



## NECOM COVID-19 SAFETY PLAN (Updated Oct)

### For outdoor gatherings for music rehearsal and performance

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NECOM is committed to playing our role in the whole community effort to reduce and eliminate the spread of COVID-19 in NSW. The purpose of the NECOM Covid-19 Safety Plan for outdoor gatherings for music rehearsal and performance is to create and maintain a safe environment for NECOM students, families and staff, to provide a framework for minimising risk from NECOM's activities, and to comply with state and federal requirements.

NECOM also recognises that our community is in a fortunate position with no active cases in the New England since April, 2020. This revised COVID-19 Safety Plan seeks to develop a framework to safely rehearse and perform outside within the context of our community risk profile.

#### References:

- NSW Health updated COVID-19 guidelines found at: <https://www.health.nsw.gov.au/Infectious/covid-19/Pages/CHO-advice-sports-and-education.aspx> 24 September, 2020
- National COVID-19 safe workplace principles found at <https://www.nsw.gov.au/sites/default/files/2020-05/National%20COVID-19%20safe%20workplace%20principles%20-%2024%20April.pdf>
- NSW Government updated COVID-19 guidelines found at <https://www.nsw.gov.au/media-releases/covid-19-restrictions-eased> 13 October, 2020
- NSW Government COVID-19 Safety Plan for outdoor gatherings found at: <https://www.nsw.gov.au/form/covid-safety-plan/outdoor-music-rehearsal-and-performance>

	Requirements	Action
Wellbeing of staff, students and visitors	Exclude staff, students and visitors who are unwell	<ul style="list-style-type: none"> <li>• Ensure that the need to remain home if unwell is clearly communicated to staff and student families</li> <li>• Immediately isolate and provide a mask for anyone who becomes unwell during rehearsal/performance, contact family for prompt removal and advise to seek help as outlined by NSW Health</li> <li>• All emergency contact details for students, volunteers and staff are updated before resuming rehearsals to ensure prompt collection if required.</li> </ul>
	Provide staff with information and training on COVID-19, including when to get tested, physical distancing wearing masks, cleaning and how to manage a sick student/visitor	<ul style="list-style-type: none"> <li>• Staff training and guidelines to be provided via NECOM COVID-19 Safety Plan, and in staff meetings</li> <li>• Staff have been briefed on symptoms of COVID-19 and have been told to stay home if they aren't feeling well.</li> </ul>
	Make staff aware of their leave entitlements if they are sick or required to self-isolate	<ul style="list-style-type: none"> <li>• Email staff to inform them of their leave entitlements &amp; discuss at staff meeting</li> </ul>
	Display conditions of entry to building and external performance venues (including outdoor venues)	<ul style="list-style-type: none"> <li>• Signage erected at entry of NERAM</li> <li>• Provide information on conditions of entry on website and social media (ie FB page) and to staff &amp; student families via email</li> </ul>
	Ensure processes are in place to exclude staff, students and audience members who have visited a location or venue at a time and date that requires them to self-isolate, in the 14 days prior. Locations with self-isolate alerts are listed on the NSW Government website	<ul style="list-style-type: none"> <li>• Communicate exclusion policy clearly to families and staff via concert notification email</li> <li>• Provide information on exclusion policy on website and social media (ie FB page)</li> <li>• Announcement to be made at beginning of rehearsal/performances</li> </ul>
Physical distancing	Ensure the number of people does not exceed one person per 4 square metres of space	<ul style="list-style-type: none"> <li>• Signage in place for concert venue (ie. NERAM), outlining the maximum number of people for space</li> <li>• Chairs set up (or supervised) by staff ensuring 4m<sup>2</sup> for each person</li> <li>• COVID-19 Safety Marshalls to supervise placement of audience and performer seating</li> </ul>
	Ensure that rehearsals and performances, including physical distancing between performers and between the audience, complies with the most recent advice from NSW Health	<ul style="list-style-type: none"> <li>• Prioritise larger rehearsal spaces to allow for increased physical distancing for wind players + singers</li> <li>• Chairs set up (or supervised) by staff ensuring current guidelines are adhered to</li> <li>• COVID-19 Safety Marshalls to supervise placement of performer seating to ensure 5 mtrs distance from the front row</li> </ul>
	Ensure any audience members comply with 1.5metres physical distancing, such as through staggered seating or marked	<ul style="list-style-type: none"> <li>• COVID-19 Safety Marshalls to supervise placement of audience seating to ensure 1.5 mtrs physical distancing</li> </ul>

