



COVID-19 SAFETY PLAN

Monash University Philharmonic Society

Club	Monash University Philharmonic Society (MUPS)
Location	Various locations both on and off campus
Home Location	Monash University Clayton Campus
Leadership	Devan Phillipson
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Contact Mobile Number	0439 373 492
Date	28 April 2021
Version	1.1

MUPS is aware and compliant with the prevailing restrictions imposed by the Victorian Government?

Yes No

MUPS is aware and compliant with the prevailing restrictions imposed by the Federal Government?

Yes No

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1. Introduction

The purpose of this COVID-19 Safety Plan (**Plan**) is to provide an overarching plan for the implementation and management of procedures by Monash University Philharmonic Society to support Monash University and its volunteers and participants in the resumption of on and off campus events.

The arrangements set out in this Plan are intended to prevent the transmission of COVID-19 among volunteers, participants and the broader community. The Plan provides the framework to govern the general operation of the Monash University Philharmonic Society, any facilities it controls, the behaviour of all members and participants, and the monitoring and reporting of the health of attendees at facilities used by the Monash University Philharmonic Society.

This Plan includes, but is not limited to, the conduct of:

- a. Outlined plans for rehearsals
- b. Considerations for the resumption of in-person events

At all times the Plan is subject to all regulations, guidelines and directions of government and public health authorities

2. Key Principles

The Plan is based on the operational requirements of Monash University and the Monash Student Association, and incorporates the [Victorian Government 'Six COVIDSafe Principles.'](#)

The Plan also accepts as key principles that:

- The health and safety of members, participants, families and the broader community is the number one priority;
- Members and participants need to be briefed on Monash University Philharmonic Society' COVID Safe plan
- Events cannot resume until the arrangements of all requirements set out in this plan have been implemented
- At every stage Monash University Philharmonic Society must consider and apply all applicable restrictions and regulations, including Government, Monash University and the Monash Student Association.

This Plan is also based on the specific requirements laid out for rehearsals and performances by DHHS. See this document for more details:

<https://www.dhhs.vic.gov.au/sites/default/files/documents/202012/Coronavirus%20%28COVID-19%29%20transmission%20from%20air-circulating%2C%20wind-blowing%20devices%20and%20activities.docx>

3. Responsibilities under this Plan

Monash University Philharmonic Society retains the overall responsibility for the effective management and implementation of the activities and operations outlined in this Plan.

The Committee of Monash University Philharmonic Society is responsible for:

- Approving the Plan and overseeing the implementation of the arrangements in the Plan; and
- Revising the Plan as required, ensuring it reflects up to date information from government and public health officials.

The committee has appointed the following person as the Monash University Philharmonic Society COVID-19 Safety Coordinator to execute the delivery of the Plan and to act as a point of contact for information relating to this Plan.

Monash University Philharmonic Society COVID-19 Safety Coordinator

Name	Devan Phillipson
Contact Email	dphi0001@student.monash.edu
Contact Number	0439 373 492

Monash University Philharmonic Society expects all members and participants to:

- Comply with the health directions of government and public health authorities as issued from time to time;
- Understand and act in accordance with this Plan as amended from time to time;
- Comply with any testing and precautionary measures implemented by Monash University Philharmonic Society;
- Act with honesty and integrity in regard to the state of their personal health and any potential symptoms; and
- Monitor their health and take a cautious approach to self-isolation and reporting of potential symptoms.

4. Event Arrangements

As at the date of this Plan, Monash University Philharmonic Society is at the 'Rehearsal Phase' of the Plan. The outline for the 'Concert Phase' has been documented however; this will require review to assess requirements. As restrictions and requirements are constantly evolving, this will be a live document and updated as required to ensure compliance at all times.

5. Monash Student Association

There are a number of requirements Monash Student Association (and their affiliate Monash University) requires clubs to adhere to for them to be official clubs and gain the benefits the university provides. In addition to the standard obligations, Monash Student Association has developed additional requirements in relation to COVID-19. Monash Student Association will update clubs on any changes to requirements, with the club responsible for implementing or adjusting requirements in a timely manner. Appendix 1 outlines the requirements Monash Student Association has developed in regard to COVID-19.

