

Wesley Music Centre – COVID-19 SAFETY PLAN

This Guide is based on resources provided by ACT Government, WorkSafe, Uniting Church Synod of NSW and ACT.

It will be updated as information is made available about restrictions, risk and health information by ACT Government, Departments of Health as well as other sources.

Risks to staff, visitors and WMC users

We understand that there are increased infection risks in visiting an organisation or building compared with being in your own home or other familiar places. We want to ensure that you ARE safe and that you FEEL safe and well cared for whilst you are here at the Wesley Music Centre. If at any time you feel that we are not doing all possible to achieve this, we would welcome your comments and feedback.

This **Covid-19 Safety Plan** outlines guidelines that apply to all visitors to the Centre and procedures that we are using to ensure your safety. Everyone coming to the Music Centre is required to state that they will comply with this Plan.

This update takes into account ACT Health changes made on 19th September.

Liz McKenzie
Director
7th October 2020

Wesley Music Centre Guide for safe use

Illness

Anyone arriving at WMC who is unwell must not enter and will be asked to go home.

Signing in

All visitors, staff and users of the Wesley Music Centre must sign in (first name, contact phone number, date/time of entry) on the sheet provided at the main entry. Alternatively, the Covid-19 Safe app is also available. If, at any time, we become aware that someone who has been at the Music Centre has become infected with COVID-19, the list of names of those who attended at the same time will be provided to ACT Health authorities.

Physical Distancing

There must be no more than **one person per four square metres** in any of the spaces within the Music Centre. The maximum number of people permitted in each room/space (excluding staff and performers) is:-

| | |
|--|----|
| Music Room | 34 |
| Seminar Room | 9 |
| Tutorial Room | 8 |
| Foyer | 23 |
| Kitchen | 3 |
| Northern corridor (Music Centre to Church) | 10 |
| Church | 74 |
| Western/Link Corridor (Music Centre end) | 10 |
| Ante room | 5 |
| Office | 3 |

In addition, you must maintain a distance of **1.5 metres between people** where possible and as much as possible. Some seating is moved in order to facilitate separation. Pairs/small groups can sit together as long as 1.5m distance is maintained from others.

Cleaning and hygiene

You will find hand sanitiser at the front door, on the organ console and in the Music, Seminar and Tutorial rooms. Please use the sanitiser on entry and exit.

The Music Centre cleaners are cleaning more frequently and taking into account COVID-19 precautions. But, unless you are an audience member here for a concert, YOU must clean the space that you were in before you leave

Disposable gloves are kept under the sink in the kitchen. Chairs, door handles, bathroom surfaces (including taps), benches, light and air conditioning switches must be cleaned immediately after use. To be done by the event organiser: music teachers, group organiser (or Music Centre staff if present and if hosting the event).

If you are using a keyboard, you MUST hand wash or use sanitiser immediately before touching the instrument, as well as after use. You must also clean the keyboards immediately after use and with the cleaning materials placed next to them.

Refreshments

If you are organising an event, you will need to decide whether you can manage refreshments safely. We strongly recommend that you:- serve all drinks (no self-service), use disposable cups/plates and/or wrap food items into paper packages (do not put food out on plates), use gloves for preparation of food (after hand washing!), allocate roles clearly – including WHO is responsible for cleaning after food service. Ensure there is enough room in the foyer for people to be able to maintain 1.5m separation whilst socialising.

Rehearsals/Concerts

For concerts or rehearsals in the Music Room, chairs have been placed to ensure 1.5 metres distancing between people. It is advisable for those entering first to go to seats at the front of the room. On leaving, those seated at the back of the room should leave first. It is advisable for there to be 2 metres distance between singers in rehearsals/performances and 2m from audience in performance.

Do not enter or leave the room until advised to do so or until you know that it is safe.

Do not remain in the Music Room or Church after a concert. Please leave as soon as you are advised to do so.

It is recommended that, if you are planning a concert, that you NOT have an interval and that you limit the length of the concert. You might consider running – say – a 45-50min program twice. For example, run the program and then, after a suitable break so that audience members can leave and for cleaning, etc., run the program again. Please only have refreshments if you know that you can manage the additional work.

