

Policy: COVID-19 Safety Policy
政策: COVID-19 安全政策

Effective Date: June 2020
生效日期: 2020 年 6 月

Next Review: November 2020
下一次审查: 2020 年 11 月

Responsible Officer: Director
负责人: 中心总监

Venues: THE EDGE DANCE CENTRE (EDC) Suite F6-8, 117 North Road, Ryde, NSW
Third party hired venues across Australia (not EDC owned / operated)
地点: THE EDGE DANCE CENTRE (EDC) Suite F6-8, 117 North Road, Ryde, NSW
澳大利亚境内第三方租用的场所 (非 EDC 拥有/运营)

Associated Documents: COVID Safe Action Plan and Appendices; COVID Safe Guidelines for Exams, Workshops, Students, Staff, Visitors and Hirers, COVID Risk Register; NSW Government COVID Safety Plan (for EDC)

相关文件: COVID 安全行动计划和附录; 考试, 活动班, 学生, 员工, 访客和租客的 COVID 安全指南; COVID 风险登记册; 新南威尔士州政府 COVID 安全计划 (针对 EDC)

1. INTRODUCTION

1. 引言

1.1. This policy outlines the measures The Edge Dance Centre (EDC) is taking to manage and mitigate the spread of COVID-19, and to safeguard the health and safety of staff, members, students, hirers and other EDC community members. This policy is developed in line with Australian Government advice and guidelines and is updated in line with government requirements.

1.1 本政策概述了 Edge 舞蹈中心正在采取的措施, 以管理和减轻 COVID-19 的传播, 并保护工作人员, 成员, 学生, 租用者和其他 EDC 社区成员的健康和安全。此政策是根据澳大利亚政府的建议和指南制定的, 并根据政府要求进行了更新。

2. SCOPE

2. 范围

2.1. This policy applies to:

2.1 本政策适用于:

- All EDC employees, contractors and freelance staff and volunteers.

所有 EDC 员工, 合同工, 自由职业者和志愿者。

- All members, students, teachers, customers, visitors or hirers to EDC premises and or third-party sites operated by the EDC for the purposes of an EDC activity or event.

因 EDC 的活动或项目, 所有进入 EDC 的成员, 学生, 教师, 客户, 访客或租用者, 或由 EDC 安排的第三方。

3. EMPLOYEES, CONTRACTORS AND OTHER STAFF

3. 员工, 合同工和其他工作人员

3.1 Any employee, contractor and other freelance staff member that has travelled overseas or come in contact with a person infected by, or suspected to be infected by COVID-19 is required to notify EDC management immediately and self-isolate at home for 14 days, or until such time as a negative COVID-19 test result is obtained and they are clear to work. If staff develop any symptoms they must see their doctor and follow their advice, including taking a COVID-19 test if required and must not return to work until a negative test result for COVID-19 is obtained or have been given clearance by their doctor, and all symptoms have resolved.

3.1 任何员工, 合同工和其他自由工作人员如已出国旅行或与感染 COVID-19 或被怀疑感染 COVID-19 的人接触, 应立即通知 EDC 管理层并在家隔离 14 天, 或直至获得 COVID-19 阴性测试结果可以安全工作为止。如果工作人员出现任何症状, 则必须去看医生并听从他们的建议, 包括进行 COVID-19 测试(如果需要的话), 并且必须等到获得 COVID-19 的阴性测试结果或获得医生的许可后才能恢复工作, 同时所有症状都已消除。

3.2 Any employee, contractor and other freelance staff member experiencing ANY COVID-19 symptom (including a cough, fever, sore/scratchy throat, shortness of breath, or other cold or flu-like

symptoms) is required to stay at home, consult their doctor and only return to work when given the clearance by medical professionals and clear of all symptoms.

3.2 任何出现 COVID-19 症状（包括咳嗽，发烧，喉咙痛/痒，呼吸急促或其他感冒或流感症状）的员工，合同工和其他自由工作人员，都必须待在家里，咨询他们的医生，并且只有在获得医疗专业人员的许可并清除所有症状后才能重返工作岗位。

3.4 Any employee who is required to care for a family member infected with COVID-19 will only be permitted to return to the workplace 14 calendar days after their family member has fully recovered, provided that the employee is asymptomatic or have a doctor's note confirming they themselves don't have the virus. They will also be asked not to come into physical contact with any colleagues, students, members and faculty whilst caring for someone else and until 14 days after the family member's recovery and clearance obtained as described above.

