

# **Cairns Choral Society Inc.**

## **COVID SAFE PLAN**

Stage 3

11<sup>th</sup> September 2020

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# 1 ABOUT THIS DOCUMENT

## 1.1 Purpose of this Document

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The purpose of the Cairns Choral Society Inc. (the **Society**) COVID SAFE PLAN (the **Plan**) is to lay out the measures taken under the Dance and Physical Performing Arts (DPPA) Industry COVID Safe Plan accepted by the Chief Health Officer of Queensland, which documents the methods of compliance to Queensland's Chief Health Officer's public health directives (**Health Directives**) at 31-33 Greenslopes St, Edge Hill QLD 4870 (the **Hall**) and other rehearsal and performance venues.

**This plan should be read in conjunction with:**

- Current local health authority guidance ([QLD Health - Public Health Directions](#))

## 1.2 How to Use the Plan

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The Plan provides for an exemption to health directives and should be reviewed in conjunction with the following items which are available on request:

1. completed Plan Checklist
2. completed documents (such as floorplans etc) as identified within the checklist
3. completed educational requirements as identified within the checklist
4. signed and dated statement of compliance

There is a continued commitment to:

1. display the statement of compliance at the Hall
2. compilation of this information and retention for purposes of audit or health authority inspection.

The statement of compliance demonstrates to the community and relevant government authorities that the Society is following the DPPA Industry COVID Safe Plan. It is not required to submit the plan or statement of compliance for approval. However, it is understood that a relevant enforcement Queensland Health officer can check compliance at any time and/or may ask for a copy of the signed statement of compliance.

# 2 OPERATING CONDITIONS

### **Stage 3 (July 3<sup>rd</sup>, 2020)**

The Society is operating under the DPPA Industry COVID Safe Plan which enables exemptions from the Health Directives, enabling increased scope of activities and the number of individuals as follows:

**Maximum Numbers Exemption:**

- For venues (facilities) or rooms of up to 200 square meters, no more than one person per 2 square metres, up to a maximum of 50 people.

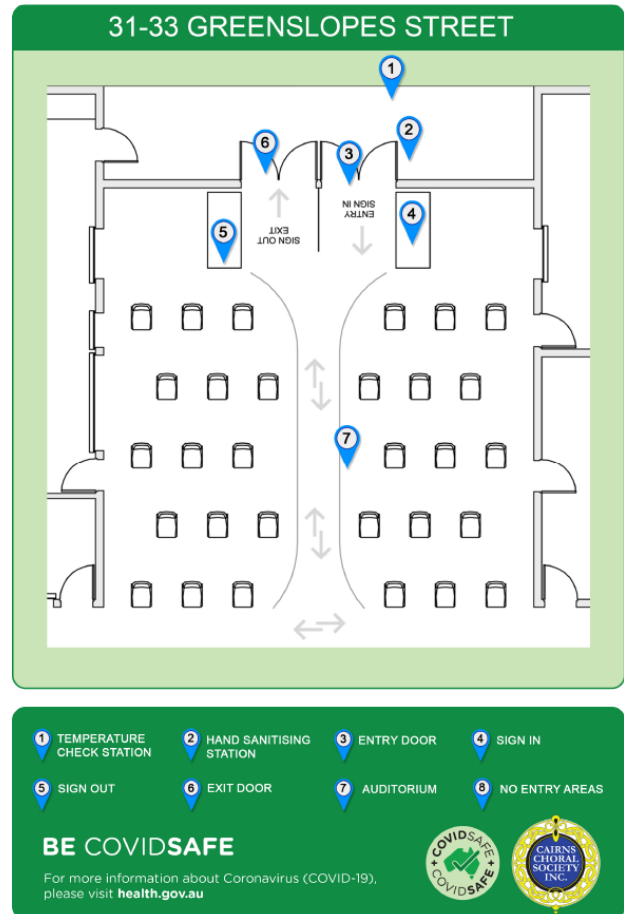
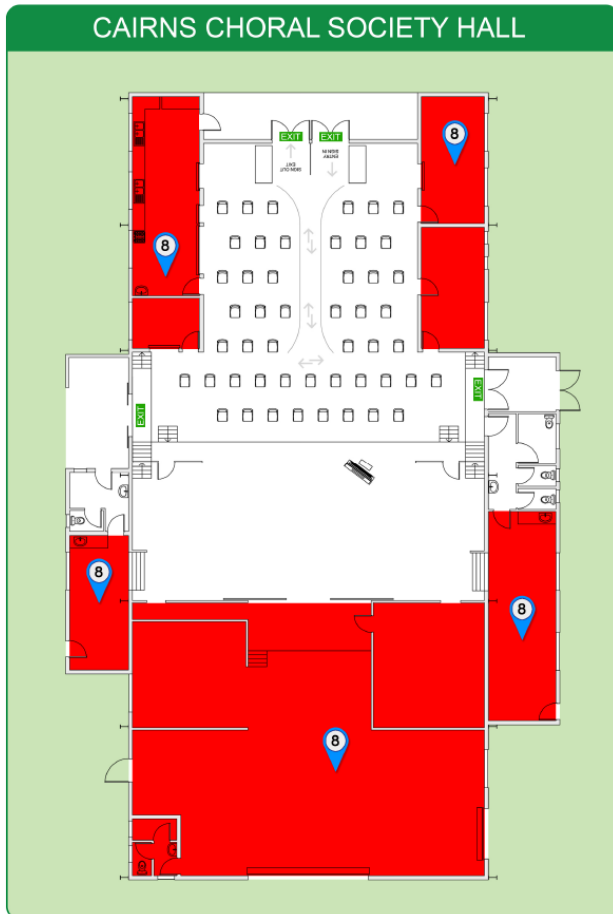
**Contact Activities:**

