

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Other businesses and organisations

Business details

Business name	Brooke Casey Music
Business location (town, suburb or postcode)	Gwynneville
Completed by	Brooke Tilston
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Effective date	7 December 2020
Date completed	7 January 2021

Wellbeing of staff and customers

Exclude staff, visitors and customers who are unwell.

If a student happens to be unwell, no face-to-face lesson will occur. Instead, an alternative delivery method will be arranged for example; an online class.

Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, and cleaning.

I will wear a mask for each lesson, provide hand sanitiser and bring deposable gloves with me.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

In the event that I develop symptoms, all lessons will be arranged to be online. If online isn't possible, make-up lessons will be arranged when I have returned a negative test result and am clear to work again.

Display conditions of entry for any customers or visitors (website, social media, entry points).

All lessons are occurring their homes at the moment so this isn't necessary.

Physical distancing

There are a number of businesses where there are restrictions on patron numbers and the space required to have that number of people; check if there are any restrictions on your business by visiting the NSW Government website.

If your business does not have any restrictions, consider what measures could be put in place to avoid crowding and support physical distancing, good hand hygiene, and mask wearing where practicable and appropriate to the setting.

Both the student and myself will be required to apply hand sanitiser and wear a mask during the lesson. Where possible, social distancing must also be conducted.

Assign workers to specific work stations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with detergent and disinfectant between use.

Each piano will be sanitised before the commencement of each lesson.

Put plans and systems in place to monitor and control the numbers of workers and customers on site at any given time to allow for physical distancing.

The only people on site during the lesson should be myself, the student and a parent or guardian if needed.

Use flexible working arrangements where possible, such as working from home, or

early and late shifts to reduce peak periods.

As lessons are private and only require myself and the student in the room, this isn't an issue.

Consider barriers or other controls to ensure staff and visitors at interaction points stay at a safe distance or are separated by a barrier such as a sneeze guard at a service counter. If not practical, clean regularly with detergent/disinfectant.

Entire room of use will be sanitised before commenced of lesson.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks). If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.

Both a face mask and social distancing will be practised throughout the entirety of the lesson.

Use telephone or video for essential meetings where practical.

Online lessons are always an option and can be completed if the student or myself feels it is the safer option.

Review regular deliveries and request contactless delivery and invoicing where practical.

Not required.

Consider signage near crowding points such as lifts and passenger travelators directing customers and workers to maintain 1.5 metres physical distancing wherever practical.

Not required.

If staff or workers need to travel together in the same vehicle:

- **encourage passengers and drivers to spread out, using front and back seats**
- **workers should only handle their own tools and bags where possible**
- **have processes to clean the vehicle hand touch areas at the end of each shift with a detergent/disinfectant**

- **encourage workers to set the air-conditioning to external airflow rather than recirculation or open windows.**

Not required.

Have strategies in place to manage gatherings that may occur immediately outside the premises, or in meeting or break rooms.

During COVID times, the maximum people allowed in the room during a lesson are myself, the student and a parent or guardian.

Hygiene and cleaning

Provide hand sanitiser at multiple locations throughout the workplace.

I will carry hand sanitiser with me to every lesson and will have it in the studio.

Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.

There will be surface wipes placed next to the hand sanitiser at the studio and a packet in my bag with me during mobile lessons.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers,, and have posters with instructions on how to wash hands.

This sign will be placed on the back of the door in the bathroom, as well as full soap bottles and paper towels on the basin.

Clean frequently used areas at least daily with detergent and disinfectant. Clean frequently touched areas and surfaces several times per day.

All frequently used areas in the studio will be cleaned after each lesson. I will also sanitise the piano in my students homes when I have finished mobile lessons.

Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.

I will be using a NSW Health recommended disinfectant to ensure optimal cleanliness.

Staff should wash hands thoroughly with soap and water before and after cleaning.

I will wash my hands before a lesson and after cleaning the used room at the end of the lesson.

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Each lesson will be completed with a window or door open where possible for ventilation.

Record keeping

Keep a record of the name, contact number and entry time for all staff, visitors and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Note: If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

There will be both a QR code and a hardcopy sign in sheet at the studio and also with me at every mobile lesson.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://www.nsw.gov.au)

The hardcopy contact tracing records will be kept in my studio at all times in a place that

only I know at the end of the day. I will also be recording these into my laptop and saved in folder of only my knowledge.

Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.

I am aware of the COVIDSafe app and its benefits for contact tracing.

Workplaces should consider registering their business through nsw.gov.au

I am considering registering this business.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

There number is saved in my phone in the case that a student, parent or myself tests positive.

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes