

NECOM COVID-19 Safety Plan

This plan states how NECOM will keep our workplace safe during the COVID-19 pandemic and outlines control measures to manage the risk of COVID-19. It also sets out a return to work plan in a staged approach.

This plan will be reviewed regularly, and changes made as necessary.

Risk Management

Risk	Action	Responsible person/s	When
What will be done to manage risks?	<ul style="list-style-type: none"> Erect information and signage about hygiene requirements and symptoms of COVID-19 throughout the building common areas, studios, office and toilets. Direct workers to stay at home if they are sick and if they are displaying symptoms of COVID-19. Ask they call the National Coronavirus hotline (1900 020 080) Instruct workers to inform us if they are displaying symptoms of COVID-19, have been in close contact with a person who has COVID-19 or have been tested for COVID-19 NECOM to treat personal information about individual workers' health carefully in line with privacy laws. Facilitate working from home if possible for staff members who are required to self-quarantine but are not displaying symptoms of COVID-19 	SW/CA/SJ	25 May onwards
What have you done to identify and assess how the disease might spread in your workplace?	<ul style="list-style-type: none"> Identified a plan risk, physical distancing, handwashing & hygiene, cleaning and monitoring of symptoms Risk of spread by lack of adherence to hygiene and distancing protocols To prevent this, NECOM instructs hygiene and distancing protocols are followed Staff /students who are unwell should not attend work or lessons If anyone develops symptoms such as fever, cough, sore throat or shortness of breath they should seek medical advice. 	SW	25 May onwards
What control have you put in place to reduce the risk of entry and spread of the disease?	<ul style="list-style-type: none"> A plan for risk, physical distancing, handwashing & hygiene, cleaning and monitoring of symptoms has been developed Dissemination of Staff Hygiene Protocol outlining physical distancing, personal hygiene requirements in addition to giving personal hygiene kits to all staff. Dissemination of Instrument Cleaning Guidelines for cleaning of equipment Dissemination of Hygiene Protocol to NECOM students, parents and schools 	SW	25 May onwards

Have you consulted with your workers about ways to control the risks?	<ul style="list-style-type: none"> Information, policies and protocols disseminated to workers and students regarding NECOM control measures and return to work/operation plan Dissemination of Staff Hygiene Protocol outlining physical distancing, personal hygiene and cleaning of equipment 	SJ	25 May onwards
How will you review your processes to manage risks of COVID-19?	<ul style="list-style-type: none"> Champions of safe work practices to be identified Review processes each fortnight and update as required 	NP/SW/ SJ	18 May onwards

Cleaning & Hygiene

Risk	Action	Responsible person/s	When
How will you manage your cleaning schedule?	<ul style="list-style-type: none"> Contract additional cleaning company for daily covid-safe cleaning regime UNE weekly cleaning schedule ongoing NECOM to action a daily cleaning routine including door handles, kitchen, fridge door with appropriate cleaning equipment including eftpos machine, phone, photocopier Instruct staff to wipe down surfaces and instruments in studios and workstations and personal equipment as per Staff Hygiene Protocol Convert Studio 3 into a hygiene station with sink and cleaning supplies for downstairs studios 	SW	1 June
How will you make sure that you have enough cleaning and hygiene supplies ?	<ul style="list-style-type: none"> Administration Officer maintains a <u>weekly</u> check of cleaning and hygiene supplies and reorders as needed Supply hygiene and cleaning packs to peripatetic teachers going off site and into schools 	NP	13 May onwards
How will you ensure supplies are available to workers / visitors?	<ul style="list-style-type: none"> Ensure hand sanitiser stations at entry and exit points around workplace and throughout building Ensure bathrooms are well stocked with hand wash and paper towel Put up posters with instructions on how to hand wash/hand rub Put up awareness posters regarding infection control Instruct workers to limit contact with others – no shaking hands, physical distancing 	NP/SW	18 May onwards

Instrument hygiene	<ul style="list-style-type: none"> Follow protocols as per Staff Hygiene Protocol and refer to Instrument Cleaning Guidelines that include scores, music folders and music stands Disseminate Staff Hygiene Protocol and Instrument cleaning guidelines to staff 	SW	18 May onwards
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Information & Supervision

Risk	Action	Responsible person/s	When
How will you make sure that your workers understand their obligations to reduce the risks posed by the disease?	<ul style="list-style-type: none"> Fortnightly and weekly staff meetings via online to update on information and plans Information on how to limit the spread of germs, providing training on cleaning by contract cleaning company Provide posters and information for their studios, workspaces and common areas 	SJ/All Staff	Fortnightly
How will you make sure others entering your workplace understand what they must to do follow the requirements?	<ul style="list-style-type: none"> Publicly displayed posters on hygiene and distancing protocols while in the workplace Hygiene stations on exit/entry to building Allowing only students returning to face-to-face lessons (and accompanying parents) into the building 	SW/NP	18 May onwards

Physical Distancing

Risk	Action	Responsible person/s	When
How will you make ensure physical distancing of 1.5m in workplace?	<ul style="list-style-type: none"> Posters around building and offices on keeping 1.5m distances Rearrange office workstations if needed to allow for distancing protocol Group meetings to be held online Elect a physical distancing 'champion' to remind staff and students about physical distancing Ensure common area seating is limited 1.5m distancing. Identify traffic lines and standing points outside studios and foyer. Assess rooming capacity and ensure that a maximum of ten persons (including teacher) only in common area or large studios at any point in time. 	SW/NP	18 May onwards

Staged return to full face-to-face operation

In line with the NSW Department of Education guidelines and Federal/Stage government Health restrictions NECOM will phase in a return to operations in four stages

