



Central Coast
Conservatorium
Of Music

2022 COVID-19 Guidelines and Procedures
School Band and Instrumental Programs

27 January 2022

These procedures have been developed to enable the Central Coast Conservatorium of Music (CCCM) teachers to work safely in the school environment.

Objectives:

1. Maintain Covid safe policy and procedures for schools program teachers within the school environment.
2. Support and protect CCCM employees, school staff and students whilst onsite at schools.
3. Support and comply with individual school guidelines and requirements.
4. Support and comply with NSW Government Covid 19 policy and guidelines.

School Site Requirements:

CCCM Schools Program Administrator and Band Coordinators will remain in close dialogue with schools to maintain and adjust policy and procedures as required by individual schools.

1. CCCM teaching staff will be made aware of and adhere to specific school policy and procedures for Covid safe operations.
2. CCCM Teachers will ensure that rooms comply with [CCCM COVID Safety Procedures](#). Rooms that do not comply will be brought to the attention of the School Band Coordinator for further dialogue with the school regarding alternate arrangements.

3. CCCM teaching staff will ensure that tutorial/band rooms are clean prior to commencing rehearsals/tutorials and following their completion.

4. Contact to be made by the school to CCCM Band Coordinators or the Schools Program Administrator if there are any reported infections of COVID-19 amongst the school band cohort. CCCM Band Coordinators will report this information to the Schools Program Administrator.

PROCEDURES FOR SCHOOLS PROGRAM TEACHING STAFF

PROCEDURES FOR SCHOOL MUSIC LESSONS	CHECKLIST
1. Entry to School Site	<ul style="list-style-type: none"> ● Ensure hands and teaching resources have been sanitised before entering a school site. ● Read and follow required school site entry procedures. ● Confirm no changes to band/tutorial location have occurred. ● Go directly to allocated learning space.
2. Setting Up Learning Space	<ul style="list-style-type: none"> ● Set up chairs and stands ● Sanitise hands ● Ensure cleaning regime of all teaching surfaces (chairs, stands etc) is completed before and after each session
3. Placement of Students	<ul style="list-style-type: none"> ● Students entering learning space to sanitise hands ● Ensure recommended distance between students and tutor/band leader is explained and implemented. Current recommendations are 1.5m in all directions for all woodwind, brass, percussion and stringed instruments.
4. Delivery of Lessons	<ul style="list-style-type: none"> ● Tutor/Band Leader's recommended distance from students is maintained throughout the lesson. ● No sharing of individual resources by students and tutors/band leaders. ● Masks to be worn by teachers for the duration of the lesson apart from when instrument demonstration is required.
5. Completion of Lesson	<ul style="list-style-type: none"> ● Each student is to clean and pack away their own instrument and music. ● Teacher to wipe down student chairs and music stands. ● Students to sanitise their hands on departure from the

	learning space.
6. Departure from School Site	<ul style="list-style-type: none">• Ensure all school resources that have been used, are left sanitised before departure.• Ensure all equipment bought on site is taken away again by the tutor/band leader.• Sanitise hands on departure from school.