

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 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 resume organised vocal and instrumental music activities 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 Health Locally acquired COVID-19 cases and tests in the last four weeks found at <https://www.health.nsw.gov.au/Infectious/covid-19/Pages/stats-local.aspx>

	Modified activity	Transition to full activity	Full activity
Proposed timeframe	Term 4 (12/10)	Term 4 from 2/11	2021 TBC
		Only implement if the level of community transition remains zero for the New England region. Procedures to be reviewed immediately if this situation changes.	To be confirmed based on community transmission rates, advice
Instrumental lessons	<ul style="list-style-type: none"> Lessons delivered face to face (FTF) Alternative means for learning provided when unable to attend FTF (eg. Zoom) Strict hygiene & ventilation requirements observed Distancing requirements as per health.nsw.gov recommendations 	<ul style="list-style-type: none"> Lessons delivered face to face (FTF) Alternative means for learning provided when unable to attend FTF (eg. Zoom) Strict hygiene & ventilation requirements observed Distancing requirements as per health.nsw.gov recommendations 	<ul style="list-style-type: none"> Lessons delivered face to face (FTF) Alternative means for learning provided when unable to attend FTF (eg. Zoom) Strict hygiene & ventilation requirements observed Distancing requirements as per health.nsw.gov recommendations
Ensemble rehearsals	<ul style="list-style-type: none"> Return of wind ensembles/AYO winds to FTF rehearsals Strict hygiene & ventilation requirements observed Distancing requirements as per health.nsw.gov recommendations Players of non-reeded woodwind instruments (such as flutes and recorders) should maintain a physical distance of 3 metres from others in the direction of air flow from their instruments, and 1.5m in all other directions. Players of all other instruments (including reeded woodwind instruments) should maintain a physical distance of 1.5m between each other and the audience /conductor No shared music – booklets provided to players to bring to rehearsal each week 	<ul style="list-style-type: none"> Continuation of all ensemble rehearsals Strict hygiene & ventilation requirements observed Distancing requirements as per health.nsw.gov recommendations Players of non-reeded woodwind instruments (such as flutes and recorders) should maintain a physical distance of 3 metres from others in the direction of air flow from their instruments, and 1.5m in all other directions. Players of all other instruments (including reeded woodwind instruments) should maintain a physical distance of 1.5m between each other and the audience /conductor No shared music – booklets provided to players to bring to rehearsal each week No shared music stands 	<ul style="list-style-type: none"> Continuation of all ensemble rehearsals Strict hygiene & ventilation requirements observed Return to normal delivery with no distancing requirements (subject to advice)

Choral rehearsals	<ul style="list-style-type: none"> • Return of all choirs to FTF rehearsals • Alternative means for learning provided when unable to attend FTF (eg. Zoom) • Strict hygiene & ventilation requirements observed • Up to 5 choristers may sing together at any time • 1.5 mtrs distance between each other and any other performers • 5 mtrs distance from others in front ie. conductor/accompanist • Rehearsals only take place in large, well-ventilated area (ORS, WCR, G.31 or Auditorium) or outside • Alternative activities provided for other choristers (eg. humming, body percussion etc) • Split rehearsals for larger choirs with additional conductor engaged • No shared music – booklets provided to choristers to bring to rehearsal each week 	<ul style="list-style-type: none"> • Continuation of FTF rehearsals • Alternative means for learning provided when unable to attend FTF (eg. Zoom) • Strict hygiene & ventilation requirements observed • Full choir singing together but only outside and with distancing requirements: <ul style="list-style-type: none"> (i) 1.5 mtrs distance between each other and any other performers (ii) 5 mtrs distance from others in front ie. conductor/accompanist • Inside rehearsals if weather is inclement but only in large, well-ventilated rooms with windows and doors open (ORS, WCR, G.31 or Auditorium) • If inside, split rehearsals for larger choirs with additional conductor engaged • No shared music – booklets provided to choristers to bring to rehearsal each week 	<ul style="list-style-type: none"> • Continuation of FTF rehearsals • Strict hygiene & ventilation requirements observed • Return to normal delivery with no distancing requirements (subject to advice)
Mini Minstrels	<ul style="list-style-type: none"> • Face to face classes continue • Alternative means for learning provided when unable to attend FTF (eg. Zoom) • Strict hygiene & ventilation requirements observed • Up to 5 people may sing together at any time • 1.5 mtrs distance between each other • 5 mtrs distance from others in front if singing ie. teacher • Alternative activities provided for other participants 	<ul style="list-style-type: none"> • Face to face classes continue • Alternative means for learning provided when unable to attend FTF (eg. Zoom) • Strict hygiene & ventilation requirements observed • All singing together but with distancing (max. 12 per class) and only in well-ventilated room with windows and doors open • 1.5 mtrs distance between each other • 5 mtrs distance from others in front ie. teacher 	<ul style="list-style-type: none"> • Continuation of FTF classes • Strict hygiene & ventilation requirements observed • Return to normal delivery with no distancing requirements (subject to advice)

