

Policy	COVID-19 Safety Policy
Effective Date	June 2020
Next Review	November 2020
Responsible Officer	National Director
Venues	RAD Australia Headquarters, Darlinghurst NSW Third party hired venues across Australia (not RAD owned / operated)
Associated Documents	COVID Safe Action Plan and Appendices; COVID Safe Guidelines for Exams, Student Events, CPD and Faculty; COVID Risk Register; NSW Government COVID Safety Plan (for RAD Headquarters).

1. INTRODUCTION

- 1.1. This policy outlines the measures Royal Academy of Dance Australia (RAD) is taking to manage and mitigate the spread of COVID-19, and to safeguard the health and safety of staff, members, students and other stakeholders. This policy is developed in line with Australian Government advice and guidelines and is updated in line with government requirements.

2. SCOPE

- 2.1. This policy applies to:
- All RAD employees, contractors and freelance staff and volunteers, including examiners, tutors, pianists and Panel Members.
 - All members, students, teachers, customers or visitors to RAD premises and or third party sites operated by the RAD for the purposes of an RAD activity or event.

3. EMPLOYEES, CONTRACTORS AND OTHER STAFF

- 3.1 Any employee, contractor and other freelance staff member that has travelled overseas or come in contact with a person infected by, or suspected to be infected by COVID-19 is required to notify RAD management immediately and self-isolate at home for 14 days, or until such time as a negative COVID-19 test result is obtained and they are clear to work. If staff develop any symptoms they must see their doctor and follow their advice, including taking a COVID-19 test if required and must not return to work until a negative test result for COVID-19 is obtained or have been given clearance by their doctor, and all symptoms have resolved.
- 3.2 Any employee, contractor and other freelance staff member experiencing ANY COVID-19 symptom (including a cough, fever, sore/scratchy throat, shortness of breath, or other cold or flu-like symptoms) is required to stay at home, consult their doctor and only return to work when given the clearance by medical professionals and clear of all symptoms.
- 3.3 Salaried employees who are required to self-isolate or who are unable to attend the office are able to work from home if they are feeling well enough to do so with the agreement of their line manager. Employees who are too unwell to work are able to apply for sick leave.

- 3.4 Any salaried employee who is required to care for a family member infected with COVID-19 may request carer's leave or request to work from home with amended hours if needed, as appropriate. Employees will only be permitted to return to the workplace 14 calendar days after their family member has fully recovered, provided that the employee is asymptomatic or have a doctor's note confirming they themselves don't have the virus. They will also be asked not to come into physical contact with any colleagues, students, members, faculty and stakeholders whilst caring for someone else and until 14 days after the family member's recovery and clearance obtained as described above.
- 3.5 Regional / home-based staff may continue to work from home as appropriate, and will be subject to the same benefits and conditions regarding access to sick leave or carer's leave and contact with other people during any self-isolation period.
- 3.6 RAD salaried employees who are vulnerable to COVID-19 (due to age, pre-existing medical conditions, or background) are required to advise the National Director; an individual Risk Assessment will be undertaken; and the necessary measures put in place to ensure vulnerable employees are not subject to unnecessary risk. Contractors, casual staff, members and visitors are advised (as per Appendix 2) that participation is at their own risk; and will need to consider their individual circumstances against the risks involved.
- 3.7 RAD employees who regularly work at RAD Headquarters will be required to stagger lunch breaks and adjust some work practices to ensure COVID-19 social distancing and hygiene standards can be maintained at all times. All meetings will abide by the 4m² rule and room occupancy rules and will not exceed 2 hours length in total.

