

COVID 19 SAFETY POLICY

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Introduction

The safety and wellbeing of our teachers, staff, students and their families and our communities is important to the Wollongong Conservatorium of Music (the Con).

This document sets out the WollCon's Covid Safety Plan & Policy effective from 18 July 2022. To support the Covid Safety Plan & Policy there is a Covid Safety Requirements document that outlines the specific requirements for participating in activities managed by the Wollongong Conservatorium of Music. We will regularly review and update the Covid Safety Requirements based on the advice from the NSW Department of Health, Dept of Education and WorkSafe Australia for the management of Covid-19.

The Covid Safety Plan & Policy and Covid Safety Requirements & guidelines apply to employees, teachers/tutors, students/participants, carers, contractors, and other visitors.

This document should be read along with the following appendices which cover specific situations:

Appendix C – School Program

Appendix D – AMEB Exams

Appendix E – Outdoor Performances

Appendix F – Risk Assessment Register

Attendance at Conservatorium Premises

Attendance Policy

Staff, teachers, tutors, students, parents, or any other visitors are allowed to attend lessons, rehearsals, and performances within The Con buildings.

The following conditions of entry apply to all staff, students, families, contractors, and visitors regarding entry to The Con buildings. If you meet any of the following criteria, you may NOT attend face-to-face activities at WollCon

- Have tested positive to Covid- 19 and are still infectious.
- Are waiting on Covid-19 test results, are required to self-isolate or home quarantine.
- Have mild cold and/or flu-like symptoms (cough, shortness of breath, temperature, runny nose).
- Are feeling unwell.

If an individual presents for a lesson/rehearsal and meets any of the above criteria, they will be refused entry and asked to leave the premises immediately. The session deemed forfeited and no make-up offered.

If student/participant circumstances change and they fit one or more of the above criteria, they are required to notify the teacher as soon as possible to arrange a virtual lesson at the scheduled time. The lesson will be provided through on-line approved platform. There is no credit/refund available for these lessons.

For student/participant unable to attend a group/ensemble session because they meet one or more of the above conditions, they can notify the teacher to be provided access to a live streaming of the rehearsal to participate. The rehearsals will be available through an approved on-line meeting.

If a teacher is unable to teach face-to-face because they meet one or more of the above criteria, the students/families will be notified of the lesson being provided on the Con's virtual platform at the standard scheduled time. There is no credit/refund available for these lessons.

Expectations of Teachers/Tutors, Students and Parents, Carers when attending the CON

Students

- All students must follow the Covid Safety Requirements of WollCon when attend face-to-face activities. The requirements specify rules regarding check-in, social distancing, hygiene, face mask wearing, and exposure to Covid-19 positive case.
- Keep instruments clean and disinfect before attending lesson/rehearsal.
- To bring own writing equipment, drink bottle (filled).
- For wind/brass musicians, must bring a towel to the lesson (for emptying spit valves).
- There is to be no sharing of equipment or eating of food during the lesson/rehearsal.
- To enter and exit through the appropriate doors as labelled
- Exit the building immediately on completion of the lesson/rehearsal and adhere to the social gathering requirements outlined in the Covid Safety Measures memorandum.
- To demonstrate behaviours consistent with WollCon, Code of Conduct policy, always respectful & tolerant of others, honest with all information sharing and a positive can-do attitude.

Parents/Carers

- All parent/carers must follow the Covid Safety Requirements of WollCon when attending face-to-face activities. The requirements specify rules regarding check-in, social distancing, hygiene, face mask wearing, and exposure to Covid-19 positive case.
- Guardians/Carers of Music Therapist participants may attend the therapy session and are to comply with Covid-19 safety measures. Unvaccinated personnel are required to wear a mask to attend the session.
- Guardians/Carers of Music Therapist participants are required to inform WollCon of any changes to their contact details (mobile phone no.)
- To enter and exit through the appropriate doors as labelled
- Exit the building immediately on completion of the lesson/rehearsal, and comply with social gathering requirements as outlined in the WollCon, Covid Safety Requirements
- To demonstrate behaviours consistent with the WollCon, Code of Conduct policy, always respectful & tolerant of others, honest with all information sharing and a positive can-do attitude.

