

Principles

In order to help minimise the spread of Covid-19, ReadyMade Works has developed a Covidsafe Plan in order to identify activities that carry transmission risk, and to put in place protocols to help protect our staff, contractors, and artists using the studio.

ReadyMade 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.

Until we have a vaccine or cure for Covid-19, it is important that we all look after one another by:

- observing physical distancing and good health hygiene
- staying home if unwell
- ensuring regular cleaning and disinfecting of communal areas

The ReadyMade Covidsafe Plan has been developed following guidelines from the NSW and federal governments, and ReadyMade staff will review the Plan fortnightly in accordance with changing government guidelines.

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](#)

[Safe Work Australia Reporting Covid-19 in Your Workplace](#)
[Safe Work Australia Cleaning Checklist—Covid-19](#)
[Safe Work Australia Cleaning to Prevent the Spread of Covid-19](#)
[Safe Work Australia Signage and Posters—Covid-19](#)

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.

3-Step Framework

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 220m²; Tarkett dance floor 84m²), bathroom, kitchen, and office. Normal opening hours are Monday-Sunday 9am-7pm.

In line with the Australian federal government's [3-Step Framework for a Coviesafe Australia](#), ReadyMade's Coviesafe Plan maps guidelines in 3 steps.

	ReadyMade Works	Australian Government Framework – Entertainment & Amusement Venues	Australian Government Framework – Sport & Recreation
Step 1 <i>The important first small steps – connect with friends and family – allowing groups of people to be together in homes and in the community. Businesses reopen, and more people return to work</i>	Closed for public activities, classes, and studio hire 1 person in the studio at a time, for RMW projects only, and if safe and permitted by the NSW Government* No use of the shower	To remain closed: Indoor movie theatres, concert venues, stadiums, galleries, museums, zoos, pubs, registered and licensed clubs, nightclubs, gaming venues, strip clubs and brothels Exception: Restaurants or cafes in these venues may seat up to 10 patrons at one time	No indoor physical activity including gyms Community centres, outdoor gyms, playgrounds and skate parks allow up to 10 people Outdoor sport (up to 10 people) consistent with the AIS Framework for Rebooting Sport Pools open with restrictions
Step 2 <i>Building on slightly larger gatherings and more businesses reopening. Higher risk activities may have tighter restrictions</i>	Open for public activities, limited to max. 20 people Dance activity (classes, workshops, rehearsal) limited to max. 10 people* Studio hire available half-weekly only, with pre-payment No use of the shower Kitchen limited to water bottle filling only; users to supply own utensils	Indoor movie theatres, concert venues, stadiums, galleries, museums, zoos may have up to 20 patrons To remain closed: pubs, registered and licensed clubs, RSL clubs, casinos, nightclubs, strip clubs and brothels Exception: Restaurants or cafes in these venues may seat up to 20 patrons at one time	Up to 20 people allowed to participate in outdoor sports consistent with the AIS Framework for Rebooting Sport Up to 20 people allowed to participate in all indoor sports, including gyms Need to maintain an average density of 4m ² per person Pools open with restrictions
Step 3 <i>A commitment to reopening of business and the community with minimal restrictions, but underpinned by Coviesafe ways of living</i>	Capacity for all activities in studio limited to ensure 4m ² per person Open for public activities, limited to max. 50 people Dance activity (classes, workshops, rehearsal) limited to max. 20 people* Studio hire available for a minimum half-day hire No use of the shower Kitchen limited to water bottle filling only; users to supply own utensils	Venues open in Step 2 may have up to 100 patrons Consideration will be given to opening bar areas and gaming rooms Exception: Restaurants or cafes in these venues may seat up to 100 patrons at one time To remain closed: strip clubs and brothels	All venues allowed to operate with gatherings of up to 100 people Need to maintain an average density of 4m ² per person Community sport expansion to be considered consistent with the AIS Framework for Rebooting Sport

* Note: the NSW Government has [announced](#) that from 13 June 2020, dance studios can open with up to 10 people per class, observing the 4m² rule.

