

Introduction

The Music for Canberra (MfC) COVIDSafe plan is subject to expert advice, testing & community transmission rate. This plan will be reviewed as required bases on testing and community transmission rates of COVID-19 the advice of Health Authorities.

MfC has developed this COVIDsafe plan in partnership with Venue Partners, the Melbourne Youth Orchestra and comply with the ACT Government advice.

The plan outlines a risk-managed approach to continue in-person programming, unfortunately, there have been a small number of changes to our program. A few programs have required venue/location changes for several reasons, which include but are not limited to, resourcing, COVIDsafe planning requirements, financial sustainability, effective management, venue availability, to support the best possible musical outcomes for our members.

If you have any questions, queries, or concerns, please direct them to General Manager, Peter via Peter@musicforcanberra.org.au or phone number (02) 6182 0030.

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.
- [Choral and signing specific information](#) ACT Government.

Other Resources

- [Check In CBR App.](#)
- [AGAC COVIDsafe plan.](#)
- [ANU COVID-19 advice.](#)

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Ainslie Arts Centre, 30 Elouera St. Braddon

PO Box 5084 Braddon ACT 2612

02 6182 0030

info@musicforcanberra.org.au

Venues

Music for Canberra office:

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

Rehearsal venues

- Ainslie Arts Centre, 30 Elouera St, Braddon ACT 2612. [COVIDsafe plan](#).
- Gorman Arts Centre, 55 Ainslie Ave, Braddon ACT 2612. [COVIDsafe plan](#).
- ANU School of Music, Building 100, William Herbert Pl, Canberra ACT 2601. [COVIDsafe plan](#).

Music for Canberra COVIDsafe plan date 1 February until Thursday 1 April 2021.

	Limited In-person Activity
Dates	<i>Monday 1 February until Thursday 1 April 2021.</i>
Individual lesson	Resume in-person lessons at Ainslie and Gorman Arts Centres.
Group Lessons	Resume in-person lessons at Ainslie and Gorman Arts Centres.
Youth orchestras & String Stream	Resume in-person rehearsals at Ainslie and Gorman Arts Centres, and the ANU School of Music.
Ensembles	Resume in-person rehearsals at Ainslie and Gorman Arts Centres.
Choirs	Resume in-person rehearsals at Ainslie and Gorman Arts Centres. <i>Seasoned Voices Choir</i> , Tuesday rehearsals via online learning.
Early Childhood (Music play classes)	Resume in-person rehearsals at Ainslie and Gorman Arts Centres.
Music for All abilities (MAP)	Resume in-person rehearsals at Ainslie and Gorman Arts Centres.
Office	Limited office hours 11 am – 5 pm Monday to Friday. Office located at Room eight (8) Ainslie Arts Centre, phone number (02) 6182 0030.
Volunteers	Return, same health and Safety requirements as staff and members.
Concerts	Return, see specific concert COVIDsafe plan.
Camps	TBD. Subject to Advice, testing & Community transmission rate.
Regional & Interstate Touring	TBD. Subject to Advice, testing & Community transmission rate.

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Term 1 activities, requirements and information for COVIDsafe programming.

	Requirements	Action
Health Safety, the Wellbeing of staff, members, and volunteers	Check in up arrival.	<p>All:</p> <ul style="list-style-type: none"> All MfC staff, members, students, participants, volunteers, and people attending any MfC program or activity are to check-in to the venue on arrival. We strongly encourage use of the Check In CBR App.
	Exclude those who are unwell.	<p>All:</p> <ul style="list-style-type: none"> If you are unwell, please stay away from all MfC activities. 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. 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. <p>Staff:</p> <ul style="list-style-type: none"> Ensure rolls are marked correctly for all MfC programs and/or 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 an 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 are 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 members and staff are aware that is we need to or are required to this will be our alternative learning environment (remote learning via streaming).

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	Provide clear and timely communications to members and staff	Members: <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 program’s activities. • Ensure that all members and staff understand COVIDsafe policies and procedure.
	Provide staff and volunteers with information and training on COVIDsafe policies and procedures	Staff and Volunteers: <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 that 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 positive COVID-19 contact	All: <ul style="list-style-type: none"> • Communicate clearly to families and staff about the notification process of any MfC positive results. • SMS system in place and already tested for urgent notification for any program and/or activities cancelled, including venue closures. • Ensure appropriate privacy/anonymity of personal health information. • Notify the Venue Manager and ensure they comply with a venue deep clean as required by ACT Health Guidelines. • Ensure that Staff, Members, and Volunteers are aware and comply with all quarantine measures that are required of them.
Physical distancing	Capacity must not exceed one person per 1.5 square metres.	All: <ul style="list-style-type: none"> • Ensure compliance with Venue Managers requirements to venue occupancy levels. • Ensure signage is in place to inform members and staff. Staff: <ul style="list-style-type: none"> • Chairs set up by Staff, ensuring 1.5 m for each person. • Conductors, Instructors, and Accompanists must be at least two (2) metres from performers. • Musicians should maintain at least two (2) metres from the audience and conductor and 1.5 metres from the other musicians.

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		<ul style="list-style-type: none"> All programs, classes, rehearsals, performances, meetings, or activities will follow venue capacity restrictions.
	<p>Capacity must not exceed one person per 2 square metres.</p> <p>For all vocal/choral programs.</p>	<p>Singing carries a high risk of transmission of COVID-19, due to increased droplet spread. While singing is currently permitted in the ACT, MfC will take steps to minimise the risks associated with this activity.</p> <p>All:</p> <ul style="list-style-type: none"> Choirs and performers should maintain a minimum of two (2) metres from each other and from the audience. Additional cleaning should be undertaken of areas or equipment in range of singers/performers. <p>Staff:</p> <ul style="list-style-type: none"> Chairs set up by Staff, ensuring 2 m for each person. Conductors, Instructors, and Accompanists must be at least two (2) metres from performers.
	<p>Limit the number of people on site</p>	<p>All:</p> <ul style="list-style-type: none"> No parents or non-essential workers are to attend rehearsals and/or lessons. Place Volunteers and Staff at key locations to ensure that the total number not to exceed the limit in each space. Provide supervised drop-off and pick-up points (and waiting spaces) for members, so that parents and siblings do not 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 learning environment to support programming.
<p>Hygiene and cleaning</p>	<p>Adopt good hand hygiene practices.</p>	<p>Venue Manager</p> <ul style="list-style-type: none"> Ensure signage reminding members of good hand hygiene Ensure bathrooms are well stocked with appropriate cleaning and hygiene products.
	<p>Limit surface contact</p>	<p>All:</p> <ul style="list-style-type: none"> Leave doors open as appropriate. Only the pianist to play and clean the piano. Only staff to move furniture Members keep all belongings in a bag, store appropriate. Members are to bring own music stand to all lessons and rehearsals. No stand no play.

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		<ul style="list-style-type: none"> • 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 appropriately 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, Guardians and Careers:</p> <ul style="list-style-type: none"> • Ensure sign-in 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 that all members and staff contact details are up to date. • Ensure that the CRM is backed up, off-site. <p>Venue Manager:</p> <ul style="list-style-type: none"> • Ensure that all sign-in records are recorded and stored property.

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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