3.4 任何需要照料感染了 COVID-19 的家庭成员的雇员，仅在其家庭成员完全康复，无症状或有医生的确认无病毒后，方可在其家庭成员完全康复后的 14 个日历日后返回工作场所。他们还将被要求在照顾他人时以及直到如上所述的家人获得康复和认可的 14 天之内，不要与任何同事，学生，成员和教职员工进行身体接触。

3.6 EDC employees who are vulnerable to COVID-19 (due to age, pre-existing medical conditions, or background) are required to advise the Director; an individual Risk Assessment will be undertaken; and the necessary measures put in place to ensure vulnerable employees are not subject to unnecessary risk. Contractors, casual staff, members and visitors are advised (as per Appendix 2) that participation is at their own risk; and will need to consider their individual circumstances against the risks involved.

3.6 易受 COVID-19 感染的 EDC 雇员（因年龄，既往医疗状况或背景）必须告知总监；进行个人风险评估；并采取必要的措施以确保弱势员工不会遭受不必要的风险。建议合同工，临时工作人员，成员和访客（根据附录 2）自担风险；并且需要考虑自己的个人情况来应对所涉及的风险。

3.7 EDC employees who regularly work at EDC will be required to adjust

some work practices to ensure COVID-19 social distancing and hygiene standards can be maintained at all times. All meetings will abide by the 4m² rule and room occupancy rules.

3.7 常期在 EDC 工作的 EDC 员工将要求调整一些工作习惯，以确保可以始终保持 COVID-19 的社交距离和卫生标准。所有会议都将遵守 4 平方米的规则和房间容量要求。

4. TRAVEL TO AND FROM EDC

4. 往返 EDC

4.1 Employees, contractors or volunteers travelling to and from work should maintain social distancing throughout their journey.

4.1 上下班的雇员，合同工或志愿者应在整个旅途中保持社交距离。

4.2 If using public transport, it is recommended that employees consider catching trains, buses, light rail or ferry outside of normal peak periods where possible and discuss working arrangements with the Director

4.2 如果使用公共交通工具，建议员工尽可能在正常高峰时段之外考虑搭火车，公共汽车，轻轨或渡轮，并与总监讨论工作安排。

4.3 Employees must sanitise their hands upon arrival at the premises and throughout the day as noted in paragraph 5.1.

4.3 如第 5.1 段所述，员工必须在抵达场所时以及全天对双手进行消毒。

5. EDC PREMISES MANAGEMENT

5. EDC 物业管理

5.1 All persons attending the EDC are required to comply with COVID-19 hygiene rules and practices in line with government and health advice and EDC guidelines for specific activities as issued by the EDC staff (i. e. classes, exams, events etc.), including but not limited to:

5.1 所有参加 EDC 的人员都必须遵守 COVID-19 卫生规则和惯例，以符合 EDC 工作人员发布的针对特定活动（例如课程，考试，活动等）的政府卫生建议和 EDC 指南，包括但不限于：

- Regular handwashing and/or hand sanitising throughout the day; including immediately on entry to the building; after use of facilities; before and after eating and if they cough/sneeze.

全天定期洗手和/或双手消毒；包括立即进入大楼时；使用设施后；饮食前后以及如若咳嗽/打喷嚏。

- Coughs/sneezes should be covered by a tissue or your flexed elbow. If you use a tissue, discard it properly in the bin and clean/sanitize your hands immediately.

咳嗽/打喷嚏应用纸巾或弯曲的肘部覆盖。如果使用纸巾，请将其正确丢入垃圾桶，并立即清洁/消毒双手。

- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent transmission/infection.

避免用手触摸脸部，尤其是眼睛，鼻子和嘴巴，以防止传播/感染。

- Cleaning and disinfecting personal items and individual desks and equipment regularly, such as phones, keyboard and mouse, wallets/purses, keys etc.

定期清洁和消毒个人物品以及个人书桌和设备，例如电话，键盘和鼠标，钱包，钥匙等。

5.2 The EDC will ensure appropriate supplies, including hand sanitiser, hand wash, PPE and cleaning supplies and materials are available in EDC owned and operated premises.

