

RETURN to ENSEMBLES COVID-19 SAFETY PLAN – JULY 2020

NECOM is committed to protecting students, staff and the community against the possibility of contracting illness due to the Covid-19 pandemic. We understand that Covid-19 is highly contagious and measures have been put in place to ensure any risk of infection is minimised during the period when restrictions are eased. NECOM will regularly update this Safety Plan and protocols based on the guidelines and advice from the NSW Department of Health for the management of Covid-19.

This document should be read in conjunction with the following documents available from the website:

- NECOM Covid-19 Instrument Cleaning Protocols
- NECOM Covid-19 Safety Plan
- NECOM Staff Hygiene Protocols

Risk assessment	<ul style="list-style-type: none"> • Ensure safe rehearsal protocols/environments are in place for Term 3 program resumption.
Pre-screening	<ul style="list-style-type: none"> • Protocols for suitability to attend rehearsals to be communicated to all parents/students prior to rehearsals commencing. Students and staff must be excluded from rehearsals if: <ol style="list-style-type: none"> 1. They are displaying COVID-like symptoms - sore throat, temperature, runny nose, cough or shortness of breath. 2. They have been in contact with someone who has been isolating from or have been tested for COVID-19 symptoms. 3. They have concerns for their health based on pre-existing medical conditions eg. those who are immune compromised or have underlying respiratory conditions.
Conductors and accompanists	<ul style="list-style-type: none"> • Conductors and accompanists may consider wearing a mask to rehearsals • Conductors and accompanists who are in an 'at risk' category or concerned for their health can determine when they return to face-to-face rehearsals. Alternative staff may need to be sourced as replacements. • Conductor and accompanist to be positioned as far away from the ensembles as practicable. • Conductors must use separate music stands; stands to be wiped down at end of each rehearsal. • Piano to be cleaned at the end of rehearsal according to NECOM instrument cleaning protocols.
Students	<ul style="list-style-type: none"> • Any students displaying signs of being unwell will be excluded from rehearsals. • Any students who are in an 'at risk' category including pre-existing illness or underlying health issues will be excluded from rehearsals. Non-attending students can be included in rehearsals via Zoom.

Hygiene considerations	<ul style="list-style-type: none"> • Students must be diligent with their own instrument hygiene by following guidelines from the NECOM Covid-19 Instrument Cleaning Protocol (NB – winds/brass requirements require a high level of care and vigilance) • Contract infection-control cleaning will be completed every 24 hours in rehearsal spaces and common areas. • Daily UNE cleaning schedule to be maintained. • Automatic hand sanitiser stations (11 in total) are positioned around building and at entry of rehearsal spaces. Students and staff to sanitise hands on entry and exit of rehearsal spaces. • Wipes and cleaning cloths to be made available to individual wind and brass students during rehearsals. • The Armidale Teachers College entrance and doors to rehearsal rooms to be fixed open prior to and during rehearsals to minimise hand contact. • Hygiene and social distancing measures communicated to students at the beginning of every rehearsal: <ol style="list-style-type: none"> 1. Avoidance of touching surfaces ie the ‘NO TOUCH CHALLENGE’ 2. Students should be spaced at least 2 metres apart ie. if students stretch out their arms and can touch each other then they are too close.
Duration of rehearsals	<ul style="list-style-type: none"> • Shorter rehearsals are recommended – maximum 1–1.5hrs. Rehearsal schedules to be adjusted accordingly and students/staff notified.
Rehearsal spaces	<ul style="list-style-type: none"> • NECOM is fortunate to have access to large rehearsal spaces that allow for generous social distancing beyond recommended guidelines ie. 4 sq. metres per person. • Larger rehearsal spaces (ie. Auditorium, WCR, ORS) to be used in preference to smaller spaces. • Staggered return to full ensembles rehearsals with smaller sectional rehearsals may commence first. • The number of students/staff in rehearsal rooms will comply with physical distancing requirements ie. at least 2 metres apart to reduce the risk of aerosol transmission. • Windows and doors to be open to ensure adequate ventilation in the rehearsal space. • Chairs and music stands to be set up by NECOM staff prior to the rehearsal to avoid students touching surfaces. • Chairs and music stands will be sanitised by contract infection cleaners daily. • Students to sit only on the marked chairs/seats indicating correct physical distance between positions.
Snacks/drinks	<ul style="list-style-type: none"> • Students are not to share snacks or drinks before, during or after rehearsals.
Resources	<ul style="list-style-type: none"> • Shared resources to be removed and replaced with individual resources. • Students to be issued with individual booklets with current repertoire. These should be taken home by students and brought to each rehearsal, along with their own pencil to mark their music and own water bottle. • One music stand for each student – there is no sharing of stands.
Record keeping	<ul style="list-style-type: none"> • Rolls are taken at each rehearsal and submitted to the NECOM office for tracking purposes.

NECOM Response to an Outbreak

Risk	Action												
<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 NCOM 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>NB: If you visit a doctor wear a surgical mask while you go there. Travel directly to the doctor or COVID-19 clinic by private car. If you become severely unwell and it's a medical emergency CALL 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>	<p>Instigate Evacuation Plan: Rapid removal of people from immediate/threatened danger in a safe and orderly manner.</p> <table border="1" data-bbox="533 743 2069 1241"> <tbody> <tr> <td data-bbox="533 743 808 783">REMAIN CALM</td> <td data-bbox="819 743 2069 783"> <ul style="list-style-type: none"> • Do not panic </td> </tr> <tr> <td data-bbox="533 791 808 831">ALERT</td> <td data-bbox="819 791 2069 871"> <ul style="list-style-type: none"> • Emergency Services if required • CEO or other senior manager on site and UNE </td> </tr> <tr> <td data-bbox="533 879 808 919">ASSEMBLY</td> <td data-bbox="819 879 2069 919"> <ul style="list-style-type: none"> • Assemble on front grass area away from danger </td> </tr> <tr> <td data-bbox="533 927 808 967">EVACUATE</td> <td data-bbox="819 927 2069 999"> <ul style="list-style-type: none"> • Evacuation to be carried out in staged order of immediate danger area; rooms and bathrooms; total evacuation of building </td> </tr> <tr> <td data-bbox="533 1007 808 1046">HEAD COUNT</td> <td data-bbox="819 1007 2069 1046"> <ul style="list-style-type: none"> • Conduct head count of all staff, students, visitors </td> </tr> <tr> <td data-bbox="533 1054 808 1241">CEO TO</td> <td data-bbox="819 1054 2069 1241"> <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> </tbody> </table>	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 and UNE 	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 of immediate danger area; rooms and 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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<p>Reopening workplace after an outbreak or quarantine period</p>	<ul style="list-style-type: none"> • Follow NSW Health guidelines to reopen workplace 												