Teachers/Tutors

- All Teachers/Tutors must follow the Covid Safety Requirements of WollCon when attend face-to-face activities. The requirements specify rules regarding check-in, social distancing, hygiene, face mask wearing, and exposure to Covid-19 positive case
- Are required to complete the status vaccination on-line form and provide to Admin team to be recorded in their Personnel File.
- Will instruct everyone to follow the cleaning protocols related to their instruments and additional equipment being used.
- Teachers/Tutors/Conductors may choose to use PPE equipment when teaching/conducting. Eg: sneeze screens.
- Will maintain hygiene and cleaning protocols for their studios/classrooms.
- Will maintain good quality ventilation by opening windows for duration of lessons/rehearsals.
- Will complete incident reporting form regarding students/families who are not complying with The WollCon, Covid-19 Safety Plan, send to Admin team within 24 hours of incident occurring.
- Will provide updates to students and arrange on-line tuition when it is not acceptable to attend a Face-to-Face session.

Site Usage

- All Classrooms/studios have been measured using WorkSafe Australia guidelines to determine the maximum capacity in maintaining social distancing standards. Density limits in classrooms/studios will be outlined in the Covid Safety Requirements and implemented when required. When density limits are required, signs are displayed on each door indicating the number of people permitted in the area.
- During daylight saving period – some lessons/rehearsals will be held outdoors (Pond area and Courtyard)

Staff Rooms and Common Room

- These rooms are open for making coffee/tea, heating up food and storing food in the fridge.
- Common cutlery, cups, plates, bowls are not available. Everyone is required to bring their own re-usable items from home and to properly clean and secure them with your personal belongings.
- There is a limited supply of disposal cups for visitor use only.
- Individual tea/coffee/sugar sachets will be available to use.

Physical Distancing

- All staff, students, family members and visitors are required to comply with the Covid Safety Requirements.
- When attending a lesson/rehearsal all attendees are required to stand in the designated spot allocated in each room.

- When attending a performance/event, all attendees are required to follow the Covid Safety Requirements displayed.

Group Tuition and Rehearsals

Indoor Rehearsals

- These will be scheduled in the larger rooms that can accommodate larger groups and maintain social distancing requirements. Students will leave the rehearsal through the designated exit door (as marked and instructed by the teacher).
- Windows and doors will be opened during the rehearsal to ensure good ventilation in the room. Students may want to bring an extra jumper for warmth (during winter months).

Outdoor Rehearsals

- During Daylight saving period, some classes will be held outdoors (courtyard & pond area).
- Students will be required to maintain the social distancing requirements as specified in the WollCon Covid Safety Requirements.
- The number of musicians permitted to play will be comply with the capacity numbers in accordance with the Public Health Orders.

Tuition or rehearsals incorporating woodwind or brass instruments

- There is to be no emptying of instrument spit valves etc on the floor or anywhere that come in contact with another person.
- Additional equipment maybe used in these sessions, such as mats and sneeze screens provided by the CON.

For Performances held at the CON

All performances (indoors & outdoors) will be managed as follows:

- The Con will have a designated COVID Safety Marshal to manage the Covid safety provisions for the event (see Appendix F for Duty Statement).
- The Pond and Courtyard are designated areas for outdoor performances.
- The Auditorium, room 1&2, and theatre are designated indoor performance areas
- An audience size will be determined in accordance with the Public Health Order.
- Audiences will enter the event through an entry point and at the end of the event will leave through the exit point. Entry and Exit signs will be displayed.
-
- In the situation of inclement weather, outdoor performance events will be cancelled.
- Performers are required to comply with Covid-19 safety requirements.
- Windows will be kept open for indoor performance events.

Cleaning & Hygiene Protocols

- A cleaning schedule has been confirmed with the Cleaning Service. (See Appendix B for details)

Overall Premises

Cleaning contractors will daily:

- Clean restrooms (floors, toilets, basins, benches, doors, and switches)
- Refill soap dispensers and paper towels dispensers
- Wipe all handrails on stair wells
- Wipe all exterior doors
- Wash tables, benches, and sinks in staff rooms and common rooms
- Wash/vacuum the Auditorium, G01, G04, G101, floors.
- All other Classrooms and studios will be cleaned weekly which includes:
 - Washing/vacuumping floors
 - Wiping all surfaces

Teaching rooms and studios

Teachers will support the cleanliness of classroom/studios by:

- Using the disinfectant wipes/spray to clean the door handles, musical instruments, music stands, desks, and slip mats after each lesson and before the next students/group is permitted to enter the room.
- On completion of daily teaching schedule, before leaving the room, wipe down the equipment with the disinfectant spray and remove any waste (such as used tissues, wipes) into the bins.
- If bins are full, empty into outdoor bin, leaving the room clean for the next day.
- All studios/classrooms are supplied with hand sanitisers, paper towels, disinfectant and tissues and personal protective equipment.

