

COVID- 19 SAFETY PLAN

Rose Bay Secondary College- Music Ensembles Program

Business Details	
Business Name:	RBSC Music Ensembles Program
Plan Completed By:	Kelly Vine/Murray Jackson/Sean Windsor
Approved By:	Melinda Bright

Requirements For Business

Display conditions of entry (website, social media, venue entry).	Posters displayed in prominent areas around school including entry points to the MEP space.
Exclude staff and volunteers who are unwell	Students and staff with flu-like symptoms advised to stay home. Students are encouraged to let staff know if they feel unwell. Staff to monitor for signs of students feeling unwell.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	The MEP conductors and staff have continued to be employed throughout the covid lock-downs. This has the support of the committee and school executive and would continue if a staff member had to self-isolate.
Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.	Information is available to public and staff via different means of media including Department internet (for staff and public), school website, MEP website, Situational Reports and emails.
Requirements	Actions
Wellbeing of staff and visitors	

Requirements	Actions
Physical Distancing	
<p>Singing: Ensure the number of people singing in one area does not exceed the Covid-19 restrictions- Small groups of up to 5 people may sing together in one area if all singers face forwards and not towards each other, have physical distancing of 1.5 metres between each other and any other performers, and 5 metres distancing from all other people in front including the audience and the conductor. Use of large well-ventilated setting.</p>	<p>RoseVox in multi-Media for Wednesday mornings. Divide the ensemble into 3 groups of 5 students, rotate over a fortnight period.</p> <p>Vocal Ensemble to rehearse in Multi-media room on Friday afternoons, 3 to 5 pax.</p>
<p>Music Ensembles/Bands: Ensure that physical distancing is adhered to according to the Covid-19 restrictions- Players of non-reeded instruments e.g. flutes maintain a physical distance of 3 metres from others in the direction of air flow from their instruments, 1.5m in all other directions. Players of all other musical instruments should maintain a physical distance of 1.5m between each other and the audience/ conductor. Perform or rehearse outdoors or in large, well-ventilated indoor spaces.</p>	<p>Using C 216 and C224 on Mondays until the conclusion of the HSC exams at which point Concert and Stage band rehearsals will move to the hall.</p> <p>Leave doors open to ensure cross ventilation.</p>
<p>Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. Household contacts are not required to distance.</p>	<p>No spectators beyond those students timetabled in a MEP rehearsal are permitted during rehearsals</p>
<p>Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.</p>	<p>Avoid groups forming in corners during set up and pack up times Floor markings 1.5m/3m/5m for music stand set-up Staff to discourage physical contact</p>
<p>Have strategies in place to manage gatherings that may occur immediately outside the premises.</p>	<p>Designate alternative entrance and exits routes to the hall, gym and large MEP ensemble rooms. Have clearly defined set-up and storage areas at least 5m from rehearsal spaces. Mark up areas with tape as a visual aid.</p>
<p>Use telephone or video platforms for essential staff meetings/Committee where practical.</p>	<p>All staff/committee meetings are held via Microsoft Teams</p>

Review regular business deliveries and request contactless delivery and invoicing where practical.	All deliveries made to the front office following Covid guidelines
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Requirements	Actions
Hygiene and cleaning	
Adopt good hand hygiene practices	Students are encouraged to adopt good hand hygiene through use of posters and verbal instruction. Consideration given to language barriers.
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	Setup sanitising stations with wipes and hand sanitiser at the entrance to all MEP rooms.
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.	All bathrooms are equipped with soap and running water. Posters showing how to wash hands properly are displayed throughout the school
Encourage students to bring their own water bottles, instruments and equipment.	Students are encouraged to bring their own labelled water bottles. Students briefed about the importance of not sharing instruments, drink bottles and other personal possessions.
Require brass players to bring paper towel to empty their water valves into.	Provide paper towel at sanitising stations

<p>Clean frequently used hard surface areas, including instruments, sound equipment, music folders, chairs etc. At the end of each rehearsal and where necessary between each student.</p> <p>Clean frequently touched areas and surfaces, including in communal facilities, several times per day.</p>	<p>Students are instructed to wipe down their instrument, chair and sound equipment etc at the end of each rehearsal. This is done with disinfectant wipes provided by MEP. Overseen by the tutor/teacher.</p>
<p>Ensure there is accessible detergent/ disinfectant and gloves for tutors/students to use.</p>	<p>The MEP Committee supplies MEP with an adequate supply of disinfectant wipes and spray.</p>
<p>Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.</p>	<p>Hand sanitiser and disinfectants are labelled and used as per manufacturer's instructions. Any decanted materials are also labelled and used as per instruction</p>
<p>Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.</p>	<p>Cleaning materials are available in each MEP room, the bathroom and staff room for tutors to use</p>
<p>Encourage contactless payment options.</p>	<p>All payments to be made via the administration office</p>

Requirements	Actions
Record Keeping	
<p>Keep a record of name and a contact number for all staff, volunteers, participants, visitors and contractors for a period of at least 28 days.</p> <p>Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.</p>	<p>Staff sign-on and off at the office when they arrive each and leave each day. Student attendance is marked daily. Records are stored and held as per Records Management Policy. All MEP conductors and tutors are required to keep rolls for all teaching sessions.</p>
<p>Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<p>Information about Covid safe app has been made available to all tutors via email. Staff are encouraged to download the app.</p>

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

Reporting procedures are in place for schools to report all suspected and confirmed cases of Covid through the Departments reporting line.