4. TRAVEL TO AND FROM RAD HEADQUARTERS

- 4.1 Return to work practices for full-time, office-based employees will be managed with a staggered approach, prioritising staff that are required to be in the office for delivery of onsite activities. Staff may be subject to staggered work days and /or a combination in-office and work from home arrangements in place until such time as regular office work patterns can resume in line with COVID safety restrictions and public transport limits do not impede travel to and from work or place employees at risk.
- 4.2 Employees, contractors or volunteers travelling to and from work should maintain social distancing throughout their journey.
- 4.3 If using public transport, it is recommended that employees consider catching trains, buses, light rail or ferry outside of normal peak periods where possible and discuss working arrangements with their line manager to ensure office numbers do not exceed capacity limits.
- 4.4 Employees must sanitise their hands on arrival at the premises and throughout the day as noted in paragraph 6.1.

5. RAD BUSINESS TRAVEL

- 5.1 Business travel by RAD employees will be minimised where possible. Essential travel will be permitted and prioritised where there is no reasonable online or local management alternative.

- 5.2 Persons undertaking business travel will be required to adhere to local COVID-19 requirements and restrictions at their destination and should continue to practice good hygiene and general social distancing measures.
- 5.3 Should a person become unwell or have reason to believe they may have contracted COVID-19, or been in contact with a suspected case of COVID-19 whilst traveling on RAD business, they are required to notify RAD Australia immediately and self-isolate while assistance and arrangements are put in place. They must not continue to work and attend public spaces or venues.

6. RAD HEADQUARTERS PREMISES MANAGEMENT

- 6.1 All persons attending RAD headquarters are required to comply with COVID-19 hygiene rules and practices in line with government and health advice and RAD guidelines for specific activities as issued by RAD staff (i.e. exams, events etc.), including but not limited to:
- Regular handwashing and/or hand sanitising throughout the day; including immediately on entry to the building; after use of facilities; before and after eating and if they cough/sneeze.
 - Coughs/sneezes should be covered by a tissue or your flexed elbow. If you use a tissue, discard it properly in the bin and clean/sanitize your hands immediately.
 - Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent transmission/infection.
 - Cleaning and disinfecting personal items and individual desks and equipment regularly, such as phones, keyboard and mouse, wallets/purses, keys etc.
- 6.2 RAD Australia will ensure appropriate supplies, including hand sanitiser, hand wash, PPE and cleaning supplies and materials are available in RAD owned and operated premises.
- 6.3 Cleaning practices for the RAD Headquarters in Sydney will comply with government advice for COVID-19 cleaning practices and require all cleaning contractors to provide evidence of cleaning practices and standards in line with COVID-19 requirements. Wherever possible, additional ventilation is encouraged, during and between sessions, and particularly in spaces where physical exercise is being undertaken.
- 6.4 Occupation of rooms and areas for RAD Headquarters will comply with relevant government restrictions for social distancing, including 4m² allowance maintained in all rooms, with occupancy not exceeding the 4m² rule, and 1.5m distance between people. Refer Appendix 1 for occupancy limits. This is in addition to any other government regulations in force at the time (i.e. capped class numbers, capped numbers within a building).
- 6.5 Signage and markers will be displayed at all times throughout the building to communicate and ensure compliance with COVID Safe requirements and practices. Signage will include hygiene practices, physical distancing, room occupancy limits and other relevant information.
- 6.6 RAD Australia will maintain procedures to minimise contact with delivery and other contractors, including implementing contactless drop off and pick up procedures. Contactless payment/invoicing and an online booking system are already in place (eliminating the need for cash transactions).

- 6.7 Congregation of people directly outside RAD Headquarters for long periods is not permitted. RAD Australia will display signage and ask people to disperse from congregating outside the premises to manage entry and exits and ensure compliance with gathering and social distancing rules.