EDC 将确保在 EDC 拥有并经营的场所中提供适当的用品，包括消毒液，洗手液，PPE 以及清洁用品材料。

5.3 Cleaning practices for the EDC will comply with government advice for COVID-19 cleaning practices and require all cleaning contractors to provide evidence of cleaning practices and standards in line with COVID-19 requirements. Wherever possible, additional ventilation is encouraged, during and between sessions, and particularly in spaces where physical exercise is being undertaken.

EDC 的清洁实施将遵守政府对 COVID-19 清洁实践的建议，并要求所有清洁承包商提供符合 COVID-19 要求的清洁实践和标准的证据。在可能的情况下，在课间和课间之间，尤其是在进行身体锻炼的地方，应鼓励额外的通风。

5.4 Occupation of rooms and areas for EDC will comply with relevant government restrictions for social distancing, including 4m² allowance maintained in all rooms, with occupancy not exceeding the 4m² rule, and

1.5m distance between people. Refer Appendix 1 for occupancy limits. This is in addition to any other government regulations in force at the time (i.e. capped class numbers, capped numbers within a building).

EDC 对教室和区域的使用将符合政府有关社交距离的相关限制，包括所有房间均保持 4 平米的配额，占用量不超过 4 平米的规定，人与人之间的距离为 1.5m。有关容量限制，请参阅附录 1。这是对当时生效的其他任何政府法规的补充（例如，课堂人数限制，建筑物内人数限制）。

5.5 Signage and markers will be displayed at all times throughout the building to communicate and ensure compliance with COVID Safe requirements and practices. Signage will include hygiene practices, physical distancing, room occupancy limits and other relevant information.

标牌和标记将始终摆放在整个建筑物中，以进行交流并确保符合 COVID 安全要求和惯例。标牌将包括卫生习惯，社交距离，房间人数限制和其他相关信息。

5.6 The EDC will maintain procedures to minimise contact with delivery and other contractors, including implementing contactless drop off and pick up procedures. Contactless payment/invoicing and an online system are already in place (eliminating the need for cash transactions).

EDC 将维持程序以尽量减少与快递和其他合同工的接触，包括实施无接触式放人接人程序。无接触式付款/发票和在线系统已经到位（消除了现金交易的需

要）。

5.7 Congregation of people directly outside the EDC for long periods is not permitted. The EDC will display signage and ask people to disperse from congregating outside the premises to manage entry and exits and ensure compliance with gathering and social distancing rules.

不允许长时间在 EDC 外部人员聚集。EDC 将展示标牌，并要求人们分散聚集在场所外，以管理出入口，并确保遵守聚集和社交距离规则。

6. EDC ACTIVITIES

6. EDC 活动

6.1. The EDC will implement specific guidelines for the safe management of AEC and RAV Exams and workshops in line with this policy and COVID-19 safety requirements. All persons are required to follow these guidelines

for the planning and management of EDC activities.

6.1 EDC 将根据本政策和 COVID-19 安全要求实施 AEC 和 RAV 考试和活动班安全管理的特定指南。所有人员都必须遵循这些指导方针来计划和管理 EDC 活动。

6.2. Information on all events and activities will include the EDC COVID Health Statement (Appendix 2), including on webpages, booking pages, flyers and information sheets. This includes requirements for participants to self-exclude if unwell, displaying symptoms or in other circumstances that increase the risk of exposure to COVID-19.

6.2 有关所有事件和活动的信息将包含在 EDC COVID 健康声明内（附录 2），包括网页，预订页面，传单和信息表。这包括要求参与者如果感觉不适，表现出症状或在其它有增加 COVID-19 的风险的情况下进行自我排除。

6.3. For the safety of our staff, members, students and others, the EDC reserves the right to refuse entry to anyone displaying COVID-19 symptoms, has been overseas within the last 14 days and/or directed to quarantine or self-isolate, or who has advised they have been in contact with, or have a suspected case of, COVID-19.

