

# ROYAL ACADEMY OF DANCE

<b>Policy</b>	COVID-19 Safety Policy
<b>Effective Date</b>	October 2021
<b>Next Review</b>	December 2021
<b>Responsible Officer</b>	National Director
<b>Venues</b>	RAD Australia Headquarters, Darlinghurst NSW Third party hired venues across Australia (not RAD owned / operated)
<b>Associated Documents</b>	COVID Safe Action Plan and Appendices; COVID Safe Guidelines for Exams, Student Events, CPD and Faculty; COVID Risk Register; NSW Government COVID Safety Plan (submitted 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 volunteers, including examiners, tutors, pianists, Panel Members and event volunteers (“workers”).
- 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. WORKERS

- 3.1 Any worker who has travelled overseas or to a declared “red zone”/“hotspot” (or any other term defining an area where there is high community transmission of COVID); or who has 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 in line with applicable government directions, or until such time as a negative COVID-19 test result is obtained and they are clear to work by health authorities. If a worker develops any symptoms they must see their doctor and follow medical advice, and/or take COVID-19 test and must not return to work until a negative test result for COVID-19 is obtained or they have been given clearance by their doctor, and all symptoms have resolved.

- 3.2 Any worker 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 they have completed the relevant health protocol (e.g. return a negative COVID-19 test and free of all symptoms).
- 3.3 Permanent 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 permanent 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 once cleared by health authorities as no longer needing to self-isolate and tested negative for COVID-19.
- 3.5 Regional / home-based staff may continue to work from home as appropriate, and will be subject to the same benefits and conditions in points 3.1 to 3.4 regarding access to sick leave or carer's leave and contact with other people during any self-isolation period.
- 3.6 Workers 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 workers are not subject to unnecessary risk. Members, students 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 or are visiting for 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 current density and venue limits and will not exceed 2 hours length in total. Meetings may be held via videoconference where practicable to mitigate risk.
- 3.8 In line with current health advice RAD Australia encourages all RAD workers to access COVID-19 vaccinations if eligible. RAD Australia notes that policy and requirements may differ across states and territories and RAD Australia will comply with relevant legislation while also taking a risk-based approach to mitigate risk to workers, volunteers and participants.

#### **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 where required, prioritising staff that are required to be in the office for delivery of onsite activities. Workers 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. Consideration will also be given to public transport limits which may impede travel to and from work or place employees at risk.
- 4.2 Workers travelling to and from work should maintain social distancing throughout their journey.
- 4.3 If using public transport, it is recommended that workers 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.

#### **5. RAD BUSINESS TRAVEL**

- 5.1 Non-essential domestic business travel by RAD employees and other workers (e.g. contractors) will be minimised where possible. Essential travel will be permitted and prioritised in line with delivery of core business services (e.g. examinations, courses, major events), when no local alternative is available and border restrictions permit travel without quarantine requirements.
- 5.2 International travel will only be permitted where it is approved by the relevant Director of the global group (e.g. member of the Executive Board) and National Director.
- 5.3 Workers undertaking business travel will be required to adhere to applicable COVID-19 requirements and restrictions throughout their journey and at their destination and should continue to practice good hygiene and general social distancing measures.
- 5.4 Should a worker 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 until the further arrangements advised by authorities and arrangements put in place. They must not continue to work nor 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 preparing food, 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 desks and equipment regularly (e.g. desk surfaces, desk phones, keyboard and mouse, mobile phones, wallets/purses, keys etc.). Sharing of desks is not permitted unless essential; and when desks are shared (i.e. Reception), the previous occupant is responsible for clearing the desk of items and disinfecting it (including the desk surface, phone, keyboard, and mouse) at the end of the day for the next occupant.
- 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 RAD Australia will maintain a current COVID Safety Plan as specified by the NSW Government for RAD Headquarters. This plan will reflect current requirements for businesses to maintain a COVID Safe environment, be available for any person to view and may be updated regularly. The COVID Safety Plan should be referred to for the current applicable measures in place for premises management.
- 6.4 Cleaning practices for the RAD Headquarters in Sydney will comply with government advice for COVID-19 and require all cleaning contractors to provide evidence of cleaning practices and standards in line with COVID-19 requirements.
- 6.5 Air conditioning and ventilation systems will be assessed and serviced on a regular basis in order to maximise efficiency and effectiveness in line with COVID Safe advice. Wherever possible, additional ventilation (e.g. opening doors and windows) is encouraged, during and between sessions, and particularly in spaces where physical exercise is being undertaken. Due to Safeguarding requirements, the front doors at ground level should not be left open at any time.
- 6.6 Occupation of rooms and areas for RAD Headquarters will comply with relevant government restrictions for social distancing and density limits (e.g. 4m<sup>2</sup> 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 venue numbers).
- 6.7 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.
- 6.8 At times, access to RAD Headquarters may be restricted by NSW Government Health Directions. RAD Australia will comply with all access restrictions or requirements in line with Public Health Orders in force.

