# INTRODUCTION

The Education Directorate is committed to providing a healthy and safe working environment by ensuring safety and wellbeing practices are embedded in all activities. The Directorate and its individual settings engage in a continuous cycle of identifying WHS hazards, assessing resultant risks and implementing suitable controls to ensure, so far as reasonably practicable, the health, safety and wellbeing of our workers, students, and the broader school communities.

In accordance with best-practice work health safety risk management, controls are implemented in accordance with the *Hierarchy of Controls*, being   
*1) Elimination 2) Isolation 3) Engineering 4) Administrative [changes to process] 5) Use of personal protective equipment.*

This COVID Safety Plan sets out how we fulfill our obligations under public health orders and minimize the risk of transmission of COVID-19 in our education setting. This plan includes information on how we manage;

|  |  |
| --- | --- |
| * excluding people who are unwell from being on site * providing workers information on COVID related matters * displaying conditions of entry and QR/Check-In CBR codes * encouraging access to COVID-19 vaccinations | * physical distancing and square meter rules * strategies to minimize gatherings including at drop-off and pick-up * hygiene and cleaning * personal protective equipment |

# SCHOOL / COLLEGE INFORMATION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School / College | Instrumental Music Program | Network | Education Support Office,  Universal School Support | Director School Improvement | Jason Borton |
|  | | | | | |
| Principal | Naida Blackley | Deputy Principal | Renee Newton | Business Manager | Naida Blackley |

# CONSULTATION

In ensuring workers can shape health and safety decisions and actions taken in their workplaces, we consult on the identified hazards and risks; selection of controls these risks; and assessment of the efficacy of such controls. This document has been discussed with the workers and their representatives.

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| --- | --- | --- | --- | --- |
| Health & Safety Representative (HSR) | Renee Newton | Health & Safety Representative (HSR) | |  |
|  |  |  |  |  |
| Deputy HSR | Shoshanna Honey Erlandson | Deputy HSR | |  |
|  |  |  |  |  |
| Union Delegate | Claire Leske | Union Delegate | |  |
|  |  |  |  |  |

# SUSPECTED OR CONFIRMED CASE OF COVID-19

**Elimination**  
All staff and students are regularly reminded to not attend work/school if exhibiting any symptoms (including cough, fever, headaches, body aches, sore throat, runny nose, shortness of breath) and to follow public health advice to get tested and isolate and/or quarantine as directed. Vulnerable staff are continuing to work from home or have been given alternative duties to minimise the risk of transmission.

**Isolation**  
In the event that a person should present with any of the identified symptoms, they will be isolated from others prior to exiting the site i.e. if a parent is required to collect an unwell student. On ACT Health directive, site may be determined an Exposure Location and closed pending deep cleaning.

**Engineering**  
An unwell person will be quarantined to a designated room e.g. First Aid Room.

**Administrative Actions/Controls**  
Staff are reminded to ensure their contact and emergency contact details held by the school and Directorate are current. Records including Check-in CBR, timetables and attendance rolls capture general movement around campus, timeframes on site and close contacts. ACT Health will engage with the school and Directorate with regard to site management. People and Performance will engage with WorkSafe ACT with regard to required notifications. Implementation of Deep Cleaning Protocols; The deep clean is a detailed and thorough clean and disinfection of potentially contaminated areas and is undertaken by a team of cleaners who have completed specific training in the techniques, chemicals, and safety requirements. The deep clean is a comprehensive approach of mechanical cleaning and chemical disinfection.

**Personal Protective Equipment (PPE)**  
PPE including surgical masks, hand sanitizer, handwashing facilities and gloves are readily available to staff assisting the unwell employee or student.

# PROVIDING INFORMATION ON COVID-19

The Directorate communicates required information with regard to COVID-19 directly to workers via email and intranet announcements, via Principal messaging, and consultation with worker representatives and unions.

