WATERLOO STUDIOS - COVID-19 SAFETY PROCEDURE

UPON ENTRY INTO WATERLOO STUDIOS

- **Hand Sanitise -** upon entry.

- **Personal Information Recorded –** any person entering Waterloo Studios will need to scan the Service NSW COVID Safe check-in QR Code using their Service NSW app.

- **Personal Protective Equipment (PPE)**
    - FACE MASKS – it is the responsibility of staff, students, and guests to bring their own masks to Waterloo Studios if they wish to enter.
    If a student has forgotten their face mask and wishes to enter Waterloo Studios or work with Waterloo Studios equipment, they will be required to get a mask from the Student Services Manager or the Equipment Store.

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 always worn in Waterloo Studios unless the mask impacts on the students' studies. (Example; A student may be required to remove their mask during a voice class so the teacher can see how the student is moving their mouth.)

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

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Sydney Actors School   Sydney Film School
International Screen Academy PTY LTD
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RTO ID: 40725   CRICOS Provider: 03361F   ABN: 12 158 981 803
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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.
- If a student is at home, unwell and exhibits any cold or flu symptoms such as fever, cough, sore throat, they are not to enter Waterloo Studios. They are to report their absence to the Director of Education, remain home and get a COVID-19 test.
- Any person who undergoes a COVID-19 test must provide evidence of a negative result and Medical Certificate for days absent to the appropriate Director of Education and Student Services Officer.

IF A POSITIVE COVID-19 RESULT IS FOUND

- Your risk of getting COVID-19 will be based on the type of contact you had with a person who has COVID-19. When thinking about your testing and isolation requirements, think about your circumstances, including the risk you could infect vulnerable people you live or work with. All people exposed to someone with COVID-19 should watch carefully for symptoms. If symptoms occur, have a rapid antigen test (RAT) immediately.
- Depending on the contact with the individual(s), staff members and other students will either self-isolate or be required to get a have a rapid antigen test (RAT) immediately, returning a negative result before returning to school grounds.

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