Singing

The following advice is from ACT Government (as at 2 Oct 2020):-

If a choir or band is performing, members need to maintain physical distancing of at least 2 metres apart from each other and from audience members while performing.

Choir members must be kept to an absolute minimum and any audience signing is discouraged at this time.

Directions/Notices

You will notice various posters at key points in the building. Please be familiar with their content. Each room will have room specific information at the entry point.

At risk groups

Some people are at more risk of serious illness from COVID-19 than others and should take extra precautions to help stay safe.

People most at risk of complications from COVID-19 are:

- people aged 70 years and over
- people aged 65 years and over with chronic medical conditions
- people with compromised immune systems
- Aboriginal and Torres Strait Islander people over the age of 50 with one or more chronic medical conditions.

If you are in one of these groups, it does not mean you cannot leave your home. But for your own safety, you should only go out when you really need to.

MANSFIELD/MUSIC Room

Maximum number to be in this room at any one time (excluding workers and performers (max performers 5)):- **34**

Maintain 1.5 metres separation at all times.

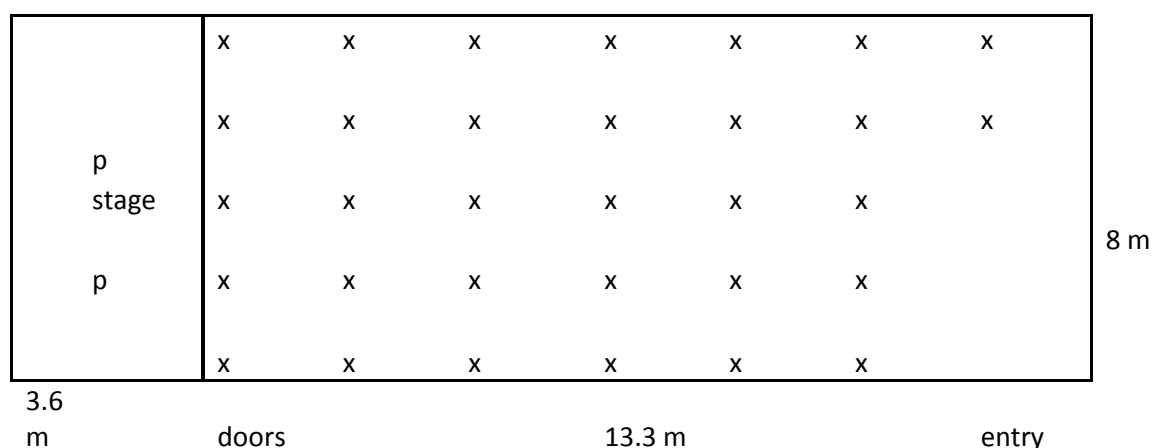
CLEANING

Before and after you use this room:

Use the cleaning spray provided. Spray onto soft paper towel (eg toilet paper) and wipe over surface. Do NOT spray directly onto any surface.

Clean: Light switches, door handles, chair sides and backs, music stands, any louvres that have been touched/adjusted, speakers on stage. If used – on stage – piano and harpsichord (using ONLY the cleaning materials provided)

| Space | Length (m) | Width (m) | Area (m2) | Area/4m2 | Capacity for personal distancing | Actual capacity |
|----------------|------------|-----------|-----------|----------|----------------------------------|-----------------|
| Mansfield Room | 13.3 | 8 | 106.4 | 26.6 | 32 (27) | |
| - stage | 3.6 | 8 | 28.8 | 7.2 | 2 (7) | |
| | | | | total | 34 | 34 |



Note: Seating plan is guide only; it is possible to put chairs together for those who wish to sit together whilst staying 1.5m from the next person and not exceeding the max number allowed in the room.

TUTORIAL ROOM

Maximum number to be in this room at any one time (excluding workers and performers):-

8

Maintain 1.5 metres separation at all times.