Offices

The Contracted cleaning service will weekly:

- Vacuum floors
- Wipe workstations and equipment

- Clean door handles, bench tops and other equipment such as photocopies.

Administration staff will support the cleanliness of offices by:

- Prior to commencing work, disinfectant all common equipment (desk, telephone handset, laptops, computer screens)
- Disinfect the door handles, light switches, counters, the photocopier, periodically during the day.
- At the end of the shift, disinfect all common equipment (desk, telephone handsets, laptops, computer screens). No work is to be left out on workstations. Bins are to be emptied.

Keys

- The studio/classroom keys have been identified as common equipment and to mitigate risk of contamination, all teachers at the beginning of each term will be issued with their studio key.
- Teachers will be required to sign the key register confirming receipt of the key and will be responsible for the key throughout term.
- At the end of term all keys are to be returned to Admin and signed off.

Responding to COVID-19 Cases

If a teacher/ tutor, student, parent, or carer is tested Covid-19 positive, and have been in the Conservatorium building in the last 7 days, please notify the Operations Manager or CEO immediately

The Operations Manager or CEO will:

- Complete a risk assessment to determine corrective actions to be implemented. These will include:
 - Identifying individuals who may be at risk and informed of the situation. Teachers will be asked to complete a RAT test and not return to face-to-face teaching until they have a negative result. Students will only be able to return to face-to-face teaching in accordance with the public health orders regarding isolation, Covid-19 testing.
 - Notify Work Safe NSW following the incident notification process when an employee is hospitalised or dies from contracting Covid-19 at work.
 - Arrange for the impacted work areas to be isolated until the cleaning service conducts a full clean.
 - Record the event in the WollCon incident management system
 - treat personal information about the individual's health sensitively in line with privacy laws.

The Conservatorium has a response plan in place that will be actioned to protect the WollCon Community from local transmission. This includes protocols for: closing the premises, deep cleaning, providing remote musical experiences and re-opening the workplace in accordance with NSW Dept of health advice.

Communications & Information Sharing

Teachers/Tutors and Administration Staff

- Meetings will be held in rooms with appropriate capacity, good ventilation (windows open) and have an option for on-line attendance.
- Regular written communications regarding updates, change to protocols are distributed via email to all staff.
- Teachers are required to send enquiries/feedback via the enquiries@wollcon.com.au in-box.
- Google Drive has a folder of resources for teachers to access.
- Individuals are required to keep their knowledge of The Con's Safety Plan & policy up to date. (Internal drive).

Students/Families

- Teachers may contact students/families via mobile numbers to confirm classes.
- The WollCon provides written updates and newsletters during term.
- The WollCon Website includes a Covid-19 response section.
- Hygiene posters, & Covid Safety Requirements are displayed in each room and high traffic areas.
- The WollCon email: enquiries@wollcon.com.au is available for students & families to provide feedback, ask questions and raise concerns/complaints.

Resources

Australia Department of Health

<https://www.health.gov.au/>

<https://www.health.nsw.gov.au/Infectious/covid-19/Pages/public-health-orders.aspx#singing>

World Health Organization

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019#>

Safe Work Australia

<https://swa.govcms.gov.au/covid-19-information-workplaces>

Work Health & Safety Incident Notification – COVID-19 process.

NSW Dept of Education - Infection Control - Practical Guide for Creative Arts

APPENDIX A - Room Capacities

Room and outdoor venue capacity limits are not required from 8 June 2022 in NSW. Should the Covid restrictions change in the future, the room capacities measurements for the WollCon will be used.

Calculated 2 metre square restriction

Building	Room	Capacity	Building	Room	Capacity
Auditorium		25	Manor House	Studio 1	6
DML Building	Orchestra Room	21	Manor House	Studio 2	5
DML Building	Recording Studio	4	Manor House	Studio 3	6
DML Building	Room 1	3	Manor House	Studio 4	5
DML Building	The Lab	16	Manor House	Studio 5	5
DML Building	Theatre	14	Manor House	Studio 6	3
Double Storey	Basement	9	Single Storey	Room 1 / 2	24
Double Storey	Library	3	Single Storey	Room 3	10
Double Storey	Room 101	11	Single Storey	Room 5	9
Double Storey	Room 102	2	Single Storey	Room 6	3
Double Storey	Room 103a	4	Single Storey	Room 7	9
Double Storey	Room 103b	3	Single Storey	Room 8a	3
Double Storey	Room G01	11	Single Storey	Room 8b	5
Double Storey	Room G04	9	Single Storey	Room 9	9
Double Storey	Room G05	7	Single Storey	Room 11	4

Outdoor designated area for Performances (Lawn):

Toral Lawn Area = 936m²

936m² / 4 = 234 maximum capacity

APPENDIX B - Cleaning Schedule for Cleaning Services.

