

Macquarie Singers COVID Policy 2020

1. Version Number 6, 2020_11_25, Effective date 2020_12_08, Next Review Date 2020_12_10.

2. Purpose

This COVID policy aims to identify and manage the risk of COVID for Macquarie Singers Inc (MUS). MUS seeks to ensure that appropriate social distancing and hygiene will be provided in rehearsals and at MUS performances.

3. Scope

This policy covers MUS' responsibility to our financial members, volunteers, principal conductor, assistant conductors, accompanists, stage managers, members of the Macquarie Chamber Orchestra and other musicians. Further, it covers observers and audience members at MUS performances.

4. Supporting Documents

<https://www.nsw.gov.au/sites/default/files/2020-06/covid-19-safety-plan-cinemas-theatres-concert-halls.pdf>

<https://www.nsw.gov.au/covid-19/covid-safe/outdoor-music-rehearsal-and-performance>.

<https://www.nsw.gov.au/media-releases/plans-for-new-years-eve-and-festive-season>

<https://www.health.nsw.gov.au/Infectious/covid-19/Pages/latest-updates.aspx>

<https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules#outdoor-music-performances-and-rehearsal>

5. Description

COVID-19 is a highly infectious disease which can spread easily from person to person with serious health consequences. Currently there is no treatment or immunisation available for COVID-19. People over 65 years with chronic medical conditions, people over 70 years and those with compromised immune systems are particularly vulnerable. It is believed that singing may provide extra risk for spreading the virus.

6. Applicability

This policy applies to those who participate in or observe any rehearsals, performances or other events until otherwise notified.

7. Policy and Procedure

Wellbeing of staff and visitors

All MUS members, performers, volunteers, contractors and audience members may not attend a rehearsal or performance if unwell or have visited a location or venue at a time and date that requires them to self-isolate in the 14 days prior.

MUS will continue to broadcast online for anyone in high risk categories or who is self-isolating due to COVID concerns.

Anyone experiencing symptoms including fever, cough, sore or scratchy throat, shortness of breath, runny nose, loss of taste or smell, should get tested for COVID-19 and self-isolate until results are received.

Everyone is to maintain a physical distance of 1.5 metres upon arrival, at the conclusion of the event and in rehearsal and performance breaks to avoid mingling. People are to move straight to their designated chairs, remain seated and avoid moving around the venue.

When singing, a minimum of 1.5m distance between singers is to be maintained. Singers must face forwards not towards each other, and be 5m away from all people in front including the audience, accompanist and conductor.

Individuals may choose to wear a mask upon arrival, when leaving and during the rehearsal when not singing. Masks may also be worn during singing if individuals prefer.

Each person must clean their own chair before and after rehearsal with wipes that MUS will provide.

Anyone who appears sick will be asked to leave the venue immediately.

Conductors, accompanists and other performers will be requested to stay at home if unwell, even if a replacement is not available.

Conditions of entry will be displayed on [MUS's website and Facebook page](#).

Participants and audience members arriving at an event will be asked whether they have any symptoms or have visited a location or venue at a time and date that requires them to self-isolate in the 14 days prior to the event.

A designated COVID appointee will take each participant's and audience member's temperature upon entry.

Physical Distancing

In rehearsals and performances indoors up to 50 people may

- sing together in one area if all singers face forwards and not towards each other
- have physical distancing of 1.5 metres between each other and any other performers, and
- 5 metres distancing from all other people in front including the audience and conductor.
- Ensembles and other musical groups should rehearse and perform outdoors or in large, well-ventilated indoor spaces.

The audience or congregation should not participate in singing in this setting due to the increased risk of transmission and NSW Health strongly recommends anyone 12 years or older wear a [face mask](#)

There is no limit on the number of people singing together in an outdoors setting.

To minimise infection risk:

- all singers should face forwards and not towards each other
- maintain physical distancing of 1.5 metres between each other and any other performers, and
- keep 5 metres distancing from all other people including the audience and conductor.

If the event is one where the audience or congregation are likely to participate in the singing, such as carols by candlelight or religious services, audience members and congregants 12 years or older should wear a face mask.

Music performances and rehearsals can be held outdoors with a maximum of 3,000 people if

- the person principally responsible for organising the rehearsal or performance develops and complies with a COVID-19 Safety Plan
- all participants provide their contact details (name and phone number or email) where practicable.

Audience members will be guided to marked grassed areas or staggered seating to comply with the required 2 square metre rule.

Audience members will be reminded to remain seated throughout the rehearsal or performance and to maintain physical distancing.

Designated COVID appointees will promote physical distancing and indicate where people may queue to maintain this.

Hygiene and Cleaning

Everyone must wash their hands thoroughly with soap and water or hand sanitiser before rehearsals and after touching surfaces.

People are required to bring their own facemasks and hand sanitiser.

MUS will provide hand sanitiser at the entrance and inside the venue.

MUS will ensure soap dispensers and paper towels or hand dryers are available in each bathroom. Visual aids will be provided to support effective hand washing.

Participants are encouraged to take bathroom breaks as needed throughout the rehearsal to avoid peak times.

The piano will be cleaned before and after the rehearsal.

All performers will clean their instruments between each performance (as appropriate to the instrument).

MUS will liaise with venue providers to ensure each venue has been appropriately cleaned before rehearsals and performances. MUS will clean high-contact areas such as door knobs, light switches, music stands, tables and pianos and keyboards immediately before and after any face-to-face events.

MUS will provide wipes to clean chairs before and after rehearsals, extra disinfectant products and gloves which are to be used by members or representatives of MUS as required before and/or during an event.

Participants are to bring their own food and drinks, pencils, music scores and other items which may not be shared with others and must take home their own rubbish.

Participants should wash hands thoroughly with soap and water or hand sanitiser before and after cleaning their chairs and any instruments or surfaces.

MUS will offer contactless methods of payment for purchasing event tickets, paying membership fees and making donations.

Record Keeping

MUS will maintain an accurate roll of all attendees at rehearsals and confirm the accuracy of their mobile numbers and email addresses.

A record of audience attendees' mobile phone numbers will be stored confidentially and securely for a minimum of 28 days and used only for the purposes of tracing COVID-19 infections. Paper records will be entered into an electronic format such as a spreadsheet within 12 hours.

A QR code option will be provided for audience members to protect people's personal details from disclosure to other attendees as well as a sign-in sheet or cards.

Records will be used only for the purposes of COVID-19 contact tracing and will be collected and stored confidentially and securely to protect privacy and ensure records are secure.

Participants will be reminded of the COVIDSafe app and its benefits to support contact tracing if required.

MUS will cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at its rehearsals or performances and notify SafeWork NSW on 131050.

The MUS COVID-19 Safety Plan will be made available to those attending rehearsals who will be asked to sign an acknowledgement that they have read the MUS COVID-19 Safety Plan and agree to abide by the Plan, releasing MUS from any liability.