



Guidance for COVIDSafe AEC Exams

Dance studio owners and teachers entering students for AEC exams must ensure they have a COVID Safety Plan, risk assessment or similar plan in place, in line with state government requirements.

Teachers holding RAD exams in their studio are required to ensure all COVID-19 risks are identified and managed and that Government health advice is followed at all times, as well as ensuring normal child safety policies and procedures are in place. This [planning tool](#) from the National COVID-19 Coordination Commission may assist, as well as resources available from [Safe Work Australia](#), including a [workplace checklist](#), a [risk register](#) template with examples and downloadable [signage and posters](#) for use. You should also review your State Government's advice (available on their website); and use website advice and use their templates if available.

To assist with your COVID Safety Plan RAD Australia has developed the below guidelines to enable safe, efficient and smooth running of AEC exams in a COVID safe environment.

EXAM TIMING AND PREPARATION

- Consider your exam timing at the point of entry to allow for sanitising and cleaning of exam studio and warm-up area surfaces, including barres, chairs and other surfaces in between each exam set. RAD Australia recommends allowing between 5-15 mins between each set to enable students to exit the studio and sanitising to occur. Cleaning time may depend on volume of students and staff available to assist.
- Ensure you consider candidate arrival times and drop off and collection procedures. These should be put in place and clearly communicated – parents/guardians should be required to drop students at the entrance to a building and not enter premises. Students should be directed not to arrive early and to wait outside until cleaning has been completed and instruction has been given to enter. Following the class/exam, candidates should be returned to the entrance of the building for collection whilst ensuring Child Safety policies and procedures are in place. AEC exam procedures may follow the same procedure for managing arrival and pick-up as for your usual classes.
- RAD Australia will encourage examiners to use hire cars, taxis or other transport to travel to and from the studio. Teachers may wish to pick up examiners themselves however this is not recommended.
- Ensure all candidates or parents/guardians (if a candidate is under 18) receive a copy of RAD Australia's [COVID-19 Health Statement](#) prior to the exam and understand they are required to self-exclude and notify RAD Australia if they or any members of their household:
 - have been diagnosed with COVID-19,
 - have experienced any COVID-19 symptoms in the past 14 days, including fever, cough, sore/scratchy throat or shortness of breath,
 - are self-isolating as a precautionary measure whilst awaiting COVID-19 test results; or have been directed to quarantine, have returned to Australia from an international destination in the past 14 days, or from another area of Australia where self-isolation or quarantine is currently required or recommended.
 - 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).
- A management plan should be in place with clear policies and protocols in the event a candidate or other person on premises becomes ill or shows signs of illness during the exam. In the event it becomes apparent someone with a suspected or confirmed case of COVID-19 has attended an AEC session, RAD Australia requires the person responsible for the AEC session contact the Tour Organiser to inform them.

- Staff attending exams should undertake training to ensure cleaning, class participation and management and record keeping protocols are in place at all times. You may choose for relevant staff to undertake the COVID-19 Infection control training - <https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>. Further information for cleaning during COVID-19 can be found here: <https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/how-to-clean-disinfect-your-workplace-covid19.pdf>.
- Candidates should be encouraged to come dressed for their exam to avoid the need for changing rooms (where state government guidelines indicate), and should be advised to bring individual towels and water bottles.
- Keep a record of all teachers, candidates and staff in the building for the purposes of identifying close contact with infected persons in the event of an outbreak of COVID-19.
- Studio owners and teachers must ensure candidates and staff are aware of the following through instruction and relevant signage:
 - Encourage regular hand washing and use of hand sanitiser. Hand sanitiser used pre and post class for all participants including teachers.
 - Ensure coughs and sneezes are covered by a tissue or a flexed elbow; tissues should be disposed of in a closed bin and hands sanitised following sneezing/coughing.
 - Avoid touching your face (in particular, your mouth/eyes/nose), unless you have washed or sanitised your hands immediately prior.
 - Any social distancing and maximum space capacity requirements are adhered to.
 - Do not share water bottles and all unclaimed water bottles will be discarded at the end of the day.
 - To speak up if a student or faculty member is feeling unwell.

