

Focus Music COVID Safety Plan

Premise Details

Premise Name: Focus Music

Type: Music School

Address: 45 Sussex Road, Forrestfield

Prepared by: Daryl Eagle

Position: Director

Contact Number: 0434 362 902

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Completion Date: 2 June 2020

Physical and social distancing

1. Admin Office will have an "X" taped on floors at 1.5m interval distances from the admin desk and from each other for parents within the office. Office capacity will ensure 4m² rule (approx. 4 person max)
2. Parents will be encouraged to make contact remotely by phone or email rather than physically attending the office.
3. Tuition rooms will only have the music teacher and the student in the room spaced 1.5m apart. Each room is at least 16m².
4. Parents will be encouraged to walk their child to the tuition room to hand over to teacher and return upon lesson completion, or to wait outside the tuition room.
5. Student arrival to be 5 minutes prior to their 30 lesson and to leave immediately after their lesson with their parent.
6. No group lessons will be delivered. This will be reviewed in consultation with stakeholders for Term 3.

Hygiene Policy

1. Single entry point to premises will be the side gate leading onto Edinburgh Road.
2. Admin Office and each Tuition Room will contain hand sanitizer, disinfectant spray and papers towels.
3. Students to hand sanitise upon entering school (using products at Admin Office) and upon completion of their lesson.
4. Parents to encourage students to toilet at home prior to attending lesson.
5. Students to remain home if feeling unwell or displaying cold/flu symptoms.
6. Music Teachers will wipe down seating, any shared instruments (keyboards / drum sticks, microphones) with disinfectant and record this in our **Cleaning Journal** after each student.
7. Admin will disinfect and wipe down EFTPOS machine after each use and promote over the phone payments and bank transfers.

8. Focus Music will distribute our Hygiene Policy on social media, website and via email to every enrolled student to make parents aware of requirements for entry to their lessons.
9. Toilets will be locked and only Admin with a key can open if required.

1300 568 742
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hello@focusmusic.com.au

45 Sussex Road,
Forrestfield WA 6058

Staff Training and Education

1. All Focus Music staff will be emailed our COVID Safety Plan prior to lessons recommencing at Forrestfield and will be required to sign the document for our record.
2. A staff hygiene induction will take place prior to staff commencing duties to orientate them to cleaning equipment and revise cleaning procedures that were outlined in the Hygiene Policy.
3. Signage will be displayed outside the Admin Office and outside each Tuition Room.

Compliance

1. 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.

Response Planning

1. All bookings are recorded through a scheduling software called MindBody. Admin staff mark attendance for each student upon entry to the school. The software contains the student's name and their responsible adult contact number and email address.
2. Student/Responsible Adult to be contacted using contact tracing through MindBody in the event that potential exposure is identified.
3. Music Teachers' Cleaning Journals will be handed in at the end of each day to support ongoing compliance and review.
4. This document is subject to continuous improvement and review in consultation with stakeholders.
5. The next major review of this document will be at the end of Term 2, in preparation for Term 3 lessons.



Daryl Eagle
Director
Focus Music