

Canberra Vocal Development

COVID-19 Safety Plan June 2020

This COVID-19 Safety Plan (Plan) contains important information for CVD personnel, students, parents and caregivers and outlines the lawful requirements for Canberra Vocal Development (CVD) including the reopening and return to face to face operations following the shutdown period.

CVD implements these stringent procedures in accordance with the current COVID-19 Australian/ACT Government and SafeWork Public Health Directions to maintain a safe learning/teaching environment.

The following measures must be strictly adhered to. Failure to comply may result in lessons being ceased and the relevant individual/s being removed from the premises.

Studio Social Distancing Regulations

- A **minimum** of 1.5 meters social distance is to be maintained in all teaching rooms and hallway areas.
- Group classes will be limited to 6 people including the teacher and **must** be held in the large room (room 4) with 1.5 metres distance per person maintained.
- When a student arrives for their lesson, they will be required to arrive on time for their allotted session to avoid overcrowding in and around the studio at one time. For clarity, students are encouraged to avoid arriving too early.
- There will be no chairs available in the waiting areas. All students must not enter the studio until their teacher collects them. Students must wait in the centre corridor/hallway outside the studio door (unit 5 of the centre) until their teacher comes to collect them. Where multiple students are waiting, social distancing must be maintained.
- Where the student attending a lesson is considered a minor requiring adult supervision, parents/approved caregivers are required to drop the student at the studio door and wait with them until the teacher collects the student for their lesson. CVD accepts no liability or responsibility for the welfare any students who is considered a minor where a parent or approved caregiver leaves the student prior to a teacher collecting them.
- Parents/caregivers should leave the centre once the teacher has collected the student to avoid crowding.
- In the case of a group class of 2 or more students, where students will be arriving at the same time, the above items apply and the teacher will collect the students at the door. Individuals must maintain a 1.5 metre distance at all times when being escorted to the lesson. Parents/caregivers are requested to remain outside the studio unless there is a valid reason to enter/sit in on a lesson.

CVD Personnel Training

- All CVD personnel are obligated to adhere to these measures and it is a requirement that all staff/teachers be trained in and understand the relevant practices outlined in this plan.

Hygiene measures

- Persons accessing the CVD studio will have access to hand sanitising products and a hand washing station upon entry to the studio.
- Each individual is required to ensure their own handwashing and hygiene maintenance upon entering and leaving the studio.
- CVD personnel are responsible for maintaining the cleanliness and sanitisation of the studio. This means after each lesson or after use of a room, the individual using that room must wipe and disinfect all surfaces including (but not limited to):
 - heaters and fans
 - printer
 - doorknobs
 - music stands
 - microphones
 - whiteboard markers
 - pianos
 - speakers
 - chairs
 - any other touched surfaces/items.
- The use of shared kitchen utilities such as sink/taps, cups, cutlery, microwave, toaster and kettle is prohibited except for handwashing.
- Students and CVD personnel will be required to bring their own water bottles and, where relevant cutlery.
- CVD personnel will make every effort to maintain good ventilation of rooms and the hallway areas to ensure adequate clean airflow where possible.
- Restrooms remain available for students and CVD personnel. It is encouraged that use is limited where possible to avoid touching shared surfaces. The doors will be kept open to avoid shared touching of the bathroom key.

Sickness and feeling unwell

NSW/ACT Health COVID-19 checklist questions

- CVD personnel, parents/caregivers and students will be asked to assess their own condition before attending their lessons or the studio premises.
- Teachers are required to assess each student at the start of their lesson using the below checklist questions.
- Where a teacher confirms any of the points in the checklist, you will be required to vacate the premises, self-isolate and contact your doctor immediately.
- ONLINE lessons will be provided in circumstances that prevent face to face lessons. These will be conducted in lieu of providing makeup lessons at a later date.

CHECKLIST QUESTIONS

1. Have you travelled overseas in the past 14 days?

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Information and signage sourced from SafeWork Australia, NSW Health, COVID19-ACT Health
Canberra Vocal Development

Questions about this plan should go to admin@canberravocaldevelopment.com.au

2. Have you had contact with a COVID-19 case?
 3. Are you feeling unwell or presenting a fever or flu symptoms?
 4. Are you at high risk of contracting any respiratory illness or suffer from any existing respiratory issues?
 5. Has anyone in your family/home been unwell in the last 14 days?
- Even though an individual may not have COVID-19 symptoms, where a student, CVD personnel or caregiver is feeling unwell, it is important to self-isolate and stop the spread of germs to other people attending CVD.
 - CVD will close immediately if any confirmed cases of COVID-19 in the workplace occur and, as is mandated by WorkSafe ACT, will immediately notify WorkSafe ACT, all CVD students, personnel and families.

Signage for studio

- Government issued signage will be placed around the studio. Resources from ACT/NSW Health relating to hand washing, social distancing, feeling unwell, handwashing and cough, sneeze etiquette will made available.

Masks

- Wearing of masks is optional. Where students and teachers wish to wear masks, they may. Please note this may prove difficult for singing and communication and we suggest if you feel you need to wear a mask, to continue with online lessons from home.

High risk Students and staff

- If students or CVD personnel are feeling unwell, CVD advises the individual to stay home and visit their doctor.
- If a teacher or an individual are worried about their health and safety and feel they are at risk of respiratory illness, CVD advises the individual to continue with online lessons from home and recommends returning to face to face lessons once they feel safe to do so.

Terms and conditions

- All CVD terms and conditions, as advertised on our website, remain enforceable and no parts of this plan preclude students or CVD personnel from meeting their contractual obligations.
- CVD reserves the right to refuse lessons if a student has not disclosed their current health status and is suspected of being ill. Make up lessons will be at the teacher's discretion.