



Writing your own Choir COVID Safety Plan



The message from Webinar 1

1. We need to change the dialogue to living with COVID, not avoiding it
2. Choir managers should be confident that choirs are allowed to sing
3. Assist all singers to make an informed choice
4. Make a COVID Safety Plan
5. Mitigation (not elimination) of risk and effective contact tracing and isolation are the primary aims
6. Engage with your vulnerable members
7. Behaviour change requires leadership



Choir COVID Safety Plan



- ❖ [Guidelines](#) and plan [templates](#) are issued by the [WA Government](#)
 - ❖ ...and updated at each phase change

excerpt from [WA Govt COVID Safety Guidelines](#)

“An organisation that controls or operates a venue that was required to be closed by the directions under the *Emergency Management Act 2005* must complete a COVID Safety Plan prior to reopening and display a COVID Safety Plan Certificate in a visible location on the premises. **Other organisations, including sporting organisations, may choose to voluntarily complete a COVID Safety Plan.**”



Choir COVID Safety Plan



excerpt from [WA Govt COVID Safety Guidelines](#)

“All people and premises are required to **mitigate** the risks of COVID-19

In addition to having a COVID Safety Plan and displaying a COVID Safety Plan Certificate, Sport and Recreation premises **must**:

- maintain a strict limit of a minimum of two square metres (2sqm) per patron
- **maintain hygiene and frequent cleaning**
- **carefully manage shared spaces to ensure physical distancing**

We all need to do our part to comply with these requirements and help mitigate the risks of COVID-19”



Choir COVID Safety Plan



❖ You will likely need more than one plan

Plan A - no community transmission

- comply with hygiene and physical distancing regulations

Plan B - when community transmission of COVID resumes

- what extra mitigation steps can we take?

Choir COVID Safety Plan A



Sport and Recreation

COVID Safety Plan

Please use the following form to document your plan for how your staff and patrons will be kept safe during the COVID-19 pandemic.

Premises name:

has a maximum capacity of Number: patrons and agrees to the following Phase 4 safety requirements:

- | | |
|--|--|
| <input checked="" type="checkbox"/> A strict limit of a minimum of 2sqm per person | <input checked="" type="checkbox"/> Maintain physical distancing |
| <input checked="" type="checkbox"/> Maintain hygiene standards and conduct frequent cleaning | <input checked="" type="checkbox"/> Carefully manage shared spaces to ensure physical distancing |

- 1 Refer to the **COVID Safety Guidelines: Sport and Recreation** for information on the expectations for COVID Safety Plans, including the application of the patron limit, and to assist you in completing this plan. These are available at wa.gov.au
- 2 Discuss and share relevant details of your plan with staff, contractors and suppliers so everyone is aware of what to do and what to expect.
- 3 The COVID-19 pandemic is an evolving situation - review your plan regularly and make changes as required.
- 4 Print and display the **COVID Safety Plan Certificate** available at the end of this form.

**We're all
in this
together.**



COVID Safety Plan p1

Input your choir name

Max capacity for singing
discussed later

Choir COVID Safety Plan

Premises details

Premises name:	<input type="text"/>	Prepared by:	<input type="text"/>
Type of premises:	<input type="text"/>	Position title:	<input type="text"/>
Street address:	<input type="text"/>	Completion date:	<input type="text"/>
Contact no:	<input type="text"/>	Revision date:	<input type="text"/>
Email:	<input type="text"/>		

* For the sections below, please complete the form and attach additional pages or information as required.

1. Physical distancing

• What will be done to implement physical distancing guidelines?

Consider: physical distancing for staff and patrons; occupancy limits based on 2sqm requirements; management of waiting areas etc.