6. Recovery

When public health officials determine that the outbreak has ended in the local community, Monash University Philharmonic Society will consult with relevant authorities to identify criteria for scaling back its COVID-19 prevention actions. Monash University Philharmonic Society will also consider which protocols can remain to optimise good public and participant health.

At this time the committee of Monash University Philharmonic Society will consult/review requirements of key parties such as Monash University and the Monash Student Association.

Appendix 1: Monash Student Association Requirements

Additional COVID-19 requirements, which affiliated Monash Student Association clubs must adhere to, are;

- Clubs to have a COVID-19 Safe Plan which is approved by Monash University
- Appointment of a COVID-19 Safety Officer
- Minimum of 100% of the committee, plus the appointed Safety Officer to have completed the Federal Government COVID-19 Infection Control Training
- Evidence of the COVID-19 Infection Control Training (i.e. certificates) must be supplied to the Clubs & Societies division of the Monash Student Association
- Attendance records for all venues and sessions must be kept and stored electronically. Upon request the records will be lodged with the Monash Student Association in a timely fashion

Appendix 2: Outline of Event Arrangements

Area	Event Plan Requirements
Approvals	<p>The club will only participate in events should it meet the following requirements and approvals;</p> <ul style="list-style-type: none"> • Event is approved with Monash University's public liability insurance • Public gathering restrictions to enable events to occur • Approval to use venue(s)
MUPS responsibilities	<ul style="list-style-type: none"> • Structure implemented to handle COVID-19, see Appendix 3 • Outline and communicate member responsibilities • Maintain attendance registers for all events • Appoint a COVID-19 Safety Coordinator • Ensure COVID-safe training of all committee members • Ensure restrictions and requirements are monitored and MUPS processes are modified to meet these • Ensure information and resources are available to members and participants • Liaise with key bodies, in particular Monash University and Monash Student Association
Event Processes	<ul style="list-style-type: none"> • All members and participants to be aware of requirements set out by governing bodies (i.e. government, Monash University, Monash Student Association) • COVID-19 Officers are responsible for ensuring group sizes are in line with State Government restrictions (i.e. recommending that each person having a minimum of 4m², recommending physical distancing (>1.5 metres) and recommending that masks be worn indoors) • Rehearsals and concerts will be set up in a manner to ensure adequate social distancing where possible. Instruments will not be shared. • Users of brass instruments must regularly monitor and drain their breath condensate ('spit valve'). Bins will be provided for safe disposal of fluid buildup. • All members and participants are strongly encouraged use the COVIDSafe app • When members and participants arrive at an event, personal hand sanitising must take place immediately. At the conclusion of the session, personal hand sanitising must take place. • Good personal hygiene practices must be maintained at all times (e.g. no spitting, clearing of nasal/respiratory secretions) and sanitising during sessions as required (i.e. after sneezing or coughing, saliva on shoes for grip) • Sanitisation treatment of shared equipment (i.e. percussion) will take place before, where possible during, and after sessions. Where possible sharing equipment will be avoided. • MUPS will provide hand sanitiser and anti-bacterial wipes for each session

