

Introduction

This COVIDSafe plan is specifically for Term 3, 2020 and is subject to expert advice, testing & Community transmission rate, this plan will be revised and updated Term 4.

Music for Canberra has developed COVIDsafe guidelines for these rehearsals and they have been developed in partnership with venue partners, the Melbourne Youth orchestra and comply with the ACT Government advice.

The plan outlines a risk managed approach to the return to in-person program and unfortunately there has been some changes to our programs for this term. The Term 3 programs on offer and their location have changed for a number of reasons which include but are not limited to, resourcing, COVIDsafe planning and requirements, financial sustainability, effective management and venue availability.

If you have any questions, queries or concerns, please direct them to Peter Thomson via Peter@musicforcanberra.org.au

References

[Australian Government, 3 Step framework for a COVIDSafe Australia](#)

[National COVID-19 safe workplace principals](#)

[Canberra's Recovery Plan: Easing of Restrictions Road Map](#)

[Entertainment, Live performance, arts and cultural activities](#) ACT Government.

Other Resources

[ACAG COVIDsafe plan.](#)

Venues

Music for Canberra office:

- Room 8, Ainslie Arts Centre, 30 Elouera St, Braddon ACT 2612.

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Ainslie Arts Centre, 30 Elouera St. Braddon

PO Box 5084 Braddon ACT 2612

02 6182 0030

info@musicforcanberra.org.au

Rehearsal venues

- Ainslie Arts Centre, 30 Elouera St, Braddon ACT 2612. [COVIDsafe plan](#).
- Gorman Arts Centre, 55 Ainslie Ave, Braddon ACT 2612. [COVIDsafe plan](#).

Music for Canberra COVIDsafe plan version 1.2

	Remote learning via Digital Platform	Limited In-person Activity	Limited In-person Activity
	<u>Term 2 – Remote learning</u>	<u>Term 3 - In-person learning</u>	<u>Term 4 – In-person learning</u>
Dates	<i>Tuesday 28 April – Friday 3 July 2020</i>	<i>Monday 20 July to Friday 25 September 2020</i>	<i>Monday 12 October to Friday 18 December 2020</i>
Individual lesson	All lessons conducted via online learning.	Resume in-person lessons at Ainslie and Gorman Arts Centres.	Resume in-person lessons at Ainslie and Gorman Arts Centres.
Group Lessons	All lessons conducted via online learning.	Resume in-person lessons at Ainslie and Gorman Arts Centres.	Resume in-person lessons at Ainslie and Gorman Arts Centres.
Youth orchestras & String Stream	All rehearsals conducted via online learning.	Resume in-person rehearsals at Ainslie and Gorman Arts Centres.	Resume in-person rehearsals at Ainslie and Gorman Arts Centres.
Ensembles	All rehearsals conducted via online learning.	Resume in-person rehearsals at Ainslie and Gorman Arts Centres.	Resume in-person rehearsals at Ainslie and Gorman Arts Centres.
Choirs	All rehearsals conducted via online learning.	Resume in-person rehearsals at Ainslie and Gorman Arts Centres. <i>Seasoned Voices Choir, Tuesday rehearsals via online learning.</i>	Resume in-person rehearsals at Ainslie and Gorman Arts Centres. <i>Seasoned Voices Choir, Tuesday rehearsals via online learning.</i>
Early Childhood (Music play classes)	All rehearsals conducted via online learning.	Resume in-person rehearsals at Ainslie and Gorman Arts Centres.	Resume in-person rehearsals at Ainslie and Gorman Arts Centres.
Music for All abilities (MAP)	All classes conducted via online learning.	Resume in-person rehearsals at Ainslie and Gorman Arts Centres.	Resume in-person rehearsals at Ainslie and Gorman Arts Centres.

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Office	Remote office via work from home, temporary office at Gorman Arts Centre, for 3 staff.	Office will be open for those that want to return. Limited office hours 11 am – 5 pm Monday to Friday. Office located at Ainslie Arts Centre, back in room 8.	Office will be open for those that want to return. Limited office hours 11 am – 5 pm Monday to Friday. Office located at Ainslie Arts Centre, back in room 8.
Volunteers	No required during this term.	Limited return, same health and Safety requirements as staff and members.	Limited return, same health and Safety requirements as staff and members.
Concerts	None	None. Potential for the following activities, open rehearsals, recordings, and streamed concerts. Subject to Advice, testing & Community transmission rate.	TBD. Subject to Advice, testing & Community transmission rate.
Camps	None	None	TBD. Subject to Advice, testing & Community transmission rate.
Regional & interstate Touring	None	None	TBD. Subject to Advice, testing & Community transmission rate.

Term 3 activities and requirements: Monday 20 July to Friday 25 September 2020

	Requirements	Action
Health Safety, wellbeing of staff, members, and volunteers	Exclude those who are unwell	<p>All:</p> <ul style="list-style-type: none"> • Suspected case, if you and/or a family member is tested for COVID-19 you need to inform the General Manager of Music for Canberra as soon as practicable. • If you are unwell, please stay away from all MfC activities. • Immediately isolate and provide a mask for anyone who becomes unwell during any MfC activity, contact family and/or careers for prompt removal, and advise to seek advice from ACT Health. • All emergency contact details for members, volunteers and staff are up to date, before programming commence.

