

Last updated January 7th 2022

COVID-19

HEALTH AND SAFETY PROCEDURES FOR STAFF, STUDENTS, PARENTS and ITM Management 2022

****We have curated some guidelines for all to be aware of and follow as new Health Regulations and restrictions are in place to minimise the risk of illness and the spread of COVID -19.*

*We are following the WA Government guidelines closely to ensure everyone is safe. This page continues to be updated as the situation unfolding continues to change and develop. *****

As of 31st December, Masks are to be worn indoor public areas.

As of 7th January, Mask restrictions removed and only to be worn on public transport and in taxi services.

HEALTH PROCEDURES FOR ITM STAFF:

Phase 1

1. Mask Wearing in venue and whilst giving instructions and sign in with Safe WA app if restrictions should change in Feb 2022
2. Personal Health Check: If in the case of sickness, the tutor will measure Temperature before each class regardless of how we feel or if there is concern. Giving 12- 24hrs notice if showing symptoms of illness so we can arrange a new staff member or put the class online.
3. Cleaning procedures: Set up a cleaning station at the entrance to the venues and available to all students at all times. Wipe down of the hot spot areas and toilets after use.
4. Environmental cleaning: the duty of the cleaners as hired by the venue management will clean larger space such as floors and windows.
5. Communication to students: Staff will communicate the management procedures and health regulations to students prior to the start of the lesson. The main control of the classroom is to get students on their orange spot, take off shoes and drink bottle, wipe hands and feet with a wipe- for those who are late, can wait to be given direction from their teacher.
6. Modifying the lessons: keep special 1.5mtr distance rule as much as possible during the drama classroom.
7. Keeping an eye out for children who show signs of sickness: Staff are aware of the symptoms of sickness and will make the decision based on coughing, sneezing, runny nose, lethargy and overall wellness through communication and observation.
8. Ending the class promptly: as to avoid cross over or transition and to ensure the safe pick up of all students.
9. Keeping the First Aid Box and Cleaning Station stocked which will be with the teaching staff at all times. Includes items for sanitisation station, band aids, bandages etc.

Phase 2:

If in the event that cases in our city are escalating and or there is imminent threat to our community we will notify all parents and guardians of the next steps as the information from the government comes to hand.

HEALTH POLICY FOR STUDENTS AND PARENTS

*As of January 31st, Drop and Go is preferred or If staying, please sign into the Safe WA App. Mask Wearing indoors may be required depending on the government health advise.

1. **Drink bottles and personal belongings:** are labelled and are placed on the marked-out floor orange spots around the room.
2. **Social distance at pick up or when waiting at Venues:** follow the markers on the floor or adhere to the 1.5m rule if there are none available.
3. **Prompt pick up:** will ensure that no-one is lingering in the venue for more than 15 minutes and won't exceed 100 persons or persons in the space.
4. **Temperature check:** before class is suggested to all parents for their children but not mandatory.
5. **Mindful of your child's sickness:** We urge parents to keep their children home if their child is at all unwell.
6. If a close member of your family or the child has **received a Positive Covid** Test: we advise that your child does not attend our classes and you follow WA Health guidelines. A make-up class or in-credit option can be arranged for a later date anytime, any workshop or any class that we offer at our club including online through zoom.

SAFETY & EMERGENCY PROCEDURES AND RESPONSE PLAN FOR STAFF

1. **Social Distancing:** the staff will modify lesson plan to adhere to the distancing rules and regulations as well as personally try to keep distance from the students.
2. **If staff Coughing, sneezing, blowing nose-** if this cannot be helped during class time, the teacher will adhere to the hygiene regulations, assess their personal well-being and/or flush tissues down the toilet and wash their hands immediately.
3. **If a child presents cold and flu symptoms in class:** consistent or persistent Sneezing, Coughing and running noses we will call parents to pick up their child.
4. **If a child complains of illness:** We will isolate child from the group and the tutor will call parents immediately.
5. **If a child actively does not adhere to the social distancing rules and ignores the procedures of being in the drama class:** The tutor will give warning, or isolate from the class and parents will be called. A further assessment will decide whether or not they will be able to continue.
6. **If a teacher feels unwell and has to leave:** tutor will give advanced notice and will have to call all the parents and come and collect the students. They will call another teacher and defer the duty of care to come to the venue.
7. **If a teacher has to cancel a class due to illness or Positive Test Result:** we'll find a substitute or online at that time or a makeup time for the class if unable to find a replacement.
8. **Downloading the app:** is suggested and recommended to all staff and parents for contact tracing.

Emergency Numbers: Parents to update contact details and will be printed out on the class roll and highlighted clearly. Venue Management for Beaconsfield Rev Gemma Basely 0468388556 and Venue Management for Melville Andrew 0405343859 as well as Life threatening 000

9. **If a child needs your full attention:** all other children to move onto their spots and be isolated from the child so that the teacher can provide care.

DUTY OF CARE POLICY: Leaving your child/children in our care and agreeing to these terms

'You' referring to you as the parent/guardian/carer

'Tutor/Teacher' refers to the person who has Duty of Care after you leave your children at the venue.

1. **Updated Emergency Details:** we require you to update your details of your most current emergency contact number /and or person and stay in constant communication with the teacher or Director of IntotheMask Theatre if there are any changes.
2. **If a child presents cold and flu symptoms in class:** consistent or persistent Sneezing, Coughing and running noses we will call you to pick up your child.
3. **If a child complains of illness:** call you immediately
4. **If a child does not adhere to the social distancing rules and ignores the procedures of being in the drama class:** The tutor will give warning, or remove from the class and wait to be picked up and let the you know. A further assessment will decide whether or not they will be able to continue class.

5. **If a teacher feels unwell and has to leave:** tutor will give advanced notice and will have to call all the parents and come and collect the students. They will call another teacher and defer the duty of care to come to the venue.
6. **If a teacher has to cancel a class due to illness:** we'll find a substitute or online at that time or a makeup time
7. **Drop and Go:** letting us know who is picking up your child, let your child know who is picking them up in an email prior to the tutor, please be prompt.
8. **Pick up and Go:** The Parents must be prompt for pick up .You are allowed to enter the venue.
9. **Downloading the Safe WA app** this is recommended by the government and signing in
10. **Emergency details updated and correct** Through your Parent Portal you can let us know _with a second back up number- let us know who is picking up the children.
11. **Exiting the Venue:** No running out to car park please. We take no responsibility if your child runs out of the venue without supervision. It is important they wait for you indoors.
12. **Orange Spots on the floor to mark out the distancing:** for students in the class
13. **Time changes for transitions and cross overs:** Please see your Parent Portal, Website or ask your tutor for the times if you are unsure.

How your family can assist us as we reopen our classes.

1. If a close member of your family or the child has **received a Positive Covid** Test: we advise that your child does not attend our classes and you follow WA Health guidelines. A make-up class or in-credit option can be arranged for a later date anytime, any workshop or any class that we offer at our club including online through zoom.
2. If your child is showing any of the following symptoms, please keep them at home.
 - Fever (if your child is showing a temperature of 37.5 or over, please do not give them panadol/Neurofen and send them to class.
 - Dry Cough
 - Aches & pains
 - Nasal congestion
 - Runny nose
 - Sore throat
 - Diarrhoea

Please note, if our teachers witness any of the above symptoms in your child, we will contact you immediately and require you to collect your child.