Facilities	Activity	Mon	Tues	Wed	Thurs	Fri	Sat
G01 (child minding)	Floors vacuumed	■	■	■	■	■	■
	Furniture wiped	■		■		■	■
	Doors/handles wiped	■	■	■	■	■	■
	Light switches wiped	■	■	■	■	■	■
	Bins emptied		■		■		■
G04, G101 (Chime)	Floors vacuumed	■	■	■	■	■	■
	Furniture wiped	■		■		■	■
	Doors/handles wiped	■	■	■	■	■	■
	Light switches wiped	■	■	■	■	■	■
	Bins emptied		■		■		■
Orchestra Room	Floors vacuumed	■			■		
	Furniture wiped			■			
	Doors/handles wiped	■	■	■	■	■	■
	Light switches wiped	■	■	■	■	■	■
	Bins emptied						■
Auditorium	Floors vacuumed	■	■	■	■	■	■
	Furniture wiped		■				
	Doors/handles wiped	■	■	■	■	■	■
	Light switches wiped	■	■	■	■	■	■
	Bins emptied						■
Classrooms/studios Offices Apartment Coordinator Office	Floors vacuumed	DML	DS	SS	Manor		
	Furniture wiped		DML	DS	SS	Manor	
	Doors/handles wiped	■	■	■	■	■	■
	Light switches wiped	■	■	■	■	■	■
	Bins emptied						■
Amenities Restrooms Staff rooms	Toilets/basins/sinks	■	■	■	■	■	■
	Tables/benches	■	■	■	■	■	■
	Floors/doors/handles	■	■	■	■	■	■
	Soap/paper dispensers refill	■	■	■	■	■	■
	Kitchen appliances.	■					
	Bins emptied	■	■	■	■	■	■
Paths, stairways, hallways	Floors cleaned		■		■		
	Handrails wiped	■	■	■	■	■	■

APPENDIX C - Schools Program – COVID-19 Safety Protocols for the Con school program teachers.

Introduction

While most of The Con work takes place at Gennifer Brae, Keiraville, the Conservatorium is committed to expanding our programs in other educational and recreational services to benefit the wider community.

Our school band program is delivered by highly trained and experienced music teachers partnering with the school to compliment a student's learning and provide opportunity to develop music theory knowledge and practical playing skills.

The Schools Program covers a wide range of curricular and co-curricular music activities across all stages of the Dept of Education curriculum and is delivered on-site at a scheduled time agreed by the principal during the normal school hours.

The following guidelines are in place and have been communicated to our school band teachers to ensure the safety of themselves and mitigate risk of community transmission to students at the school and at the Conservatorium of Music

Wellbeing of Con School program teachers and students when attending School Premises.

- The Con, school band teachers are required to comply with the Covid Safety Plan of the school

School program teachers are not permitted to attend a school if they:

- Have tested positive to COVID- 19 and are still infectious.
- Are self-isolating, waiting Covid-19 testing results or home quarantining.
- Have mild cold and/or flu-like symptoms (cough, shortness of breath, temperature, runny nose).
- Are feeling Unwell.

In the event a school program teacher meets any of the above criteria they are to:

- Notify the Principal of the school and cancel the session for the day.
- Report the absenteeism to the WollCon, Chief Executive Officer or Operations Manager.
- Get tested for COVID-19 and self- isolate, following NSW dept of Health instructions
- On receipt of test results inform the CEO and once permitted to return to work contact the school to resume the scheduled band program

In the event the school is required to close due to an incident of COVID-19 it is expected:

COVID-19 Safety Plan & Policy

- The principal will inform the WollCon teacher and instruct the person to not attend the school:
- The WollCon band teacher will notify the CON, Head Teacher & Chief Executive Officer immediately.
- The WollCon teacher will follow the NSW dept of Health instructions regarding the requirement for getting test (Covid-19) and self-isolating.
- Where possible the WollCon teacher, has permission to provide on-line lessons agreed with the School Principal.

Physical Distancing

- The room provided is to be well ventilated with windows opened for the session.
- Designated room and attendees comply with the NSW Dept of Health public orders.

Hygiene and Cleaning

Responsibility of the School

- To reinforce the School's Covid Safety Measures to be followed during the lessons/rehearsal.
- To provide hand sanitiser for students to use on entry to the designated room.
- To provide tissues and a wastepaper bin for used materials to be disposed.

