

## NECOM Community Hygiene Protocol: COVID-19

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26 May 2020

- If you are unwell, you must not present at work or attend school /lesson.
- In this case, you must notify NCOM Admin immediately
- 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 NCOM immediately and call the National Coronavirus hotline (1900 020 080)

### **PROTOCOL FOR INDIVIDUAL & GROUP LESSONS**

#### **PERSONAL HYGIENE**

- NCOM has installed hand sanitiser stations around the NCOM building, in the front foyer and rear disabled entrance for all to use
- Information and reminder posters regarding hand hygiene etc. are placed around the building
- Every person entering the building must sanitise their hands before moving further into the building
- 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>

#### **PHYSICAL DISTANCING**

- Avoid close contact – 1.5m distancing at all times
- Students, teachers and parents must observe distancing in studios and all common areas

## CLEANING EQUIPMENT

- NECOM has contracted infection control cleaners to carry out daily cleaning of all 'high touch' surfaces around the NECOM building
- Teachers will be provided with a cleaning/hygiene pack containing hand sanitiser and wipes for use in all teaching situations
- Please wipe down your own personal work equipment with single use soap or alcohol-based wipes i.e. desk, phone, computer, instrument/s
- 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 the NECOM teacher
  - Pianos in non-shared studios to be cleaned by the teacher before and after they have used it
  - 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 (not pianos or string instruments)
- Mouthpiece Cleanser can be used on most materials. It is NOT recommended for use on hard rubber mouthpieces.
- Alcohol wipes are safe for most hard plastic 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