

# STANLEY AVE STUDIO

## COVID SAFE PLAN

### Overview

Stanley Ave Studio (SAS) offers art, yoga and meditation classes, sits, workshops, special events and day retreats in Melbourne. Our response to the COVID-19 pandemic refers to the most recent guidance issued by Federal and State Governments and other relevant authorities.

This document is to provide guidance for SAS face-to-face weekly yoga and meditation classes, sits, workshops, special events and day retreats in line with the State Government COVID-19 Plan announcements and guidelines as at 26th October 2021 for Metropolitan Melbourne and Regional Victoria. Our processes will be updated inline with any further government announcements or changes.

This document comes into effect on Friday 3 December 2021 when we begin our schedule of in-studio face-to-face yoga and meditation classes, sits, workshops, special events and day retreats and will be reviewed on Monday 1st February 2022 and/or in line with relevant Government announcements.

SAS holds weekly yoga and meditation classes, sits, workshops, special events and day retreats at one locations:

1. Stanley Ave Studio, 61 Stanley Ave, Mt Waverley VIC 3149

This COVID Safe Plan will ensure that SAS:

- prevents the introduction of coronavirus (COVID-19) at our meditation events
- has the necessary level of physical distancing, hygiene practices, vaccine status monitoring and face-covering required for our events
- will prepare for, and respond to, a suspected or confirmed case of coronavirus (COVID-19) at our events
- will meet all of the requirements set out by the Victorian Government

### Oversight and administration

The director of Stanley Ave Studio is responsible for the safety of our volunteers and attendees. All necessary staff and volunteers will receive appropriate guidance and training before each event in regards to event set-up, management and reporting. Each event will have a designated Lead Facilitator and Covid Monitor who will be in-charge of overseeing attendee entry to the event and touch cleaning. The Covid Monitor will check vaccination status of participants. The Lead Facilitator and Covid Monitor will report directly to the SAS director.

SAS will implement any venue specific Covid 19 plans, including the need for lead facilitators to be inducted into venue specific Covid Safe plans, adhere to additional safety instructions, security measures and reporting procedures unique to those venues.

This COVID Safe Plan is guided by six COVID Safe principles:

Principle 1. Ensure physical distancing

Principle 2. Wear a face covering

Principle 3. Practise good hygiene

Principle 4. Keep records and act quickly if volunteers or attendees become unwell

Principle 5. Avoid Interaction in Enclosed Spaces

Principle 6. Attendee Management

### **Principle 1. Ensure Physical Distancing**

We will ensure volunteers and attendees are 1.5m apart as much as possible by –

- Following the COVID Safe protocols set by the venues we hire.
- Displaying signs to show patron limits at the entrance of enclosed areas
- Only allowing people to enter the room if they have booked in through our electronic booking system which caps the number of attendees according to the room size.
- Banning any use of kitchens, glassware, cups and appliances
- Asking people to leave the venue as soon as the meditation practice is over
- Ensuring there is no more than one volunteer per two square meters of enclosed space
- Ensuring there is no more than one member of the public per two square meters of publicly available space indoors

### **Principle 2. Wear a Face Covering**

We will:

- Ensure all volunteers and attendees entering the venues wear a face covering as per current public health advice.
- Provide face masks to any volunteer or attendee that does not have their own

### **Principle 3. Practise good hygiene**

We will:

- Ensure signage about hand hygiene is displayed in the venue
- Make hand sanitiser and soap available and ask everyone that enters the room to use it and encourage regular hand washing during the event.
- Establish a cleaning schedule with our facilitators to ensure touch cleaning is carried out before and after each of our events. This includes high-touch communal items such as door handles. This will be done with appropriate cleaning products like disinfectant and detergent, and is in addition to the cleaning that the Venue we hire our events for does on a daily basis.
- Log our touch cleaning in the cleaning log provided by the venue

### **Principle 4 - Keep records and act quickly if staff become unwell**

We will:

- Through pre-event communication, ask all volunteers and attendees to report any symptoms of sore throat, cough, fever, recent international travel or contact with another person with COVID-19
- Ask all volunteers and attendees to register with their contact details and vaccination status through our online booking system and to sign off on a health declaration and fully vaccinated status
- Require volunteers and attendees attending CERES and BSV to download the Service Victoria app <https://service.vic.gov.au/check-in> and scan in on arrival via the QR code provided at the venues
- Notify DHHS Victoria if anyone who attends our events reports to us that they have tested positive for Covid.
- Notify the venue where we have hired a space if anyone who attends our events reports to us that they have tested positive for Covid.
- Notify all attendees if anyone reports to us that they have attended one of our events in the previous two weeks before testing positive for Covid.

### **Principle 5: Avoid interactions in enclosed spaces**

We will:

- Enhance airflow by opening windows and doors
- Move as much activity outside as possible eg. walking meditation, sitting meditation
- Ask attendees to leave the building as soon as the meditation practice has finished and have any conversations outside

### **Principle 6. Attendee Management**

We will:

- Only allow in-person attendees who are double vaccinated with an approved Covid-19 vaccine by checking their vaccine status/certificate.
- Provide hand sanitiser at all entrances of our event and ask people to use it.
- Ask attendees to bring their own meditation equipment
- Provide disinfectant spray and wipes for wiping down all equipment
- Ask attendees to wear a mask indoors