	grass areas. People who live in the same household are not required to isolate	
	Ensure performers/audience members remain seated throughout the rehearsal or performance.	<ul style="list-style-type: none"> <li>• Announcement to be made at beginning of all rehearsal/performance</li> <li>• For rehearsals, conductor and/or accompanist to ensure performers remain seated throughout rehearsal</li> <li>• In the case of a performance, two COVID-19 Safety Marshalls to be in attendance to ensure audience remains seated throughout performance</li> <li>• Stage entry and exit points to be different so that ensembles do not mix whilst changing</li> </ul>
	Reduce crowding wherever possible and promote physical distancing with markers where people are asked to queue or stand	<ul style="list-style-type: none"> <li>• Outdoor entry to NERAM is spacious and does not require audience queuing</li> <li>• Food vendors to use floor markings for queues</li> </ul>
Hygiene and cleaning	Adopt good hand hygiene practices	<ul style="list-style-type: none"> <li>• Leave doors open, as appropriate to limit touching surfaces</li> <li>• COVID-19 Safety Marshall to check NERAM bathrooms are well-stocked with hand soap and paper towels.</li> <li>• Visual aids to be provided above hand wash basins to support effective hand washing</li> <li>• For further information on how to protect yourself and others, go to Centre for Disease Control and Prevention at: <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html</a></li> </ul>
	Ensure hand sanitiser is accessible at the venue entry and throughout the grounds	<ul style="list-style-type: none"> <li>• COVID-19 Safety Marshall to place hand sanitiser at venue entry and around site</li> <li>• COVID-19 Safety Marshall to supervise entry to ensure all attendees sanitise on entry</li> </ul>
	Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand washing	<ul style="list-style-type: none"> <li>• COVID-19 Safety Marshall to check NERAM bathrooms are well-stocked with hand soap and paper towels.</li> <li>• Visual aids to be provided above hand wash basins to support effective hand washing</li> <li>• For further information on how to protect yourself and others, go to Centre for Disease Control and Prevention at: <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html</a></li> </ul>
	Ensure performers clean their instruments between performances (as appropriate to the instrument)	<ul style="list-style-type: none"> <li>• Individually owned instruments (eg. violin, cello) to be packed up immediately after use by player</li> </ul>
	Reduce sharing equipment where practical and ensure these are cleaned with detergent and disinfectant between use (as appropriate to the instrument)	<ul style="list-style-type: none"> <li>• Only accompanists allowed to play, and clean, the piano.</li> <li>• Shared instruments and equipment (eg. pianos, percussion equipment, music stands) to be cleaned with detergent and disinfectant between use (as appropriate to the instrument) by/or supervised by NECOM staff</li> <li>• Music stands to be set up and down by NECOM staff only prior to and after rehearsals/performance</li> <li>• Rolls marked by staff</li> </ul>
	Cleaning and hygiene procedures	<ul style="list-style-type: none"> <li>• Students and staff to sanitise hands on arrival and again before touching any shared equipment.</li> <li>• Shared instruments and equipment (eg. pianos, percussion equipment) to be cleaned with detergent and disinfectant between use (as appropriate to the instrument) by/or supervised by NECOM staff</li> </ul>
	Encourage contactless payment options	<ul style="list-style-type: none"> <li>• FMP and Xmas Choral concerts to be free of charge</li> </ul>

Record keeping	Keep a record of name and a mobile number or email address for all staff, students, visitors and audience members for a period of at least 28 days.	<ul style="list-style-type: none"> <li>• QR Code placed at all entrances to venue for check in on arrival</li> <li>• Contact registration list provided at entry for those who do not have mobile phone to access QR Code</li> <li>• COVID-19 Safety Marshall to supervise registration for concert entry via QR Code or contact registration list</li> <li>• Student attendance data for concert performance is recorded on rolls and stored in NECOM Office and /or on server in Music Monitor</li> <li>• Existing records for students + parents/guardians include names, phone numbers and email addresses</li> <li>• Existing records for staff include names, phone numbers and email addresses</li> </ul>
	Support contact tracing	<ul style="list-style-type: none"> <li>• All staff and students made aware of the COVIDSafe app and its benefits to support contact tracing if required</li> <li>• NECOM to cooperate with NSW Health if contacted in relation to a positive case</li> <li>• NECOM to notify SafeWork NSW if contacted in relation to a positive case</li> </ul>
	Registration of business as COVIDSafe	<ul style="list-style-type: none"> <li>• NECOM registered as a COVID Safe business through <a href="https://nsw.gov.au">nsw.gov.au</a></li> </ul>