

## Principles

In order to help minimise the spread of Covid-19 and in line with NSW Government Public Health Orders, ReadyMade Works has updated our Covidsafe Plan in order to be able to re-open safely now the 70% vaccination target in NSW has been achieved. This plan identifies activities that carry transmission risk, and puts in place protocols to help protect our staff, contractors, and artists using the studio.

ReadyMade Works recognises the importance of our Ultimo studio to the independent dance community in Sydney, as a needed resource supporting independent artists to maintain and develop practice. We value the creative work of our artists—especially at a time when the social and cultural work of artists is so needed.

It is important that we all look after one another by:

- getting vaccinated (if not medically exempt)
- observing physical distancing and good health hygiene, including wearing masks
- staying home if unwell
- ensuring regular cleaning and disinfecting of communal areas
- opening windows where possible to ensure good ventilation

The ReadyMade Covidsafe Plan has been developed following guidelines from the NSW government, and ReadyMade staff will review the Plan weekly in accordance with changing government guidelines in order to keep all studio users safe.

The ReadyMade Covidsafe Plan is available publicly via ReadyMade's [website](#), and regular updates will be communicated via our E-news and social media pages.

## Key References & Resources

[NSW Government Covid-19 Information](#)  
[Australian Government Department of Health](#)  
[Safe Work Australia](#)

## Coronavirus Health Hotline

If you have Covid-19 symptoms (cough, sore/scratchy throat, shortness of breath, or fever) stay home and get tested.

**National Coronavirus Health Information Line: 1800 020 080**

If you require interpreting services call 131 450.

## Covid-19 Safety Plan

ReadyMade's studio is a multi-purpose rehearsal space located in Ultimo at Level 1, 247-257 Bulwara Rd. The space includes a studio with lounge area (total 220m<sup>2</sup>; Tarkett dance floor 84m<sup>2</sup>), bathroom, kitchen, and office. Normal opening hours are Monday-Sunday 9am-7pm.

This plan is made in line with NSW government recommendations for indoor recreation facilities and entertainment facilities. Stay-at-home orders for adults who have received both doses of the COVID-19 vaccine will be lifted from the Monday after NSW passes the 70% double vaccination target, meaning that ReadyMade Works will be able to open following the protocols outlined below.

### Well-Being of Staff, Contractors and Artists

Protocols	Actions
<b>In accordance with NSW government restrictions, only those adults with double dose vaccinations or medically exempt will be able to access the studio at this time</b>	All ReadyMade Works staff are double dose vaccinated Update Studio Hire special terms & conditions to require hirers/studio users to declare vaccination status Update information on website
<b>Exclude staff, volunteers and visitors who are unwell from the premises.</b>	Communicate working from home processes with staff Studio Hire fees will be waived if a person needs to cancel due to illness
<b>Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning.</b>	Staff will update their training on COVID-19 in line with changing restrictions and advice
<b>Display conditions of entry including requirements to stay away if unwell and record keeping.</b>	Update Studio Hire special terms & conditions Review signage in studio
<b>Put in place a plan of action to respond to a suspected or confirmed case of COVID-19</b>	Staff will follow guidance published by the NSW government <a href="https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/guidance-for-businesses-linked-covid-19-cases">https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/guidance-for-businesses-linked-covid-19-cases</a>

### Physical Distancing

Protocols	Actions
<b>Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises, or 75% capacity, and one person per 2 square metres of space in outdoor areas of the premises.</b> <b>Note: Gym and group dance classes must not exceed 20 persons.</b>	Update Studio Hire special terms & conditions Classes will be capped at 20 participants Open studio showings and performance works will be limited to 75% capacity
<b>Ensure 1.5m physical distancing where possible, including:</b>	Update Studio Hire special terms & conditions

<ul style="list-style-type: none"> <li>• <b>at points of mixing or queuing</b></li> <li>• <b>between seated groups</b></li> <li>• <b>between staff.</b></li> </ul>	<p>Review current signage in studio and in common areas such as the stairs and veranda</p> <p>Class participants to be spaced at 1.5m</p> <p>Seating for performance to be spaced at 1.5m</p>
<p><b>Avoid congestion of people in any specific areas within the venue where possible, such as change rooms and other communal facilities.</b></p>	<p>Post signage in studio, particularly at potential crowding points (stairs, mezzanine, doors)</p> <p>Studio Hirers and class participants encouraged to arrive dressed for class/practice where possible</p> <p>Studio hire is available for a minimum 3 hour hire with a 1-hour buffer between hires to minimise contact between hirers</p> <p>Update information on website and communication channels</p>
<p><b>Have strategies in place to manage gatherings that may occur immediately outside the premises.</b></p>	<p>Post signage on gate to encourage 1.5m distancing</p>
<p><b>Singing by audiences is not allowed in indoor areas.</b></p> <p><b>Dancing is not allowed in indoor areas except for group dance classes, where no more than 20 people are permitted to dance.</b></p> <p><b>Patrons can only consume alcohol when seated in indoor areas.</b></p>	<p>N/A for practice and rehearsals in studio</p> <p>Classes will be limited to 20 participants</p> <p>For Happy Hour and other open studio showings, alcohol/beverages/food will only be allowed to be consumed in the outside veranda space</p>

