

NECOM Staff Hygiene Protocol: COVID-19

26 May 2020

- If you are unwell, you must not present at work or attend a school /lesson.
- In this case, you must notify NECOM Admin immediately to discuss alternative arrangements
- If you are displaying symptoms of COVID-19 (such as fever, cough, sore throat or shortness of breath), have been in close contact with a person who has COVID-19 or have been tested for COVID-19 you must advise NECOM immediately and call the National Coronavirus hotline (1900 020 080)

TEACHER PROTOCOL FOR INDIVIDUAL & GROUP LESSONS

PHYSICAL DISTANCING

- Avoid close contact – 1.5m distancing at all times
- Instruct students to do same

PERSONAL HYGIENE

- NECOM has installed hand sanitiser stations around the NECOM building for all to use as well as reminder posters regarding hand hygiene etc.
- For studio users downstairs, Studio 3 is converted to a hygiene station
- You must follow the Government instructions regarding hygiene at all times and instruct students to do the same;
 - 20 sec hand wash with soap
 - Use of hand sanitiser – alcohol based
 - Avoid touching face with unwashed hands
 - Cover coughs and sneezes

If you would like more information on how to protect yourself and others, go to Centre for Disease Control and Prevention at:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

CLEANING EQUIPMENT

- NECOM has contracted infection control cleaners to carry out daily cleaning of all 'high touch' surfaces around the NECOM building
- Please wipe down your own personal work equipment with single use alcohol-based wipes i.e. desk, phone, computer, instrument/s (see Nicky for cleaning equipment).
- Wipes to be discarded immediately after use.
- At NECOM:
 - For studio users downstairs, Studio 3 will be available as a hygiene station
 - Shared pianos to be cleaned by NECOM
 - Pianos in non-shared studios to be cleaned by teacher (see Sophie for specific protocol)
 - Chairs will be cleaned by NECOM cleaners. All stacked chairs are clean. Students to get a chair and leave out for it to be cleaned and re-stacked by cleaners
 - Music folders to be wiped down by students before and after use (wipes available in all rooms/studios)
 - Music stands to be wiped down by students before and after use (wipes available in all rooms/studios)
 - No instrument is to be shared
- At Schools:
 - It is the responsibility of schools to set up a room along with music stands and other equipment to avoid NECOM staff handling school equipment
 - Pianos in school – discuss with school however Piano specific cleaning protocol available from NECOM Finance Manager
 - The NECOM Administration Officer has cleaning/hygiene packs you can take with you containing hand sanitiser and wipes for your use if you need to handle school equipment.
 - Avoid use of shared instruments

CLEANING INSTRUMENT ADVICE IF REQUIRED

Choosing a disinfectant for Musical Instruments; (Specific instrument cleaning instructions attached)

- Sterisol Germicide Solution can be safely used on plastics, hard rubbers, and metals.
- Mouthpiece Cleanser can be used on most materials. It is NOT recommended for use on hard rubber mouthpieces.
- Alcohol wipes are safe for most materials. They are NOT recommended for use on mouthpieces.
- A solution made with 50% water and 50% white vinegar or 50% water and 50% hydrogen peroxide can be safely used on plastics, hard rubbers, and metals.
- As with use of any disinfectants always make sure you read the directions on the label carefully to make sure they are fit for purpose.

Reference: Department of Education, Tasmania