

AUSTRALIAN INSTITUTE OF MUSIC



Our COVIDSafe Event Plan

Business name: Australian Institute of Music
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Topic	Action to mitigate the introduction and spread of COVID-19
<p>Wellbeing of Staff and Customers</p>	<p>Exclude staff and customers who are unwell from the premises. AIM has communicated to all staff and students of the guidelines that must be followed if a student or staff member are unwell. These align with the current Government guidelines.</p>
<p>Provide staff with information and training on COVID-19; including when to get tested, physical distancing, wearing masks and cleaning/hygiene</p>	<p>All staff and students have been instructed on the appropriate use of face masks via the AIM COVID-19 SharePoint platform. Workplace posters and online training information has also been made available to reinforce the training. Good hygiene posters located throughout the campuses and online have also been provided along with informational videos introducing staff and students to the process of what to expect when back on campus. The Operations team have completed a health and safety hygiene course to eliminate risk on campus following all cleaning guidelines.</p>

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<p>Make staff aware of their leave entitlements if they are sick and/or required to self-isolate</p>	<p>The Australian Institute of Music's People and Culture team (Human Resources) have advised all staff on this process.</p>
<p>Display conditions of entry (Website, social media, venue entry etc)</p>	<p>Physical distancing requirements are applied to all spaces and activities at both campuses.</p> <p>Informal social spaces have been modified to meet the 1.5metre physical distancing requirements with tables and chairs moved or removed. Video screens around the campus display all requirements for social regulations. All on campus general public areas have been assessed, and maximum occupancies have been determined, in line with the square metres per person requirements for external events.</p> <p>Clear, visible signage and regular monitoring is in place to ensure the number of people in an area does not exceed the maximum occupancy.</p>
<p>Consider whether cancellation of an event is appropriate or if applying flexible date terms to bookings is needed or in the event of a customer cancellation (due to COVID isolation and sickness) that there is a suitable solution that can be actioned</p>	<p>Customers can reschedule any event booked, this process has been adapted to become flexible due to cancellations at short notice. No person is allowed on campus if they feel unwell or are awaiting tests results. Anyone showing symptoms however mild should get tested for COVID-19 and isolate at home.</p>
<p>Ensure COVID-19 Safety Plans are in place; where relevant for community centres and halls (if hiring out venues or spaces)</p>	<p>Premises with food or drink services must complete the COVID-19 Safety Plan for restaurants and cafes. They must also register their business through their state government website.</p> <p>Venues taking bookings for weddings, funeral and corporate events (function centres only) should ensure there is a COVID-19 Safety Plan in place for the event.</p> <p>The COVID-19 Safety plans are to be displayed on both campuses and are to be accessible to staff and students on AIM's internal CMS (SharePoint).</p>
<p>Physical Distancing</p>	<p>Bookings for some significant events have separate capacity limits. External events must abide by the 4 square metre rule and our theatres can now operate at 56 person capacity (Level 2) excluding staff.</p> <p>If the performance involves singing on stage the audience must wear a mask.</p> <p>Bookings for significant events can be taken for future dates for a higher number of guests than permitted by the current Public Health Order, but, patrons should be advised that their event will need to comply with restrictions in place at the time.</p>