CLEANING

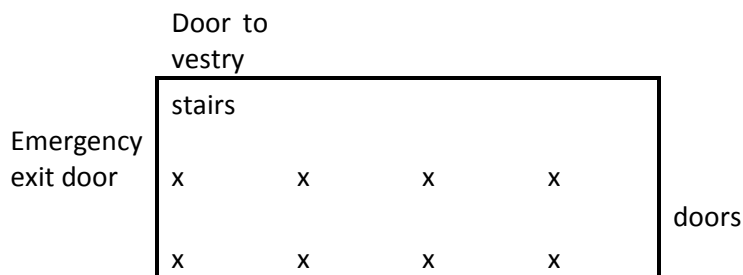
Before and after you use this room:

Use the cleaning spray provided. Spray onto soft paper towel (eg toilet paper) and wipe over surface Do NOT spray directly onto any surface.

Clean: Light switches, door handles, chair sides and backs, air conditioning and heating switches, music stands

Note: The harpsichord, spinet and forte piano are NOT to be used

| Space | Length (m) | Width (m) | Area (m2) | Area/4m2 | Capacity for personal distancing | Actual capacity |
|---------------|------------|-----------|-----------|----------|----------------------------------|-----------------|
| Tutorial Room | 7.2 | 6.5 | 46.8 | 11.7 | 12 | 8 |



FOYER

Maximum number to be in this room at any one time (excluding workers and performers):-

23

Maintain 1.5 metres separation at all times.

CLEANING

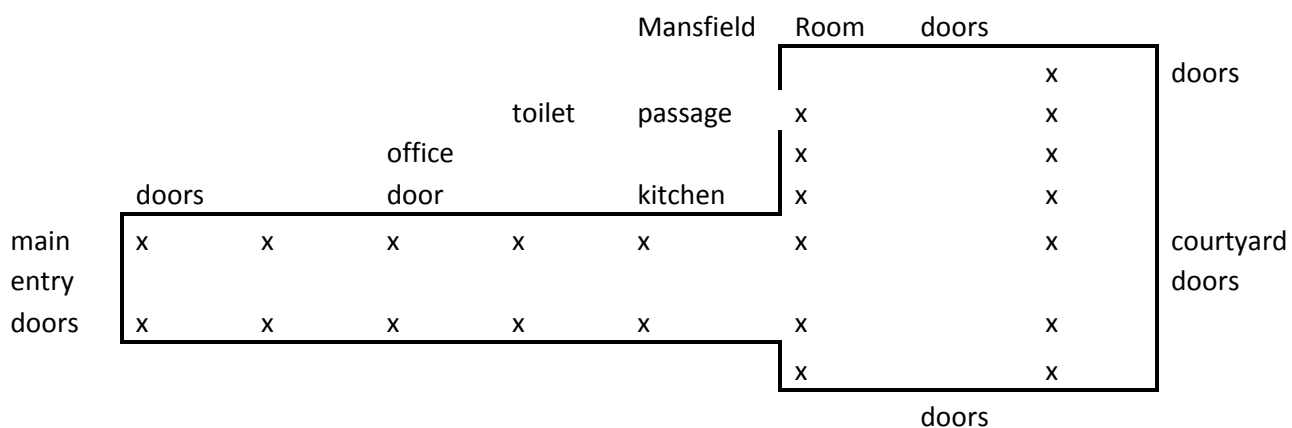
Before and after you use this room:

Use the cleaning spray provided. Spray onto soft paper towel (eg toilet paper) and wipe over surface Do NOT spray directly onto any surface.

Clean: Light switches, door handles, chair sides and backs, kitchen bench tops/server top/tables.

Note: it is recommended that the **kitchen not be used** for rehearsals/concerts

| Space | Length (m) | Width (m) | Area (m2) | Area/4m2 | Capacity for personal distancing | Actual capacity |
|---------------------|------------|-----------|-----------|----------|----------------------------------|-----------------|
| Foyer | 12.1 | 4.6 | 55.7 | 13.9 | 14 | |
| - excluding kitchen | 9.7 | 2.9 | 28.1 | 7.0 | 7 | |
| | 3.1 | 2.9 | 9.0 | 2.2 | 2 | |
| | | | | | | |
| | | | | total | 23 | 23 |



SEMINAR ROOM

Maximum number to be in this room at any one time (excluding workers and performers):-

9

Maintain 1.5 metres separation at all times.

