



CITRUS DANCE

COVIDsafe Policy for Students and Parents

1. ENROLMENT/ REGISTRATION

- a) Student's must re-enrol for Term 4 return to studio classes via the parent portal.
- b) New students must register and enrol via the parent portal.
- c) All contact details must be up to date to allow for contact tracing.
- d) Where class times have changed or have been cancelled, students have a suitable new time or alternative class available.

2. TIMETABLE

- a) Acrobatics, Break dance Popstars and Broadway classes have been cancelled until further notice.
- b) The timetable has been amended to accommodate for additional cleaning breaks and to allow for people per square meter requirements.

3. DROP OFF & PICK UP / PARENTS ON SITE

- a) Parents WILL NOT be permitted inside the premises. This will allow for us to control the number of persons inside each space and ensure that maximum density limits are adhered to.
- b) The above rule excludes kinder parents who may enter the building to drop off and pick up their child from class only. 1.5-meter social distancing MUST be adhered to at all times. This is limited to one parent only and does not allow for siblings to enter the building. Whilst the class is in session the parent WILL BE asked to wait outside the building.
- c) Students aged 10 years or older may enter and exit the building independently to and from their parent/guardian's vehicle.
- d) Students under 10 years of age must be accompanied to the door by a parent/guardian.
- e) A staff member will supervise students at drop off and pick up times from the front door and direct them to their studio.
- f) Students must be dropped off within 5 minutes of their class start time and collected within 5 minutes of the class finish time. Students are not permitted to be dropped off early or be picked up late.
- g) All staff, students and visitors entering the building will have their temperature checked upon entry.
- h) Parents are asked to stay in their vehicle or in the drop off zone until their child has entered the building. Any temperature over 37.5°C will be deemed as a fever and the individual will not be permitted to enter the building.

4. USE OF FACILITIES

- a) Toilet facilities will remain open however students are encouraged to use the toilet before arriving for class and after class at home if possible.
- b) All areas will abide by the maximum density limits of 1 person per 4 square meters.

5. HYGIENE

- a) All staff, students, parents or visitors entering the building will be required to use hand sanitiser upon arrival.
- b) Students MUST bring their own filled water bottle to class.
- c) Students are not permitted to bring food to the studio to share with other students.
- d) Staff and Students must avoid touching their face and/or face mask.
- e) Social distancing will be encouraged and enforced at all times.
- f) Staff and students should avoid close contact with others such as hugs and high 5's.
- g) Where possible doors will remain open to allow students to pass through without touching door handles.
- h) Regular cleaning and disinfecting will occur. Door handles and ballet barres will be cleaned in between classes and dance floors will be cleaned regularly.

6. RECEPTION AND PAYMENTS

- a) Reception will be closed and available by appointment only until further notice.
- b) If possible all inquiries should be made via phone, email or social media, not in person.
- c) Any parent wishing to speak with a member of staff must make an appointment to do so.
- d) Payments should be made by bank transfer.
- e) No food or drink will be sold.
- f) Uniform can be ordered over the phone or via email. An invoice will be sent and payment should be made by bank transfer (preferred method). Students will be able to collect these items when they are next at the studio for class. NO trying on of uniform will be permitted.

7. REFUNDS/CREDITS AND MAKE UP CLASSES

- a) In the event that a student is unable to attend class due to illness or COVID-19 restrictions, make up classes will be available.
- b) In the event of studio closure no refunds will be granted however credits will be applied to 2021 dance fees.

8. ILLNESS PROTOCOL

- a) Staff, parents, students and visitors must NOT attend Citrus Dance if they:
 - i. have any cold or flu like symptoms such as sore throat, runny nose, cough, fever, shortness of breath or loss of sense of smell or taste.
 - ii. Have been instructed to isolate.
 - iii. Are awaiting a test result for COVID-19.
 - iv. Have been in contact with a person who has tested positive to COVID-19.
 - v. Has been in contact with a person who is awaiting test results for COVID-19.
- a) Any person who has attended Citrus Dance MUST notify directors via phone or email if they have tested positive for COVID-19.
- b) Once tested positive, students must return a negative result and provide a medical certificate prior to returning to dance class.

9. MASK POLICY

- a) Teachers and Staff members will wear fitted face masks at all times in and around Citrus Dance.
- b) Teachers are not required to wear masks when they are instructing, but must put them back on as soon as instruction has finished.
- c) Students under 12 are not required to wear a mask.
- d) Students 12 and over are required to wear a mask, they may take them off during strenuous exercise.
- e) Students over 12 with a medical exemption are not required to wear masks.
- f) In line with DHHS guidelines you must wear a fitted face mask that covers the nose and mouth. This means that face shields, bandanas, or scarves or loose snoods, loose Buffs® or loose neck gaiters on their own will no longer be considered a sufficient face covering.

Date of policy: 14/11/2020