



# Covid-19 Health and Safety Policy and Procedures

## 1) INTRODUCTION

Coronavirus (COVID-19) is now officially classified as a pandemic and is affecting lives and work around the globe. We want you to know what we are doing as a company. The purpose of this policy is to set out the process and procedures that Life Music will adhere to to protect our students and their families, our staff and the wider community and mitigate the spread of this illness.

This policy was reviewed on 25<sup>th</sup> August 2020. It will be due for review again 25<sup>th</sup> September 2020.

NOTE: This policy and these procedures may be updated as new information is made available from local health and governmental bodies. You will be notified when updates are made.

This document applies to all Life Music teachers and students regardless of where or in what capacity they work. It is a working document and is up to date in line with current government guidelines. However, as these change, this will be updated accordingly.

You can learn more about the prevention of COVID-19 at the following addresses:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>  
<https://www.cdc.gov/coronavirus/index.html>  
<https://www.health.gov.au/health-topics/novel-coronavirus-2019-ncov>

## 2) PROCEDURES

Watch this video from the World Health Organization on what people can do to protect themselves from contracting or spreading the virus: [https://www.youtube.com/watch?v=bPITHEiFWLc&feature=emb\\_title](https://www.youtube.com/watch?v=bPITHEiFWLc&feature=emb_title)

The following generally required actions should be observed by all teachers and students in order to protect themselves and others from Coronavirus:

- Regularly washing hands with soap and water for at least 20 seconds.
- Coughing/sneezing into a tissue, or upper sleeve, not in hands.
- Avoid touching eyes, nose and mouth with hands.
- Avoiding contact with anyone with respiratory illnesses of any kind

The following specific measures will be taken for peripatetic lessons in schools.

- Teaching must take place in a well ventilated room. Gentle through ventilation is preferred. Fans that recirculate stale air should **not** be used.
- The rooms used will be for the sole purpose of the music lessons for the duration of the lessons on that day.
- Teachers will maintain a 1m distance and wear a face covering during the lessons and when walking around the school.
- Any additional control measures or 'robust' control measures set by the school will be briefed to any visiting teachers ahead of any planned activities.
- Students are to have their own music.
- Students playing drums should have their own sticks and those playing guitar should have their own guitars.
- Students will be taught in individual lessons to maintain social distancing. This is necessary as although it is possible to teach students from the same 'bubble' together, most of the rooms are too small to maintain 1m distance with the teacher with more than one student.

Our teachers will be provided with disinfecting materials and routinely clean and disinfect all frequently touched surfaces before every lesson including:

- Piano/Keyboards:  
Plastic piano and electronic keyboards can be sanitised with disinfectant wipes (unplug electronic equipment first) and wiped dry. They should not be sprayed as residues may harm key mechanisms. Ivory keys will be



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damaged by most disinfectant products so these should be cleaned with a cloth dipped in soapy water and wrung out, the residue left on for thirty seconds and wiped with a dry cloth.

- Music stands
- Stools/chairs
- Drum kit, sticks
- Countertops that are touched
- Door knobs/handles

In the case of wooden instruments including guitars, students should follow manufacturers' instructions for cleaning their instrument as some products may damage them. Students will be asked to tune their own instruments under instruction but if they can't, the teacher may help if they use gloves.

### **3) IN CASE OF ILLNESS**

- Teachers who are sick especially with cold or flu symptoms such as coughing, sneezing, or fever will remain home and seek medical attention immediately.
- Teachers with sick family members will stay home.
- If a teacher becomes sick at work, they will be separated from other teachers and students and sent home.
- If a teacher has been diagnosed with COVID-19, they may not return to school until after full recovery has been confirmed by a medical professional. No exceptions!!!
- All schools that the teacher attends will be informed of any of the above immediately.

### **4) IN CASE OF FURTHER LOCKDOWN MEASURES**

If there are any further lockdown measures put in place either locally or nationally, teachers will follow the government guidelines as well as instructions from the schools. If it is no longer possible to attend schools for face to face lessons, Life Music will continue to offer lessons via video link for any students or parents who wish to have them.