ReadyMade Works Safe Work Protocols During Covid-19

Physical Distancing

Protocols	Actions
All people accessing the studio should stay home if unwell	Post signage in studio at points of entry upstairs and downstairs Update Studio Hire terms & conditions Update information on website Make sure staff are informed of leave entitlements and testing information
Staff are encouraged to work from home when possible	Communicate working from home processes with staff
All people accessing the studio must maintain 1.5m physical distancing, and 1 person on the stairs at a time	Update Studio Hire terms & conditions Post signage in studio, particularly at potential crowding points (stairs, mezzanine, doors)
Dance activity in the studio (classes, workshops, rehearsal) is limited to a maximum capacity of 1 person (Step 1); 10 people (Step 2); and 20 people observing the 4m ² rule (Step 3)	Update Studio Hire terms & conditions Post signage in studio
The studio is closed for public activities (Steps 1) and limited to a maximum capacity at public events of 20 people (Step 2) and 50 people (Step 3)	Update information on website and other communication channels
Artists are encouraged to arrive dressed for class/practice to minimise shared use of the bathroom (Steps 2 & 3)	Update Studio Hire terms & conditions Update information on website
Artists are encouraged to stagger their arrival to the studio when possible and to travel in non-peak times (Steps 2 & 3)	Update Studio Hire terms & conditions Update information on website

Hygiene & Cleaning

Protocols	Actions
Studio hire is available half-weekly only (Steps 2) to enable thorough cleaning between users. Studio hire is available for a minimum half-day hire (Steps 3) and hirers are responsible for cleaning high contact surfaces	Update information on website and other communication channels Review Safe Work Australia cleaning checklist and guidelines with staff
Kitchen limited to water bottle filling only (Steps 2 & 3), and users requested to supply own utensils	Update Studio Hire terms & conditions Update information on website Post signage in kitchen Remove kitchen utensils and small appliances
All people accessing the studio advised & encouraged to practice good health hygiene	Post good hygiene practices poster (Safe Work Australia) in studio Update Studio Hire terms & conditions

Hygiene stations provided at: <ul style="list-style-type: none"> • Front door & stereo area – equipped with hand sanitiser, disinfectant spray/wipes, bin • Bathroom & kitchen – soap, disposable paper towels, bin 	Post good hygiene practices & how to hand wash posters (Safe Work Australia) in studio and bathroom
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) (Steps 2 & 3)	Update Studio Hire terms & conditions Post signage in studio Provide disinfectant cleaner, disposable paper towels, mop & disposable gloves Provide cleaning checklist for hirers
Classes/workshops use contactless payment only (Steps 2 & 3)	Update Studio Hire terms & conditions Update information on website and other communication channels
Shower is not available	Update Studio Hire terms & conditions Post signage in bathroom

Contact Tracing

Protocols	Actions
All people accessing the studio must sign in via an electronic register; data will only be used for the purposes of tracing Covid-19 infections and will be stored confidentially and securely	Update Studio Hire terms & conditions Create electronic register Update information on website and other communication channels

Incident Reporting

Protocols	Actions
<p>Follow Safe Work Australia procedure for reporting suspected cases of Covid-19:</p> <p>If suspected case is <u>currently</u> at the studio</p> <ol style="list-style-type: none"> 1. Isolate the person; and call 000 if needing urgent medical help 2. Seek advice by calling the NSW Health helpline 1300 066 055 3. Transport person home or to a medical facility if required 4. Close off area and clean and disinfect, using PPE 5. Identify close contacts and inform contacts if instructed by health officials 6. Review Covidsafe Plan <p>If suspected case was <u>recently</u> at the studio</p> <ol style="list-style-type: none"> 1. Seek advice by calling the NSW Health helpline 1300 066 055 2. Identify close contacts and inform contacts if instructed by health officials 3. Close off area and clean and disinfect, using PPE 4. Review Covidsafe Plan 	<p>Review reporting procedure with staff</p> <p>Update Studio Hire agreement; terms & conditions with instructions for artists to immediately inform staff of suspected case</p> <p>Post signage in studio</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)	Low—very few cases locally	Moderate—while cases are few, consequences may be severe	Advise staff and studio users of new protocols for: <ul style="list-style-type: none"> Physical distancing Cleaning between users; & regular cleaning of high-touch surfaces Personal hygiene practices Contact tracing Incident reporting
Covid-19 transmission amongst staff	Other staff or studio users catching Covid-19 (could result in serious illness or death)	Low—very few cases locally	Moderate—while cases are few, consequences may be severe	Advise staff and studio users of new protocols for: <ul style="list-style-type: none"> Physical distancing Cleaning between users; & regular cleaning of high-touch surfaces Personal hygiene practices Contact tracing Incident reporting
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