CLEANING

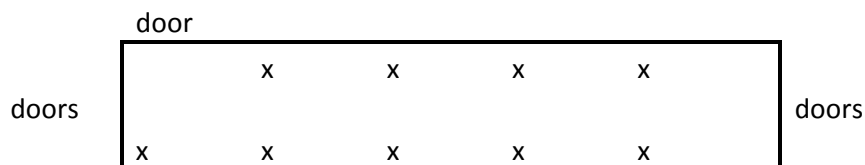
Before and after you use this room:

Use the cleaning spray provided. Spray onto soft paper towel (eg toilet paper) and wipe over surface Do NOT spray directly onto any surface.

Light switches, door handles, chair sides and backs, music stands, tables

Piano (using ONLY the cleaning materials provided). Keyboard and all surfaces.

| Space | Length (m) | Width (m) | Area (m2) | Area/4m2 | Capacity for personal distancing | Actual capacity |
|--------------|------------|-----------|-----------|----------|----------------------------------|-----------------|
| Seminar Room | 9.5 | 3.6 | 34.2 | 8.6 | 9 | 9 |



KITCHEN

Maximum number to be in the kitchen at any one time :- **3**

Maintain 1.5 metres separation at all times.

CLEANING

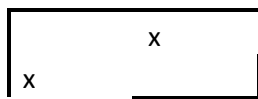
Before and after you use this room:

Use the cleaning spray provided. Spray onto soft paper towel (eg toilet paper) and wipe over surface Do NOT spray directly onto any surface.

Clean: Light switches, cupboard door handles/tops of drawers, kitchen bench tops/server top/tables.

Note: it is recommended that the **kitchen not be used** for rehearsals/concerts.

| Space | Length (m) | Width (m) | Area (m2) | Area/4m2 | Capacity for personal distancing | Actual capacity |
|---------|------------|-----------|-----------|----------|----------------------------------|-----------------|
| Kitchen | 3.6 | 2.8 | 10.1 | 2.5 | 2 | 2 |



NORTHERN CORRIDOR

Maximum number to be in this room at any one time:-

10

Maintain 1.5 metres separation at all times.

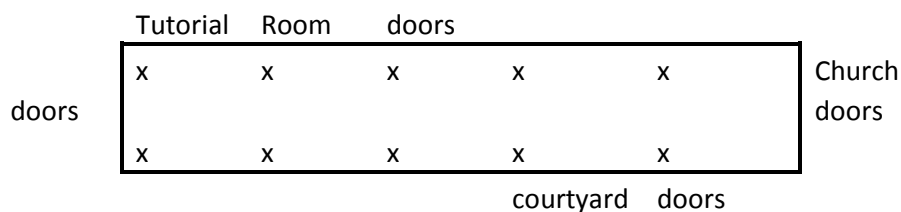
CLEANING

Before and after you use this corridor:

Use the cleaning spray provided. Spray onto soft paper towel (eg toilet paper) and wipe over surface. Do NOT spray directly onto any surface.

Clean: Light switches, door handles, chair sides and backs, children’s tables and chairs (if used), Church choir storage cupboard, any tables used.

| Space | Length (m) | Width (m) | Area (m2) | Area/4m2 | Capacity for personal distancing | Actual capacity |
|-------------------|------------|-----------|-----------|----------|----------------------------------|-----------------|
| Northern corridor | 11.5 | 3.6 | 41.4 | 10.4 | 10 | 10 |



LINK CORRIDOR

(Music Centre corridor from Music Centre to Ceremonial Doors)

Maximum number to be in this room at any one time:-

10

Maintain 1.5 metres separation at all times.

