

**> BE COVID SAFE.
STAY IN BUSINESS.**

Your COVID-19 Safety Plan

Outdoor gatherings for music rehearsal and performance

Organisation details

Organisation name	The OZY Youth Choir Honouring Defence Service Inc
Organisation location (town, suburb or postcode)	Exeter
Completed by	Kylie Stefaniuk
Email address	treasurer@oyc.org.au
Effective date	12 October 2020
Date completed	20 November 2020

Wellbeing of staff and visitors

Exclude staff, performers and audience members who are unwell.

Our Choir ensures our members are aware that missing practices and events due to illness is not detrimental to their place within the performance choir. We encourage good health, wellness and inclusion of all our participants regardless of attendance.

Mob Practice –

Mob Leader, singers and support volunteers will be required to complete sign-in sheets advising they are well and do not have flu like symptoms prior to entry to practice space.

Performance –

Invitation to perform as part of the Choir at live venue to include question associated with participants current health situation. All in attendance will be required to complete sign-in sheets advising they are well and do not have flu like symptoms.

Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, cleaning, and how to manage a sick visitor.

Our Choir' Leaders and Support Volunteers will utilise the Safe Work Australia, COVID19 Resource Kit during our regular online meeting schedule as a training source <https://www.safeworkaustralia.gov.au/collection/covid-19-resource-kit>

The information gained in this resource kit will be included the Choir's induction talks at the beginning of each Mob Practice or on-site at Performance venues.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

We are a not-for-profit organisation and do not have paid employees. Our Mob Leaders and Support Staff are all volunteers.

Our Choir ensures our members are aware that missing practices and events due to illness is not detrimental to their place within the choir family. We encourage good health, wellness and inclusion of all our participants regardless of attendance.

Display conditions of entry (website, social media, venue entry).

Our Choir rents space from Community facilities to hold our Mob Practices. In addition to the facilities conditions of entry we will:

Mob Practice –

At each Mob practice, signs relating to COVID-19 symptoms will be placed at entry to the Mob's practice space as a reminder to members to refrain from entering if they have symptoms of COVID-19 as well as signs advising hands to be sanitised prior to entry and 1.5m floor markings.

Performance -

As our Choir is generally invited to perform at events, the venue/organisers COVID19 Safe Plan will be requested prior to arrival at the Event and members song books will display appropriate signage reminders of social distancing and hygiene.

Ensure processes are in place to exclude performers and audience members who have visited a location or venue at a time and date that requires them to self-isolate,

in the 14 days prior. Locations with self-isolate alerts are listed on the NSW Government website.

The Choir's Volunteer Executive team will monitor NSW Government's latest COVID news and update page.

<https://www.nsw.gov.au/covid-19/latest-news-and-updates>

Mob Practice -

Our Creative Director will liaise with Mob Leaders the week prior to organised practice session. Regular contact will occur including a confirmation post on our members facebook page to advise practice will occur or will be postponed as a result of any self-isolate alerts within the immediate area.

Performance –

Our Creative Director will liaise with Organiser's the week prior to performance. Regular contact will occur including a confirmation post on our members facebook page to advise any changes to the performance scheduled as a result of any self-isolate alerts within the immediate area.

Physical distancing

Ensure the number of people does not exceed one person per 4 square metres of space (excluding staff) to a maximum of 500 people.

<https://www.nsw.gov.au/covid-19/covid-safe/outdoor-music-rehearsal-and-performance>

In accordance with advice from NSW Health our Choir will adhere to recommendation from the Chief Health Officer in relation to music and singing.

As at 6 November, 2020 a small group of Choir members will be able to sing together in a large well-ventilated (preferably outdoor) area if:

- All our singers face forward and not toward each other
- Have physical distancing of 1.5mtrs between each other and are 5 metres from all other people including the audience and conductor.

This information will be update as restrictions change.

Ensure the rehearsal and performance, including physical distancing between

performers and between the audience, complies with the most recent advice from NSW Health.

<https://www.nsw.gov.au/covid-19/covid-safe/outdoor-music-rehearsal-and-performance>

Our Choir will continue to monitor the NSW Health advice on singing and performing as a small group.

Mob Practices will be limited to 5 Choir members and Mob Leader. Parents will be requested to remain outside practice space and will be encouraged to drop off and pick up only.

Performances will be limited to 5 Choir members and Choir Director. Where required 1 Support Volunteer will be in-attendance in accordance with our Choir's COVID Safe Plan and Working With Children safe practices.

Ensure any audience members comply with 1.5 metres physical distance where practical, such as through staggered seating or marked grass areas. People who live in the same household are not required to distance.