- Standard contact including partnering and group activities where the conditions of this DPPA Plan are applied.

## 2.1 Place of Main Activity

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The Society owns the Hall at 31-33 Greenslopes St, Edge Hill QLD 4870 and for groups larger than 5 people will only utilise the auditorium, stage and toilet facilities as shown on the plan below.



## 2.2 Other Places of Activity

Where the Society performs outside of the hall it will comply with the requirements laid out by the alternative venue who will have a COVID Safe plan under one of the following:

- Industry Framework for COVID Safe Events in Queensland
- Queensland Live Performance Venues/Theatres Industry COVID Safe Plan
- COVID Safe Plan for Places of Worship

## 3 Essential requirements

The Society has chosen to apply the standards of the DPPA Industry COVID Safe Plan and meets all essential requirements detailed below for safe operation during the COVID-19 pandemic.

### 3.1 Governance

The Society has:

- Appointed 1 committee member to oversee all COVID-related safety matters.
- Appointed a 2<sup>nd</sup> committee member to stay up to date on any changes to the status of Health Authority Guidance
- Appointed a 3<sup>rd</sup> committee member to look after signage and promotion
- Appointed a 4<sup>th</sup> committee member to oversee cleaning and hygiene
- Appointed a 5<sup>th</sup> committee member to handle any complaints relating to COVID-19
- The committee as a whole will review and maintain risk management processes at every meeting (usually every month).

## 3.2 Staying Informed

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The Society will keep up to date with the Chief Health Officer Directions, and update plans accordingly. The committee will stay informed of any issue or development that may increase the risk to members and guests, including:

- changes to regulations or restrictions
- outbreaks or clusters in the Cairns & Hinterland Health Authority area
- contact with individuals who may be infected

The Society will communicate changes to practices, updated authority guidance, incidents or issues that impact activities via one or more of the following; the Society's website <http://www.cairnschoralsociety.com.au/>; the Society's Facebook page <https://www.facebook.com/search/top?q=cairns%20choral%20society>; via email; group video conference calls; individual telephone calls.

### 3.2.1 Community transmission

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Community transmission rates are reviewed at least once a week to identify the most current risk to the Society using the information on the following site <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/statistics>.