7. RAD ACTIVITIES

- 7.1. RAD Australia will implement specific guidelines for the safe management of AEC and RAV Exams, Student Events and Courses, CPD and Faculty Programmes in line with this policy and COVID-19 safety requirements. All persons are required to follow these guidelines for the planning and management of RAD activities.
- 7.2. Information on all events and activities will include the RAD Australia COVID Health Statement (Appendix 2), including on webpages, booking pages, flyers and information sheets. This includes requirements for participants to self-exclude if unwell, displaying symptoms or in other circumstances that increase the risk of exposure to COVID-19.
- 7.3. For the safety of our staff, members, students and others, RAD Australia reserves the right to refuse entry to anyone displaying COVID-19 symptoms, has been overseas within the last 14 days and/or directed to quarantine or self-isolate, or who has advised they have been in contact with, or have a suspected case of, COVID-19.
- 7.4. Exam venues hosting AEC exams must ensure they have a COVID Safe Plan or similar document in place and have implemented appropriate measures for management of the studio in line with relevant local restrictions and guidelines.
- 7.5. All third party venues hired by RAD Australia for RAV exams, courses, events and other activities will be required to demonstrate adherence to COVID-19 cleaning practices and standards through a venue COVID Safe Plan or similar document as required within the state or territory they are located. RAD Australia will liaise with third party venues to ensure cleaning arrangements, supplies and other requirements are in place prior to the hire date in line with the venue's and RAD's COVID Safe plans and policies.
- 7.6. All persons attending RAD events and activities are required to adhere with COVID-19 hygiene rules and practices in accordance with paragraph 6.1 of this policy.
- 7.7. RAD Australia will encourage contactless payment for in person merchandise and ticket sales where possible across all venues and activities to minimise cash payments.
- 7.8. Any person withdrawing from an exam, course or event and is seeking a transfer to another day/class in the session or course (i.e. within a session), will be required to provide evidence of medical clearance confirming they themselves don't have the virus and are cleared to attend for the new date prior to attending.

8. MONITORING AND CONTACT TRACING

- 8.1 All persons attending an RAD location and/or participating in an RAD activity will be required to supply contact details to assist with contact tracing and notifications in the event of a confirmed case. Specific methods for obtaining contact information (e.g. registration, email, in person) will be in place depending on the activity and in line with associated guidelines and procedures.
- 8.2 All contact details will be maintained for a period of 28 days, be stored confidentially and securely, and only shared with health authorities in the event of a suspected or confirmed case.
- 8.3 RAD Australia encourages staff, members, volunteers and visitors to download the COVIDSafe App to support contact tracing.

9. CASE RESPONSE

- 9.1 Any person on premises who becomes ill with COVID-19 like symptoms (including a serious cough, sneezing/runny nose, fever, shortness of breath or other flu-like symptoms), or has a suspected case of COVID-19 will be isolated and provided with PPE (masks etc.) until assistance is provided.
- 9.2 RAD Australia staff will follow the Case Response Procedure outlined in Appendix 3 of this policy in the event of a suspected or confirmed case. In the case of a student (under 18 years) becoming unwell RAD staff will contact the parent/guardian or teacher to advise them of the situation in the first instance and determine appropriate action.
- 9.3 RAD Australia will cooperate with health authorities and follow instruction if notified by the health authority of a positive case of COVID-19 that has been in attendance at an RAD activity and/or at an RAD location.

10. TRAINING, AWARENESS AND REVIEW

- 10.1 All RAD employees, contractors and other freelance staff members will be provided with a copy of this policy and associated documents and are required to familiarise themselves with the policy and procedures. Training for specific activities will be undertaken on a regular basis.
- 10.2 All RAD employees, contractors and other freelance staff members will be required to complete Government Infection Control Training online.
- 10.3 The authors of these policies, guidelines and procedures will convene once every 6 months (or when changes to government regulations require) to revise and update these documents where necessary.

APPENDIX 1 RAD HEADQUARTERS ROOM OCCUPANCY LIMITS

Space	Occupancy Limit
Foyer	4 people
Warm-up Room	6 people
Studio	11 people
Female Bathroom / Change room (downstairs)	2 people (recommended for social distancing)
Male Bathroom (downstairs)	1 person
Accessible Bathroom	1 person (plus a carer if required to assist)
Conference Room	6 people
Staff Kitchen	1 person
Staff Bathroom (Female Upstairs)	1 person
IT / Sales Office	2 people
Medal / Merch Storeroom	1 person
Computer Room	1 person
General Open Office Area	6 people
Individual Offices	1 person per office (3 total)
Print Room	1 person
Terrace	11 people
TOTAL BUILDING (4m² rule)	58 people

APPENDIX 2 COVID-19 HEALTH STATEMENT

Community is at the heart of RAD Australia and we are committed to ensuring the health and safety of our members, staff and students. During the COVID-19 pandemic we have implemented policies and procedures to prepare, protect and reassure our community.

