



SOUNDWORKS

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COVID-19 Safety Plan

ORGANISATION DETAILS	
Business name:	Soundworks Music Studio
Business address:	83a Weston Street, Brunswick 3056
Plan developed by:	Benjamin Samuel info@soundworksmusicstudio.com 0421660156
Relevant Victorian Government COVID-19 Restrictions:	Creative Studios (Arts & Entertainment)
Commencement Date:	22 February 2021
Approval required:	-

REQUIREMENTS FOR TEACHING, REHEARSING & PERFORMING AT THE STUDIO

Requirements for our workplace, and the actions we will put in place to keep our workers and patrons safe are as follows:

Requirement	Staff	Clients	Visitors
WELLBEING OF WORKERS AND PATRONS			
1. Exclude workers and patrons who are unwell from the premises			

<p>a. Conditions of Entry displayed at venue entrances that acknowledge COVID-19 conditions such as any visitor/worker displaying COVID-19 symptoms are instructed to stay away from the venue.</p>	✓	✓	✓
<p>b. These conditions of entry also address specific requirements for visitors/workers deemed vulnerable.</p>	✓	✓	✓
<p>c. Include the information “if you are unwell, do not attend the venue”, on venue signage, website & noticeboards.</p>	✓	✓	✓
<p>d. Reinforce through staff training and communication to all clients on the database.</p>	✓		
<p>2. Provide workers with information and training on COVID-19, including when to get tested, physical distancing and cleaning</p>			
<p>a. A staff meeting to explain & discuss COVID-Safe requirements, including:</p> <ul style="list-style-type: none"> ● reinforcing to stay at home if you are sick ● outlines when to get tested and how to stop the spread of COVID ● practical tips to stay safe including social distancing, cleaning, hand washing and respiratory hygiene ● how to deal with a suspected case of COVID-19 on premises (Notify Ben & Tayla immediately) <p>Provide contact number to staff for any communication/discussion of concern regarding the COVID-Safe requirements at Soundworks Music Studio (Contact Ben on 0421 660 156)</p>	✓		
<p>3. Communicate conditions of entry (website, social media, venue, eDM's)</p>			
<p>a. Pre-attendance communications provided to all patrons via email (eDM). This includes:</p> <ul style="list-style-type: none"> ● conditions of entry ● outline of safety measures ● any new procedures ● visitor obligations, such as the obligation to stay at home if symptomatic. 	✓	✓	✓

b. Information is displayed throughout the venue on wall mounted and noticeboard mounted signage which includes 4 key messages; stay at home if you are sick, practise social distancing, wash hands thoroughly and cough or sneeze into your elbow.	✓	✓	✓
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4. Consider whether appropriate cancellation or flexible booking is available where patrons cancel due to COVID-19 factors (such as being unwell or awaiting test results)

a. Patrons who have lessons/rehearsals/recording sessions booked are able to reschedule these on the proviso: <ul style="list-style-type: none"> - They notify the admin team immediately after they are made aware of COVID-19 factors - The sessions have already been paid for in full ** Patrons who opt for online sessions whilst quarantining will be able to retain their lesson times/days.	✓	✓	
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b. Patrons will be eligible for rescheduled lessons only after they have obtained a negative COVID-19 test. Entry to the premises & rescheduling of lessons will not be permitted otherwise.	✓	✓	
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PHYSICAL DISTANCING

4. Capacity must not exceed one person per 2 square metres of publicly accessible space (excluding workers) OR 50% capacity of the venue (to a maximum of 50 people), whichever is the greater. Children count towards the capacity limit.

a. Rehearsal/Teaching rooms have a capacity of only 2 people per room. The exceptions are: <ul style="list-style-type: none"> - Recording studio: 5 people maximum - Control Room: 3 people maximum - Studio 3: 3 people maximum - Drum/Self-Test room: 3 people maximum - Foyer/reception: 25 people (excluding workers) 	✓	✓	✓
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b. VIC Health have stated that venues can include foyers and other publicly accessible spaces into each venue's 1 person per 2 square meters' calculation providing the space calculated is accessible to the public at the time of patronage.	✓		
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c. During performance/social events, patrons must maintain social distancing, wear masks and follow all studio COVID-safe protocols.	✓	✓	✓
d. During performance/open-mic nights, performers must stand 4 square metres away from seated patrons. Pianists (baby grand) must wear masks if they do not need to use their voices during the performance. Instrumentalists must wear masks (wind & brass players excluded) during the event unless verbal communication is necessary for the performance.	✓	✓	
5. In the main foyer area, seated groups or individuals should be separated by 1 empty seat on both sides to support physical distancing.			
a. Use allocated and reserved seating for all events to meet minimum 2 square metre regulation for individuals/groups. A cap of 30 patrons will be placed on all event booking links. Registration will be mandatory.	✓	✓	
b. Tables and chairs/stools to be grouped in a manner which ensures that each group is appropriately distanced from another within the main foyer space.	✓		
c. No General Admission events will be undertaken.	✓		
6. Regulate traffic flow in foyer			
a. Only one public event to be scheduled on any given day to allow for adequate cleaning before and after.	✓		
b. Clients to be encouraged to avoid waiting in the reception/foyer area prior to or after lessons.	✓		
c. Receptionist to manage the flow of traffic into the studio and restrict entry when maximum capacity has been reached	✓		
7. Singing, and certain wind instruments can spread COVID-19 if a participant is infected. Additional planning around these activities should be undertaken from a work health and safety perspective.			