Choir COVID Safety Plan

excerpt from WA Govt COVID Safety Guidelines

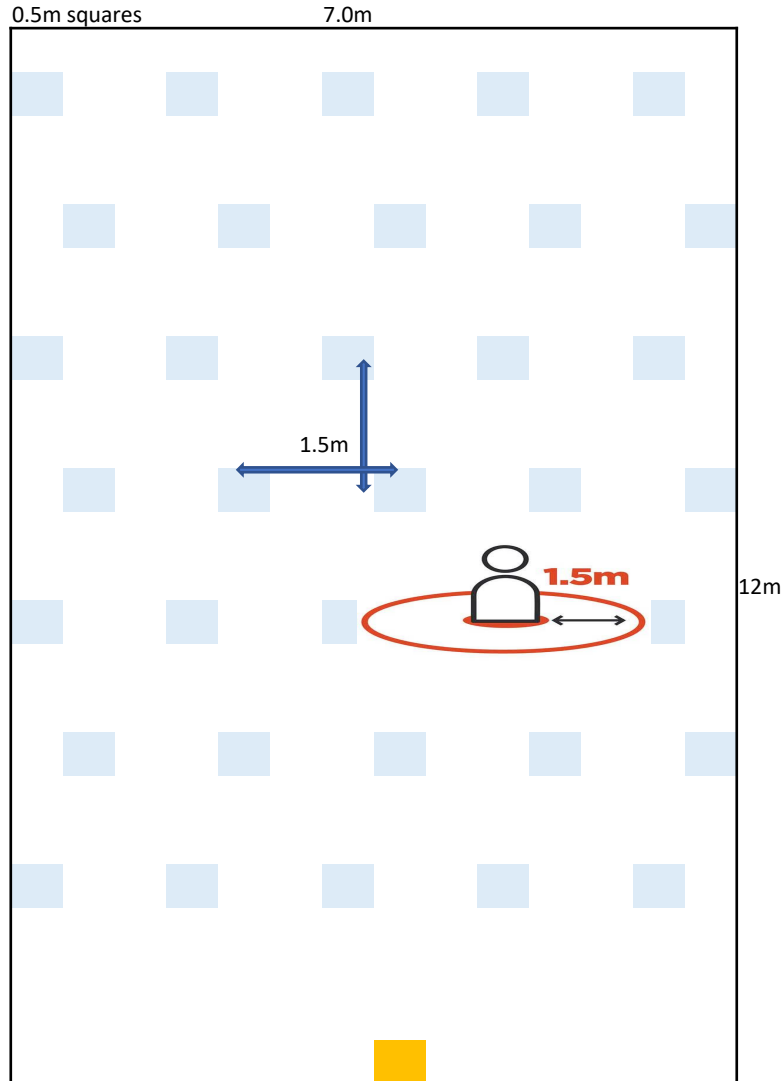
1. Physical distancing

- *Physical distancing. Numbers will be limited to 1 patron per 2 square metres.*
 - *Have you calculated the total area of your public spaces and determined the maximum number of patrons permitted?*
 - **Is the furniture arranged to maintain 1.5 metre physical distance?**
 - Are there physical distancing markers on the floor in areas where customers queue?
 - Consider how you will manage staff in enclosed areas, are there any issues regarding staff numbers in staff areas?
 - Have you identified all situations, tasks and processes where staff and others interact closely with each other and made any modifications if required?
 - **Have you put in place measures to communicate and remind staff **singers** of the need to practise physical distancing?**
 - Have you reviewed shift arrangements to reduce interaction between staff?
 - **Have you reminded staff to ensure physical distancing is maintained during break times?**

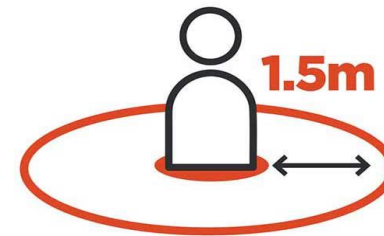


Draw up a plan of your rehearsal space

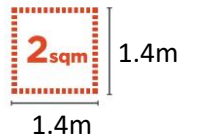
Choir COVID Safety Plan



hall dimensions (m)	7	12
area of hall	84	m ²
max no. allowable	42	by govt regulation
max no. @ 1.5m	36	singers + director
m ² per person	2.4	m ²



7m² circle
min 1.77m² pp
(can overlap)



2m² square
min 2.00m² pp
(no overlapping)

2. Hygiene

- How will you ensure required hygiene standards are maintained?

Consider: hygiene protocols and practices; supply of cleaning and sanitiser products etc.