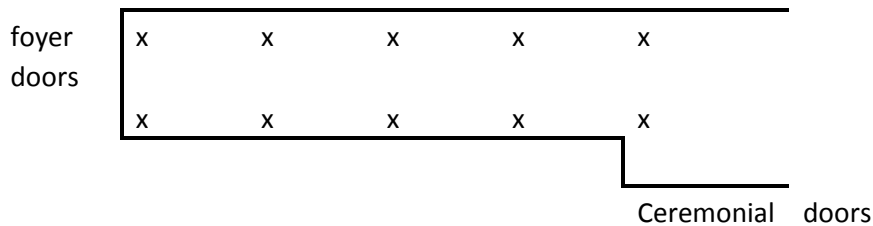
CLEANING

Before and after you use this corridor:

Use the cleaning spray provided. Spray onto soft paper towel (eg toilet paper) and wipe over surface. Do NOT spray directly onto any surface.

Clean: Light switches, door handles, chair sides and backs.

| Space | Length (m) | Width (m) | Area (m2) | Area/4m2 | Capacity for personal distancing | Actual capacity |
|---------------------------------|------------|-----------|-----------|----------|----------------------------------|-----------------|
| Link corridor | 12.6 | 2.7 | 34.0 | 8.5 | 9 | |
| - to centre of ceremonial entry | 3.1 | 1.5 | 4.7 | 1.2 | 1 | |
| | | | | total | 10 | 10 |



CHURCH

For Music Centre use of the Church for rehearsals, recordings, concerts and organ lessons.

For maximum number – see below. Maintain 1.5 metres separation at all times.

CLEANING

Before and after you use the CHURCH:

Use the cleaning sprays provided. Note: organ keyboard use only ISOCOL. Spray onto soft paper towel (eg toilet tissue) and wipe over surface. Do NOT spray directly onto any surface.

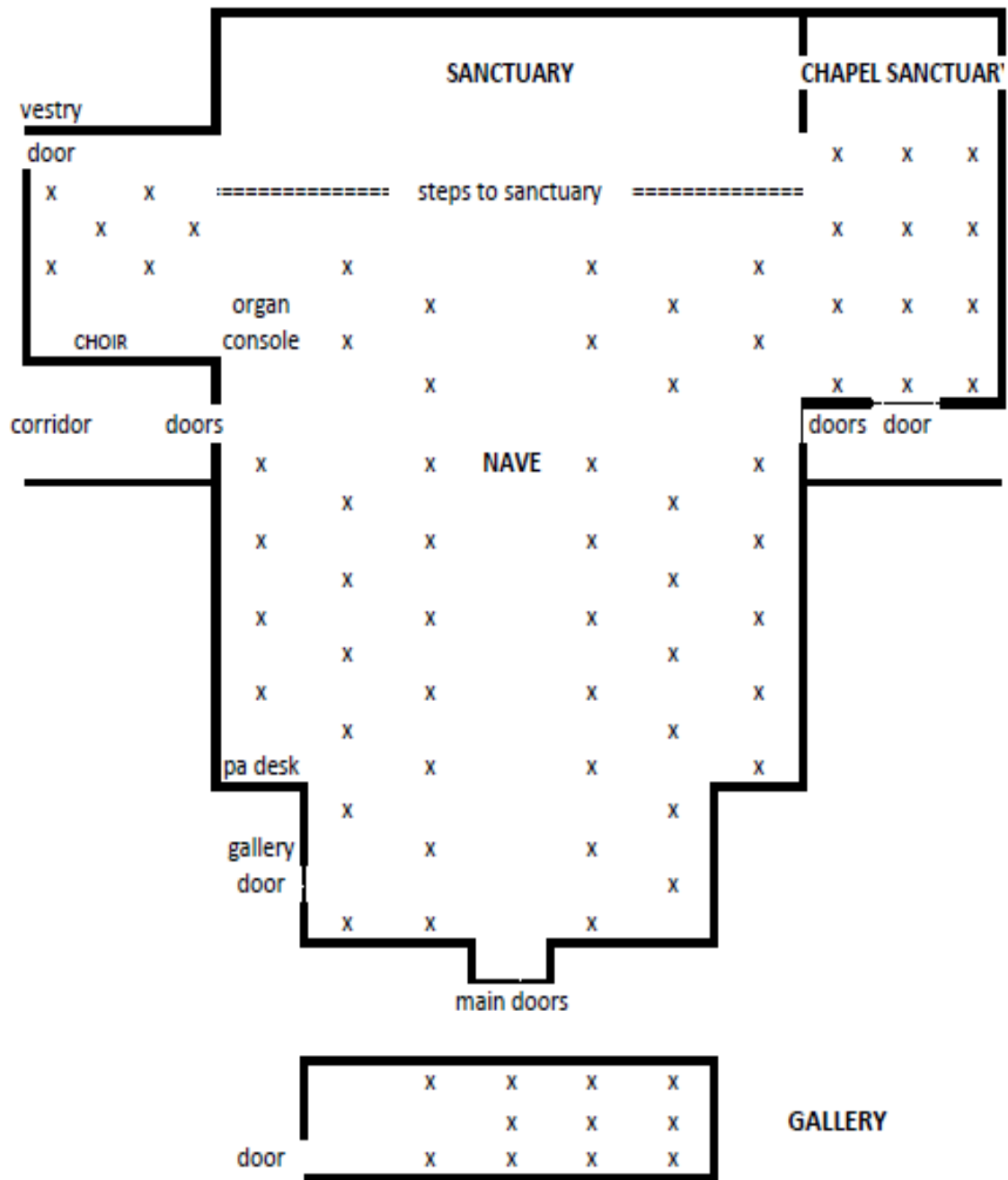
Clean: Organ Keyboard (ISOCOL only); Light switches, door handles, chair/pews sides and backs, music stands.