Where community transmission statistics rise within the Cairns & Hinterland Health Authority area, the Society will consider revising their risk management controls to protect members. The Society will:

- follow all Public Health Directives immediately
- establish a 'watch & act' strategy for suspected community transmissions

## 3.3 Consultation

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The Society has clearly communicated its intention to commence activities under the DPPA Plan and provide a channel for feedback. Consultation has taken place with neighbours to the Hall, suppliers to the Society and has created protocols around dealing with COVID related complaints. Signage has been installed at the hall and on the Societies website and Facebook page to inform the community of intentions to operate using the plan and provide methods for individuals to voice any concerns.

## 3.4 Record keeping

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The Society has established record keeping processes to COVID Safe risk management obligations and local health contact tracing protocols.

**COVID safe risk management records** — risk management plans including names of key people, identified risks and their controls are documented and retained and are available for review by local authorities if required.

**Contact tracing records** – all attendance records will be kept securely for a minimum of 56 days from the date of attendance. Each member and guest has agreed that their contact and attendance details may be retained by the Cairns Choral Society Inc. for purposes of communication, over and above for purposes of contract tracing.

# 4 Best Practices Guidance

## 4.1 Arrive on Time, Leave on Time Methodology

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Arrive on time, leave on time methodology has been adopted by the Society to limit personal exposure during DPPA activities. This includes:

- Shortening rehearsals and removing breaks
- ensure the Hall is prepared and ready before members arrive
- all members should arrive ready for rehearsal bring a personal, full water/drink bottle and a pencil
- all members should maintain good hygiene practices
- all members should eat off-site
- all members should refrain from using communal drinking facilities
- all members should maintain a distance of at least 1.5m apart when not rehearsing / performing
- all members and participants should minimise gathering prior to, and after rehearsals / performances
- all tasks that can be done off-site will be done so. For example: briefings and notes will be given via online meetings, emails or Facebook groups.

## 4.2 Preparation of Facilities

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The Hall has undergone a Risk Review by the committee prior to resumption of activities. The review considered:

- availability of sanitation amenities – providing hand sanitiser which must be use by everyone on entry
- high traffic times at beginning and end of rehearsals for internal and external areas
- sufficient room for ingress into and egress from the hall
- waiting or gathering areas are being discouraged
- cleaning protocols established

### 4.2.1 Cleaning Protocols

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The Society has established cleaning protocols to control the risk of infection within the Hall. Appropriate detergents and disinfection products are being used. Cleaning protocols include:

- regular common surface disinfection
- disinfection of high-touch points and common use equipment between activities e.g. chairs
- regular cleaning of bathroom amenities used for personal sanitation.

### 4.2.2 Good hygiene

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Good personal hygiene practices are proven to assist in the prevention of COVID-19 transmission. All members and guest are encouraged to promote and engage in good hygiene practices such as:

- not attending activities if feeling unwell
- frequent hand washing or using alcohol-based sanitisers
- not sharing water bottles or personal equipment
- avoid touching their nose, mouth, and eyes
- limit touching of surfaces
- limiting the use of shared equipment or cleaning between users
- using appropriate respiratory hygiene by covering sneezes and coughs

The Society provides:

- bathrooms with fresh water, soap, and clean paper towels; and
- alcohol-based hand sanitiser.

### 4.2.3 Physical distancing

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Physical distancing (or social distancing) is a measure used to limit the transmission of COVID-19 and similar illnesses by reducing exposure between people. The more distance between people and others, the harder it is for viruses to spread.

The basic principles of physical distancing are to be maintained as much as practical:

- Encourage 1.5m distance between people when gathering.

- 2m<sup>2</sup> space per person when working or conducting an activity within a shared space.
- Avoid physical greetings such as hugging, kissing or hand shaking.

