

Preliminaries	Primary Actions	Secondary Actions	Additional Actions
Commit to adhere to the ACT Government Stage 2. Covid regulations and restrictions	Plan for 1.5m social distance (up to 20 person limit) studio is 60sq m @ 4sqm ea. = 15 persons <u>max in studioMAP</u>	Plan and relocate work desks and seating to comply with social distancing	Contribute to maintain /sanitise (M16) shared doors / touch points
Communicate Covid safe rules to all clients and visitors	Create and display posters in studio and tag on website and booking forms, newsletters etc	Verbally communicate ' <i>stay home if you are unwell</i> ' message to clients /visitors reinforcing Covid safe rules verbally to all clients/visitors	Notify M16 management if Covid rules breaches or abnormalities occur.
Ensure Covid hygiene protocols are strictly integrated in studio	Set up alcohol-based sanitising stations at M16 hallway entrance and main studioMAP side-entance	Direct and demonstrate to all clients to maintain Covid safe hygiene protocols	Supply gloves and face masks to all staff or visitors if requested
Clean all frequently contacted surfaces following classes and do regular and weekly cleans	Follow <i>Safe Work Australia</i> guidelines for cleaning / disinfecting work areas, equipment and materials	Maintain equipment cleaning and sanitising practices to include hand-held tools pens pencils and brushes	Ensure all waste, bins and used gloves etc are removed from studio between classes.
Educate staff to Covid safe community rules & studioMAP client procedures & self-safety	Induct & train all staff in studioMAP Covid safe stage 2. rules, aims and objectives	Ensure all staff participate & regularly rotate Covid safe procedures among all staff	Call regular staff meetings to garner feed-back and note developments
Record keeping	All studioMAP client and staff details and records maintained and keep class attendance records	List, date and maintain a diary of Covid stage 2. cleaning practices.	regularly update / check currency of enrolment forms & /personal contacts

