



TAFTA PRODUCTIONS COVID SAFE PLAN

Roadmap Stage 4 [Rev. 2] 16th November 2020

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1 Purpose of this Document

The purpose of the TAFTA Productions COVID Safe Plan (**TPCS Plan**) is to demonstrate to health authorities and the community the measures taken to ensure safe operation of this business in accordance with Victoria's Roadmap to Reopening (the **Roadmap**).

TAFTA Productions has developed this COVID Safe Plan in consultation with the COVIDSafe Plan template and information provided on the coronavirus.vic.gov.au/covidsafe-plan website.

The TPCS Plan should be read in conjunction with:

- i. Current local health authority guidance ([Industry restriction levels: Metropolitan Melbourne](#))

2 Ensure physical distancing

2.1. We must ensure staff, teachers and students are 1.5m apart as much as possible. This can be done by –

- i. Marking the floor with tape to indicate 1.5m distancing
- ii. Abiding by 4m² per person per space room requirement rules for classes
- iii. Specifying entry and exit times for classes when more than one class is operating during the same hours
- iv. Displaying signs to show students limits at the entrance of enclosed areas where limits to space
- v. Identify designated drop off areas

2.2. We must apply density quotient to configure shared areas and publicly accessible spaces to ensure that –

- There is no more than one student, teacher and/or staff member per four square meters of enclosed space,
- There is no more than one member of the public per four square meters of publicly available space indoors. This can be done by -
 - i. Restricting the number of students in classes to correspond with the available space in classrooms

2.3. We should provide training to staff and teachers on physical distancing expectations while working and socialising.

This should include –

- Informing staff and teachers to follow current public health directions,
- Informing students, staff and teachers to study or teach from home wherever possible. This can be also be done by –

- i. Keeping staff and teachers updated with changes to the COVID Safe Plan

- ii. Educating staff and teachers on hand and cough hygiene as well as on how to wash and sanitise their hands correctly
- iii. Reinforce the importance of not attending work if unwell
- iv. Ensuring appropriate information on the use of face coverings and PPE
- v. Adapt working arrangements to enable working from home

3 Wear a face covering

3.1. We must ensure all staff, teachers and students entering the studios wear a face covering as per public health advice.

This includes –

- Providing adequate face coverings and Personal Protective Equipment (PPE) to students, teachers and staff that do not have their own. This can be done by -
 - i. Requiring staff, teachers and students who do not arrive with a face covering and refuse to utilise a face covering provided to leave the premises unless they have a lawful exception
 - ii. Identifying face coverings and PPE required for the workplace and describe when and how they need to be worn

3.2. We should install screens or barriers in the studios for additional protection where relevant.

3.3. We should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.

We can do this by –

- i. Providing infographics in classrooms and to students via email before attending class
- ii. Providing a clear outline of the recommended masks that are acceptable for use in classes

- 3.4. We should inform staff, teachers and students that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately. We can support this by –
- i. Providing washing detergent and a clean drying area within the studio premises
 - ii. Having spare PPE equipment and face coverings available

4 Practise good hygiene

4.1. We must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs, telephones and cameras.

We should –

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
- Clean between classes. We can action this by –
 - i. Identifying high touch surfaces
 - ii. Provide information about the workplace cleaning schedule
 - iii. Identify which products are required for thorough cleaning
 - iv. Monitor supplies of cleaning products and regularly restock them
 - v. Closing the kitchenette
 - vi. Providing single-use napkins in the bathrooms with rubbish bins
 - vii. Avoid sharing of equipment such as phones, scripts and other equipment

4.2. We should display a cleaning log in shared spaces

4.3. We should make soap and hand sanitiser available for all students, staff and teachers throughout the studio and encourage regular handwashing.

We can do this by –

- i. Regularly checking levels of soap and hand sanitiser
- ii. Providing reminders in shared spaces and bathrooms to wash your hands
- iii. Providing infographics in bathrooms on proper hand-washing methods

5 Keep records and act quickly if workers become unwell

5.1. We must support staff, teachers and students to get tested and stay home even if they only have mild symptoms.

5.2. We must develop a business contingency plan to manage any outbreaks. This includes –

- Having a plan to respond to a staff member, teacher or student being notified they are a positive case while at work, noting staff members, teachers or students who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results
- Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period
- Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if we have identified a person with coronavirus (COVID-19) at our studios
- Having a plan in the event that we are instructed to close by DHHS
- Having a plan to re-open our studios once agreed by DHHS and notify staff, teachers and students they can return to work and study. We can do this by –
 - i. Establishing a process for notifying staff, teachers and students and close contacts about a positive case in the workplace
 - ii. Establishing a cleaning process in the event of a positive case
 - iii. Establish a process and responsibility for notifying DHHS, WorkSafe and our health and safety representative
 - iv. Establish a process for confirming a staff member, teacher or student (with a suspected or confirmed case) does not have coronavirus (COVID-19) before returning to the studio
 - v. Establish a process for notifying WorkSafe that the studio is reopening

5.3. We must keep records of all people who enter the studio for contact tracing.

We can do this by –

- i. Asking all studio attendees to complete a health questionnaire before starting their class/workday
- ii. Establish a process to collect records from workers attendance (including cleaners), including areas of the studio accessed during each shift or visit. Where possible, we will consider implementing a contactless system.
- iii. Review processes to maintain up-to-date contact details for all staff, teachers and students
- iv. Provide information on protocols for collecting and storing information

5.4. We should implement a screening system that involves temperature checking upon entry into a workplace for staff only.

6 Avoid interactions in enclosed spaces

6.1. We should reduce the amount of time staff, teachers and students spend in enclosed spaces. This could include –

- Enabling working in outdoor environments
- Moving as much activity outside as possible, including meetings, lunchbreaks and class
- Enhancing airflow by opening windows and doors
- Optimising fresh airflow in air conditioning systems. We can do this by –
 - i. Making sure that the windows and air conditioning are set for optimum air flow at the start of each workday or shift
 - ii. Communicating with teachers about appropriate classes for outdoor study

7 Create workforce bubbles

- 7.1. We should keep groups of staff, teachers and students scheduled at regular times and ensure that there is no overlap of staff, teachers and students during shift changes. We can do this by –
- i. Creating entry and exit times for classes
 - ii. Scheduling break times for classes
 - iii. If classes must be scheduled in the studio at the same time, ensuring that those are the same two classes sharing the space every week
 - iv. Reducing the number of students that can be added to already established classes
 - v. Reducing the number of staff that interact with the classes
 - vi. Encouraging students, teachers and staff to take breaks outside and reduce time in shared facilities
 - vii. If possible, renting a separate space for classes that are required in the studio for long periods of time at the same time e.g. the full-time groups
 - viii. Reducing the number of new classes scheduled in studio and sticking to online classes where possible
- 7.2. Maintain records of all staff, teachers and students who have disclosed that they reside with another staff, teacher or student and ensure that there is no cross-over between class sessions.