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	<p>All spaces have been modified to accommodate the regulations at both campuses (respective to their government guidelines). Rooms have been assessed and adjusted to display the maximum safe occupancy respectively.</p> <p>External events must follow the 4 square metre rule and/or must follow the capacity limits sign posted on the venue's spaces which will always align with the most recent recommendation from the Victorian Government.</p>
<p>Physical Distancing Cont.</p>	<p>The number of desks and chairs have been severely reduced in the learning spaces and communal areas to only accommodate the appropriate number of people that are permitted in any spaces within AIM's campuses.</p> <p>For staff a 1.5m distance has been setup between workstations. A Performance document has also been uploaded onto staff and students SharePoint platform which is also given out to any event booking.</p> <p>Floor markings have been placed around both campuses and rooms have been adjusted to accommodate this. The number of desks and chairs have been reduced in the communal areas to only accommodate the appropriate number of people permitted in a space.</p> <p>Signage is displayed around both campuses and physical distancing requirements are applied to all spaces and activities on campus.</p>
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<p>If a venue has multiple theatres, consider staggering the start and end times of different shows where possible to minimise crowding</p> <p>Managing ticket sales</p>	<p>Any external event booking the requires numbers over the capacity advised will be staggered over a number of days depending on the circumstances. Times of the event are also staggered to accommodate all Victorian Government guidelines.</p> <p>Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing or to order food or drinks. Promote online ticket purchasing and electronic ticket checking where this is available. Use separate doors or rope barriers to mark the entry and exit wherever practical.</p> <p>Online ticketing is in place for events on campus. All on-campus general public areas have been assessed, and maximum occupancies have been determined, in line with the 4 square metres per person requirements. Government QR codes are also in place for all external events</p>

Signage	Clear, visible signage and regular monitoring is in place to ensure the number of people in an area does not exceed the maximum occupancy. Government QR Codes are in place and all visitors must log their information into this system before entering campus.
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<p>Consider strategies to manage crowding during an intermission, such as a longer intermission period; encouraging people to take their food or drinks back to their seated area, adding additional food or drink service points and allowing customers to leave and return to the premises during this period.</p>	<p>COVID marshals are in place for any external event on campus. People are reminded at interval periods throughout the evening the regulations in relation to staying in their seat. Food and drink services will be available for any event requiring these services to eliminate as much movement as possible. This will be monitored by AIM staff and the COVID Marshals. Timing of these intermissions will also be considered with each event booking.</p>

<p>Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms. 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.</p>	<p>Operational staff who are working on campus have adjusted the rosters to reduce the interaction, and to reduce the spread of COVID. Only essential activities remain on campus. Management approval is required before any external activity on campus. For staff, 1.5m distancing between workstations has been implemented for the number of Staff remaining on campus for essential activities.</p>
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<p>Use Telephone or video for essential staff meetings where practical</p>	<p>Currently, all classes are a blended timetable ready for SP1 2021 online and face to face, which minimises the amount of people on campus at one time. AIM has implemented a working from home strategy consistent with government guidelines, and has established a range of both HR and IT procedures and resources to support staff working from home. In 2021 the classes will change to mix mode to accommodate practical classes on campus. With the new changes to restrictions being implemented by Victoria Government the timetables will adapted to these changes to better accommodate both student and staff on campus.</p>
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<p>Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact</p>	<p>From the start of SP1 7/12/20 students and staff will no longer need to book to come onto campus but will still need to sign-in. tap in so we can monitor movement around campus each day.</p>

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<p>Consider physical barriers such as plexiglass around counters with high volume interactions with customers</p>	<p>Both Campuses have physical distancing regulations in place to minimise any risk.</p>
<p>Review regular deliveries and request contactless delivery and invoicing where possible</p>	<p>All deliveries are booked in advance and contactless delivery where practical.</p>
<p>Have strategies in place to manage gatherings that may occur immediately outside the premises</p>	<p>Strategies have been organised to manage any gatherings outside of the campuses. These include a duty officer and COVID marshal.</p>
<p>Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue for larger shows, if crowding on public transport may occur.</p>	<p>Both Campuses encourage any event to be booked outside of peak times to accommodate any issue with overcrowding of public transport.</p>
<p>Encourage private transport options to minimise crowding on public transport where practical. Consider whether parking options close to the venue could be discounted or included in the ticket price to support this</p>	<p>AIM has a number of car-parking spaces that are given to staff on a booking system. Both Campuses encourage any event to be booked outside of peak times to accommodate any issue with overcrowding of public transport.</p>