The Society:

- adheres to physical distancing recommendations as detailed within the Health Authority guidelines as much as reasonably practicable
- provides visual indication of physical distancing measures to assist members to follow. These include:
  - floor markings
  - spacing of chairs
  - providing physical barriers between the entrance and exit
- actively promote the practice of physical distancing for all members and guests.

#### 4.2.4 Controlling the flow of participants

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The 'flow of participants' is the term used to describe controlling members movements on their way to and leaving rehearsals / performances, to limit the possibility of gatherings and reducing exposure.

The Society has put in place:

- established arrival times to minimise gathering while waiting for activities
- coordination for the release of members at the end of rehearsals / performances in small groups (row by row)
- the use of separate entry and exit points to the hall

#### 4.2.5 Safety promotion

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Safety promotion is how the Society communicates to members, guests and the community at large, the safety measures and best practice behaviours it has adopted. Safety promotion includes visible display of safety procedures, best practice guidance and compliance inside and outside the Hall. Promotion includes posters, printed material and online instructions.

Safety promotion includes:

- activity times (to identify when there may be high volume of members coming and going from the Hall)
- requirements for entering and exiting the Hall (use of hand sanitiser, temperature checks and check-in procedures)
- DPPA Industry COVID Safe Compliance Signage
- markings for physical distancing queuing in the covered entrance area
- participant behavioural expectations in relation to good hygiene and physical distancing
- instructional posters on hand washing, hand sanitisation, physical distancing, and COVID-19.

#### 4.2.6 Facility Plan

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The Society has a Facility Plan which visually represents its compliance with the directions of the DPPA. This plan is completed on a diagram of the facility floorplan and can be found in point 2.1 above, with the below information clearly marked:

- total size of the auditorium and stage used for activities
- maximum capacity for each area
- expected queuing locations
- emergency egress areas and exits
- location of hand washing facilities and alcohol-based hand cleaning stations

### 4.3 General Practices

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#### 4.3.1 General business

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General business practices have been modified to limit the risk of exposure to COVID-19.

- Non-contact payment methods are encouraged.
- Where cash payment is accepted, hands will be sanitised immediately after each transaction.
- Request that deliveries to the Hall provide prior notice of arrival.

#### 4.3.2 Check-in procedure

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Check-in procedures have been established to provide incoming contact protection by identifying and preventing entry of individuals who may be infected with COVID-19 and thus limiting the risk of transmission within the Society.

At the Hall all members and guests must follow the procedure where:

- any persons with signs or symptoms of COVID will be refused entry
- volunteers responsible for check-in have appropriate training to identify signs or symptoms of COVID-19.
- Everyone is queried if they have experienced symptoms of COVID, have been in close contact with a known case of COVID-19, have travelled overseas in the previous 14 days, have been to or reside in a declared COVID-19 hotspot

#### **Non-contact temperature testing**

Each member and guest will have their temperature taken via an infra-red forehead thermometer which require no contact with the body.

#### ***Results of temperature testing will to be interpreted as follows:***

- Temperature of 37.5°C or greater is considered High
- Temperature of 37.3°C or 37.4°C is considered borderline
- Temperature of 37.2°C or below is not considered elevated

Any person presenting with an elevated temperature should:

- be sent home immediately to isolate
- make contact with local doctor or call 13HEALTH (13 43 25 84) for further advice

Any person presenting with a borderline temperature should:

- be asked for other signs or symptoms of COVID-19
- asked to rest in a segregated shady area or in their car for 10 minutes, then have their temperature re-checked
- if the recorded temperature remains borderline, they should be considered as having an elevated temperature and be sent home.

All elevated and repeat borderline temperature measurements will be recorded for further monitoring and risk review by the Society.

#### 4.3.3 Attendance records

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Attendance records for all members and guest will be recorded. Attendance records are detailed enough to allow thorough contact tracing if any individuals attending contract COVID-19 or have been identified as potential contacts of COVID-19 cases.

Attendance records will be kept securely for a minimum of 56 days however members and guest have agreed that these records will be retained by the Cairns Choral Society Inc. for purposes of communication, over and above for purposes of contact tracing. They contain:

- Full contact details
- Date of visit
- Time arrived and time departed
- Activity / purpose of visit
- If a person is a minor, the carers name and contact details is also included.



