



COVID-19 Safe Plan ASPA Teacher PD Workshops

This plan outlines health and safety measures that the Australian School of Performing Arts will implement to help meet government regulations, mitigate the risk of COVID-19 transmission and ensure that all participants and staff members have a safe place to work in. We appreciate your cooperation in following these guidelines when attending ASPA workshops.

Hired Venues

We have worked closely with our venues to secure appropriately sized spaces for the number of participants in each workshop based on current guidelines in each state and territory. In addition to our obligations to state and territory guidelines we are also meeting the specific requirements of each individual venue.

Hygiene and Additional Measures

- All ASPA staff have undertaken the Australian Government's online Infection Control Training and been briefed on our COVID-Safe Plan and their additional responsibilities.
- We maintain attendance records and contact details and also encourage participants to download the COVID safe app.
- Participants and staff must adhere to social distancing requirements and maintain a 1.5m distance at all times.
- We will have a hand sanitation station at each building entrance and require everyone to sanitise their hands before entering.
- Our staff will wipe down all surfaces and door handles in rooms and bathrooms, and water refill stations, before, between and after sessions and ask all participants to avoid touching common area surfaces.
- We will run workshops, where possible, with doors and windows open to allow for increased ventilation and we welcome any participant to wear a mask if that is their personal choice.
- Participants will be reminded to cough into their elbows or a tissue and place used tissues straight into the bin then wash their hands or use the hand sanitation station in the workshop room. ASPA staff will safely empty bins at the end of each workshop.
- Participants will be reminded to limit contact with others – no hugging, shaking hands or touching objects unless necessary – and to avoid touching their eyes, nose or mouth.
- Our Music and Education team has restructured the way we run workshops ensuring social distancing and to prevent contact between the participants.
- Participants will not use water bubblers, except to re-fill water bottles, at venues. Please ensure you bring your own named water bottle. Participants will also not share food, stationery, music or percussion instruments during workshops.

Communication

- Should a participant become unwell with COVID-19 we will advise all participants and staff members well as the venue contact.
- Should a venue contact advise that a member of their community has become unwell with COVID-19 we will advise participants and staff from that workshop and ensure the rooms have been appropriately sanitised before we hold our next workshop.
- Should an ASPA staff member fall ill they will be unable to return to work until they have been cleared by a doctor.
- Should you become unwell with COVID-19 after attending an ASPA workshop, we ask that you contact our office as soon as possible on headoffice@aspagroup.com.au

We thank you for your patience and understanding. The above may be subject to change due to evolving government regulations.