Responsibility of WollCon Band Teacher

- Musical instruments brought to the session must be cleaned prior with the disinfectant products provided by the Conservatorium
- To ensure there is no sharing of instruments during the session. Students to be provided with one instrument only
- To ensure the students have sanitised their hands before entering the room
- To ensure students do not bring food to the session
- To ensure students have their own drink bottle and there is no sharing.
- At the conclusion of the session, the Con band teacher will wear gloves and disinfect all musical instruments before packing away.
- In the event a student attends a session and displays cold/flu like symptoms or is unwell, the WollCon school band teacher will stop the lesson and speak with the supervising teacher for the student to leave the session. The WollCon Band Teacher will complete a WollCon Incident report and submit to the admin team within 24 hours of the incident occurring.

Record Keeping

- WollCon Band Teacher is responsible for completing the school's record process on arrival each time.

- WollCon Band Teachers to carry proof of vaccination certificate with them and be prepared to show the evidence to the authorised school officers when asked
- The school is responsible for the record keeping of students who attend the session.

APPENDIX D - AMEB Exams: COVID-19 Safety Protocols

As part of the Con supporting music education in the Illawarra Region, Gleniffer Brae facilities at Keiraville, are used for face-to-face, AMEB (Australian Music Education board) examinations.

AMEB undertakes a risk assessment regularly to identify control measures to minimise risk to everyone attending on site exams. In addition to the requirements of AMEB to provide on-site examinations the Con will review the internal risk assessment register and may require additional control measures to ensure the safety, wellbeing, and health of everyone while attending the Conservatorium of Music.

The following guidelines are in addition to the WollCon's Covid Safety Plan & Policy and are to be followed by examiners, students, and other visitors attending as part of the AMEB examination program at the Wollongong Conservatorium of Music.

Wellbeing of Examiners and participants of the AMEB examination period.

It is advised examiners and other AMEB personnel. allow an additional 15 minutes to complete the Covid safety measures for sign-in when attending at the Con

Responsibilities of Examiners at the WollCon are:

- On arrival report to the admin office for on-site safety induction.
- Follow check-in procedures on arrival
- Follow the instructions of AMEB regarding vaccination status requirements for participants attending examinations.
- Follow the WollCon Covid Safety Requirements
- Disinfecting any common equipment used (eg pianos, seats) at the conclusion of each exam. Bacteria wipes are provided by the Con in each room.
-

Responsibilities of Participants attending AMEB exams at the Con

- Follow the WollCon Covid Safety Requirements
- Before entering the exam room, wash their hands at the restrooms or using hand sanitiser available in the examination room.

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Examiners and participants are not permitted to attend The Conservatorium if they:

- test positive COVID- 19 and are still infectious.
- Are waiting Covid testing results, self-isolating or home quarantining.
- Have mild cold and/or flu-like symptoms (cough, shortness of breath, temperature, runny nose)
- Are feeling unwell

In the event an examiner meets the above criteria they are to

- Notify the Conservatorium, to enable notices to be placed on the door to the studio informing the exam is post-phoned and to contact AMEB head office for further information.
- Follow the Covid-Safety plan protocols of AMEB.

In the event the participant meets the above criteria they are to:

- Not to attend the Conservatorium.
- Notify AMEB office and follow the Covid-19 Safety Plan protocols.
- Notify accompanists of the situation.

Physical Distancing & Ventilation

- The room provided is well ventilated with windows opened for the session.
- All rooms have been measured to identify number of people allowed to be inside together following the Public Health Orders. If density limits are required, the capacity numbers will be displayed on each room, and everyone is required to comply with the limits.
- If number of people exceeds the room capacity the exam cannot proceed in the designated room. The WollCon COVID Safety Marshal to be notified immediately for assistance.

Other Amenities

- The Staff room is available for.
 - make tea/coffee (Examiners are required to bring their own coffee mugs and utensils
 - store their snacks/lunch in the fridge
 - use the microwave, toaster for preparing food. After using the microwave, the door is to be wiped with a bacteria wipe.

APPENDIX E - Music Performance Events - COVID-19 Safety Plan

Well-being of Staff, Performers & Visitors

Performers, staff, and visitors will be required to check-in at the registration station,

Staff, performers, and visitors who meet any of the following criteria will NOT be allowed to attend and will be asked to leave the premises immediately through the exit door/pathway.

- Have tested positive to Covid-19 and are still infectious.
- Are waiting Covid-19 test results, are required to self-isolate or home quarantining.
- Have mild cold and/or flu-like symptoms (cough, shortness of breath, temperature, runny nose)
- Are feeling unwell.

