

# COVID Safety Plan

Please use the following form to document your plan for how your staff and patrons will be kept safe during the COVID-19 pandemic.

Premises name: Keyed Up Music lessons

has a maximum

capacity of Number:20 patrons and agrees to the following conditions:



A strict limit of a minimum of 4sqm per person



Maintain records of patrons for the purposes of contact tracing where appropriate



A maximum of 20 patrons per venue (excluding staff)



Carefully manage waiting areas to ensure social distancing



1

Refer to the COVID Safety Guidelines for information on the expectations for COVID Safety Plans and to assist you in completing this plan. These are available at [WA.gov.au](https://www.wa.gov.au)



2

Discuss and share relevant details of your plan with staff, contractors and suppliers so everyone is aware of what to do and what to expect.



3

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.



4

Print and display the COVID Safety Plan Certificate available at the end of this form.

**We're all  
in this  
together.**

**WA.gov.au**

## Premises details

|                   |                              |                  |                            |
|-------------------|------------------------------|------------------|----------------------------|
| Premises name:    | Keyed Up Music               | Prepared by:     | Therese Dabbs              |
| Type of premises: | Our Lady's Assumption School | Position title:  | Director                   |
| Street address:   | 43 Chester Drive             | Completion date: | 19 <sup>th</sup> May 2020  |
| Contact no:       | Dianella 6059                | Revision date:   | 19 <sup>th</sup> June 2020 |
| Email:            | 0401085030                   |                  |                            |
|                   | therese@keyedupmusic.com.au  |                  |                            |

\* For the sections below, please complete the form and attach additional pages or information as required.

### 1. Physical and social distancing

• What will be done to implement physical distancing guidelines?

- Students are to be spaced within the 4 m<sup>2</sup> rule during the lesson.
- Students are not to attend lessons if they are unwell and may be asked to leave.

### 2. Hygiene

• How will you ensure required hygiene standards are maintained?

- All students are to come to lessons with hands washed/ sanitised. Sanitiser will be also provided at the lesson venue.
- Teachers will wipe/spray all shared equipment after each lesson with disinfectant/ cleaning spray eg keyboards and headphones. Where possible students will bring their own headphones to the lessons.
- All teachers will be supplied with hand sanitizer and cleaning wipes/ spray for equipment
- Teachers will also sanitise themselves before and after each class and minimize contact/ maintain 1.5 m distance with each student.

### 3. Staff training and education

- How will you ensure all your workers know how to keep themselves and others safe from exposure to COVID-19?

- Staff will undergo briefing related to these protocols via email and phone.
- Hardcopies of plan will be displayed at each venue and on hand and also sent to each patron electronically.
- Staff will also be directed to information regarding how to deal with a potential exposure and be recommended to download the Covid safe app.

### 4. Compliance

- 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.

Yes ☒ No ☐

Comments:

### 5. Response planning

- How will you respond to an exposure or suspected exposure to COVID-19 within your premises?

- Staff will record attendance every week via online roll system of students. All students contact details are already collated on roll system.
- Staff will maintain that parents are not allowed in the lesson room nor to wait outside the lesson room to limit possible exposure.
- Review of procedures will take place fortnightly with each staff member.
- Referral of possible cases will be to the Covid-19 Hotline 1800 020 080
- If someone is showing symptoms then advice will be sought via health officials, transport of person arranged if necessary and the necessary cleaning protocol repeated to disinfect the area/ or close off the area until cleaning can take place. Public health will also be notified of close contacts to the person.



Premises name KEYED UP MUSIC

# COVID Safety Plan Certificate

**Welcome.**

**We can accommodate**

Number  
20

**patrons and agree to**

**maintain the WA Government's safety measures**



**4sqm per person**



**Staff training**



**Frequent cleaning  
and disinfection**



**Contact tracing**

**We're doing our part to help keep you safe.  
Please respect the rules and our staff.**

*We're all in this together.*

Prepared by: THERESE DABBS

Date 19<sup>TH</sup> May 2020

