

COVID-19 Safety Plan

Business name: Little String Orchestra

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Developed by: Jeff Csordas

Division/group:

Others consulted: Orchestra Executive

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The Little String Orchestra executive developed a plan to safely return to orchestra rehearsals on October 1, 2020. We have rented rehearsal space at the Hellenic Community Centre in Brantford on Thursday nights. We worked with the Staff at the Hellenic hall to develop a safety plan for the orchestra that work with in their Covid Safety Plan. We are following the rules and guidelines provided Ontario government's COVID-19 website. The executive will review this plan regularly and make changes as required.

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

- The orchestra executive will provide frequent reminders and updates to its members. We will use Emails, Newsletter, Social media (Facebook) and our website to communicate with our members and the public.
- The president and executive will review the COVID-19 guidelines posted on the Ontario government's website weekly so as to stay informed of new requirements and any changes in our region.
- We will communicate with the Brant county Health unit and the City of Brantford's bylaw office for clarification on changes that will affect our organization whenever necessary.
- We will communicate any changes to social distancing procedures followed at rehearsals and future concerts to the orchestra members will be reminded at rehearsals to review all information communicated to them.
- A September newsletter was emailed providing detailed safety procedures that all members of the orchestra must follow while attending rehearsals. Members signed a registration form that required them to acknowledge that they read the procedures, understood them, and would follow them while in the rehearsal hall.
- In November a newsletter was emailed to update changes in our region and changes the orchestra has taken to ensure we are complying with the level 3 (orange) restrictions. This newsletter was posted on the website and members have been notified of the posting.
- The COVID-19 procedures and newsletter are posted by the executive in the rehearsal hall along with this safety plan for the members to read.
- The executive will meet in person and online regularly to discuss any changes that we need to take to ensure everyone's health and safety at rehearsals
- The president and executive will communicate weekly with the staff at the Hellenic Hall to ensure we are following their safety plan and to stay informed of any changes they make.

2. How will you screen for COVID-19?

- To find out if orchestra members are well when they come to rehearsal, we will screen every person that enters the building using basic questions about their physical health and symptoms using the provincial list of COVID-19 symptoms.
- Members have been instructed to self-assess before coming to orchestra and to stay home if they believe they are at risk of spreading the virus.
- The screening questions will be posted on arrival with an attendance sheet. Members will read the questions and check a box provided by their name to indicate that they are in good physical health and cannot answer yes to any of the questions on the check list.
- The orchestra executive will check weekly for up-to-date changes to the Ontario government's COVID-19 website. Adjustments will be made to our screening check list and safety plan based on the latest information provided.

PE/HC Screening Questions

1. Have you traveled outside Canada in the past 14 days?

2. Have you tested positive for COVID-19 or had close contact with a confirmed case of COVID-19 without wearing appropriate PPE?

3. Do you have ANY of the following symptoms?

- Fever
- New onset of cough
- Worsening chronic cough
- Shortness of breath
- Difficulty breathing
- Sore throat
- Difficulty swallowing
- Decrease or loss of sense of taste or smell
- Chills
- Headaches
- Unexplained fatigue/malaise/muscle aches (myalgias)
- Nausea/vomiting, diarrhea, abdominal pain
- Pink eye (conjunctivitis)
- Runny nose or nasal congestion without a known cause

4. For persons 70 years of age or older, are you experiencing any of the following symptoms?

Delirium

- Unexplained or increased number of falls
- Acute functional decline
- Worsening of chronic conditions

3. How will you control the risk of transmission in your workplace?

In order to prevent the spread of infection, it is critical that everyone comes to orchestra only when they are well.

- We will encourage everyone to follow public health advice.
- Practice good hygiene

Signage

- Follow all the signage provided by the Hellenic Hall and the rules that are posted in and outside the building.

Physical Distancing Measures

- Members and parents are required to keep physical distance from each other while entering, exiting and while in the building.
- We are allowed to have a maximum of 50 people in the building. We are required to be 2 meters or 6 feet away from anyone that is not in your social circle of 10 people.
- Markers will be placed every 6 feet against the walls inside the hall to place your coats and violin cases or you can keep them at your chair.
- Orchestra members will be assigned seating a minimum of 6 feet apart during rehearsals. You will sit in the same location each week.
- Parents/guardians are welcome to stay for rehearsals as long as we do not exceed the indoor limit of 50 people. ****All parents/guardians will have to sign in at the front desk for contact tracing purposes.***

Masks & Face Coverings

- The City of Brantford implemented a bylaw that requires masks or face coverings to be worn in all public spaces.
 - The bylaw says that if you are exempt from wearing a mask you must let us know but you are not required to provide proof.
 - Brantford's mask bylaw can be found at www.brantford.ca and follow the links.
- Masks or face coverings must be worn during rehearsal. Your nose and mouth must be covered.