**DISPLAY OF CONDITIONS OF ENTRY AND CHECK-IN CBR**

Signage/notice is displayed at boundary and Front Office advising;

* that non-essential visitors are not permitted to access the school grounds
* any persons experiencing symptoms of COVID-19, cold or flu are not to enter school grounds

**RISK ASSESSMENT**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Identified hazard | Risk factor(s)  What can happen and how it can happen? | Impact Outcome  What would be the outcome or effect? | Controls used to reduce risks | Risk Rating (RR) | | | For consideration  Can include further risk treatment strategies or a rationale behind no further action. | Risk Rating with additional controls in place | | | Monitor and Review  Monitored by whom?  Dates for review |
| C | L | RR | **C** | **L** | **RR** |
| Spread of COVID-19 (coronavirus) | * Workers and students exposed to others who may be carrying the virus. * Contact with surfaces that may contain the virus. * Breathing in infectious aerosols/droplets from the air, e.g. respiratory discharges such as coughs and sneezes | * Workers and students being unwell. * Workers and students being fearful of attending the school. * Anxiety amongst workers and students. * Reduced capacity to deliver education services. * Heightened behaviours by students and/or parents | * Signage and frequently communicated messaging that workers, students and others not to attend the site if unwell. * Limiting non-essential visitors from site. * Attendance rolls and timetables provide records for contact tracing. * Strategic placement of hand sanitiser to promote timely and effective use. * Placement signage to reinforce social distancing and hygiene requirements. * Face masks in use where required, with disposable masks changed every 4 hours. * Frequent cleaning of high-touch areas. * Disinfectant wipes located at shared use resources such as printers/photocopiers. * Adherence to biohazard waste removal practices for wipes & disposable masks. * Room capacity noted and encouraged with signage. * Meetings conducted in appropriate size space or online * Bathrooms well stocked with hand soap. * Drinking fountains restricted and personal water bottles encouraged. * Ensuring adequate ventilation in indoor spaces – opened windows where possible, HVAC systems set to pull outdoor air where possible, monitored with CO2 monitoring devices. * Workers and eligible students are encouraged to access vaccination. * Occupational Violence Management Plan and associated procedures and tools. * Managing Unreasonable Parent Behaviour Policy | **3** | **3** | **M** | Protocols around shared spaces, ventilation, mask use and disposal, visitors on site, use of building spaces {ie exec only to Kaleen FO, Staff to use staff only toilets in front corridor, kitchen\photocopier space is for use only, no loitering)  Staff to comply with schools’ directions when attending assigned schools where permitted. | **3** | **2** | **3M** | **HSR to monitor and report back to Principal.**  **Using dates from updated plan.**  **Timeline:**  **Term 3**  **Develop ongoing maintenance plan, in line with new or changed restrictions and updated plans for the Education Directorate or ACT Health** |
| New COVID-19 variants that are considered more contagious | * High transmission of COVID-19 in school communities | * Increase infection rates * Staff attendance impacted | * Maintain physical distancing when in indoor spaces * Highly recommend mask wearing indoors * Ventilation plans adhered to * Use of full PPE for staff who administer first aid or providing one on one support to any unwell student | **3** | **3** | **M** |  |  |  |  |  |
| Poor mental health and fatigue | * Ongoing pandemic may cause individuals and/or groups to experience poor mental health and fatigue. | * Poor metal health and increased fatigue impacting attendance at workplace (absenteeism and presenteeism) | * Manager supervision of staff. * EIAW Wellbeing Officers conduct check-ins with identified staff. * Employee Assistance Program support. * Workforce Plans to support continuity of education services during periods of higher staff absenteeism | **2** | **4** | **M** |  |  |  |  | **Monitor by colleagues and executive team**  **Encourage use of recommended support mechanisms** |
| Stress regarding high levels of community transmission. | * Staff concerned about risk of exposure to COVID-19 in the workplace during period of high community transmission. | * Absenteeism and presenteeism impacting continuity of education service delivery. | * Availability of Rapid Antigen Testing to assist in screening and reducing COVID positive * Ongoing communication of controls implemented to support safety. * Workforce Plans to support continuity of education services during periods of higher staff absenteeism | **2** | **3** | **M** |  |  |  |  | **Monitor by colleagues and executive team**  **Ensure ongoing supply and availability of required items for clean and safe workplace for all** |
| Changes to emergency plans. | * Absence of employees who hold an emergency control role. * Changes to procedures to maintain COVID Smart measures. | * Ineffective or impaired emergency response (evacuation, lockdown etc) | * Review emergency plans for required contingencies. * Communicate and practice changes made to procedures. | **3** | **3** | **M** |  |  |  |  | **IMP executive staff to backfill as emergency control role (or any IMP team member present)**  **Review evacuation procedures with students in ensembles** |
| Accuracy of Rapid Antigen Tests compromised by incorrect storage. | * RAT kits exposed to temperatures exceeding 30o C when stored at the school, during transport home and within the home. | * False negative test result leading to COVID positive staff or students attending the school. | * Suitable storage location and conditions identified at the school. * Information provided to staff and families about storage requirement to maintain below 30o C. | **3** | **3** | **M** |  |  |  |  | **Kits stored in IMP air conditioned office and monitored for temperature as required**  **Fact sheets supplied if required** |
| Exposure to occupational violence and other unreasonable behaviours. | * Parents/carers frustrated by processes and restrictions in place at schools. | * Workers may experience distress and/or psychological injury/illness. | * Communications are clear to set expectations. * Unreasonable Parent Behaviour Policy. * Police assistance to be requested where necessary. | **1** | **2** | **L** |  |  |  |  | **Manage at school (IMP) level or direct to EDU complaints process** |
| Transmission of COVID across multiple year groups / cohorts | * Cohorting no longer a requirement under the Health Guidelines therefore a confirmed COVID positive case who attends school while infectious could transmit COVID. | * Multiple exposures across various cohorts / year groups * Significant staffing / resourcing impact due to absenteeism * Impact to school operations | * Maintain physical distancing when in indoor spaces * Minimise the length of time multiple year groups / cohorts are bought together. * Household contacts who are unable to work or study from home should follow all Health advice while at school including wearing a mask and maintaining physical distancing | **3** | **3** | **M** |  |  |  |  | **Maintain health and safety measures and protocols at IMP location**  **Monitor teaching and work spaces for distancing**  **Send notification of positive cases as required** |
| Staffing issues due to covid/medical absence | * Unable to staff classes * Unable to staff office * Unable to run after hours ensembles * Unable to maintain core of executive staff to manage classes and staffing | * Cancel classes on school sites as necessary if relief unavailable * Cancel after hours ensembles if unable to maintain staffing ratio * Use staff list and access experienced TL1 to back up in temp exec roles | * Have back up staff for roles and utilise staff with cancelled classes to fill uncovered sessions in schools * Have back up staff for roles and utilise staff with availability to backfill for after hours ensembles * Cancel after hours ensembles but have a staff member present on site in case student turn up – use usual contact methods – text, email and phone with a required name in response so can be assured all receive message | **3** | **3** | **M** |  |  |  |  | **Now IMP can access Sentral access to up to date and multiple contacts is assured**  **Communicate openly with schools about staffing issues and options for lessons**  **Keep register of schools who have missed lessons to make sure relief staff can be fairly shared across schools**  **Continue to complete daily staffing response form on Service portal to feed details to ESO.** |