Risk	Action	Responsible person /s	When
Stage 1	<ul style="list-style-type: none"> • From 25 May 2020 (Term 2, Week 5), return to individual face-to-face tuition for some teachers and students/parents who are comfortable. • Workers to work from home if suits organisation and employee • Continue to provide online lessons and activities • Physical distancing and hygiene protocol to be enforced 	CEO	25 May
Stage 2	<ul style="list-style-type: none"> • From 1 June 2020 (Term 2, Week 6) NECOM Board approves the return to small face-to-face groups and sectional tutorials (max of 10 including tutor) at the discretion of NECOM CEO and relevant staff. <ul style="list-style-type: none"> ○ Foundation and adult ensembles ○ AYO/AYSO/AYWE ○ School ensembles – where permitted and facilitated by the school ○ Music Therapy groups/individuals to commence F2F from 1/6/20 • Workers to work from home if suits organisation and employee • Physical distancing and hygiene protocol to be enforced 	CEO	1 June
Stage 3	<ul style="list-style-type: none"> • From 21 July 2020 (Term 3), return to face-to-face ensembles at discretion of NECOM CEO <ul style="list-style-type: none"> ○ Mini Minstrels early childhood programs ○ Percussion ensembles ○ Large ensembles • Workers to return to office • Choral Programs remain on hold due to risk of aerosols and interschool students/groups 	CEO	21 July
Stage 4	<ul style="list-style-type: none"> • NECOM choral programs return • NECOM to follow lead of national Gondwana Choirs and ANCA (Australian National Choral Association) 	CA	Ongoing

Response to Outbreak (including business continuity)

Risk	Action	Responsible person/s	When																
<p>What will you do if there is a person in your workplace who is suspected as having or has been diagnosed with COVID-19?</p>	<p>If a person present develop symptoms, they will be removed from the building and advised to seek help as advised by NSW Health. https://www.health.nsw.gov.au/Infectious/factsheets/Pages/advice-for-suspected.aspx</p> <ul style="list-style-type: none"> • Immediately evacuate NECOM building if suspected person has been present in the building • Only return to building once case has been confirmed negative <p>Advise person to;</p> <ul style="list-style-type: none"> • Call the local doctor • Visit the nearest COVID-19 clinic • Call the National Coronavirus Helpline 1800 020 080 <p>Note: If you go to see a doctor make sure you wear a surgical mask while you go there. You should travel directly to the doctor or COVID-19 clinic by private car.</p> <p>If you become severely unwell and it's a medical emergency you should phone 000. Tell the ambulance staff that you may have COVID-19.</p>																		
<p>Evacuation Plan in case of suspected or confirmed case of COVID19</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" data-bbox="506 794 1664 855"> <p>Instigate Evacuation Plan; Rapid removal of people from immediate or threatened danger in a safe and orderly manner.</p> </td> </tr> <tr> <td data-bbox="506 855 792 895">REMAIN CALM</td> <td data-bbox="792 855 1664 895"> <ul style="list-style-type: none"> • Do not panic </td> </tr> <tr> <td data-bbox="506 895 792 963">ALERT</td> <td data-bbox="792 895 1664 963"> <ul style="list-style-type: none"> • Emergency Services if required • CEO or other senior manager on site </td> </tr> <tr> <td data-bbox="506 963 792 1003">ASSEMBLY</td> <td data-bbox="792 963 1664 1003"> <ul style="list-style-type: none"> • Assemble on front grass area away from danger </td> </tr> <tr> <td data-bbox="506 1003 792 1134">EVACUATE</td> <td data-bbox="792 1003 1664 1134"> <ul style="list-style-type: none"> • Evacuation to be carried out in staged order; <ul style="list-style-type: none"> ○ Immediate danger ○ Out of rooms/bathrooms ○ Total evacuation of building </td> </tr> <tr> <td data-bbox="506 1134 792 1174">HEAD COUNT</td> <td data-bbox="792 1134 1664 1174"> <ul style="list-style-type: none"> • Conduct head count of all staff, students, visitors </td> </tr> <tr> <td data-bbox="506 1174 792 1374">CEO TO</td> <td data-bbox="792 1174 1664 1374"> <ul style="list-style-type: none"> • Close the building until case confirmed positive/negative • Advise parents/students / staff update to case (confirmed or not) • Advise Dept of Ed and UNE if confirmed case • Deep clean carried out if confirmed case • Media management / statement from CEO </td> </tr> <tr> <td data-bbox="506 1374 792 1402"></td> <td data-bbox="792 1374 1664 1402"></td> </tr> </table>	<p>Instigate Evacuation Plan; Rapid removal of people from immediate or threatened danger in a safe and orderly manner.</p>		REMAIN CALM	<ul style="list-style-type: none"> • Do not panic 	ALERT	<ul style="list-style-type: none"> • Emergency Services if required • CEO or other senior manager on site 	ASSEMBLY	<ul style="list-style-type: none"> • Assemble on front grass area away from danger 	EVACUATE	<ul style="list-style-type: none"> • Evacuation to be carried out in staged order; <ul style="list-style-type: none"> ○ Immediate danger ○ Out of rooms/bathrooms ○ Total evacuation of building 	HEAD COUNT	<ul style="list-style-type: none"> • Conduct head count of all staff, students, visitors 	CEO TO	<ul style="list-style-type: none"> • Close the building until case confirmed positive/negative • Advise parents/students / staff update to case (confirmed or not) • Advise Dept of Ed and UNE if confirmed case • Deep clean carried out if confirmed case • Media management / statement from CEO 				
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Reopening workplace after an outbreak or quarantine period	<ul style="list-style-type: none">• Follow NSW Health guidelines to reopen workplace		
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Version and revision information

Authorised by: Susanne James & NECOM Board

Date: 21 May 2020

Maintained by: Sophie Williams

Title: Finance & Administration Manager

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