Provide Knowledge and training to staff regarding COVID 19 safety plan

- The organiser of the performance event will provide an information session to WollCon Operations Manager, volunteers, and performers to ensure all personnel understand the Covid Safety Measure and their responsibilities to support a safe environment.

Managing a Sick Person at the performance.

- The COVID Safety Marshal is to be notified immediately and will manage the situation.
- The COVID Safety Marshal will undertake the following tasks:
 - Covid Safety Marshal to use protective equipment (surgical gloves and face mask)
 - Isolate the person from all other personnel at the event (Remove to a private location).
 - Provide the person with protective equipment (surgical gloves and face mask)
 - Interview person to understand where they have been at the event (seat number), if they went to the toilet and other areas, what did they touch. Record on a data sheet also confirming name, contact details. the information gathered at the interview will provided as part of the Con's contact tracing process
 - Ask the person if they are well enough to leave, get tested and seek medical attention.
 - Ensure the person has transport to leave the premises. Private transport is the preferred means/
 - If the person is very unwell ring for an ambulance, keep the person comfortable until medical assistance arrives.
 - Close off the infected areas by removing the chair the person was sitting on,
 - If a performer becomes unwell, close the event, and isolate the whole performance group following the steps: Isolate, seek advice, assess risk, clean, and disinfect.

- Notify CEO of incident and complete an incident report form
- At the completion of the performance, close off the area, place the hazard sign and notify Admin to organise the cleaning contract services to conduct a deep clean of the impacted areas. This is to occur within 24 hours of the incident occurring. All areas to remain closed until the deep clean is complete.
- The CEO will:
 - Advise staff of the situation and consult with employees about the identification and management of any remaining health and safety risks.
 - Provide the brochure outlining the [symptoms of COVID-19](#) that staff should monitor themselves for
 - Inform staff where to [seek public health advice and help](#)
 - Remind staff, contractors, visitors, and customers to not enter the premises if they are unwell

Display Conditions of Entry

- All students and families have access to the WollCon Covid Safety Plan & Policy and the Covid Safety Requirements.
- The conditions of entry will be displayed on the WollCon Website and communicated via an email to participants.
- On performance days a printed version of the Outdoor Music Performance gathering Covid Safety Measures is displayed on the registration table.
- The surrounding buildings and rooms display the Covid Safety Requirements & conditions of Entry poster.

Physical distancing

- The Con will have a designated COVID Safety Marshal to manage the Covid safety provisions for the event (see appendix for duty statement)
- The Pond and Courtyard are designated areas for outdoor performances.
- The Auditorium, Orchestra Room, Theatre and Room 1&2, the preferred indoor performance areas
- The audience is to adhere to the physical distancing requirements as indicated on the Covid Safety Requirements, which are in accordance with the Public Health orders.
- Rooms will be allocated with seating to match capacity limits (when density limits are required). A WollCon representative will manage room capacity. If there are no seats available, the individual will not be given access to entry and will be required to wait outside until such time as a seat becomes available.
- Audiences will enter the event through an entry gate and at the end of the event will leave through the exit (archway north end of the lawn/fountain area).
- If another event is arranged on the same day, the new audience will be permitted to enter once hygiene/cleaning protocols have been completed.
- In the situation of inclement weather, outdoor events will be cancelled.

- Performers are to adhere to the physical distancing requirements as indicated on the Covid Safety Measures memorandum, which are in accordance with the Public Health orders.

Hygiene and Cleaning

- On arrival at the venue, hand sanitiser will be available at the registration table for attendees to use.
- hand sanitisers will be available on stage for performers to use.
- Bathrooms will be open for use and have a supply of hand sanitise, liquid soap and paper towels for handwashing.
- The NSW Government Handwashing Procedure poster is displayed in all bathrooms.
- At the end of the event, all performers will be requested to clean their instruments when packing up.
- There will be no sharing of instruments by performers.
- Common equipment may include microphones', chairs, and music stands. Each musician will be required to disinfect the equipment at the end of each performance.

Information

- The Con's Covid Safety plan & Policy is stored on the internal network and can be assessed by staff at any time.
- Summaries are provided on the WollCon Website.
- For outdoor purposes the Appendix E - music performance Events COVID Safety Plan will be printed and displayed at the registration table.
- All performers, the COVID Safety Marshall and staff attending will be provided with a copy of the Covid Safety Measures Memorandum.