Audience members will be in attendance at performances where our Choir has been invited to perform. The venue/organisers COVID19 Safe Plan will be requested prior to arrival at the Event to ensure physical distancing requirements have been adhered to.

Should at anytime the Creative Director feel COVID Safety Plans are not being followed, our Choir will leave the performance and venue immediately.

Ensure audience members remain seated throughout the rehearsal or performance. Dancefloors are not permitted.

The nature of the Choir's performances are Commemorative, therefore standing or dancing is not considered an appropriate activity.

Reduce crowding wherever possible and promote physical distancing with markers where people are asked to queue or stand.

Requesting the venue/organisers COVID19 Safe Plan prior to arrival at the Event will inform the Creative Director of proposed crowd control prior to arriving at the Performance.

Hygiene and cleaning

Adopt good hand hygiene practices.

As identified in our Choir's Risk Assessment for reducing the risk of transmission of COVID19, Choir members will restrain from hugging, touching and hand holding or sharing drinks and food.

Mob Practice –

As a condition of entry to Mob's practice area, hands will be required to be sanitised. Appropriate sanitiser will be available for use. Choir members will be encouraged to bring their own hygiene kit which includes sanitiser, wipes.

Performance –

Our Choir will provide a hygiene kit which includes hand sanitiser, wipes, disposable gloves and rubbish bags. Choir members will also be encouraged to bring their own hygiene kit.

Ensure hand sanitiser is accessible at the venue entry and throughout the grounds.

As identified in our COVID Safe plan's 'Adopt good hand hygiene practices'

Hand sanitiser will be available at Choir practices and performances.

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.

Our Choir hire's rehearsal spaces from established clubs/community facilities. Our Choir's hygiene kit accompanies our Mob's and includes hand sanitiser, wipes, disposable gloves and rubbish bags. Choir members will also be encouraged to bring their own hygiene kit.

Ensure performers clean their instruments between each performance (as appropriate to the instrument).

Our Choir is accompanied, on occasion by members playing their own personal instruments which include guitars, ukuleles and violin.

These instruments are handled by the individual choir member only and not shared with other participants. They are transported in individual cases to protect the instruments.

Choir members are encouraged to have sanitary wipes in their own hygiene kits.

Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use (as appropriate to the instrument).

Microphones are utilised during performances.

The Choir will use, where possible, specifically raised choir microphones that are elevated above the singing zone. Hand held microphones if required, will be assigned to individual members with no sharing. At the conclusion of the performances all microphones will be cleaned with appropriate sanitising wipes.

Staff and performers should wash hands thoroughly with soap and water before and after cleaning, including of instruments.

As identified in our COVID Safe plan's 'performers clean their instruments between each performance'.

Instruments are privately owned and handled by the individual choir member only and not shared with other participants. They are transported in individual cases to protect the instruments.

Hand sanitiser will be available at Choir practices and performances. Choir members are encouraged to have sanitary wipes in their own hygiene kits. Bathroom facilities are available at all Mob practice and performance venues.

Encourage contactless payment options.

Membership to part of our Choir is yearly and completed via electronic fund transfers.

Should the opportunity arise for fundraising activities, Support Volunteers will be required to wear gloves and masks while participating in the selling of merchandise. Wandering through audience will not be permitted. Sale of products will be strictly from behind appropriate table observing the 1.5m distancing rule.

Record keeping

Keep a record of name and a mobile number or email address for all staff, volunteers, performers, audience members and contractors attending, where this is practicable, for a period of at least 28 days.

Where possible, personal details should be collected in a way that protects it from disclosure to other customers. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.

Our Choirs sign-on sheet records; date of practice/performance, location, choir members name, guardians name, mobile number, time signed in and time signed out.

As part of our COVID Safe Plan additionally the sign on sheet will record a declaration of wellness by the choir member.

Our Choir's attendance sheet is located in an A4 covered binder and remains the property of the OZY Youth Choir Honouring Defence Service.

The information is used as a record of attendance at Choir practices and performances.

Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.

Our Choir ensures our members are aware of the COVIDSafe app and encourage all to download it.

Music groups and organisations should consider registering their business through [nsw.gov.au](https://www.nsw.gov.au)

Our Choir is registered as a COVID Safe business.

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.

Our Choir will continue to utilise the Safe Work Australia, COVID19 Resource Kit and the Choir's Volunteer Executive team will continue to monitor NSW Governments latest COVID news and update page <https://www.safeworkaustralia.gov.au/collection/covid-19-resource-kit>

<https://www.nsw.gov.au/covid-19/latest-news-and-updates>

I agree to keep a copy of this COVID-19 Safety Plan at the premises

Yes