2. Agree to the terms and conditions on the Parent Portal (Enrolmy Safety Form), it requires the understanding for the Duty of Care and safety of staff and other members of our community as well as the requirement by law to make sure you have updated details of all emergency contacts for you and your child should contact tracing be required.
3. Upon arrival, there will not be a Sign in Book, it will be a **Drop and Go** instead with students asked to sanitise their hands with the hand sanitiser provided upon arrival and departure with the provided sanitizer.
4. Sorry, sometimes we can't stop to chat, we are always open to any feedback through email or phone call.
5. Practice and teach excellent hand washing and hygiene measures at home. Sing Happy Birthday twice whilst washing hands. If possible, to please use the toilet at home before arriving to class. We will obviously allow the use of toilets, however minimising the use would be ideal.
6. Ensure you teaching students to cover coughs/sneezes with elbow or clean tissue, no spitting, avoid touching your face, nose, mouth and eyes, dispose of tissues hygienically, wash body, hair and clothes thoroughly every day, no physical contact (shaking hands, hugging, etc.) with others outside of your immediate family and those in the classroom.
7. Bring a labelled drink bottle and labelled clothing to class. We will have designated spots in the room to place the items.

8. Limit social contact where possible. This includes NOT visiting anyone who is self-isolating due to symptoms and or post-travel isolation, and keep social distancing of at least 1.5m from people outside of your home.
9. Continue to stay up to date with relevant information from the WA Health Department. There is now an app you can download which helps you to keep up to date with any news or if you are in contact with someone who has been tested positive. The Health Department recommend you download the app. You can download this app by clicking on the following link <https://www.health.gov.au/resources/apps-and-tools/covidsafe-app#get-the-app>. Information on this app is available in 63 different languages.
10. Stay up to date with these links also https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert?utm_source=health.gov.au&utm_medium=redirect&utm_campaign=digital_transformation&utm_content=health-topics/novel-coronavirus-2019-ncov

<https://www.health.gov.au/resources/collections/novel-coronavirus-2019-ncov-resources>

<https://www.health.gov.au/resources/publications/information-for-families>

<https://www.health.gov.au/health-alerts/covid-19/about>

How we are keeping our community safe.

1. Signs and visible posters around the venues
2. Cleaning the hot spots and venue environment before and after each class
3. We have changed the times of the classes to accommodate the transition of one class to another as well as for cleaning purposes
4. We have provided social distancing orange spots for the children's personal items.
5. Providing alcohol hand sanitizer upon arrival for the children
6. Wiping down all door handles
4. Increased attention to children, staff and families presenting with flu or cold-like symptoms
 - a. exclusion from the classes where exposure to COVID-19 is known or been declared a confirmed case (with the requirement for a Doctor's clearance to re-attend the Service), in accordance with directions and guidance from the Australian Government
 - b. Exclusion from classes if COVID-19 symptoms are visible, and medical certificate from doctor required upon next attendance
6. We ask all families to check their child's general wellbeing and temperature before each lesson each week to ensure they do not have a fever. If their temperature reads over 38 degrees, please do not bring your child into class.
7. Re-stating the importance of hand washing and social distancing in the class with modified lesson plans and activities
8. Liaising with the venue facility managers to ensure they are keeping up to date with the deep cleaning of the venue each day.
9. **Minimizing anxiety or fears with exciting and fun positive games and activities that keep the endorphins flowing, the laughter echoing and the smiles beaming!**

Are you struggling/concerned?

While it is reasonable to be concerned about the COVID-19 coronavirus outbreak, there are a number of actions you can take to look after your mental health during this challenging time.

1. Access accurate information from credible sources
2. Stay connected with friends, family and colleagues
3. Be active, eat well and drink water
4. Focus on the good in the world
5. Be a helper
6. Find something that you can control
7. Have realistic expectations for work-life balance
8. Access support – Support can be got from the following links:
 - [Government of Western Australia, Department of Mines, Industry Regulation and Safety](#)
 - [Western Australian Mental Health Commission](#)



INTO THE MASK

Theatre Education

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- [Head to Health](#)
- [Australian Psychological Society](#)
- [Headspace](#)
- [1800 Respect](#)
- [DV Work Aware](#)
- [Our Watch](#)
- [White Ribbon Australia](#)
- [Men's Referral Service](#)
- [Kids Helpline](#)

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