

Workshop Arts Centre COVID-19 Safety Plan (excerpt)



Wellbeing of staff, teachers, students and visitors

- Please do not attend the Centre if you have experienced a fever, cough, sore throat, shortness of breath or travelled overseas in the past month.
- Feeling unwell? Not sure if you need a doctor? The Online Symptom Checker can help you decide what to do next. <https://www.healthdirect.gov.au/symptom-checker/tool>
- To find out about COVID-19 testing please
 - call your GP
 - call 1800 020 080 (National Coronavirus Helpline)
 - visit the nearest public COVID-19 clinic located at Royal North Shore Hospital. Reserve Road, St Leonards NSW 2065. Opening hours: 8am - 8pm, 7 days
- Upon entry all staff, teachers, students and visitors required to sign a declaration stating
 - they have not returned from overseas travel in the last 14 days
 - they have not been in contact with someone who is self isolating or been in contact with anybody with a confirmed case of COVID-19 in the last week
 - they do not present with any symptoms of any respiratory or fever-like illness
- Mandatory temperature checks will be conducted upon entry to the WAC.
- Communal kitchen facilities have been reduced
 - No food, drink or reusable utensils are provided
 - Limited disposable utensils are available
 - Microwave, fridge and boiling water available
 - Only one person at a time allowed in the kitchen
- Students are asked to bring their own palettes, paint jars, art materials and tools to class each day and take them home again. Sharing of equipment should be avoided where possible. Any shared equipment should be sanitised after use. Detergent and disinfectant is available in all studios at the WAC.

Physical distancing

- Please do not shake hands or exchange physical greetings. Remember to maintain a 4 square metre distance from others at all times.
- Following indoor physical distancing regulation, all studios have a maximum capacity of between 8 and 9 students + 1 teacher unless stated otherwise.
- Teachers and students are asked to enter and exit classes in a timely manner.



- Parents are asked to drop off and collect children promptly.
- Multiple entrances to the building are provided to encourage social distancing.
- Students are allocated designated work stations in each studio and asked to limit movement beyond said stations. This includes not congregating in common areas.
- Students are encouraged to eat lunch at their work stations where possible. Alternatively, appropriately distanced seating is available in common areas.
- Marked queuing areas are in place for bathrooms.
- Only one person at a time allowed in the kitchen and only staff admittance to the office.
- All exhibitions will remain closed until further notice.

Hygiene and cleaning

- We have increased frequency of cleaning in accordance with Safe Work Australia's recommendations, which includes studios being cleaned by teachers and students after each class.
- Hand sanitising stations are provided at each entrance to the building and outside bathrooms. Please sanitise your hands on arrival.
- Gloves and masks are optional. If you wish to use them, please supply your own. The WAC has a limited supply available from the office if you urgently require them.
- Cash and cheque payments are currently unavailable. Only card payments will be accepted for enrolment bookings and other purchases.

Record keeping

- All staff, teachers, students, visitors and sub-contractors are required to sign a register or attendance sheet which may be kept for a period of at least 28 days, for the purpose of tracing COVID-19 infections.
- The WAC encourages the use of the COVIDSafe phone app.
<https://www.health.gov.au/resources/apps-and-tools/covidsafe-app>

Please call the office on 02 9958 6540 if you have any questions regarding the Workshop Arts Centre's COVID-19 Safety Plan.