COVIDSAFE EXAM ROOM SET-UP

- Sanitising wipes are available and positioned at the piano and iPad or CD player for the music operator to use. If a pianist is used, sanitising wipes should be available for the Pianist to use to clean the Piano and any other equipment before use and during the day. Sanitising wipes must contain at least 70% alcohol to be effective against COVID-19.
- If social distancing regulations are in place for your state, the barre is marked with coloured tape or a number on the wall spaced 1.5m apart, identifying where each candidate should stand at the barre if required under COVID-19 social distancing requirements.
- If social distancing regulations are in place for your state, four chairs (plastic, wood or other surface easy to sanitise) may be positioned at the side of the room, spaced 1.5m apart and with corresponding numbers 1-4 on them to identify where candidates need to stand while waiting in their exam and where to place their skirts, shoes and props if required under COVID-19 social distancing requirements.
- If props or additional costume elements such as character skirts are required, each candidate must supply their own; props and clothing must not be shared during examinations.
- Hand sanitiser should be available for the candidates, examiner and other staff to use throughout the exam. Hand sanitiser must contain at least 60% alcohol to be effective.

BEFORE EXAM SET

- Candidates should wait in the allocated areas as instructed.
- Baggage and belongings should be kept as separate as possible to avoid contact with others – individual lockers are ideal but must also be cleaned between classes.
- Teachers should use appropriate Personal Protective Equipment (PPE) such as disposable gloves if pinning numbers onto candidates. Alternatively teachers may wish to issue numbers in advance and have parents attach them prior to arrival. Teachers may use their own numbers but should ensure any cloth numbers are washed between each use. Alternatively laminated paper numbers may be used and cleaned with sanitising wipes between each use.
- Candidates should sanitise their hands directly before entering the exam room.

DURING EXAM SET

- The examiner will conduct the exam in line with relevant COVID-19 social distancing and hygiene requirements for the region. Teachers should be aware of relevant COVID-19 requirements and advise the examiner upon arrival of any specific procedures and requirements for the exams. Barres or the floor should be clearly marked to show appropriate distances if needed. You may like to use tape to assist with this.
- The examiner will conduct the exam in accordance with permitted adaptations for COVID-19 as issued by the RAD. This may include asking candidates which side they will start an exercise, or which choice of exercise they will perform if the option exists. Candidates may perform some partner work individually or standing apart from their partner, and not use props, in line with COVID-19 adaptation permissions. Teacher should advise examiner on arrival of specific adaptations they have chosen for their exams.
- In the event that floor work is required, candidates should be reminded not to touch their face; and to sanitise their hands upon completion of the exercise (if it includes floor work). For Demonstration Classes, Class Awards and Presentation Classes the teacher may direct candidates to sanitise their hands where appropriate.
- Masks/face coverings may be worn by candidates, music operators/pianists, teachers and examiners if there is a personal preference. If face masks are required by state or territory government regulations for dance studios, RAD Australia will advise teachers in advance. If masks are worn by candidates, performance will be assessed via expression shown through the body including the eyes. All participants should be aware that verbal communication may be affected.
- If refreshments are offered to the examiner, these should be prepared in line with appropriate hygiene measures and using PPE if necessary.

AFTER EXAM SET

- Ensure candidates leave the exam room and exit the premises as quickly as possible. Ensure access and egress paths are clear to avoid unnecessary cross-over of students entering and exiting and within spaces.
 - Teachers must ensure the following procedures are adhered to:
 - Wipe down and disinfect barres and candidate chairs used for props, clothing and shoes between every exam set and at the end of each day.
 - Wipe down piano, CD player or music playback devices between every exam set and at the end of each day.
 - Wipe down and disinfect door handles, balustrades and other high-touch surfaces on studio premises throughout the day and at the end of each day.
 - Ensure availability of antibacterial hand soap in bathrooms and hand sanitiser in studios and other areas.
 - Ensure studios have appropriate and additional cleaning procedures of the premises in place.
 - Discard any unclaimed water bottles, hair accessories etc., at the end of each day.
 - Encourage staff to regularly clean their own personal equipment including sunglasses, mobile phones and iPads.
 - Students should be returned following the exam to the entrance of the building for collection whilst ensuring Child Safety policies and procedures are in place.
 - Cleaning and disinfection of the studio and premises, including studio floor undertaken at the end of each day in line with the studio's COVID Safety Plan and procedures.
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Links to further information available for COVIDSafe requirements are below:

