheduled and executed twice per day (once AM, once PM) by briefed staff, using approved cleaning products, wipes and sprays. A cleaning log and record of this is kept at reception.

### RECEPTION AREA

Front Door Handles, backs of all chairs and tops of tables, Reception counter, EFTPOS machine, Reception keyboards, vending machines, tops of bins, phone handsets

### STUDIOS

Door handles into and out of studios (both sides), all ballet barres and around studio, any furniture inside each studio room

### BATHROOMS

Door handle into and out of bathrooms, locks on all doors (inside the cubicle), both sides of cubicle door, tap faucets and handles, toilet flush buttons, light switches, soap dispensers

### COMMON AREAS

Railings between buildings, railing between downstairs and upstairs, handle on both sides of door at top of stairs, handle on all fridges and freezers, buttons and front glass on all microwaves, handle and top of kettles, water cooler buttons, taps in kitchen, coffee table upstairs

### OFFICE

Wipe down of all buttons on printers - staff to clean own desks as needed

### ACADEMY CLASSROOM

Door handles, backs of all chairs, surface of all tables, front of lockers

## 2. SOCIAL DISTANCING

As seen in the Entry & Exit section on page 3, Brent Street is making extensive efforts to reduce unnecessary movement and traffic within the building. These include waiting outside before sessions begin, designated entry and exit points for each department and the remainder of the entry process.

Brent Street student, staff and visitors are urged to, where possible, adhere to 1.5 metre distance between each other. This assists in stopping the spread of illness.

Furthermore, each studio space has been capped for numbers of people inside the studio. This has been calculated using the 1 person per 4 square metres method. The capacity does not include staff members.

Room capacity is as follows:

ROOM	SIZE	CAPACITY
Studio 1	140m <sup>2</sup>	35 people
Studio 2	148m <sup>2</sup>	37 people
Studio 3	148m <sup>2</sup>	37 people
Studio 4	145m <sup>2</sup>	35 people
Studio 5	128m <sup>2</sup>	32 people
Studio 6	168m <sup>2</sup>	42 people
Studio 7	37.1m <sup>2</sup>	9 people
Studio 8	48m <sup>2</sup>	12 people
Singing Room 1	72m <sup>2</sup>	18 people
Singing Room 2	12m <sup>2</sup>	3 people
BSA Classroom	140m <sup>2</sup>	35 people
BSA Study Room	40m <sup>2</sup>	10 people

# OUR PEOPLE

## COVID-SAFE HANDBOOK

Brent Street urges its community to stay vigilant. This means keeping on top of their health by adhering to government restrictions and ensuring a balanced lifestyle.

### 1. STAFF ILLNESS

The following procedure has been devised for any Brent Street Staff that are showing symptoms of COVID-19. If a staff member is in close contact with a suspected or confirmed case of COVID-19, they must inform the Managing and Creative Director and make a decision as to whether it's safe to continue work.

#### NOTIFICATION

If a Brent Street staff member begins to show symptoms of COVID-19, such as a fever, cough, runny nose or difficulty breathing, they must notify the Managing and Creative Director immediately.

#### TEST

Following notification to Brent Street, the staff member must leave home/work immediately to undertake a COVID-19 test.

#### ISOLATE

By law, whilst waiting for test results, the staff member must isolate at their home.

#### RECEIPT

After being tested, the staff member must forward the test record email to the Managing and Creative Director. This email is sent to the test patient automatically, usually about 3-4 hours after the test. Whilst waiting for results, the staff member must give daily updates to the Managing and Creative Director with proof that they are awaiting results. This can be achieved by using the SMS results service.

#### RETURN TO WORK

Once results are cleared as negative, the staff member may return to work, provided they are healthy and well. Any sick days after returning a negative test result must be accompanied by a Doctor's Certificate. If results return positive, the staff member should follow advice from NSW Health and update the Managing and Creative Director accordingly.

### 2. STUDENT ILLNESS

The following procedure has been devised for any Brent Street Students that are showing symptoms of COVID-19. If a student is in close contact with a suspected or confirmed case of COVID-19, they must inform the Managing and Creative Director and make a decision as to whether it's safe to continue classes.

#### NOTIFICATION

If a Brent Street student begins to show symptoms of COVID-19, such as a fever, cough, runny nose or difficulty breathing, they must stay home and notify their Head of Department.

#### TEST

Following notification to Brent Street, we strongly urge that the student takes a COVID-19 test. If the student has recently travelled to or resided in a COVID-19 hotspot, it is mandatory that they produce a negative test before returning.

#### ISOLATE

By law, whilst waiting for test results, the student must isolate at their home.

#### RETURN TO STUDIO

Once the student has recovered from symptoms and/or they can produce a negative test result, they are able to return to their usual classes and schedule. We urge that they continue to monitor their health status.

### 3. HOTSPOT DECLARATION

To best keep track of Brent Street students visiting and residing in COVID-19 hotspots, a 'Hotspot Declaration' form has been devised.

If a Brent Street student travels to, visits, resides in or is in contact with someone who frequents COVID-19 hotspots, they are required to fill out this form. Hotspots can be found on an interactive map, linked below.

They must successfully complete the form and, if necessary, provide a negative COVID-19 test in order to return to the studio for usual classes.

This form can be found at [www.brentstreet.com.au/hotspot-declaration](http://www.brentstreet.com.au/hotspot-declaration)

# COMMS

## COVID-SAFE HANDBOOK

Brent Street prides itself on keeping its students, staff, parents and wider community informed on the current status of COVID-19. Although frequently changing, Brent Street is committed to providing updates on progressions and measures.

### 1. MONTHLY MEETING/UPDATE

Brent Street's management staff meet monthly to assess the current climate of COVID-19 and how it is affecting Brent Street and how we can keep our community safe. This meeting is held on the first Wednesday of each month. This meeting covers and addresses;

- Current NSW case numbers,
- Overview on the rest of Australia,
- News and updates that affect Brent Street,
- Suggestions for implementing new measures,
- Review of this handbook and current measures,
- Concerns for the month ahead,
- and more.

Following this meeting, necessary updates and changes are implemented across the entire company.

Following the changes being implemented, any necessary communications and updates are provided to our students, staff, parents and broader community through various methods including Electronic Mail Distribution, direct emails, print signage, televisions in the reception area and social media.