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| Risk matrix | | | | | | | | | |
| **E:** Extreme risk — detailed action plan required  **H:** High risk — needs senior management attention  **M:** Medium risk — specify management responsibility  **L:** Low risk — manage by routine procedures  ***Note:*** *High* or *Extreme* risks must be reported to senior management and require detailed treatment plans to reduce the risk to Low or Medium. | | | |  | **Consequences** | | | | |
| **WHS impact on people** | Injuries or ailments not requiring medical treatment | Minor injury or first aid treatment case | Serious injury causing hospitalisation or multiple medical treatment cases | Life threatening injury or multiple serious injuries causing hospitalisation | Death or multiple life-threatening injuries |
|  | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
|  | **Probability** | **Historical** |  |  | **1** | **2** | **3** | **4** | **5** |
| **Likelihood** | >1 in 10 | Is expected to occur in most circumstances | **5** | **Almost certain** | **M** | **H** | **H** | **E** | **E** |
| 1 in 10–100 | Will probably occur | **4** | **Likely** | **M** | **M** | **H** | **H** | **E** |
| 1 in 100–1,000 | Might occur at some time in the future | **3** | **Possible** | **L** | **M** | **M** | **H** | **E** |
| 1 in 1,000–10,000 | Could occur but doubtful | **2** | **Unlikely** | **L** | **M** | **M** | **H** | **H** |
| 1 in 10,000–100,000 | May occur but only in exceptional circumstances | **1** | **Rare** | **L** | **L** | **M** | **M** | **H** |