	<ul style="list-style-type: none"> • No personal equipment will be shared • Event attendance register is completed as per Appendix 6
Personal health	<ul style="list-style-type: none"> • Members and participants advised they must immediately notify a COVID-19 Officer (and not attend an event) if; <ul style="list-style-type: none"> ○ They are experiencing any symptoms of COVID-19 ○ Have a confirmed case of COVID-19 ○ Have been in contact with someone who has a confirmed case of COVID-19 • Members will be provided with a reference point on what the official symptoms of COVID-19 are • When members and participants arrive at an event, personal hand sanitising must take place immediately. At the conclusion of the event, personal hand sanitising must take place. • Good personal hygiene practices must be maintained at all times (e.g. no spitting, clearing of nasal/respiratory secretions) and sanitising during sessions as required (i.e. after sneezing or coughing) • Members and participants must supply their own personal equipment (i.e. drink bottle), sharing of personal equipment is prohibited. All personal equipment must be clean/maintained. • Physical contact, such as high fives, are to be discouraged
Hygiene	<ul style="list-style-type: none"> • When members and participants arrive at a session, personal hand sanitising must take place immediately. At the conclusion of the session, personal hand sanitising must take place. • Good personal hygiene practices must be maintained at all times (e.g. no spitting, clearing of nasal/respiratory secretions) and sanitising during sessions as required (i.e. after sneezing or coughing) • Treatment of shared equipment (i.e. Laptops) will take place before, where possible during and after sessions. Where possible sharing equipment will be avoided. • MUPS will provide hand sanitiser and anti-bacterial wipes for each session • No personal equipment will be shared
Communications	<ul style="list-style-type: none"> • Member and participants conditions are a part of event sign up process • All members and participants will be aware of website link for current conditions, these to be updated as requirements change • Conditions as per Appendix 4 • All members and participants are strongly encouraged to use the COVIDSafe app • Contact details of Beyond Blue supplied to all members experiencing mental health issues
Facilities	<ul style="list-style-type: none"> • Members and participants accessing facilities must comply with applicable requirements, which may include but are not limited to; no access to various sections of the building, hygiene protocols and entering/exiting via alternative points

Management of unwell participants	<ul style="list-style-type: none">• Members and participants advised they must immediately notify a COVID-19 Officer and/or the COVID-19 Safety Coordinator (and not attend an event) if;<ul style="list-style-type: none">○ They are experiencing any symptoms of COVID-19○ Have a confirmed case of COVID-19○ Have been in contact with someone who has a confirmed case of COVID-19• When the aforementioned is reported to the Club, the member/participant will not be allowed to attend an event until they have been tested and cleared of COVID-19. Proof of a COVID-free test result must be supplied to MUPS and approval given prior to reattending.• Members and participants provided with a reference point on what the official symptoms of COVID-19 are• Where a member/participant has a confirmed case, attendance records for the previous 14 days will be reviewed and all people who may have been in contact with the member notified• MUPS will notify venue(s) a person with a confirmed COVID-19 result has attended within the last 14 days• Members and participants provided hotline to call if experiencing COVID-19 symptoms
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Appendix 3: Monash University Philharmonic Society Structure

The below outlines the structure of the club and the role each level plays.



Monash University/ Monash Student Association

Monash University and the Monash Student Association governs all University Clubs through an affiliation agreement, setting out standards and minimum requirements each club needs to follow. The University provides support to all clubs who have formal agreements.

Monash University Philharmonic Society Committee

The committee provides governance for the operation of the club. In respect to COVID-19 the leadership team is responsible for ensuring systems are in place to manage safety of members and participant. This includes development of this COVID-19 Safety Plan and implementation of subsequent measures, training and member/participant awareness to ensure compliance. The leadership team is responsible for ensuring this plan meets requirements of the government, peak body (Monash Student Association) and Monash University.

COVID-19 Safety Coordinator

With the importance placed on member safety in respect to COVID-19, the leadership team has created a role of *COVID-19 Safety Coordinator*. This role was implemented to ensure someone is focused on COVID-19 throughout the pandemic. The responsibilities of this role include;

- Ensuring all members, participants etc. are aware of the COVID-safe Protocols.
- Ensuring a MUPS's adherence to these protocols and taking immediate steps to correct any identified breaches of the protocols.
- Developing any processes or initiatives that will aid a MUPS's adherence to the COVID-safe Protocols.
- Implementing and maintaining event logs/registers
- Keeping up to date with any changes to the protocols implemented by the Monash Student Association and Monash University and communicating these to all within MUPS
- Contact point for any questions from member and participants relating to COVID-safe Protocols

COVID-19 Officers

Monash University Philharmonic Society is a large group which uses numerous venues for events. These activities frequently occur at the same time across multiple locations, each group or session will have a COVID-19 Officer present. This Officer will be responsible for ensuring the club's COVID-19 Safety Plan is implemented and complied with at every session and will liaise with the Safety Coordinator as required.