## Ventilation

Protocols	Actions
<p><b>Review the 'COVID-19 guidance on ventilation' available on <a href="https://www.nsw.gov.au">nsw.gov.au</a> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.</b></p>	<p>All staff are familiar with the COVID-19 guidance on ventilation</p>
<p><b>Use outdoor settings wherever possible.</b></p>	<p>When not using the studio dance floor, hirers and participants will be encouraged to use the outdoor space for conversation, food etc.</p>
<p><b>In indoor areas, increase natural ventilation by opening windows and doors where possible.</b></p>	<p>Update Studio Hire special terms and conditions</p> <p>Post signage to encourage opening windows and doors to increase ventilation</p> <p>Fans when used will be pointed towards the floor or ceiling</p>
<p><b>In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).</b></p>	<p>N/A</p>

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).	N/A
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## Hygiene & Cleaning

Protocols	Actions
<p>Face masks must be worn by staff and customers in indoor areas, unless exempt.</p> <p><b>Note: People engaging in strenuous physical exercise are exempt, unless they are participating in an indoor gym class or dance class.</b></p>	<p>Update Studio Hire special terms &amp; conditions</p> <p>Post signage in studio</p>
<p>Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.</p>	<p>Post <a href="#">good hygiene practices</a> &amp; <a href="#">how to hand wash</a> posters (<a href="#">Safe Work Australia</a>) in studio and bathroom</p> <p>Hand Sanitiser available on entry, in the studio and bathrooms.</p>
<p>Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.</p>	<p>Hygiene stations provided at:</p> <ul style="list-style-type: none"> <li>● Front door &amp; stereo area – equipped with hand sanitiser, disinfectant spray/wipes, bin</li> <li>● Bathroom &amp; kitchen –soap, disposable paper towels, bin</li> </ul>
<p>Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day. Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use. Encourage visitors to wipe down equipment after they have finished using it</p>	<p>Update Studio Hire terms &amp; conditions</p> <p>Post signage in studio</p> <p>Provide disinfectant cleaner, disposable paper towels, mop &amp; disposable gloves</p> <p>Provide cleaning checklist for hirers</p> <p>Hirers are requested to undertake regular cleaning of frequently touched surfaces (door handles, stereo, light switches, heating/cooling, tables, locks/touchpads, wash basin, toilet, Tarkett)</p> <p>Kitchen limited to water bottle filling only and users requested to supply own utensils</p> <p>Regular deep cleaning to be undertaken by Clean2Sparkle</p>

## Record Keeping

Protocols	Actions
<p>Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, visitors and contractors.</p>	<p>QR code is displayed prominently on arrival with appropriate signage</p>

<p><b>Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.</b></p>	<p>Studio Hire special terms &amp; conditions require hirer/users to agree to checking in via QR code</p>
<p><b>If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.</b></p>	<p>A manual register is available at the entry way to the studio for those unable to electronically check-in</p>

## ReadyMade Works Covid-19 Risk Assessment

Hazard	Harm	Likelihood	Impact	Controls
Covid-19 transmission from studio users	Staff or other studio users catching Covid-19 (could result in serious illness or death)	Moderate—case numbers dependent	Moderate—Vaccination of all users should limit the impact of positive COVID-19 cases and limit the severity of the illness	Advise staff and studio users of new protocols for: <ul style="list-style-type: none"> <li>Physical distancing</li> <li>Cleaning between users; &amp; regular cleaning of high-touch surfaces</li> <li>Personal hygiene practices</li> <li>Ventilation</li> <li>Contact tracing</li> <li>Incident reporting</li> </ul>
Covid-19 transmission amongst staff	Other staff or studio users catching Covid-19 (could result in serious illness or death)	Moderate—case numbers dependent	Moderate—Vaccination of all users should limit the impact of positive COVID-19 cases and limit the severity of the illness	Advise staff and studio users of new protocols for: <ul style="list-style-type: none"> <li>Physical distancing</li> <li>Cleaning between users; &amp; regular cleaning of high-touch surfaces</li> <li>Personal hygiene practices</li> <li>Ventilation</li> <li>Contact tracing</li> <li>Incident reporting</li> <li>Staff will work for home where possible</li> </ul>
Aggression from studio users over new processes and/or limited access to studio	Physical or psychological injury to staff	High—current sector conditions have many people under stress & hardship	Moderate—communication of policies & shared responsibility for safety in place	ReadyMade Caretaker and Chair available via phone 24hours in case of incident Termination clause in place in Studio Hire terms & conditions
Persistent use of hand sanitiser/cleaners/gloves	Contact dermatitis	Low—staff already conduct regular cleaning	Moderate—affected individuals may have significant reaction	Gloves provided for cleaning Staff encouraged to wash hands with soap and water for 20secs when possible as preference to hand sanitiser