APPENDIX F – COVID Safety Marshal Role

Responsibilities & Duties

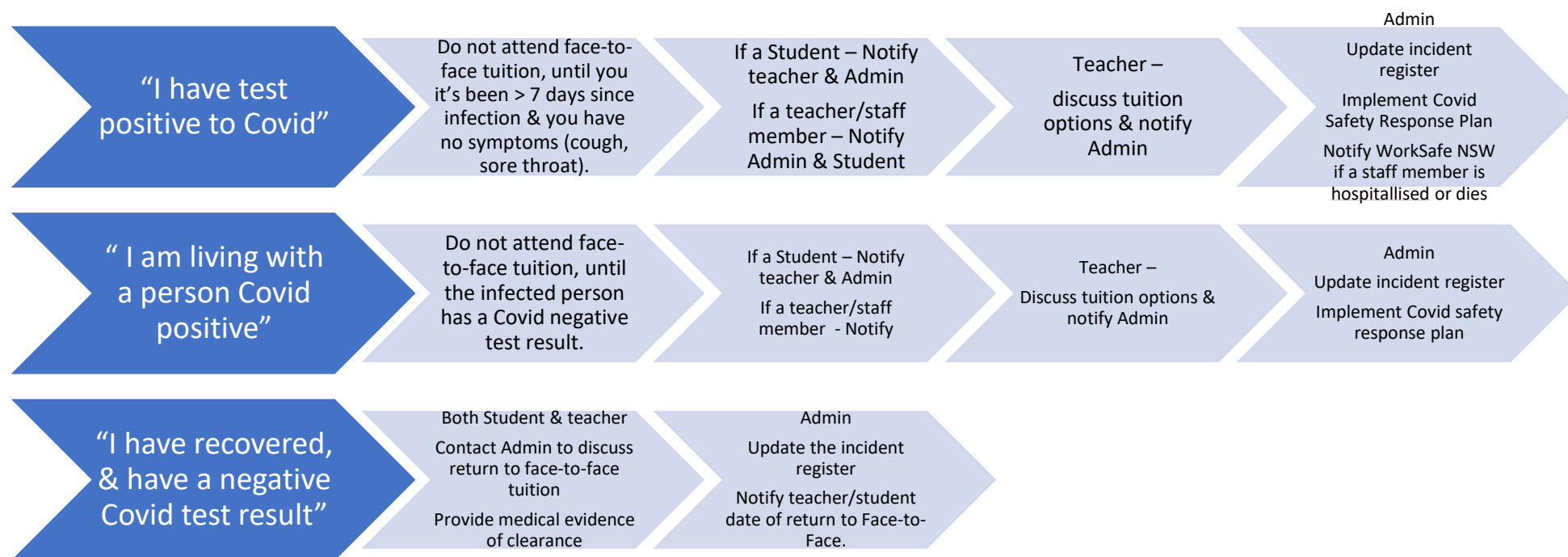
- all performance Events and gatherings at the CON will have a Covid Safety Marshal present
- The Covid Safety Marshal is selected by the CEO or head teacher for each event and will be a current employee with thorough knowledge of the Covid Safety Plan for the Conservatorium
- The marshal is responsible for:
 - Briefing staff and performers of their responsibilities and the requirements of the Covid19 Safety plan to be followed for the event.
 - Ensuring all aspects of the Music Performance Event Covid-19 Safety plan is followed
 - Ensuring all attendees on site adhere to the Covid Safety requirements
 - Responding to any on-the-day grievances/complaints. Seeks support when necessary and if feeling threaten contacts police.
 - Attending to a sick person at the venue and following the procedures set out in the performances event Covid-19 Safety Plan
 - Reporting incidents to the CEO and completing the incident reporting form for action.
- The COVID Safety Marshal is required to be at the venue 2 hour (minimum) prior to the start of the performance to set up the registration station, ensure all signage is displayed, entry and exit points, assist with setting up the area (chairs), & ensure the first-aid kit is easily accessible.
- The Covid safety Marshal is required to be present for the duration of performance events and after the event to ensure everyone has left and the common equipment has been disinfected (per procedures).
- The Covid Safety Marshal has delegated authority to ask a person to leave the venue if they breach the Covid Safety Plan requirements.

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Appendix G – What do I need to do if I test positive to Covid 19 or exposed to Positive Covid 19 case?



Please note approval from WollCon Admin is required to return to face-to-face tuition and attendance at WollCon.