*Source:* Adapted from AS/NZS ISO 31000:2009 Risk Management, and Australian Capital Territory Insurance Authority (ACTIA) *Risk Management Toolkit*

***NB: The Risk Matrix has been modified to reflect that in the context of health and safety any chance, even a rare occurrence, of a death or multiple life-threatening injury is considered extreme*.**

**IMPLEMENTED CONTROLS BY AREA/FUNCTION**

| Area / function | Use of **Elimination** strategies to reduce the risk | Use of **Isolation** strategies to reduce the risk | Use of **Engineering** controls to reduce the risk | Use of **Administrative Actions** to reduce the risk | Use of **PPE** to reduce the risk |
| --- | --- | --- | --- | --- | --- |
| Front Office | Workers and students regularly reminded not to attend site if unwell.  Front Office locked down to public access. Enquiries to school taken via email and telephone. | Deliveries are left outside the office and collected after the courier has departed.  If delivered to office maintain distance. | Placement of Perspex screens at front desk/counter  Routine use of approved disinfectant by EDU Cleaners for High Touch areas | Placement of hand sanitiser to promote timely and effective use.  Validation that workstations conform with the 1.5m/4sqm distancing requirements. | Staff who accept delivery/receipt of items at public counters are provided with access to masks, gloves and hand sanitizer. |
| Classrooms | Workers and students regularly reminded not to attend site if unwell. | Room capacity limited where required and reinforced with signage. | Routine use of approved disinfectant by EDU Cleaners for High Touch areas | Placement of hand sanitiser to promote timely and effective use.  Placement of posters to remind students of hygiene practices | Masks to be worn in accordance with Health Directive and/or Directorate advice. Masks will be available for staff and students. |
| Play equipment | Workers and students regularly reminded not to attend site if unwell. |  | Routine use of approved disinfectant by BSO |  | Masks to be worn in accordance with Health Directive and/or Directorate advice. Masks will be available for staff and students. |
| Staff rooms / staff kitchens | Workers and students regularly reminded not to attend site if unwell.  Gatherings limited by suspending group morning/afternoon teas.  BYO food and drinks (no sharing) | Staggering use of facility where possible.  Kitchens have been clearly marked with their maximum occupancy to minimise congregation.  Room capacity limited and reinforced with signage. | Routine use of approved disinfectant by EDU Cleaners for High Touch areas.  Dishwashers are set to hottest settings to effectively sanitise utensils. | Placement of hand sanitiser to promote timely and effective use  Placement of cleaning wipes to assist regular cleaning  Adherence to 1.5 meter distancing with placement of signage to reinforce distancing requirements. | Masks to be worn in accordance with Health Directive and/or Directorate advice. Masks will be available for staff and students. |
| Offices | Workers and students regularly reminded not to attend site if unwell. | All offices are clearly marked with their maximum occupancy to minimise congregation.  Workstations are separated 1.5m and non-conforming workstations are decommissioned. | Routine use of approved disinfectant by EDU Cleaners for High Touch areas | All offices have been marked with their maximum capacity.  Validation that workstations conform with distancing requirements. Non-conforming desks have been identified and will be decommissioned until social distancing restrictions are lifted. | Masks to be worn in accordance with Health Directive and/or Directorate advice. Masks will be available for staff and students. |
| Meeting rooms | Workers and students regularly reminded not to attend site if unwell.  Meetings conducted over MS Teams where possible. | All meeting rooms are clearly marked with their maximum occupancy to minimise congregation. | Routine use of approved disinfectant by EDU Cleaners for High Touch areas | Placement of hand sanitiser to promote timely and effective use (i.e. when entering and exiting meeting room)  Placement of signs to promote proper hand hygiene.  Placement of signs that indicate room capacity and seating removed to help enforce social distancing.  Placement of cleaning wipes to assist regular cleaning.  Protocols have been established to ensure users clean meeting room facilities before/after use using the supplied wipes. | Masks to be worn in accordance with Health Directive and/or Directorate advice. Masks will be available for staff and students. |
| First Aid Rooms | Workers and students regularly reminded not to attend site if unwell. | Unwell person isolated to First Aid room | Routine use of approved disinfectant by EDU Cleaners for High Touch areas | Protocols have been established to ensure surfaces are cleaned before/after use using the supplied wipes. | First aid kits have been checked and are fully stocked.  Face masks (including fit test of P2/N95), gloves, hand sanitizer, face shields available to staff administering First Aid and to the person receiving assistance. |
| Toilets | Workers and students regularly reminded not to attend site if unwell. | Bathrooms have been clearly marked with maximum capacity limits to minimise congregation. | Routine use of approved disinfectant by EDU Cleaners for High Touch areas | Signage to indicate maximum capacity limits  Signage to promote proper hand hygiene | Masks to be worn in accordance with Health Directive and/or Directorate advice. Masks will be available for staff and students. |