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		<p>Staff:</p> <ul style="list-style-type: none"> • Ensure rolls are marked correctly for all MfC activities. • Ensure all staff have appropriate PPE and training completed.
	Ensure that exclusion does not unduly penalise those who comply.	<p>Members:</p> <ul style="list-style-type: none"> • Provide alternative opportunity for participation and learning when absent (remote learning via streaming). <p>Staff:</p> <p>Ensure that staff are aware of and understand leave entitlements, if they're sick or required to self-isolate or choose not to attend due to personal risk factors.</p>
	Allow Members, Parents & Guardians to make an individual assessment of risk in attending	<p>All:</p> <ul style="list-style-type: none"> • Provide an alternative means for learning when absent, which will be remote learning via streaming. • Ensure the digital platform is utilised and member and staff are aware that is we need to or are require to this will be our alternative learning environment (remote learning via streaming).
	Provide clear and timely communications to members and staff	<p>Members:</p> <ul style="list-style-type: none"> • Provide group engagement session for programs that are affected because of COVIDsafe planning and execution. • Provide all members and staff with clear and timely, communications. • Record attendance of all programs. • Ensure that all members and staff understand COVIDsafe policies and procedure.
	Provide staff and volunteers with information and training on COVIDsafe policies and procedures	<p>Staff and Volunteers:</p> <ul style="list-style-type: none"> • Provide staff and volunteer training sessions and guidelines via a COVIDsafe staff handbook, on-site inductions and consultations. • Ensure all staff and volunteers have been briefed on symptoms of COVID-19 and have been told to stay home if they are unwell.
	Ensure clear systems are in place in the event of a	<p>All:</p> <ul style="list-style-type: none"> • Communicate clearly to families and staff about the notification process of any MFC positive results.

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	positive COVID-19 contact	<ul style="list-style-type: none"> • SMS system in place and already tested for urgent notification for any program and/or activities that are cancelled, including venue closures. • Ensure appropriate privacy / anonymity of personal health information. • Notify venue manager and ensure they comply with a venue deep clean as required by ACT Health Guidelines. • Ensure that staff, members, and volunteers are area and comply to any and all quarantine measures that are required of them.
Physical distancing	Capacity must not exceed one person per 4 square metres.	<p>All:</p> <ul style="list-style-type: none"> • Ensure compliance with venue Managers requirements to venue occupancy levels. See links above to each of the venue partners COVIDsafe plans. • Ensure signage is in place to inform members and staff <p>Staff:</p> <ul style="list-style-type: none"> • Chairs set up by staff, ensuring 4m2 for each person. • A distance of at least 3m from the ensemble should be maintained for any persons facing the group (e.g. pianist, conductor, tutor)
	Limit the number of people on site	<p>All:</p> <ul style="list-style-type: none"> • No parents, or non-essential workers to attend rehearsals and/or lessons. • Place volunteers and staff at key locations to ensure that total number not to exceed limit in each space. • Provide supervised drop-off and pick-up points (and waiting spaces) for members, so that parents and siblings do no need to enter the venues. • Encourage prompt drop-off and pick-up to reduce waiting times – email and clear policy on how early members should be present. • Maintain online learn environment to support programming.
Hygiene and cleaning	Adopt good hand hygiene practices.	<p>Venue manager</p> <ul style="list-style-type: none"> • Ensure signage reminding members of good hand hygiene • Ensure bathrooms are well stocked with
	Limit surface contact	<p>All:</p> <ul style="list-style-type: none"> • Leave doors open as appropriate

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		<ul style="list-style-type: none"> • Only pianist to play and clean the piano • Only staff to move furniture • Members keep all belongings in a bag, store appropriate • Members to bring own music stand to all lessons and rehearsal. No stand no play. • Staff mark rolls and are returned to the MFC office daily.
	Clean frequently used areas at least daily.	<p>Venue Manager:</p> <ul style="list-style-type: none"> • Ensure the venues are appropriate cleaned throughout the day. <p>Staff:</p> <ul style="list-style-type: none"> • Only to touch and clean their own instruments and materials. • Wipe down instruments and materials used between sessions. <p>Members:</p> <ul style="list-style-type: none"> • Only to touch and clean their own instruments and materials.
	Safety and hygiene equipment	<p>Venue Manager:</p> <ul style="list-style-type: none"> • Hand sanitiser stations provided by each venue, MFC to provide additional resources are required. <p>MfC Office:</p> <ul style="list-style-type: none"> • Hand sanitiser, paper towels, disinfectant wipes for regular high touch areas to be cleaned frequently.
Record keeping	Keep records of attendance and updated contact numbers and Support contact tracing	<p>Parents and Careers:</p> <ul style="list-style-type: none"> • Ensure sign and out of venues when attending <p>Staff:</p> <ul style="list-style-type: none"> • Ensure rolls are accurately recorded for each lesson, rehearsal and/or activity. <p>Office:</p> <ul style="list-style-type: none"> • Ensure that these rolls are added to the CRM, weekly. • Ensure all members and staff contact details are up to date. • Ensure CRM is backed up, off site. <p>Venue Manager:</p> <ul style="list-style-type: none"> • Ensure all attendances are recorded and stored property.

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If you have any questions, please contact Peter Thomson, General Manager of MfC:

- Phone: (02) 6281 0030
- Email: peter@musicforcanberra.org.au

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