- 6.9 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).
- 6.10 Congregation of people directly outside RAD Headquarters is not permitted; drop off and pick up only. 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 has 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, management and delivery 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; as well as any other conditions of entry as required by law (i.e. contact tracing, declaration of vaccination status).
- 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 or in a declared hotspot/red zone within the last 14 days and/or directed to quarantine or self-isolate,
  - who has advised they have been in contact with, or have a suspected case of, COVID-19, or
  - is restricted from participating in activities under a Public Health Direction.
- 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. Exam guidelines and documentation will include requirements for ensuring AEC venues meet this requirement.
- 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 to 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 seeking a transfer to another day/class in the session or course (i.e. within a session) due to the onset of cold/flu/COVID-19 symptoms, 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. Refund and/or transfers are available and will be applied as per the activities terms and conditions.

## **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. Government Check In System, manual register) will be in place depending on the activity and in line with associated guidelines and procedures. Contact details captured manually will not be used for other purposes (i.e. marketing, promotion).
- 8.2 All contact details collected manually (e.g. if a person cannot register via a Government Check In System) will be maintained for the minimum required period specified by government, be stored confidentially and securely, and only shared with health authorities in the event of a suspected or confirmed case.

## **9. CASE RESPONSE**

- 9.1 Any person on premises who becomes ill with COVID-19 like symptoms (including a persistent 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 appropriate action is determined.
- 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 authorities if someone who has tested positive to COVID-19 has been in attendance at an RAD activity and/or at an RAD location.

## 10. TRAINING, AWARENESS AND REVIEW

- 10.1 All RAD workers 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 4 m <sup>2</sup> Rule	Occupancy Limit 2 m <sup>2</sup> Rule
Foyer	4 people	10 people
Warm-up Room	6 people	12 people
Studio	11 people	22 people
Female Bathroom / Change room (downstairs)	2 people (recommended for social distancing)	2 people (recommended for social distancing)
Male Bathroom (downstairs)	1 person	2 people
Accessible Bathroom	1 person (plus a carer if required to assist)	1 person (plus a carer if required to assist)
Conference Room	6 people	12 people
Staff Kitchen	1 person	2 person
Staff Bathroom (Female Upstairs)	1 person	1 person
IT / Sales Office	3 people	3 people (due to nature of space)
Medal / Merch Storeroom	1 person	1 person
Computer Room	1 person	1 person
General Open Office Area	6 people	15 people
Individual Offices	1 person per office	3 people per office (3 total)
Print Room	1 person	1 person
Terrace	11 people	23 people
<b>TOTAL BUILDING</b>	<b>58 people</b>	<b>118 people</b>



## 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 and Public Health Orders, frequently updating our plans, 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 follow instructions relating to these policies and conditions for entry to any specific venue. Most importantly, individuals are required 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, headache, runny nose or shortness of breath,
- are self-isolating as a precautionary measure whilst awaiting COVID-19 test results,
- have been directed to self-isolate or quarantine,
- have returned to Australia from an international destination in the past 14 days, or from another area of Australia where self-isolation or quarantine is currently required or recommended,
- 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).

In line with government and health advice, RAD Australia encourages all participants to access a COVID-19 vaccine if eligible. RAD Australia recognises that legislation may differ across states and territories and we will comply with all Public Health Orders as applicable to RAD activity and vaccine requirements as they are implemented.

In entering the premises, participants and visitors acknowledge they may be required to provide evidence of vaccination where it is required under a Public Health Order.

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	<b>ISOLATE</b>	The person will be isolated from others and provided with a disposable mask to wear. Staff who have been in contact with the person should also immediately wear a mask and sanitise their hands.
2	<b>INFORM AND SEEK ADVICE</b>	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	<b>CEASE ACTIVITY</b>	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	<b>TRANSPORT</b>	Under the advice of health professionals, ensure the person has safe transport home or to a medical facility.  If the person is experiencing breathlessness or in the event of an emergency call 000.
5	<b>CLEAN</b>	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	<b>IDENTIFY</b>	Ensure any manual contact tracing records are digitised (scanned/saved on file server) so they may be sent to contact tracers as required. Notify National Director (or next most senior manager) and National Marketing and Communications Manager who will notify Safework NSW (13 10 50) – if location is RAD Headquarters – and/or other relevant authorities.
7	<b>REVIEW</b>	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	<b>ISOLATE</b>	Inform the person to self-isolate and not attend RAD locations or activities.
2	<b>INFORM AND SEEK ADVICE</b>	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	<b>IDENTIFY</b>	Ensure the venue provides any manual contact tracing records that are digitised (scanned/saved on file server) to contact tracers as required. Notify the National Director (or next most senior manager) and National Marketing and Communications Manager.
4	<b>CLEAN</b>	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	<b>REVIEW</b>	Review processes and procedures and risk register assess if controls need to be changed.