**Check list**

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| --- | --- |
| Signage | Check-In CBR displayed at all entrances  Posters/signage to remind those with symptoms to not enter  Posters/signage for hygiene are displayed  Posters/signage for distancing and room capacity are displayed  Floor markers provide distancing guidance where required |
| PPE and cleaning supplies | Adequate supplies of hand sanitizer in stock  Adequate supplies of masks and gloves as determined necessary  Bathrooms are stocked with hand wash and paper towel (UCHSK)  Disinfectant wipes are located at each printer/photocopier |
| Procedures | All staff returning to the worksite have completed their COVID Safety Assurance Induction check  COVID Safety Assurance Plan has been completed and provided to DSI and [eduhealthandwellbeing@act.gov.au](mailto:eduhealthandwellbeing@act.gov.au)  High Touch Cleaning Procedures enacted  Playground Equipment Cleaning Procedures enacted [N/A] |

**Review and approval**

|  |  |
| --- | --- |
| Date Safety Plan Completed | Draft for consultation 20/7/2022 |
| Completed By | Naida Blackley on behalf of WHS reps and consultation with all staff on updated/new elements 20/7-27/7 |
| Approved by Principal | N Blackley |
| Scheduled Review Date  (once a term unless otherwise required) | Week 1 Term 4 |

# BASELINE RISK CONTROLS

There have been changes to the baseline risk controls as we transition to a COVID smart approach. COVID smart behaviours should be encouraged, including physical distancing where possible, practicing good hand and respiratory hygiene practices, and staying home if unwell.