6.3 为了我们员工，成员，学生和其他人的安全，EDC 有权拒绝以下人士进入：任何显示 COVID-19 症状，在过去 14 天内已在海外和/或被隔离或自我隔离，或被建议他们已与有 COVID-19 或疑似 COVID-19 病例接触。

6.4 All third-party venues hired by EDC for courses, events, workshops and other activities will be required to demonstrate adherence to COVID-19 cleaning practices and standards through a venue COVID Safe Plan or similar document as required. The EDC will liaise with third party venues to ensure cleaning arrangements, supplies and other requirements are in place prior to the hire date in line with the venue' s and EDC' s COVID Safe plans and policies.

6.4 由 EDC 雇用的用于课程，活动，项目班和其它活动的所有第三方场所，将要求通过场所 COVID 安全计划或所需的类似文件证明遵守 COVID-19 清洁实践和标准。EDC 将与第三方场所联络，以确保在租用日期之前按照场所和 EDC 的 COVID 安全计划和政策制定清洁安排，用品和其他要求。

6.5. All persons attending EDC events, workshops and activities are required to adhere with COVID-19 hygiene rules and practices in accordance with paragraph 6.1 of this policy.

6.5 所有参加 EDC 活动，项目班和活动的人员都必须遵守本政策 6.1 段中的 COVID-19 卫生规则和惯例。

6.6. The EDC will encourage contactless payment for in person merchandise and ticket sales where possible across all venues and activities to minimise cash payments.

6.6 EDC 将鼓励在所有场所和活动中尽可能以非接触方式支付亲自购买的商品和门票，以最大程度地减少现金支付。

7. MONITORING AND CONTACT TRACING

7. 监控和接触跟踪

7.1 All persons attending an EDC location and/or participating in an EDC activity/workshop will be required to supply contact details to assist with contact tracing and notifications in the event of a confirmed case. Specific methods for obtaining contact information (e.g. registration, email, in person) will be in place depending on the activity and in line with associated guidelines and procedures.

7.1 在有确诊病例的情况下，将要求所有到访 EDC 地点和/或参加 EDC 活动/项目班的人员提供联系方式，以协助进行联系追踪和通知。根据活动的不同，并根据相关的指南和程序，将采用获取联系信息的特定方法（例如，注册信息，电子邮件，面对面）。

7.2 All contact details will be maintained for a period of 28 days, be stored confidentially and securely, and only shared with health authorities in the event of a suspected or confirmed case.

7.2 所有联系方式将被保留 28 天，并保密和安全地保存，并且只有在怀疑或确诊的情况下才与卫生当局共享。

7.3 EDC encourages staff, members, volunteers, hirers and visitors to download the COVIDSafe App to support contact tracing.

7.3 EDC 鼓励员工，成员，志愿者，雇用人员和访客下载 COVIDSafe 应用程序以支持联系人追踪。

8. CASE RESPONSE

8. 案例回应

8.1 Any person on premises who becomes ill with COVID-19 like symptoms (including a serious cough, sneezing/runny nose, fever, shortness of breath or other flu-like symptoms) or has a suspected case of COVID-19 will be isolated and provided with PPE (masks etc.) until assistance is provided.

8.1 在场所中出现生病有 COVID-19 症状（包括严重咳嗽，打喷嚏/流鼻涕，发烧，呼吸急促或其他流感症状）或疑似 COVID-19 的任何人将被隔离，并提供 PPE（口罩等），直到有帮助为止。

8.2 EDC staff will follow the Case Response Procedure outlined in Appendix 3 of this policy in the event of a suspected or confirmed case. In the case of a student (under 18 years) becoming unwell, EDC staff will contact the parent/guardian to advise them of the situation in the first instance and determine appropriate action.

8.2 如果发生可疑或已确诊的案件，EDC 工作人员将遵循本政策附录 3 中概述的案件应对程序。如果学生（18 岁以下）身体不适，EDC 的工作人员将与父母/监护人联系，以在第一时间告知他们情况并决定采取适当的措施。

8.3 EDC will cooperate with health authorities and follow instruction if notified by the health authority of a positive case of COVID-19 that has been in attendance at an EDC activity and/or at an EDC location.

8.3 如果卫生主管部门通知参加过 EDC 活动和/或 EDC 地点的 COVID-19 阳性病例，EDC 将与卫生部门合作并遵循指示。

9. TRAINING, AWARENESS AND REVIEW

9. 培训，意识和审查

9.1 All EDC employees, contractors and other freelance staff members and hirers will be provided with a copy of this policy and associated documents and are required to familiarise themselves with the policy and procedures. Training for specific activities will be undertaken on a regular basis.