Choir COVID Safety Plan

2. Hygiene

If your premises has their own Safety Plan, you may only need to note that you will follow their Safety Plan

Good hygiene

- **Are adequate hand washing and hand sanitising stations provided?** Check hand washing facilities are in good working order and adequately stocked (soap, hot water, paper towel, hand sanitiser)
- Has signage about hand hygiene been provided?
- Are processes in place to regularly monitor and review hygiene stations/measures?

Cleaning and sanitisation

- Have you considered the frequency of cleaning for public areas?
- **Are procedures in place for thorough and regular cleaning of common surfaces, 'high touch' items and shared amenities e.g. handles, tables, chairs and toilets?** *Produce a choir roster to do this*
- Have communal items been removed where possible e.g. self-serve stations (cutlery, water, condiments)?
- **Does your business have appropriate cleaning products and equipment** to perform cleaning and disinfection e.g. detergent, disinfectant, food grade sanitiser, PPE where appropriate? *See notes in guidelines*
- **Are all food contact surfaces effectively cleaned and sanitised?**
- Have you instructed staff to clean personal property e.g. phones and keys?

Personal Protective Equipment (PPE)

- Where you have identified the need for PPE, do you have adequate stock?
- Have staff been adequately trained in how and when to wear PPE?

3. Training and education

- How will you ensure all your workers know how to keep themselves and others safe from exposure to COVID-19?

Consider: staff training; records of training; additional education; signage; guidance material etc.

Choir COVID Safety Plan

3. Training and education

- Have you provided information to staff on your COVID safety procedures and what is expected of them?
- Where appropriate, have staff completed training?
- Have you provided clients with information on your COVID safety procedures, including not attending the premises if unwell?**

Additional ideas for your Choir COVID Safety Plan

- *Will we circulate specific requirements to all members of the choir via electronic communication?*
- *Will we hold a short briefing on different aspects of the plan at the start of each rehearsal?*
- *Will we share additional resources provided by The Australian Infection Control Training as per the following link? <https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>*
- *Will we incentivise singers not to attend rehearsal when they are feeling even the slightest bit unwell?*
- *Will we discuss with the choir how we will hold each other accountable to abiding by the agreed plan, even when the risk seems negligible, in a respectful and positive manner?*
- *Will we develop a roster for the additional tasks required to share the load within the choir?*
- *Will we require singers to leave the rehearsal space in an orderly way (closest to the exit first) and not to congregate outside the rehearsal space? Who will manage this?*
- *Will we support our MD to get additional training in online rehearsal techniques?*

Training and education

- Many of the provisions of your plan will require your members to change their behaviour.
- This is a significant leadership challenge and requires the support of all leaders in your choir.
- A multifaceted approach is generally most effective as different people adopt change at different rates and learn in different ways.
- Maintaining the distancing and hygiene provisions tells your vulnerable singers that you care about their welfare.
- If your choir cannot maintain mitigation measures it could cause vulnerable singers to leave your choir when any risk of community transmission reappears.

Choir COVID Safety Plan

4. Compliance

• I am aware that in addition to the legal obligations arising from the Emergency Management Act 2005 and the Directions made under that Act, I must continue to comply with relevant existing legislation and regulations, including WorkSafe legislation.

Yes No

Comments:

4. Compliance with existing legislation and regulations

- Is your business continuing to meet obligations under existing legislation?
- Have you contacted your local government authority, the Department of Health, or WorkSafe if you are unsure of public health or occupational health and safety requirements?

5. Response planning

- How will you respond to an exposure or suspected exposure to COVID-19 within your premises?

Consider: records of patrons; cleaning procedures; referrals to relevant authorities; regular review of procedures etc.

🔍 Monitor symptoms

- o Have you put up signs about the symptoms of COVID-19 in the workplace?
- o Have you advised staff stay home if they are unwell?
- o Have you advised staff to disclose if they have been in close contact with a person who has or is being tested for COVID-19?

🔍 Contact tracing

- o Are you maintaining booking records of clients for the purposes of contact tracing?
- o Are you maintaining a record of staff working on the premises?

🔍 Incident response

- o Does your business have written instructions for staff about how to respond to a COVID-19 related incident?