	<ul style="list-style-type: none"> No shared equipment. All families provided with an instrument bag to bring each week 	<ul style="list-style-type: none"> No shared equipment. All families provided with an instrument bag to bring each week 	
Concerts	<ul style="list-style-type: none"> Indoor venues used for studio and chamber concerts but only in larger venues (Auditorium, G.31 & WCR) Strict hygiene, ventilation & distancing requirements observed No ensemble or choral concerts 	<ul style="list-style-type: none"> Indoor venues used for studio and chamber concerts but only in larger venues (Auditorium, G.31 & WCR) Strict hygiene, ventilation & distancing requirements observed Outdoor concerts for larger ensembles and choirs with separate COVID-19 Safety Plan 	<ul style="list-style-type: none"> Return to normal concert delivery

Guidelines for Term 4, 2020 (to be revised January 2021)

	Requirements	Action
Wellbeing of staff, students and visitors	Exclude staff, students and visitors who are unwell	<ul style="list-style-type: none"> Ensure that the need to remain home if unwell is clearly communicated to staff and student families Immediately isolate and provide a mask for anyone who becomes unwell during lessons/rehearsals, contact family for prompt removal and advise to seek help as outlines by NSW Health All emergency contact details for students, volunteers and staff are updated before resuming rehearsals to ensure prompt collection if required. Contact group email lists updated at beginning of term 4 to ensure all new enrolments are captured.
	Allow staff/parents & guardians an individual assessment of risk in attending	Students: <ul style="list-style-type: none"> Provide alternative means for learning when absent (eg. Zoom or recorded rehearsal provision) Staff: <ul style="list-style-type: none"> Allow choice in the selection of appropriate PPE eg. masks etc
	Provide clear and timely communication to student families & staff regarding changes (including new systems/processes)	<ul style="list-style-type: none"> Email written procedures to all student families at beginning of term and as changes arise Copy staff into all communications to students
	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"> Staff training and guidelines to be provided via NECOM COVID-19 Safety Plan, and in staff meetings Staff have been briefed on symptoms of COVID-19 and have been told to stay home if they aren't feeling well.
	Make staff aware of their leave entitlements if they are sick or required to self-isolate	<ul style="list-style-type: none"> Email staff to inform them of their leave entitlements & discuss at staff meeting
	Ensure clear systems are in place in the event of a positive COVID-19 in place in the case of a positive COVID-19 contact	<ul style="list-style-type: none"> Communicate clearly to families and staff about how and when to notify the NECOM Office of any positive test result. SMS already in place and tested for urgent notification of any lesson/rehearsal cancellation or venue closure Ensure appropriate privacy/anonymity of personal health information – all staff and students Notify staff and students likely to have had direct contact and advise to quarantine as per latest advice from NSW Health
	Display conditions of entry to building and external performance venues (including outdoor venues)	<ul style="list-style-type: none"> Signage erected at building entrances and around building Provide information on conditions of entry on website and social media (ie FB page)