We continue to monitor government advice and notifications, frequently updating our policies and procedures to adhere to the latest requirements and guidelines set by the Australian Federal and State Governments; and ensure best practice in infection control, risk management and contact tracing.

RAD Australia requires every person attending an RAD Australia venue to participate in an exam, event, course or any other RAD activity to follow instructions relating to these policies but most importantly, to self-exclude and notify RAD Australia if they or any members of their household:

- have been diagnosed with COVID-19,
- have experienced any COVID-19 symptoms in the past 14 days, including fever, cough, sore/scratchy throat or shortness of breath,
- are self-isolating as a precautionary measure whilst awaiting COVID-19 test results; or have been directed to quarantine,
- have returned to Australia from an international destination in the past 14 days,
- have been in close contact with someone with COVID-19 symptoms or a suspected or confirmed case of COVID-19 (until such time as you/they have followed and completed the Australian Government regulations regarding testing and self-isolation).

Whilst all due care is being taken to ensure safety, participants acknowledge that, at this time, they are participating at their own risk.

APPENDIX 3 CASE RESPONSE PROCEDURE

In a case where a staff member, contractor, student, member or visitor to RAD Australia is a suspected or confirmed case of COVID-19, whilst at an RAD operated location, the following procedures apply.

1	ISOLATE	The person will be isolated from others and provided with a disposable mask to wear.
2	INFORM AND SEEK ADVICE	If the person is a student under 18 years of age the parent/guardian or student's teacher will be notified immediately. Contact the National COVID Hotline (1800 020 080) and follow the advice of health professionals. Seek advice on information to communicate to any persons who may have been exposed on premises to the case.
3	CEASE ACTIVITY	If an activity is in progress or scheduled for the rest of the date, stop and cancel the remaining activities for the day. Contact people due to arrive to cancel. Evacuate areas if needed.
4	TRANSPORT	Under the advice of health professionals, ensure the person has safe transport home or to a medical facility. In the event of an emergency call 000
5	CLEAN	Contact RAD Cleaner to arrange for deep clean as per suspected or identified case protocol. For third party venues, contact venue hire contact or other contractor as agreed in venue hire arrangements to organise for a deep clean as per suspected or identified case protocol.
6	IDENTIFY	Identify via contact tracing system all persons who may have been in close contact with the case or suspected case and follow the process advised by health professionals for communication as needed, including testing of contacts. If in relation to Darlinghurst premises, notify Safework NSW (13 10 50).
7	REVIEW	Review processes and procedures and risk register assess if controls need to be changed.

In a case where a staff member, contractor, student, member or visitor to RAD Australia is a suspected or confirmed case of COVID-19, and **is not** at an RAD operated location, the following procedures apply.

1	ISOLATE	Inform the person to self-isolate and not attend RAD locations or activities.
2	INFORM AND SEEK ADVICE	Contact the National COVID Hotline (1800 020 080) and follow the advice of health professionals. Seek advice on information to communicate to any persons who may have been exposed on premises to the case.
3	IDENTIFY	Identify via contact tracing system all persons at RAD locations who may have been in close contact with the case or suspected case and follow the process of health professionals for communication as needed, including testing of contacts. If those people are at work/onsite, send them home immediately to isolate until further instruction. If in relation to Darlinghurst premises, notify Safework NSW (13 10 50).
4	CLEAN	Contact RAD Cleaner to arrange for deep clean as per suspected or identified case protocol. For third party venues, contact venue hire contact or other contractor as agreed in venue hire arrangements to organise for a deep clean as per suspected or identified case protocol.
5	REVIEW	Review processes and procedures and risk register assess if controls need to be changed.