Infection Response

- There are two elements to an effective COVID Plan
 - One is minimising the spread of the virus.
 - The other is the speed with which the close contacts of an infected person can be identified and isolated.
- Contacting the health authorities if a choir member contracts the virus is mandatory. Whether your choir will take action should a close contact of a choir member contract the virus is up to you.
- (Elements in italics are optional and may be adopted as each choir sees fit. Insert names of responsible people as indicated by [*NAME*] below.)
- Maintain attendance records:
- We will keep an attendance record for each rehearsal for at least 4 weeks. [*NAME*] will be responsible for this or their delegate. These records will not be used for purposes other than contact tracing.

- If we are aware that someone in our choir is diagnosed with a case of COVID-19 [NAME] will ring the COVID-19 Public Hotline on 13COVID (13 26843) and follow the advice of public health officials.
- *If someone attends rehearsal and displays any symptoms will they be required to leave the rehearsal immediately?*
- If this occurs [NAME] will call the state public health unit by contacting the COVID-19 Public Hotline on 13 COVID and follow their advice.
- We will clean and disinfect the rehearsal space in accordance with our hygiene plan.
- *Will we cease rehearsals for 2 weeks after any member of the choir (who was attending live rehearsals) tests positive?*
- In the event that public health ask for our attendance records [NAME] will provide these records upon request.
- *Will we require our members to advise [NAME] if a close contact is diagnosed with the virus? What will we do as a choir if a close contact infection is advised? Tell all members? Cancel the next rehearsal as a precaution? Move to live streaming of the next rehearsal with a volunteer core of singers or just the MD leading the session?*




Reviews of your Choir COVID Safety Plan


You will need to review your Choir COVID Safety Plan when;

- Change in govt regulation (eg new phase)
- Change in your venue Safety Plan
- Significant change in community transmissions of COVID
- Positive COVID result for someone in or near your choir



Choir COVID Safety Plan

 **Sport and Recreation**



Premises name

COVID Safety Plan Certificate: Sport and Recreation

Welcome. Number:
We can accommodate patrons and agree
to maintain the WA Government's safety measures

- 2sqm per person**
- Frequent cleaning and disinfection**

We're doing our part to help keep you safe.
Please respect the rules and our staff.
We're all in this together.

Prepared by: Date:

WA.gov.au



Page 4 of COVID Safety Plan

This is your Certificate
It is official and it will
comply with all legal
requirements as they are
already built into it

CONGRATULATIONS!
You have an official
COVID Safety Plan in
action!



Summary of points for choirs

- Physical distancing
 - Make a sketch of your rehearsal space
- Hygiene
 - *Follow your venue plan, make a roster*
- Training
 - *Discuss your plan with the group*
 - *Do not attend if you are unwell and notify the group*
- Response planning
 - *Advise nominated person of any close contact event*

Keep your Plan A as simple as practically possible

PLAN B

for when COVID returns...

It is worth taking the time NOW to consider your Plan B
- what you will do if there is community transmission of COVID in WA