[Physical distancing where possible, staying home if unwell, hand hygiene, environmental cleaning, ventilation,

**ADDITIONAL CONTROLS**  
When there are high numbers of COVID-19 exposures at an ACT Public School, consideration will be given to whether any of the following additional COVID-19 Safety Measures should be reintroduced, with authorisation from the Education Directorate COVID Response Team. These measures aim to limit the potential for further transmission and will generally be limited to a short period of time (eg 1-2 weeks).

* **Additional testing recommendations -** such as to test before returning to schooland again in 48 hours.
* **Masks -** Staff, students in years 7-12, and visitors may be asked to wear a mask when indoors and when physical distancing of 1.5 meters cannot be maintained.
* **Limiting parents and carers on site -** Parents and carers may be asked not to attend a school site without an appointment.
* **Cancelling permitted activities -** Any of the permitted activities outlined below, may be cancelled or rescheduled to another date.
* **Cohorting -** It may be necessary to cohort a particular class or year level so that they don’t mix with other students or staff across the school.
* **Remote learning -** Some or all students may need to return to remote learning for short periods of time. This measure will be limited as much as possible, however may also be enacted in response to workforce shortages arising from COVID-19.

# FACEMASKS

As of 25 April 2022 11:59pm an update to Public Health Directions removed the mandated requirement for face masks to be worn in indoor spaces at a school or early childhood education and care (ECEC) settings. In line with the ACT Public Service WHS arrangements, all staff should continue to wear masks when physical distancing of 1.5 meters cannot be maintained- e.g., when providing personal care to a student, when working in close contact with other staff or students, or when travelling to excursions.

Face masks should be worn if:

* You are a passenger in a public vehicle, inclusive of school transport
* A Student in years 7 – 12 become a household contact (for a period of 7 days)
* Physical distancing of 1.5 meters cannot be maintained (for staff)
* Face masks are encouraged to be worn by both staff and students if they feel it is necessary.

Where a group attends an off-site excursion or event, the mask wearing requirements of those settings will apply.

**SCHOOL ACTIVITIES**  
Additional permissions have been made for school activities for Term 2, this includes parents and carers attending permitted activities where they are outdoors, outside of school hours, or ticketed. Parents and carers must follow COVID smart measures at all times on school sites (physical distancing, hygiene practices, staying away if unwell).Events on school sites that involve the general public can only be held outside of school hours, must have a COVID Safety Plan in Place, and must comply with the [COVID Safe Events Guidance.](https://www.covid19.act.gov.au/restrictions/covid-safe-events)

**ON-SITE VISITORS DURING SCHOOL HOURS**  
Previously onsite visitors to schools has been limited to essential visitors only. In alignment with the National Framework for Managing COVID-19 in Schools and Early Childhood Education and Care Settings updated guidance for visitors has been outlined as follows:

**ESO staff are permitted to attend the school site in the following circumstances:**

* ESO staff who provide a support service are permitted to enter the school site. This includes allied health staff and other school support services.
* ESO staff can visit the school site, by appointment only. Appointments should be agreed to by the School Principal and your Branch Manager.
* The attendance of tradespeople and maintenance staff (which may include staff from Infrastructure and Capital Works) is also allowed.

**Essential visitors, volunteers, and VIPs on school sites**

* Essential visitors are permitted to attend school sites. Essential visitors are any individuals who provides a critical service to a student or staff member, including allied health professionals.
* Volunteers are permitted to attend school sites. Volunteers are any individuals who provides a critical service to the school community, including canteen and uniform stores, parent volunteers, and P&C run fundraisers.
* VIPs are permitted to attend school sites by appointment following the usual approval processes.

**Parents and carers on school sites**

* Parents and carers can attend outdoor areas of the school site for drop off and pick up, or when attending a permitted activity.
* Parents and carers can enter school classrooms or indoor settings with an appointment, including to access enrolment support, or when attending a permitted activity (see below). Parents and carers can book an appointment with their school.
* Parents and carers can attend activities where they are outdoors, outside of school hours, or ticketed.