Australia wide

Australian Government – www.australia.gov.au

COVID Hotline – 1800 020 080

Safe Work Australia – COVID-19 Resource Kit – www.safeworkaustralia.gov.au/covid-19-information-workplaces

National COVID-19 Coordination Commission - www.pmc.gov.au/nccc

Ausdance - [Return to Dance principles and framework for restarting dance activities post covid-19](#)

Western Australia

WA Government website - www.wa.gov.au

WA Government Safety Plan for Sport and Recreation - [/www.wa.gov.au/government/document-collections/covid-19-coronavirus-sport-and-recreation](http://www.wa.gov.au/government/document-collections/covid-19-coronavirus-sport-and-recreation)

WA Roadmap to Recovery Phase 3 <https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-wa-roadmap#phase3>

Australian Capital Territory

ACT Government website – www.covid19.act.gov.au

ACT Restrictions and Advice Business Hub <https://www.covid19.act.gov.au/business-hub/restrictions-and-advice>

ACT Return to play in a COVID safe environment Framework

https://www.covid19.act.gov.au/_data/assets/pdf_file/0010/1547560/Return-to-sport_Framework_0.1.pdf

ACT Government Recovery Plan

https://www.cmtedd.act.gov.au/open_government/inform/act_government_media_releases/barr/2020/canberras-recovery-plan-supporting-our-community-and-our-economy

ACT Government Business Resources <https://www.covid19.act.gov.au/resources>

South Australia

SA Government website www.covid-19.sa.gov.au

SA Government Create a COVID-Safe Plan <https://www.covid-19.sa.gov.au/recovery/create-a-covid-safe-plan>

Tasmania

TAS Government website www.coronavirus.tas.gov.au

TAS Roadmap to recovery <https://www.coronavirus.tas.gov.au/families-community/roadmap-to-recovery>

New South Wales

NSW Government website www.nsw.gov.au/covid-19

NSW Restrictions information <https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules>

How to make your business COVID Safe Plan <https://www.nsw.gov.au/covid-19/safe-workplaces/employers#related-information>

Posters and Signage Templates <https://www.nsw.gov.au/covid-19/industry-guidelines/posters-and-signage-for-business>

Ausdance NSW Reopening Guidance Notes <https://ausdancensw.com.au/sites/default/files/RE->

[OPENING%20DANCE%20in%20NSW%20%20COVID-19%20GUIDANCE%20NOTES%20%2026%20June.pdf](https://ausdancensw.com.au/sites/default/files/RE-OPENING%20DANCE%20in%20NSW%20%20COVID-19%20GUIDANCE%20NOTES%20%2026%20June.pdf)

Victoria

VIC Government website <https://www.vic.gov.au/coronavirus-covid-19-restrictions-victoria>

VIC Restrictions information <https://www.dhhs.vic.gov.au/sport-cultural-and-recreational-activities-restrictions-coronavirus-covid19#which-recreational-facilities-are-restricted>

Creative Victoria Return to Business Guidelines and Resources <https://creative.vic.gov.au/coronavirus/return-to-business>

Sport VIC Return to Play <https://sport.vic.gov.au/our-work/return-to-play>

Queensland

QLD Government website <https://www.covid19.qld.gov.au/>

QLD Roadmap to the Easing Restrictions <https://www.covid19.qld.gov.au/government-actions/roadmap-to-easing-queenslands-restrictions/sport/fitness>

QLD Government approved COVID Safe Industry Plan

https://www.covid19.qld.gov.au/_data/assets/pdf_file/0009/130230/industry-covid-safe-plan-dance-physical-performing-arts.pdf

Ausdance Qld COVID Safe Resources <https://ausdanceqld.org.au/industry-covid-plan>

Northern Territory

NT Government website <https://coronavirus.nt.gov.au/>

NT Roadmap to the New Normal <https://coronavirus.nt.gov.au/roadmap-new-normal#section2>