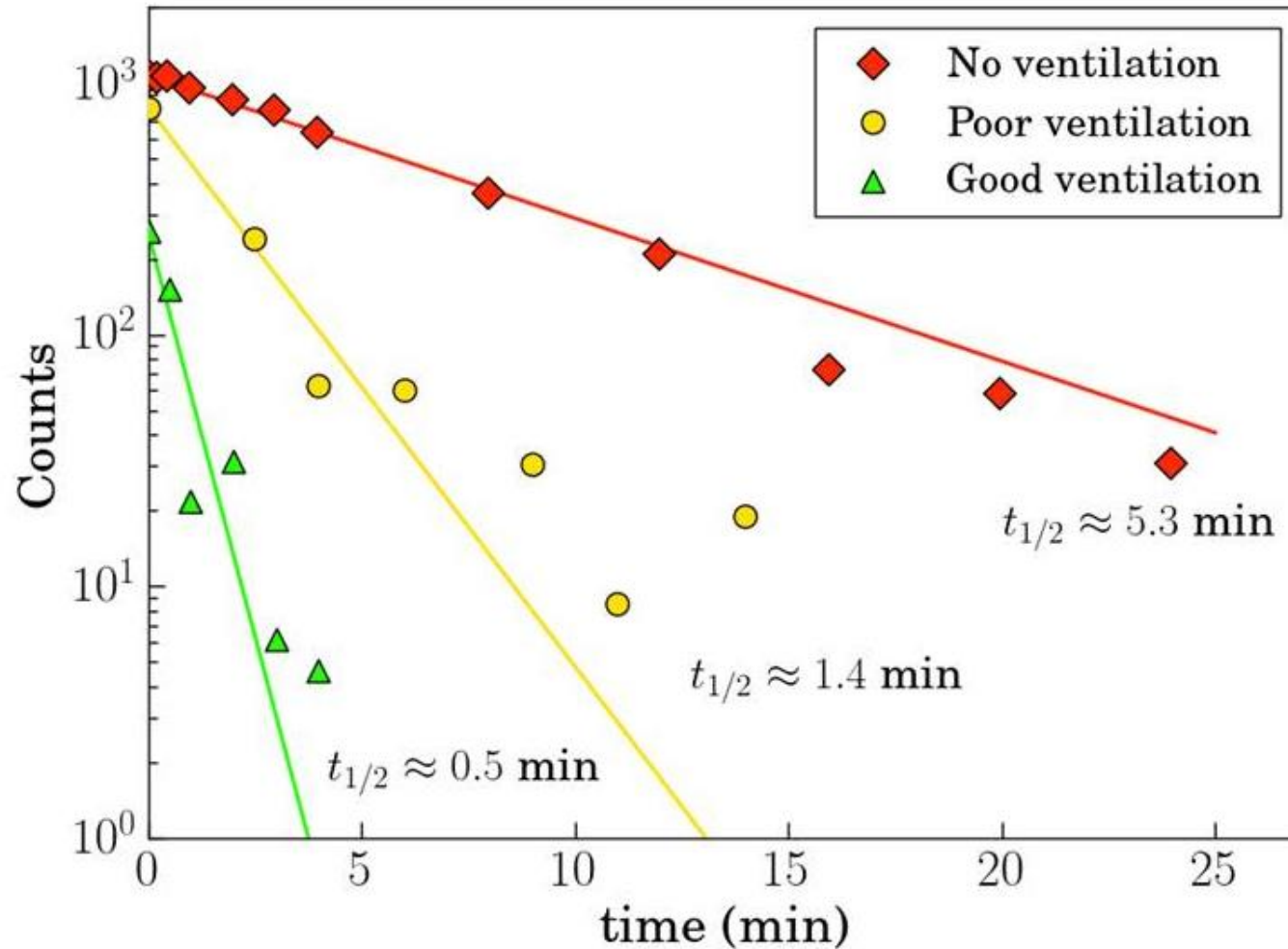
What additional mitigation steps can be instigated?

..some possibilities..

1. Rehearsing outdoors
2. Ventilation – keep doors and windows open (*see diagram on next slide*)
3. Moving to larger venue
4. Increasing physical distancing
5. Wearing masks or other barriers
6. Cutting out tea breaks and food handling
7. Reducing rehearsal length
8. Streaming rehearsals live to those that choose not to attend
9. Switching the whole choir to online rehearsals

Ventilation is a key aerosol mitigation

We analysed the number of droplets passing through the stationary laser sheet suspended in the centre of the experimental chamber using an algorithm that detects the illuminations caused by the droplets. We repeated this experiment in three rooms with different levels of ventilation: no ventilation, mechanical ventilation only, and mechanical ventilation supported by the opening of an entrance door and a small window ([appendix p 3](#)). In the best ventilated room, after 30 s the number of droplets had halved, whereas with no ventilation this took about 5 min, in agreement with the air drag calculation that shows that 5 μm drops from the average cough or speech height take 9 min to reach the ground. In a poorly ventilated room, the number of droplets was halved in 1.4 min.



from The Lancet
Respiratory Medicine
27 May 2020

“Small droplet aerosols in poorly ventilated spaces and SARS-CoV-2 transmission”



Choir COVID Safety Plan

❖ Need more help?

Tim and Matt will offer 30 minute online consultations to individual choirs who need help to complete their COVID Safety Plans

Please email Matt at clementsm@bigpond.com