**While on site all visitors must:**

* sign in and out as required by the Working with Children and Young People – [Volunteers and Visitors Policy](https://www.education.act.gov.au/publications_and_policies/School-and-Corporate-Policies/wellbeing/child-protection/volunteers-and-visitors-in-schools-policy/volunteers-and-visitors-in-schools-policy).
* display COVID smart behaviors. Including maintaining physical distancing, hygiene practices and staying away if unwell or presenting with symptoms of COVID.
* maintain physical distancing from other adults and students where possible
* adhere to any local arrangements that may be in place in the school. This might include entry/exit instructions, cohorting arrangements and other COVID-Safe plan arrangements which the school advise of.

**Refusal to adhere to COVID safety measures**

Schools are not required to enforce COVID measures but should support visitors to follow the COVID measures outlined in this advice.

If the behaviour of a visitor becomes unreasonable you should refer to the guidance below on how to proceed:

* [Safe Workplaces: how to manage parent or carer behaviour that is unreasonable](https://actedu.sharepoint.com/:w:/r/sites/Intranet-Education/_layouts/15/Doc.aspx?sourcedoc=%7BED6B7701-3B07-467A-ABBF-323CB2FF8747%7D&file=Managing%20unreasonable%20parent%20behaviour.docx&action=default&mobileredirect=true&cid=77a43115-138e-4d4c-97a5-0f5e6ae7bced) provides guidance on what constitutes unreasonable behaviour in the school context – which provides preventative and reactive strategies for managing parent behaviour.
* [Unwelcome Visitors in Schools Handbook](https://index.ed.act.edu.au/handbooks/school-legal-information/unwelcome-visitors-schools.html) which includes advice on requesting an individual to leave a school site and where required, directing an individual to leave a school site under section 147 of the Education Act 2004.

**COHORTING**  
Cohorting is no longer required as a baseline control.   
  
Where learning cohorts are mixed, schools should consider additional mitigations such as minimising the length of time or the number of students or staff participating in organised activities together.

The usual COVID smart behaviours should be encouraged, including physical distancing where possible, practicing good hand and respiratory hygiene practices, and staying home if unwell.

**ADDITIONAL PROTOCOLS INSTRUCTIONS FOR IMP C-SAP:**

**Attending the office:**

* + - Follow established protocols when in the office
    - Attendance at the office is still only for essential business
    - All staff working in PS/P-10 schools have met directorate vaccination requirements as at 1/11/2021

**Attending school locations as a itinerant teacher:**

* IMP Staff will make themselves aware of C-SAP plans at each school site when they are allowed to attend
* IMP Staff to work with SBT to implement C-SAP plans at each school site