	<p>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</p>	<ul style="list-style-type: none"> • Communicate exclusion policy clearly to families and staff at beginning of term • Provide information on exclusion policy on website and social media (ie FB page) • Announcement to be made at beginning of rehearsal/performance • Provide alternative means for learning when absent (eg. Zoom or recorded rehearsal provision)
Physical distancing	<p>Ensure the number of people does not exceed one person per 4 square metres of space</p>	<ul style="list-style-type: none"> • Scale drawings attached for all on-site studios and rehearsal venues • Signage in place for all venues, outlining the maximum number of people for each space • Chairs set up (or supervised) by staff ensuring 4m² for each person • Relocation of ensemble rehearsals to larger spaces if they do not comply with current physical distancing guidelines
	<p>Ensure that rehearsals and performances, including physical distancing between performers and between the audience, complies with the most recent advice from NSW Health</p>	<ul style="list-style-type: none"> • Prioritise larger rehearsal spaces to allow for increased physical distancing for wind players + singers • Chairs set up (or supervised) by staff ensuring current guidelines are adhered to • For programs that do not use chairs (ie. Mini Minstrels, Thunderbolt Percussion, Minisingers), coloured floor spots used to indicate correct distancing
	<p>Ensure any audience members comply with 1.5metres physical distancing, such as through staggered seating or marked grass areas. People who live in the same household are not required to isolate</p>	<ul style="list-style-type: none"> • Fixed Auditorium seats marked to indicate safe distancing for audience members • Venues without fixed seating (eg. G.31, WCR etc) to be set up by NECOM staff to ensure correct distancing
	<p>Ensure performers/audience members remain seated throughout the rehearsal or performance.</p>	<ul style="list-style-type: none"> • Announcement to be made at beginning of all rehearsal/performance • For rehearsals, conductor and/or accompanist to ensure performers remain seated throughout rehearsal • In the case of a performance, a COVID-19 Safety Marshall to be in attendance to ensure audience remains seated throughout performance
	<p>Clearly mark and indicate safe distancing</p>	<ul style="list-style-type: none"> • Use floor/seat markings or chair layout in rehearsal rooms to maintain spacing • Provide clear marking on seating in Auditorium and in spaces where chairs are fixed
Hygiene and cleaning	<p>Adopt good hand hygiene practices</p>	<ul style="list-style-type: none"> • NECOM has installed hand sanitiser stations around the NECOM building, and at entrances to building for all to use • In the case of outdoor venues, hand sanitiser provided at venue entry and around site • For downstairs studio users, Studio 3 has been converted to a hygiene station • Ensure bathrooms are well-stocked with hand soap and paper towels. NECOM Office to alert UNE FMS contract cleaners if supplies are running low • Visual aids to be provided above hand wash basins to support effective hand washing

		<ul style="list-style-type: none"> For further 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
	Limit surface contact	<ul style="list-style-type: none"> Leave doors open, as appropriate For rehearsals requiring an accompanist, only pianist allowed to play, and clean, the piano Shared instruments and equipment (eg. pianos in piano studios, percussion equipment) to be cleaned with detergent and disinfectant between use (as appropriate to the instrument) by/or supervised by NECOM staff Where possible, music stands to be set up by NECOM staff prior to rehearsals/performances All NECOM ensemble members and choristers to be provided with individual music folders which they bring to rehearsal each week. Rolls marked by staff
	Cleaning and hygiene procedures	<ul style="list-style-type: none"> Students and staff to sanitise hands on arrival and again before touching any shared equipment. Infection control cleaners have been contracted to carry out daily cleaning of 'high touch' surfaces around the NECOM building Teachers provided with cleaning/hygiene pack containing hand sanitiser and wipes for use in all teaching situations Shared instruments and equipment (eg. pianos in piano studios, percussion equipment, music stands, chairs) to be cleaned with detergent and disinfectant between use (as appropriate to the instrument) by/or supervised by NECOM staff Appropriate cleaning solutions available in NECOM Office and maintained at an appropriate strength and used in accordance with the manufacturers' instructions Infection control cleaners have been contracted to carry out daily cleaning of 'high touch' surfaces around the NECOM building in addition to the daily cleaning schedule by UNE contract cleaners.
	Venue ventilation/air circulation	<ul style="list-style-type: none"> Ensure appropriate breaks between groups to ensure ventilation and surface cleaning of rooms/equipment Prioritise larger rehearsal spaces with direct external ventilation Utilise outdoor spaces for larger groups Consider split rehearsals for larger groups
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"> QR Code at all entrances to building for check in on arrival Contact registration list provided in foyer and office for those who do not have mobile phone to access QR Code Attendance data for each lesson/rehearsal is recorded on rolls and stored in NECOM Office and /or on server in Music Monitor Existing records for students + parents/guardians include names, phone numbers and email addresses Existing records for staff include names, phone numbers and email addresses
	Support contact tracing	<ul style="list-style-type: none"> All staff and students made aware of the COVIDSafe app and its benefits to support contact tracing if required NECOM to cooperate with NSW Health if contacted in relation to a positive case

		<ul style="list-style-type: none">• NECOM to notify SafeWork NSW if contacted in relation to a positive case
	Registration of business as COVIDSafe	<ul style="list-style-type: none">• NECOM registered as a COVID Safe business through nsw.gov.au