

WATERLOO STUDIOS - COVID-19 SAFETY PROCEDURE

UPON ENTRY INTO WATERLOO STUDIOS

- **Temperature Check** – temperature readings must be below 37.4 degrees to enter Waterloo Studios. If a reading of 37.4 or above is presented, the temperature must be taken a second time. If the reading still presents as 37.4 or above that staff member/student or visitor is required to sit alone on the outdoor furniture, in front of the studio, weather permitting, (alternatively if raining the individual is permitted to sit behind the reception desk - socially distanced and not allowed to touch any surface in the building) for an hour to wait to be retested. Students will be permitted into class late after passing the re-test.
- **Hand Sanitise** - upon entry.
- **Personal Information Recorded** – any person entering Waterloo Studios will have their full name and phone number recorded. This does not apply to enrolled students and teachers, as their attendance is monitored by the sign in app at reception and the class rolls.
- **Questions Upon Entry** - Three key questions will be asked, and responses recorded. These questions are below;
 - **Are you feeling unwell?**
 If **YES** - In the past 24 hours have you experience any of the below symptoms?
 - Fever (37.5 or higher) or history of fever (night sweats, chills)
 - Cough
 - Sore throat
 - Shortness of breath (difficulty breathing)
 - Loss of smell
 - Loss of taste
 - *If you answer yes to any of the above, you are required to leave Waterloo Studios immediately and get tested.*
 - **Have you been in CLOSE contact with anyone that has COVID-19?**
 *CLOSE CONTACT is defined as anyone who has had face-to-face contact for more than 15 minutes (cumulative over the course of a week) with someone known to have COVID-19, while that person was or may have been infectious, including in the 48 hours before their symptoms started AND / OR shared a closed space (eg waiting room, classroom) for more than two hours with someone known to have COVID-19, while that person was or may have been infectious, including in the 48 hours before their symptoms started.
 - *If you answer yes to the above, you are required to leave Waterloo Studios immediately and get tested.*
 - **Have you visited or do you live in any current COVID-19 hotspots?**
 - *If you answer yes to the above – Please specify and if you also have symptoms or have been in close contact with anyone who has COVID-19 you are required to leave the building and get tested.*

WATERLOO STUDIOS

Sydney Actors School Sydney Film School
International Screen Academy PTY LTD

www.waterloostudios.com.au www.sydneyactorschool.edu.au www.sydneyfilmschool.edu.au

RTO ID: 40725 CRICOS Provider: 03361F ABN: 12 158 981 803

- **Personal Protective Equipment (PPE)**
 - **FACE MASKS** - will be issued to all students each week by the school. To be used for no more than 72 hours.
If a student has forgotten their face mask and will be entering the Edit Suite/Audio Suite or working with equipment in the Soundstage they will be required to get a mask which they can get from the reception desk or the Equipment Store. Staff working at the reception desk in the morning between 8am and 9am will be required to wear a face mask.
- **Technical Assistant** - is to relieve any full-time staff member after 9am if Donald Tare is not sitting at reception. Between 12pm and 1pm each day a full-time staff member will need to replace the TA.

DURING HOURS OF OPERATION

- Social distancing is being enforced in all classrooms and where possible throughout the school. It is encouraged that students socially distance (1.5m) in the common areas and where possible spend their lunchtimes outside in the park at the end of Young Street. It is also encouraged that students' social distance and act responsibly outside of Waterloo Studios.
- Waterloo Studio is cleaned thoroughly 4 times a week by professional cleaners. Equipment/Computers/Desks and Chairs etc. are cleaned after each use by the Technical Assistants. Glen 20 disinfectant spray and antibacterial wipes are used for this process.
- Eight Hand Sanitising Stations have been installed throughout the Studio - including but not limited to the buildings entrance, kitchens and bathrooms.
- Staff have encouraged good personal hygiene practices for all students.
- Face masks are to be worn in rooms where social distancing can't be achieved; Edit Suite, Audio Suite and while using equipment in the Soundstage or any other room which has an equipment focused class.

IF SOMEONE EXHIBITS SIGNS OF COVID-19

- Staff, teachers and students are required to inform the appropriate Head of Department (HOD) if they are feeling unwell or exhibiting any COVID-19 symptoms.
 - Acting students and related teaching staff are to report to Rebecca Johnston
 - Film students and related teaching staff are to report to Ben Crisp
 - Technical Assistants are to report to Tiahnn Heusmann
 - Full time staff are to report to Ashley Curry

HOD's will ask key COVID-19 questions and record the answers. The individual will be asked to leave Waterloo Studios immediately and get a COVID-19 test. The HOD will email the Waterloo Studios Incident Report Form to the individual to be completed and returned to the HOD within 24 hours. The individual will not be permitted back into the school until they have provided the Studio evidence of a negative result.

Staff, teachers and students will only be notified if an individual has come into CLOSE contact with an individual who has COVID-19 or tested positive themselves.

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IF A POSITIVE COVID-19 RESULT IS FOUND

- Waterloo Studios will be closed immediately for 14 days on receipt of a positive test result to be quarantined and cleaned.
- This result will be communicated to all staff/teachers and students. No personal details of the individual in question will be given out.
- All staff, teachers and students will be required to get a COVID-19 test and their results are to be communicated to the appropriate HOD and recorded.
- Waterloo Studios will re-open after 14 days of quarantine. Staff, teachers and students who have not provided Waterloo Studios with evidence of a negative test result will not be allowed in Waterloo Studios.

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