Floor Areas in Wesley Uniting Church and seating plan

| Space | Length (m) Seating capacity | Width (m) | Area (m2) | Area/4m2 | Capacity for personal distancing |
|----------------------|--------------------------------|-----------|-----------|----------|--|
| CHURCH | | | | | |
| - main sanctuary | 5.4 0 | 9.2 | 49.7 | 12.4 | 12 |
| - main nave | 14.2 37 | 9.2 | 130.6 | 32.7 | 33 |
| - nave under gallery | 3.5 8 | 6.5 | 22.8 | 5.7 | 6 |
| - back entry doorway | 2.4 0 | 1.1 | 2.6 | 0.7 | 1 |
| - chapel | 6.2 12 | 5.2 | 32.2 | 8.1 | 8 |
| - chapel sanctuary | 3.6 0 | 3.6 | 13.0 | 3.2 | 3 |
| - choir stalls | 6.0 6 | 2.6 | 15.6 | 3.9 | 4 |
| - upstairs gallery | 6.5 11 | 4.4 | 28.6 | 7.2 | 7 |
| | 74 | | total | 73.8 | 74 |

1. The differences between calculated and actual capacity are due to the fixed pew spacing.
2. For 1.5m personal spacing in the main nave and choir the long pews should be occupied alternately two in the first pew, one at each end, in the second pew only one in the middle. This also allows access to these seats without having to pass others.
3. In the short pews next to the organ console and under the gallery the rows should be occupied one person each pew as shown for best access.

NB: workers (minister, usher/side person, pa desk operator, etc) and performers (to max of 12) are not included.



SIGNING IN

Information requested for COVID-19 Contact tracing

The ACT Public Health Emergency Directions require us to request your first name, date and time of attendance, and phone number to allow for contact tracing, in case a client or staff member tests positive for COVID-19. This is to protect your health and safety and others in our community. We will only disclose your information to health authorities if they request us to do so following a positive COVID-19 test. We will store your personal information securely and destroy it when no longer needed (after 28 days).

The Office of the Australian Information Commissioner can provide further information about privacy obligations: www.OAIC.gov.au . For the latest information about the COVID-19 emergency in the ACT, please go to <https://www.covid19.act.gov.au> . The Public Health (Emergency) Directions can be found at <https://legislation.act.gov.au/ni/2020-153/>

WESLEY MUSIC CENTRE COVID 19 PLAN

ATTENDANCE

DAY/DATE:

| FIRST NAME | PHONE NUMBER | ENTRY DATE/TIME |
|-------------------|---------------------|------------------------|
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