Where records are requested by the local health authority, they will be provided within the timeframe specified at the time of the request.

#### 4.3.4 Volunteers

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The Society has ensured that volunteers are informed, protected and aware of their responsibilities regarding their safety and the safety of others.

##### **Responsibilities**

Volunteers have been made aware of their responsibility to:

- present fit for duty (i.e. individuals experiencing signs or symptoms of COVID-19 must not attend rehearsals or performances)
- monitor the health of members and guests before, during and after rehearsals or performances
- ensure members and guests maintain good hygiene and physical distancing practices and model these behaviours for others.

##### **Education and Training**

Education for volunteers about COVID-19 risk mitigation and records of training in relation to COVID-19 have been kept.

- Volunteers have been educated in:
  - hand and respiratory hygiene
  - physical distancing
  - signs and symptoms of COVID-19
  - measures to take in the event of a confirmed or suspected COVID event
  - the requirements of this plan.

COVID Safe industry training that has been leveraged can be found at:

- <https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>
- <https://www.covid19.qld.gov.au/government-actions/covid-safe-businesses>.

#### 4.3.5 General Interaction

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During interaction, best practices are maintained to ensure physical distancing measures are adequate to minimise unnecessary exposure where possible.

Basic principles for general interaction:

- avoidance of unintentional / unnecessary contact
- duration of rehearsals have been reduced and breaks removed to limit potential infection exposure
- instruction provided at a distance, removed from participants personal space where possible
- directors and musical directors have carefully planned rehearsals and performances to minimise contact wherever possible
- regular sanitisation is promoted and normalised. Volunteers role model this behaviour regularly sanitising to reduce risk, protecting both themselves and members/guests
- Where contact is unavoidable, enhancing hygiene protocols are used. i.e. volunteers, members and guests are to sanitise before and after activities where contact is required.

#### 4.3.6 Spectators and Audiences

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Spectators and Audiences are allowed to watch rehearsals and performances, both indoors and outdoors, where the criteria of the COVID Safe Event Framework, Live Performance Venues/Theatre or other Industry approved plan are not applicable.

Where spectators and audiences are in attendance the society will ensure they:

- have a minimum of 4m separation between themselves and the performers

- are included within the check-in process and all attendance information collected as applicable for contact tracing purposes.
- are not to engage in contact activities with members or other guests from outside their household/social group and must always observe physical distancing requirements.

#### 4.4 Risks of respiratory droplets and aerosolized infectious material

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COVID-19 is highly transmissible between people and can occur through direct, indirect, or close contact with infected people through respiratory secretions, respiratory droplets, and aerosols which are expelled when an infected person coughs, sneezes, talks or sings.

Respiratory droplets are >5-10 µm in diameter can carry transmissible virus from an infected person and can reach the mouth, nose or eyes of a susceptible person and can result in infection. These droplets may also land on objects and surfaces around the person. Other people then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose, or mouth.

There is considerable research currently being conducted in the field of Airborne transmission via aerosols (respiratory droplets <5 µm) where it is theorised that exhaled aerosols could be inhaled by a susceptible person, and they could become infected if the aerosols contain the virus in sufficient quantity to cause infection within the recipient.

##### 4.4.1 Ventilation

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One method of controlling the risk of infectious aerosols is by increasing the ventilation in the Hall. Therefore, where possible the Society will:

- keep doors open at the front, back and sides of the hall
- limit the rehearsal duration to prevent potential build-up of infectious aerosols
- use the air-conditioning system to allow more air circulation

##### 4.4.2 Participant positioning

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Participant positioning strategies have been employed by the society due to the aerosolised droplets exhaled when members sing. The following considerations have been used when planning positioning within the Hall.