Appendix H – Risk Assessment Register

Situation: 22/06/2022

Date: 25/10/2021

Hazard	What is the consequence (harm)?	What is the likelihood that the harm would occur?	What is the level of risk?	What are the current controls in place?	Are further controls required? (Where current controls not adequate to manage risk)	Review Date
COVID-19 from students who are infected transmitted to others in rehearsal	<p>High</p> <p>Vaccinated Staff & r students being infected and causing illness</p> <p>Unvaccinated staff & students being infected and causing serious illness</p>	<p>Almost Certain</p> <p>The Omicron variant is highly contagious</p> <p>There is a high incidence of infection occurring each day in the region</p>	Extreme,	<p>Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority.</p> <p>Students to bring own materials (no sharing)</p> <p>Ventilation – during rehearsal studios& classrooms windows and doors fully open to maximise ventilation.</p> <p>groups (8 – 20 individuals) rehearse in the larger designated areas (auditorium,</p>	<p>For group, ensemble, orchestra rehearsals only playing musicians can entry the designated room.</p> <p>Vaccination status of students, staff and teachers will be provided to the Administration team on commencement of Term 1.</p> <p>Vaccination status is securely stored on personnel records and maintained by the Administration Team.</p> <p>Risk assessment on each ensemble completed (mitigations to be updated shortly)</p>	04/10/2022

COVID-19 Safety Plan & Policy

Hazard	What is the consequence (harm)?	What is the likelihood that the harm would occur?	What is the level of risk?	What are the current controls in place?	Are further controls required? <i>(Where current controls not adequate to manage risk)</i>	Review Date
COVID-19 from staff who are infected transmit to other staff and students.	High Vaccinated Staff & students being infected and causing illness Unvaccinated students being	Almost Certain, Omicron variant highly transmissible Case numbers are high.	Extreme	Orchestra room, theatre, room 1&2) Signage placed outside each studio/classroom advising of Covid safety Measures. Alcohol based hand sanitiser is provided on entry to all studios and classrooms. Entry and exits will be marked and no one will enter/exit from same point. Posters on hand washing are prominent in toilets at hand washing facilities. Cleaning and disinfecting are done in accordance with guidance from Safe Work Australia and Health authorities Frequently touched surfaces including counters, handrails, doors, till, phones,		04/10/2022

COVID-19 Safety Plan & Policy

Hazard	What is the consequence (harm)?	What is the likelihood that the harm would occur?	What is the level of risk?	What are the current controls in place?	Are further controls required? <i>(Where current controls not adequate to manage risk)</i>	Review Date
	infected and causing serious illness			<p>keyboards, and EFTPOS facilities have all been identified for regular cleaning.</p> <p>Staff are briefed on symptoms of COVID-19 and have been told to stay home unwell</p> <p>If a staff member becomes unwell at work, a process is in place to isolate them and arrange for them to be sent home to receive medical attention.</p> <p>Alcohol based hand sanitiser is provided in all studio's, classrooms, & offices.</p> <p>On-line platform (virtual) available Teaching and staff meetings</p>		
Staff experience change fatigue, & mental health illness related to isolation requirements,	Moderate – absenteeism and staff require medical support, staff resign	Possible,	Medium	<p>1;1 follow-up session with individual teachers to check-in</p> <p>Sick leave & lesson cancelations monitored,</p>	<p>Organise an EAP service for staff & teachers to access</p> <p>Creating a team, A & team B for the essembles to mitigate consequence of classes stopping</p>	04/10/2022

COVID-19 Safety Plan & Policy

Hazard	What is the consequence (harm)?	What is the likelihood that the harm would occur?	What is the level of risk?	What are the current controls in place?	Are further controls required? <i>(Where current controls not adequate to manage risk)</i>	Review Date
				and follow-up calls with teachers to understand and provide support where necessary.		
Student/family aggression	Moderate – Upsetting to teachers & students, disruptive to rehearsals, require additional resources to resolve issues, negative impact brand.	Unlikely, there are different rules for different groups which can cause confusion and disgruntlement for some. Families are expressing high desire for students to return to group tuition.	Medium	<p>Communicate all changes with students/families promptly through e-newsletter</p> <p>Educate staff and families regarding the Con's complaints/feedback processes</p> <p>Teachers to re-direct aggrieved student/family to Administration for discussion of issue</p> <p>If required, staff are provided psychological support through an EAP service.</p>	<p>Clear Customer Service Standards & expectations displayed on buildings and communicated to families.</p> <p>Training for Teachers & Admin staff on communicating with aggressive customers</p> <p>CEO on-call to address an urgent student/family concern.</p> <p>Process developed and implemented to suspend abusive and violent student/family from attending the CON</p>	04/10/2022

COVID-19 Safety Plan & Policy

Hazard	What is the consequence (harm)?	What is the likelihood that the harm would occur?	What is the level of risk?	What are the current controls in place?	Are further controls required? <i>(Where current controls not adequate to manage risk)</i>	Review Date