

COVID-19 Safety Plan

Academy of Improvisation (*classes and events*)



Updated 4 January 2021.

Academy of Improvisation (AOI) is a registered COVID Safe business, and operates in accordance with the NSW state government regulations for protecting our staff and students during the COVID-19 health crisis.

This COVID-19 Safety Plan has been completed and approved by Richard Bennett, the principal of Academy of Improvisation, in order to create and maintain a safe environment for all staff and students.



Wellbeing of staff and students

If staff or students feel unwell – fever, cough, scratchy or sore throat and/or shortness of breath – they should not come to their class or event, and should consider contacting their doctor or getting tested at their nearest testing facility. If found at a class or event, they will be required to leave the premises immediately.

If staff or students are restricted by or advised not to attend a class or event due to NSW or federal laws, rules or recommendations on isolation, lockdown or movement, then they must not attend that class or event. If found at a class or event, they will be required to leave the premises immediately and will be reported to the relevant authorities.

All staff in face to face classes or events have been trained in the running them under COVID-19 regulations and this COVID-19 Safety Plan. All students are similarly trained in COVID-19 regulations, practices and this COVID-19 Safety Plan via their “welcome to class” email, at their first class or event, and as regulations, practices and this plan change.

AOI runs all face to face classes and events in NSW government registered COVID Safe venues, according to their relevant COVID-19 Safety Plans, and require all staff and students to abide strictly by those plans. These will be emailed to all staff and students before their scheduled class begins.

Physical distancing

All staff and students will maintain a 1.5m distance between persons at all times, where reasonably practical. AOI has removed or adjusted any class exercise that requires contact of less than 1.5m between persons.

People who live in the same household are not required to distance 1.5m from each other.

Only staff and students pre-registered to be at a class or event, are allowed in the room during the scheduled class or event or during the before and after room changeover periods.

AOI has also reduced class and event sizes to improve social distancing practices.

All staff and students should move directly to their scheduled class or event room immediately when they arrive at the venue, and should leave the premises and surrounding areas immediately after class or event has ended, or as stated in the venue’s COVID-19 Safety Plan.

Masks

From 2 January, the NSW government introduced a requirement for masks to be worn in certain indoor settings. All of our current classes and events are covered by this requirement and therefore all staff, students and visitors to our classes and events must wear a mask unless covered by one of the NSW government exemptions. If covered by an exemption, proof of exemption must be provided before entry.

Hygiene and cleaning

All staff and students will maintain effective hygiene practices, including washing hands regularly, sneezing and coughing into a tissue, or their elbow if tissues are not available, using hand sanitiser when necessary on their hands, chairs and personal property.

Either AOI or the booked venue will provide hand sanitiser for each class or event.

Venue hygiene will be maintained by either AOI or the class venue's staff, as required by the venue's COVID-19 Safety Plan.

Record keeping

The NSW state government requires a QR checkin for every person entering venues where we hold our classes and events. The NSW government will keep these details confidentially and securely, they will be destroyed after 28 days, and they are only to be used for contact tracing COVID-19 infections.

All AOI staff will be made aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.