Members

All members and participants have a level of responsibility in terms of COVID-19. While members and participants don't require the in depth knowledge of the Club's COVID-19 Safety plan, they will still have requirements in respect to participating safely. Education of member requirements will be communicated via MUPS and compliance enforced by the Safety Coordinator/Officers.

Appendix 4: Monash University Philharmonic Society Member Conditions

Monash University Philharmonic Society has developed a COVID-19 Safety Plan to reduce the risk of COVID-19 to its volunteers/participants. As a member/participant, I acknowledge and understand these measures are in place to reduce the risk of COVID-19 and I'm aware there is still a risk present. I acknowledge and agree, the club will not be held liable and I'm electing to participate at my own risk.

All Monash University Philharmonic Society members/participants must adhere to the following requirements set out by the club. Failure to comply with these requirements may result in the membership being suspended.

Conditions

- Restrictions and requirements will develop and change over time, members/participants are responsible for ensuring they are up to date with MUPS requirements. A full list of current requirements is available at monashphil.org
- All members/participants are strongly encouraged to use the COVIDSafe App (<https://www.health.gov.au/resources/apps-and-tools/covidsafe-app>)
- When attending a event, the following requirements must be adhered to at all times;
 - No physical contact including high fives/hand shaking
 - Volunteers/participants must supply their own personal equipment (i.e. drink bottle), sharing of personal equipment is prohibited. All personal equipment must be clean/maintained.
 - Physical distancing (>1.5 metres between people) must be maintained **where possible**.
 - When arriving at an event, personal hand sanitising must take place immediately. At the conclusion of the session, personal hand sanitising also must take place.
 - Participants of rehearsals and concerts must adhere to adequate social distancing. Instruments will not be shared. Performers playing non-wind instruments will be required to wear a mask.
 - Users of brass instruments must regularly monitor and drain their breath condensate ('spit valve'). Bins will be provided for safe disposal of fluid buildup.
 - Good personal hygiene practices must be maintained at all times (e.g. no spitting, clearing of nasal/respiratory secretions) and sanitising during event as required (i.e. after sneezing or coughing)
- Details of each member/participant will need to be recorded on the 'Attendance Register' at all sessions
- Member/participants are not to attend a session if they are unwell or have any symptoms of COVID-19 (refer to <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert#symptoms>).
- Member/participants must immediately notify a COVID-19 Officer and/or the COVID-19 Safety Coordinator (and not attend a session) if;
 - They are experiencing flu-like symptoms or any symptoms of COVID-19
 - Have a confirmed case of COVID-19
 - Have been in contact with someone who has a confirmed case of COVID-19 in the previous 14 days
 - Travelled internationally within the previous 14 days
- Member/participants experiencing symptoms must contact a Doctor or the National Hotline (1800 020 080)
- Where someone reports to MUPS for the aforementioned, the volunteer/participant will not be allowed to attend an event until they have been tested and cleared of COVID-19. Proof of a COVID-free test result must be supplied to MUPS and approval given prior to recommencing.
- Where a member/participant has a confirmed case, those who have been in contact with the person in the previous 14 days according to attendance records will be notified.

Monash University Philharmonic Society acknowledges this period of uncertainty, may impact the mental health of our members. Should you need support, please speak with Beyond Blue (www.beyondblue.org.au or 1300 22 4636).

Appendix 5: Monash University Philharmonic Society Attendance Register

An attendance register will be kept online via the google sheets file created by MUPS. The register will take into account the following information shown in the table below:

Location	Date	Start Time	Finish Time	Name	Covid App	Phone Number	Instrument	Notes