##### **General considerations include:**

- the direction of air travel from participant exhalation
- the direction of air travel in general airflow or from ventilation systems
- the understanding that the larger droplets (diameters greater than 5µm) will generally fall from one to two metres from the point of origin and this distance has been used as a base reference for spacing
- participants will not be conducting close proximity activities facing each other where possible.
- providing instruction from a position removed from the member
- positioning participants side by side
- staggering or windowing participants with sufficient separation to reduce the risk of aerosol contact.
- 'blocking' productions with consideration to physical distancing measures
- singing pairs/groups should perform skewed from direct facing orientation

##### 4.4.3 Personal Protective Equipment (PPE)

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Personal Protective Equipment (PPE) in the context of COVID-19 includes the use of mouth & nose covers (masks), gloves and eye protection. The Society will use a practical risk-based approach on when to use PPE outside of mandated Public Health Directives issued by the department of health.

- Gloves and masks must be worn when dealing with suspected or confirmed COVID-19 infected individuals.

- Gloves, masks and eye protection should always be worn when cleaning bathrooms or suspected infectious areas.
- Masks should be worn where physical distancing measures cannot be maintained.
- Volunteers should consider using PPE when handling commonly used equipment/music.
- Masks will be recommended where community perceived risk level increases in the local area (even where public health directives have not been given).

## 4.5 Use of shared equipment

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Shared equipment has the potential to be infectious for extended periods when handled by a person infected with COVID-19 or from aerosols/droplets in the environment. Shared equipment will be identified, and where unable to be removed, have control measures put in place to limit the risk to members, guests and volunteers.

These included but are not limited to:

- Microphones
  - Limiting the use of handheld microphones and replacing with shotgun or personal microphones
  - sanitise handheld microphone between users with an alcohol wipe.
- Chairs
  - cleaning protocols have been established between users of shared chairs
  - where possible chairs will be assigned to individual members
- Music stands
  - cleaning protocols have been established between users of shared stands.
- Sheet music
  - Where possible music will be replaced with electronic formats on members' personal devices
  - issue to single users, or given a 72-hour quarantine period between users
  - hand sanitise is to be used prior to, and after handling sheet music.
- Props and costumes/uniforms
  - costumes/uniforms are not to be shared, where practical
  - cleaning protocols established for shared props and costumes
  - personal protective equipment (PPE) provided for backstage crew when handling props/costumes/equipment.

## 4.6 Contact activities

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Contact between participants is an inherent part of doing shows. Contact based activities and skills training have been permitted to recommence in Stage 3 under the controls of this Plan. Contact includes partnering and group activities where physical contact is made.

All members are encouraged to follow the physical distancing guidance, where possible. Physical distancing measures may be altered if not reasonably practical or affects the artistic integrity of the work. In these instances, appropriate control measures should be put in place to minimise the risk of transmission.

### **Consideration for physical contact within activities:**

- limit physical contact where possible
- participants to use hand sanitiser before and after physical contact activities

## 4.7 Children and young people

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There are unique challenges working with children and young people when creating a risk management strategy. When working with children practical measures of preventing transmission will be applied wherever possible.

The society will:

- ensure the children and young people use hand sanitiser or wash hands as often as practical, especially before and after using shared equipment
- limit physical contact with others wherever possible
- where children and young people have attending parents or guardians, they must be included within the check-in process and be subject to the Hall capacity limits

## 4.8 At Risk participants

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There are unique challenges working with 'at risk' participants in a COVID environment however the Society performs an important function in the mental health and wellbeing of its members and guests.

Based on known information about coronaviruses, those most at risk of serious infection are:

- people with compromised immune systems (such as people with cancer)
- elderly people
- people with chronic medical conditions
- people in group residential settings
- people in detention facilities

Best practice for 'at risk' members:

- first and foremost, medical advice should be sought by members / guests / parents / guardians / carers before resumption of activities
- consideration of physical contact requirements for members with mobility issues, to ensure immediate personal safety
- enhanced check-in protocols to limit incoming contact
- enhance personal protective equipment (PPE) such as gloves & masks where appropriate