**Attending school locations as a itinerant teacher:**

* + - Wear masks if unable to socially distance – 1.5m
    - provide Covid Vaccination Certificate when entering a school for the first time
    - make themselves aware of access to buildings following schools individual C-SAP plan
    - bands can now occur indoors with appropriate spacing and ventilation. Teachers to work with SBTs to ensure compliance to Schools CSAP
    - regular wipe downs of high touch points in IMP classes recommended and staff have been issued with wipes, masks, and sanitizers – share IMP protocols with SBTs.
* **System Ensembles**
* Here are the updated protocols for students and families
* **Information for Families – Rehearsals at IMP rooms, Kaleen**
* **Hygiene -** To keep all band and choir members safe please remember to: use hand sanitiser – own supply or IMP supplied bottles located at each entrance
* **Other IMP areas:**
* Foyer – **the foyer will not be available** for parents to sit in and wait before, during or at end of rehearsals – we have moved most of our concert gear into the foyer space to make more room in the rehearsal room for our students.
* Parents - Please wait outside or in your car in carpark. Staff will come out at end of rehearsal to answer questions.
* **Other IMP areas:**
* IMP Kitchen – students may still use IMP kitchen to heat a meal – we ask that they wipe any spills and use own or disposable forks etc
* Copier – students may still use IMP kitchen to line up to copy music – please do not crowd into the room - the room is open before and after rehearsals and only copy one or two pieces at a time
* Room limits are displayed. The IMP has deliberately expanded the footprint of the rehearsal area to provide as much space as possible. Band chairs will remain out even if excess to a group’s requirements. Choir members will be using chairs.
* Ventilation – windows and doors will be open and air purifiers will be in operation during rehearsals.
* **Hygiene supplies:**
* The IMP has supplies of hand sanitiser, disinfectant wipes for music stands and other equipment, disinfectant spray, isopropyl alcohol wipes for instruments and the rehearsal room is to receive extra cleaning under the Education Directorate procedures.
* **Problems with an instrument:**
* Speak to the IMP teacher and show them the area of the instrument that is causing the problem. The instrument may be required to be returned to IMP for exchange and repair. You will be given a replacement instrument – this instrument will have had a minimum of five days without human contact prior to issue. Staff to wear gloves when assessing an instrument under 5 days usage/contact.
* **If your child is sick please keep them home and let IMP staff know. We will be maintaining our rolls as usual but extra important at this time**
* Positive case notification – If a positive case has attended MP the directorate notification form will be completed and the risk assessment flow chart followed. General exposure letter to be emailed to families and records maintained in confidential format by the IMP.
* **Student protocols**
* **While you play or sing:**
* Don’t share instruments, mouthpieces or reeds- these all have your germs, and you want to keep these to yourself. Stands and chairs – they have been spread out but only touch what you need to – ie – your own music stand or chair.
* **Masks:**
* Masks will be encouraged on entry to the IMP areas by all staff and students aged 12 & over where they cannot physically distance 1.5m. Masks may be removed to sing or play instruments.
* Music folders – again only handle your own folder where possible – if you need an individual folder now that we are spread out please speak to your conductor.
* Percussionists - use their own mallets and sticks where possible – shared sticks and auxiliary instruments to be placed on percussion table at end of rehearsal – these will be cleaned by IMP team and put away for next group – eg bass drum stick, tambourine, etc
* Remember if you share sticks you need to wash or sanitise hands at the end of band.   
  **Only percussionists to play/touch percussion equipment**
* Woodwind and brass players - Remember to use a spit rag (slag rag) when you play. This applies to everyone. If you don’t have one get some paper towel or tissues from your teacher. When not in use spit rags are to be kept in ziplock bags or sealed containers. Specific pedal bin provided for disposal.
* Cases – small cases can go under chairs – other cases need to go out in foyer areas and hallways – there is no other room in the rehearsal room – only bring small personal bags if possible. Breaks should be taken outside if weather permits. If inclement weather then spread out in adjacent corridors and spaces.
* Bring your own drink bottle prefilled where possible
* **After you play:**
* Clean your instrument well. Get an isopropyl alcohol wipe to clean your mouthpiece if needed. Specific pedal bin provided for disposal.  
  Brass instruments water keys should be emptied onto a spit cloth after playing and instruments washed once a term. Wash/sanitise your hands after you play.
* **Problems with your instrument:**
* Speak to your teacher and show them the area of the instrument that is causing the problem. The instrument may be required to be returned to IMP for exchange and repair. You will be given a replacement instrument – this instrument will have had a minimum of five days without human contact prior to issue. Staff to wear gloves when assessing an instrument under 5 days usage/contact.

**Combined Practises**

Additional points for combined rehearsals later term 2 onwards

Maximum 3 schools at one site following covid safe practices as per school requirements

Defined spaces for schools to place equipment separated from others and making use of footprint to expand band seating area

No mixing with host school student body – only accessing hall/rehearsal space and nearby toilets, no playground access, break etc.

No performance for parents – only adults to attend are teaching staff from IMP and each school

Supply of cleaning equipment and enforcement of usual band classroom protocols