Entering & Exiting

- Arrive 15 to 20 minutes ahead of time to enter the building.
- Please enter through the front doors. The sidewalk will be marked with tape lines 6 feet apart.
- Please be patient and take your turn entering.
- Sanitize your hands upon entering the building. Hand sanitizer will be provided at the entrance.
- Someone will be at the door to check your name off a list for attendance.
- After rehearsal, leave the building from the side door into the parking lot. Hand sanitizer will be provided at the exit.
- Please be patient and take your turn leaving.

Music Stands and Instrument Tuning

- Everyone is required to bring their own music stand. This is so that no one but you handles your stand and music.
- You must bring your own music every week. We will not have stand partners this year.
- Everyone must have their own instrument tuner. We will all be learning how to tune our own instruments at rehearsals. Tina and Gelja will not be tuning instruments this year to minimise the contact and keep physical distance.
 - There is a wide selection of tuners on the market. One that clips on and picks up the vibration of your instrument is best as they do not use the sound in the room which will pick up everyone else that is trying to tune making it impossible for you.
 - Parents can help the younger students by tuning them when you arrive. Everyone will get the help they need to get tuned.
 - There are free tuner apps you can download on your phone.

Junior Orchestra

- Start time is 6:00 pm. Please arrive 15 to 20 minutes before to get ready.
- Enter the hall and put your cases/coats on the **right hand wall**-6 ft apart.
- There will be markers on the floor to indicate where to put your stand.
- Seating will be assigned. Please sit in the same place every week.

Senior Orchestra

- Start time is 7:00pm. Please arrive 15 to 20 minutes before to tune and get ready.
- Enter the hall and put your cases/coats on the **left hand wall**-6 ft apart.
- Seating will be assigned. Please sit in the same place every week.

Hygiene and Washroom Facilities

- Hand sanitizer will be available at the entrances and exits of the building.
- If you need to use the washroom facilities, sanitizer and wipes will be provided in the bathrooms. **** Please place wipes in the garbage pail and do not flush them in the toilets.***
- Please practice good hand washing.
- All chairs will be left out to be disinfected with hospital grade products after every rehearsal.
- Disinfectant will be provided for parents that want to wipe down a chair if they use one during rehearsal.

4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at orchestra rehearsal or events?

Common symptoms of COVID-19:

- Fever (temperature of 37.8°C or greater)
- New or worsening cough
- Shortness of breath

Other symptoms of COVID-19:

- Sore throat
- Difficulty swallowing
- New olfactory (smell) or taste disorder(s)
- Nausea/vomiting, diarrhea, abdominal pain
- Runny nose or nasal congestion (in absence of underlying reasons for these symptoms such as seasonal allergies, post nasal drip, etc.)

If a member or guest of the orchestra starts feeling symptoms during a rehearsal or event...

- The individual will be asked to return home and self-isolate immediately
- If they need to be picked up, the individual will be asked to isolate in the board room.
- The person will be directed to contact the BCHU for guidance and direction
- Individual will be asked to self-isolate for 14 days

If an orchestra member or guest tests positive for Covid-19...

- For privacy reasons, the identity of the person who tests positive for COVID-19 will not be disclosed
- The person will be directed to contact the BCHU for guidance and direction
- PE/HC will contact all orchestra members and guests that are considered to have been in close contact to the person who tested positive for COVID-19.
- Close contact is considered that both parties were within 6ft of each other for more than 15 minutes without PPE
- Close contact individuals and their families will be asked to self-isolate for 14 days.

If a covid-19 outbreak occurs...

- An outbreak is considered to be two or more lab-confirmed COVID-19 cases within 14 days of each other
- The person will be directed to contact the BCHU for guidance and direction
- An outbreak may result in the temporary closure of orchestra while individuals are directed to self-isolate for 14 days by the Medical Officer of Health

5. How will you manage any new risks caused by changes to the way you operate your business?

- New risks may be introduced by:
 - workers and guests having been away from the facility
 - changes to processes and procedures
 - restarting activities and machinery that have been shut down
 - stress and change – consider how this affects our members and guests mental health
- We will mitigate these risks by:
 - Communicating to the executive, members and guests who have been away from the facility about all the physical changes and procedural changes
 - We will educate any new members about all the safety measure we are taking at rehearsals.

6. How will you make sure your plan is working?

- Monthly executive meetings on line at the beginning of each month.
- Risk assessments and re-assessments if and when a confirmed or probable COVID-19 case occurs.
- Communicating with our members and families at weekly rehearsals to make sure they are confident in the safety measure we are taking.