

COVID-19 Pandemic Plan

Assess who is most at risk - *Refer to Risk Assessment Analysis*

Hume Conservatorium in consultation with employees will:

- Identify workers and work activities at the greatest risk of spreading infectious diseases in the event of a pandemic. For example:
 - employees working in schools or early childhood centres
 - employees working with students from different schools
 - employees working with groups or ensembles.
- Assess the likelihood and consequence of infection to workers and others in the workplace.
- Identify suitable control measures to eliminate or minimise risks.
- Encourage ill workers to remain away from work when unwell.
- Develop an implementation plan should there be a suspected infection or an infection in region.
- Continue monitoring expert advice as the COVID-19 situation develops.
- Reviewing the implementation of infection control policies, procedures and practices to ensure they are effective and are being followed.
- Educating and keeping employees and other persons at the workplace up to date on new information.
- Consulting with others with whom the business works, particularly schools and educational providers to ensure they are also being active, to the extent necessary, in managing the risk.
- Monitoring changes in the law and official recommendations.

Changes to workplace practices - General obligations

Hume Conservatorium must:

- Identify the hazards at the workplace and those associated with the way work is performed.
- Assess the risks at the workplace.
- Implement suitable control measures to first eliminate and if elimination is not possible, minimise, risks. For example:
 - Instruct workers to stay at home if they are sick – even if any of the following symptoms are mild:
 - fever
 - dry cough
 - sore throat
 - fatigue
 - shortness of breath
 - headaches
 - aches and pains
 - fatigue.
 - Any unwell workers are instructed to seek immediate medical assistance.
 - Maintaining a distance of 1.5 metres between employees and students, as well as marking out distances of more than 1.5 metres.

- Designing work activities to reduce physical proximity and/ or encouraging social distancing through flexible working arrangements.
- Reducing non-essential face-to-face meetings and gatherings.
- Promoting the use of virtual communication channels, like phone and video conferencing.
- To reinforce and support good personal hygiene, including good hand and respiratory hygiene.
- Consult with employees and other businesses that have duties in relation to the work or workplace. For example:
 - Hold a Zoom or Skype meeting with employees to discuss possible control measures.
 - Talk to neighbouring businesses about what you are doing to manage risk.
- Provide information, instruction, training or supervision as is necessary to protect all persons from risks to their health. For example:
 - Provide information about any changes to work arrangements (e.g. employees working from home, online lessons).
- Provide adequate facilities.
- Monitor the health of employees and other persons at all workplaces.
- Where employees have been instructed to work at home, ensure there is effective communication with the employee.

Employees must:

- Take reasonable care for his or her own health.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of others.
- Comply, so far as the employee is reasonably able, with any reasonable instruction that is given by the business.
- Co-operate with any reasonable policy or procedure of the business relating to health at the workplace that has been notified to workers.

Everyone should:

- Frequently wash hands their hands with soap and water for at least 20 seconds or use an alcohol-based hand rub.
- When coughing and sneezing, cough into your upper sleeve and shoulder or a disposable tissue.
- Dispose of tissues immediately and use alcohol-based hand sanitiser after disposing.
- If unwell, avoid contact with others (e.g. shaking hands, touching faces, hugging, and other intimate contact).
- Maintain vigilance (e.g. don't take a night off to mix it with the crowds in an unprotected way).

Employers should:

- Consider establishing a customary non-contact greeting (e.g. bowing) and display posters promoting the non-contact greeting so visitors feel at ease.
- Consider installing physical barriers in common areas to restrict use
- Consider installing physical distancing markings in all teaching studios
- Consider only using appropriately sized studios and utilising online learning where possible.

- Promote frequent and thorough hand washing by employees, customers and other visitors,
- Make alcohol-based (i.e. containing at least 60% alcohol) hand sanitising dispensers available in prominent places around the workplace and ensure they are regularly refilled.
- Make sure that employees, contractors and customers have access to facilities where they can wash their hands with soap and water.
- Regularly change soap or use liquid pump soap.
- Ensure an adequate supply of paper tissues is available throughout the workplace.
- High touch surfaces (e.g. counters, desks and tables) and objects (e.g. telephones, keyboards) are wiped with disinfectant regularly.
- Areas where there is public access (including door knobs and handles) will also require frequent additional cleaning and disinfection,
- Ensure infection control procedures are reviewed in consultation with cleaning staff and they have access to suitable personal protective equipment (PPE). For example:
 - gloves
 - gowns
 - professionally fitted masks
 - eye protection
 - respirators.
- Adequate supplies of cleaning equipment and necessary PPE are available.
- Actively promote good hand hygiene in bathroom and kitchen amenities, and good respiratory hygiene in prominent places where close customer or worker contact occurs.
- Display a poster prompting employee and others to maintain good hand hygiene and good respiratory hygiene.
- Discourage employees from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
- Restricting the number of personnel entering isolation areas.
- Establishing alternating days or extra shifts that reduce the total number of employees in a facility at a given time, allowing them to maintain distance from one another while maintaining a full onsite work week.
- Discontinuing nonessential travel to locations with ongoing COVID-19 outbreaks.
- Depending on the nature of the work, training employees who need to use PPE how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties.
- Establish whether the business will accept an early return to work if the symptoms do not show within a period of less than two weeks.
- Establish a discipline regime for non-compliant workers. For example:
 - clear verbal warnings
 - re-training
 - written warnings that further non-compliance is unacceptable and could result in disciplinary action
 - show cause proceedings
 - dismissal



COVID Policy – Updated 8 October 2021

Inclusions:

Face Masks

You must wear a fitted face mask when you are in an indoor area of a non-residential premises in NSW. This includes Hume Conservatorium and includes all staff, students over 12 years of age and all visitors.

Masks should not be worn by toddlers under 2 years of age and babies, as they are a choking and suffocation risk.

Children 12 years and under are exempt but are encouraged to wear masks where practicable.

You are not required to wear a mask if you have a physical or mental health illness or condition, or disability, that makes wearing a mask unsuitable. For example, if you have a skin condition, an intellectual disability, autism or trauma, you are not required to wear a mask.

Singing:

Singing by audiences at indoor shows or by congregants at indoor places of worship is not allowed.

You may only sing in non-residential indoor premises if

- the singers are performers and they are performing or rehearsing
- the premises are an educational establishment
- it is part of a singing lesson.

Theatres, cinemas, music and concert halls:

The maximum number of persons at these venues is the greater of

- 75% of the seating capacity, or
- one person per 4 square metres.

If you are relying on a percentage of the seating capacity, you must ensure that each person has a ticket and is allocated a specific seat.

You must wear a face mask at these venues and when attending outdoor seated events.

Stay at home rules

Apply until Monday 11 October. Please refer to the Public Health Order 2021 for updated information.