9.1 将向所有 EDC 员工，合同工和其他自由工作人员以及雇用人员提供本政策和相关文件的副本，并要求他们熟悉政策和程序。将定期进行针对特定活动的培训。

9.2 All EDC employees, contractors and other freelance staff members and hirers will be required to complete Government Infection Control Training online.

9.2 将要求所有 EDC 员工，合同工以及其他自由工作人员和雇用人员在线完成政府感染控制培训。

9.3 The authors of these policies, guidelines and procedures will convene once every 6 months (or when changes to government regulations require) to revise and update these documents where necessary.

9.3 这些政策，指南和程序的作者每 6 个月（或在需要更改政府法规的情况下）召集一次，以在必要时修订和更新这些文件。

APPENDIX 1 EDC ROOM OCCUPANCY LIMITS

附录 1 EDC 房间容纳人数限制

Space 空间	Occupancy Limit 容纳人数限制
Foyer/Reception 门厅/接待处	4 people 4 人
Studio 1 1 号舞蹈室	20 people plus teacher 20 人加老师
Studio 2 2 号舞蹈室	20 people plus teacher 20 人加老师
Accessible Bathroom 无障碍洗手间	1 person (plus a carer if required to assist) 1 人（加看护人，如果需要帮助）
Corridor 走廊	6 people 6 人
Staff Kitchen 员工厨房	1 person 1 人
Changeroom 更衣室	2 people 2 人
Terrace 阳台	8 people 8 人
TOTAL BUILDING (4m2 rule) 整楼（4 平米规则）	64 people 64 人

APPENDIX 2 COVID-19 HEALTH STATEMENT

附录 2 COVID-19 健康声明

Community is at the heart of EDC and we are committed to ensuring the health and safety of our members, staff and students. During the COVID-19 pandemic we have implemented policies and procedures to prepare, protect and reassure our community.

社区是 EDC 的核心，我们致力于确保会员，教职员工和学生的健康与安全。在 COVID-19 大流行期间，我们实施了政策和程序来准备，保护以及确保我们的社区。

We continue to monitor government advice and notifications, frequently updating our policies and procedures to adhere to the latest requirements and guidelines set by the Australian Federal and State Governments; and ensure best practice in infection control, risk management and contact tracing.

我们继续跟踪政府的建议和通知，经常更新我们的政策和程序，以遵守澳大利亚联邦和州政府制定的最新要求和准则；并确保在控制感染，风险管理和联系人追踪方面的最佳做法。

The EDC requires every person attending the venue to participate in an exam, event, workshop or any other EDC activity, to follow instructions relating to these policies but most importantly, to self-exclude and notify the EDC if they or any members of their household:

EDC 要求参加考试，活动，项目班或任何其他 EDC 活动而来到 EDC 的每个人，遵循与这些政策有关的指示，但最重要的是，请自行排除并通知 EDC 如果他们或家庭中的任何成员：

- have been diagnosed with COVID-19,

被诊断出 COVID-19，

- have experienced any COVID-19 symptoms in the past 14 days, including fever, cough, sore/scratchy throat or shortness of breath,

在过去 14 天内经历了任何 COVID-19 症状，包括发烧，咳嗽，喉咙痛/发痒或呼吸急促，

- are self-isolating as a precautionary measure whilst awaiting COVID-19 test results; or have been directed to quarantine,

在等待 COVID-19 测试结果时作为预防措施进行自我隔离；或已被隔离

- have returned to Australia from an international destination in the past 14 days,

在过去 14 天内已从国际目的地返回澳大利亚；

- have been in close contact with someone with COVID-19 symptoms or a suspected or confirmed case of COVID-19 (until such time as you/they have followed and completed the Australian Government regulations regarding testing and self-isolation).

与具有 COVID-19 症状或怀疑或确诊的 COVID-19 病例的人保持密切接触（直到您/他们一直遵循并完成澳大利亚政府有关测试和自我隔离的规定）。

Whilst all due care is being taken to ensure safety, participants acknowledge that, at this time, they are participating at their own risk.