<p>a. Community events with individual singing and/or groups of singers will ensure the performers are a minimum of 4 metres distance from all audience, crew and other non-singing performers in the direction they are singing.</p>	✓	✓	✓
<p>b. There will be no more than 5 singers in one group (if wearing masks is not feasible).</p>	✓	✓	✓
<p>c. Specific Wind Instruments (non-reeded woodwind instruments and Brass instruments)</p> <ul style="list-style-type: none"> • Maximum of 2 wind/brass players will be able to perform in the main foyer area and in the recording studio. 	✓	✓	
<p>8. Where reasonably practical, ensure workers maintain 1.5 metres physical distancing at all times, including during breaks and in offices or meeting rooms. If workers are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.</p>			
<p>a. Until further advise, as at 22 February, all staff must wear masks at all times whilst in the studio (unless teaching). Masks must be worn by staff when interacting with clients outside their respective teaching studios.</p>	✓	✓	✓
<p>b. Masks to be worn in the staff room/kitchen area unless staff are consuming food or drink. Maximum capacity of staff room is 5 people at any one time.</p>	✓		
<p>c. No shared food or drink bottles.</p>	✓	✓	✓
<p>d. Face masks are mandatory for all patrons attending lessons or performances.</p>	✓	✓	✓
<p>9. Use telephone or video for staff meetings where practical.</p>			
<p>a. Working from home is encouraged for non-essential workers to minimise the numbers of workers that are onsite at any one time.</p>	✓		
<p>b. Face to face meetings are limited and only conducted when absolutely necessary. Masks are strongly recommended in these situations.</p>	✓		

10. Where reasonably practical, stagger start times and breaks for workers members to minimise the risk of close contact.			
a. Staff to receive clear communication from studio owner and office manager regarding their shift start and end time, including the room in which they can teach.	✓		
b. Work from home and flexible work arrangements continue to be encouraged for any work activities that can be completed off-site.	✓		
11. Review regular deliveries and request contactless delivery and invoicing where practical.			
a. Contactless processes are encouraged as much as possible.	✓		✓
b. Deliveries to the studio to be granted access via phone call, and items placed by delivery company at the main entrance by the carport.	✓		✓
d. All deliveries should be wiped down by disinfectant wipes before handling by Soundworks Team Members	✓		✓
f. Invoicing should be emailed rather than paper versions being sent.	✓	✓	✓
HYGIENE & CLEANING			
12. Adopt good hand hygiene practices			
a. Staff to be briefed on appropriate Hand Hygiene & risk minimization within the studio.	✓		
b. All workers and visitors to the venue are guided to: <ul style="list-style-type: none"> Wash hands regularly with soap and water before and after work tasks, especially before and after breaks. Regularly apply hand sanitiser located at prominent back of house areas, in venues and other public locations around the building. Do not touch your face. Sneeze or cough into your elbow. 	✓	✓	✓

<ul style="list-style-type: none"> Minimise sharing of tools and equipment. If this is unavoidable (e.g. consoles, meeting room equipment etc.), ensure the equipment is thoroughly cleaned with alcohol based cleaner or disinfectant wipes between uses. 			
c. Signage of correct method of handwashing located at all handwashing facilities.	✓		
d. Staff to have disinfectant wipes available to wipe and clean equipment.	✓		
e. Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. <ul style="list-style-type: none"> Toilet seat sanitiser sprays added to all toilet cubicles. Pre-interval and post-performance OR daily for non-performance days, stock check and cleaning bathrooms. Storage areas are well stocked to ensure there is no shortage of supplies. 	✓		
f. Have hand sanitiser at key points around the facility, such as entry and exit points.	✓		
g. Clean frequently used indoor hard surface areas at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.	✓		
i. Food and Beverage <ul style="list-style-type: none"> Glassware, bar utensils, and food utensils used as props will be washed by each user. These are not available for general public use. Disposable cups are available for use by patrons/visitors to the studio. 	✓		
k. Venues cleaned before each community event to ensure that area is sanitised before the next audience.	✓		
l. Wipes available for EFTPOS keypads and bins to discard must be available.	✓		

m. Workers are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	✓		
n. Personal Protective Equipment is provided for all cleaning workers.	✓		✓
o. All cleaning workers advised to: <ul style="list-style-type: none"> • stay at home if they are in any way unwell, even with minor symptoms • use chemicals in accordance with the Manufacturer's instruction and the safety data sheets • avoid touching their face especially mouth, eyes and nose when cleaning • wear appropriate personal protective equipment e.g. disposable gloves and mask (if they deem appropriate) while cleaning • wear protective eyewear to avoid eye splashes when handling disinfectant solutions • perform hand hygiene after removing disposable gloves on completion of cleaning tasks. 	✓		✓
q. Encourage contactless payment options through all cash handling terminals on site having contactless payment services.	✓		✓
s. Food and Beverage <ul style="list-style-type: none"> • Cashless operation procedure at bar and tap and go type payment encouraged over swipe or card insert. • In cases of PIN entry, cleaning of the keypad is to be undertaken following the use of the terminal. 	✓		✓

Record Keeping

18. Keep a record of name and a mobile number or email address for all workers, patrons and contractors for a period of at least 28 days. For group bookings, each client must make a separate booking (Group bookings not allowed). Ensure records are used only for the purpose of tracing COVID-19 infections and are stored confidentially and securely.

<p>a. Victorian Government QR code will be used for all workers, volunteers and patrons. https://www.coronavirus.vic.gov.au/victorian-government-qr-code-service</p>	✓	✓	✓
<p>c. All staff, cleaners, contractors etc. must sign-in at the main entrance and contact details are kept in hard-copy. Non-ticketed visitors & walk-ins not permitted at any studio events.</p>	✓	✓	✓
<p>d. Cooperate with VIC Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify Ben Samuel (Studio Owner) immediately on 0421 660 156 & via email at info@soundworksmusicstudio.com</p>	✓	✓	✓