<p>Adopt good hand hygiene practices</p>	<p>AIM has a day cleaners who undertakes the cleaning duties each day. A list is provided of rooms that have been used and each room is cleaned after each use. The company that employs the day cleaner is also on standby for any deep cleaning that may need to be actioned. They also have floor plans of both campuses, and are aware of the size and complexity some of our areas require in preparation for deep cleaning. Good hygiene posters located throughout the campuses and online have also been provided along with informational videos introducing staff and students to the process of what to expect when back on campus</p>
<p>Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers</p>	<p>AIM has sufficient supply of all cleaning products, and has increased cleaning products on both campuses. All bathrooms are well stocked with hand paper towels, hand dyers and sanitiser.</p>
<p>Have hand sanitiser at key points around the facility, such as entry and exit points</p>	<p>Hand sanitiser is located throughout both campuses at ever touch point, receptions and all floor levels.</p> <p>This ensures all staff and students have multiple opportunities to sanitise their hands when entering a building or workspace and during their activities on campus. This includes stations at the entry to buildings, entry and exits of lifts, main stair landings and in offices, practice rooms, classrooms and teaching spaces.</p>
<p>Clean frequently used indoor hard surface areas at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day</p>	<p>AIM has a day cleaners who undertakes the cleaning duties each day. A list is provided of rooms that have been used and each room is cleaned after each use. The company that employs the day cleaner is also on standby for any deep cleaning that may need to be actioned. They also have floor plans of both campuses, and are aware of the size and complexity some of our areas require in preparation for deep cleaning. The day cleaner also cleans all touch point areas regular</p>
<p>Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions</p>	<p>All products used at both campuses are following the recommended strength and used in accordance with manufacturer's instructions.</p>
<p>Develop strategies to address cleaning of very high-touch surfaces such as handles and chair arms. Consider having disinfectant wipes available for customers to use</p>	<p>Please see above. AIM has a day cleaners who completes this task throughout the day</p>

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<p>Staff are to wash hands thoroughly with soap and water before and after cleaning</p>	<p>Good hygiene posters located throughout the campuses and online have also been provided along with informational videos introducing staff and students to the process of what to expect when back on campus. This information also includes how to wash your hands with soap and water. Links are on the SharePoint platform with government videos demonstrated this process and videos around campus of staff demonstrating this process.</p>
<p>Encourage contactless payment options</p>	<p>All payment is contactless</p>
<p>Record Keeping</p>	<p>Keep a record of name and a contact number for all staff, customers and contractors for a period of at least 28 days. For group bookings, one contact is sufficient to support contact tracing. Where possible, personal details should be collected in a way that protects it from disclosure to other customers. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.</p> <p>The sign-in iPad has been removed and replaced with a tap-on sign in system, along with a sign-in declaration form that is located at reception. The government QR codes</p> <p>An on-campus room booking system is in place for all staff and students who wish to book a room.. Each room that has been booked out is cleaned after each use and the rooms which are not being used are locked to prevent any staff or student using the room without prior confirmation.</p> <p>AIM has developed a range of strategies to record the attendance of staff, students, and visitors to our campuses. This includes sign-in sheets requesting a declaration stating the person coming onto campus is fit and well, and a tap-on system so students and staff can tap the screen to sign in with their access card.</p> <p>Government QR codes so the list of visitors on campus can be recorded for COVID information only.</p> <p>The information gathered will be utilised to assist State Governments and AIM identify close contacts. It is stored confidentially and secure.</p>
<p>Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required</p>	<p>This information has been communicated to all staff.</p>
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<p>Cinemas, theatres and concert halls should consider registering their business through nsw.gov.au</p>	<p>Completed</p>
<p>Cooperate with NSW Health and DHHS if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW and WorkSafe Victoria.</p>	<p>The operations team have a COVID-19 response and management strategy in place. Management meet regularly to manage the ongoing impact of COVID-19 on the business. Any updated changes to restrictions are closely monitored at both campuses</p>
<p>I agree to keep a copy of this COVID-19 Safety Plan at the business premises</p>	<p>Yes</p>
<p>Performance information</p>	<p>Staff: COVIDSafe Performer Guidelines Students: COVIDSafe Performer Guidelines</p>

I acknowledge I understand my responsibilities and have implemented this COVIDSafe Signed _____ plan in the workplace.

Name _____

Date _____