尽管我们会采取一切适当的措施确保安全，但参与人员明确，此时此刻，他们自担风险。

APPENDIX 3 CASE RESPONSE PROCEDURE

附录 3 案例回应程序

In a case where a staff member, contractor, student, member, hirer or visitor to the EDC is a suspected or confirmed case of COVID-19, whilst at an EDC operated location, the following procedures apply.

如果 EDC 的工作人员，合同工，学生，成员，租客或来访者是可疑或确诊的 COVID-19 病例，则在 EDC 运营场所适用以下程序。

1 ISOLATE

隔离

The person will be isolated from others and provided with a disposable mask to wear.

将该人将与他人隔离，并提供一次性口罩供佩戴。

2 INFORM AND SEEK ADVICE

通知和寻求意见

If the person is a student under 18 years of age the parent/guardian will be notified immediately. Contact the National COVID Hotline (1800 020 080) and follow the advice of health professionals. Seek advice on information to communicate to any persons who may have been exposed on premises to the case.

如果此人是 18 岁以下的学生，则将立即通知父母/监护人。请联系国家 COVID 热线（1800 020 080），并遵循卫生专业人员的建议。寻求有关信息的建议，以与可能在该案例中接触过的任何人进行沟通。

3 CEASE ACTIVITY

停止活动

If an activity is in progress or scheduled for the rest of the date, stop and cancel the remaining activities for the day. Contact people due to arrive to cancel. Evacuate areas if needed.

如果某个活动正在进行或计划在该日期的剩余时间内进行，请停止并取消该日剩余的活动。联系到达人取消。如有需要，请疏散区域。

4 TRANSPORT

交通

Under the advice of health professionals, ensure the person has safe transport home or to a medical facility. In the event of an emergency call 000

在卫生专业人员的建议下，确保该人可以安全地回家或前往医疗机构。紧急情况请致电 000

5 CLEAN

清洁

Contact EDC Cleaner to arrange for deep clean as per suspected or identified case protocol. For third party venues, contact venue hire contact or other contractor as agreed in venue hire arrangements to organise for a deep clean as per suspected or identified case protocol.

请与 EDC 清洁公司联系，以根据可疑或确定的病例方案安排深层清洁。对于第三方场所，请与场地租用安排中商定的联系场地租用联系人或其他合同工，以根据可疑或确定的案例规程进行深度清洁。

6 IDENTIFY

确认

Identify via contact tracing system all persons who may have been in close contact with the case or suspected case and follow the process advised by health professionals for communication as needed, including testing of contacts.

通过接触者追踪系统识别所有可能密切接触与病例或疑似病例的人，并按照卫生专业人员建议的流程进行必要的沟通，包括对接触者进行检测。

7 REVIEW

审查

Review processes and procedures and risk register assess if controls need to be changed.

审查流程和程序，风险登记册评估是否需要更改控制。

In a case where a staff member, contractor, student, member, hirer or visitor to the EDC is a suspected or confirmed case of COVID-19, and is not at an EDC operated location, the following procedures apply.

如果 EDC 的工作人员，合同工，学生，成员，租客或访客是可疑或确诊的 COVID-19 病例，而不在 EDC 运营的地点，则适用以下程序。

1 ISOLATE

隔离

Inform the person to self-isolate and not attend EDC locations or activities.

通知此人自我隔离，不要来到 EDC 或参加 EDC 活动。

2 INFORM AND SEEK ADVICE

通知和寻求意见

Contact the National COVID Hotline (1800 020 080) and follow the advice of health professionals. Seek advice on information to communicate to any persons who may have been exposed on premises to the case.

请联系国家 COVID 热线（1800 020 080），并遵循卫生专业人员的建议。寻求有关信息的建议，以与可能在该案例中接触过的任何人进行沟通。

3 IDENTIFY

确认

Identify via contact tracing system all persons at EDC locations who may have been in close contact with the case or suspected case and follow the process of health professionals for communication as needed, including testing of contacts. If those people are at work/onsite, send them home immediately to isolate until further instruction.

通过接触者追踪系统，确定 EDC 地点可能与该病例或疑似病例密切接触的所有人员，并按照医务人员的流程进行必要的沟通，包括进行接触者测试。如果这些人正在工作/现场，请立即将他们送回家隔离，直到得到进一步指示。

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