



COVID WORKPLACE PLAN

FOR THE DELIVERY OF CHOIR REHEARSALS
TO MEMBERS OF THE SOUTH CAPE CHILDREN'S CHOIR

Compiled by: J-E Swart



SUID-KAAP
KINDERKOOR

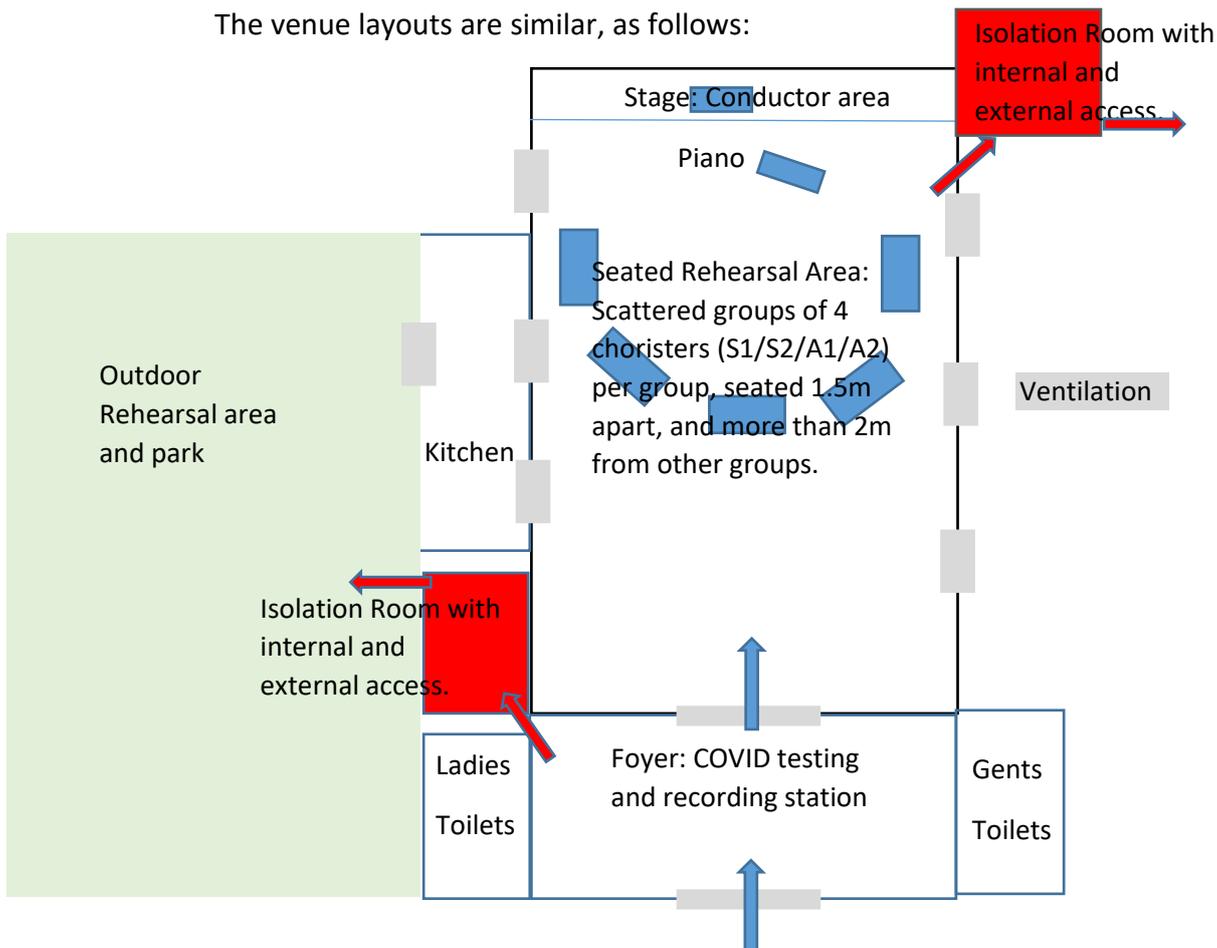
SOUTH CAPE
CHILDREN'S CHOIR

1. Layout of the Rehearsal Venue/s:

The South Cape Children's Choir, a division of the South Cape Music Academy NPC 2014/177738/08, undertakes group and combined rehearsals of its choristers on a rotational basis at:

- 1.1 The Dutch Reformed Mother Church Hall, cnr. of Church and Courtenay Streets, George Central.
- 1.2 The Tuinedal Dutch Reformed Church, cnr. of Malgas and Kasteel Streets, George South.

The venue layouts are similar, as follows:



2. Days and times that rehearsals take place:

- 2.1. Voice group rehearsals (1x voice group per month) take place on Tuesdays from 17.00 -19.00.
- 2.2 Combined rehearsals take place weekly on Friday afternoons, from 15.00-18.30. and 1x Saturday per month, from 09.00-17.00.

N.B. NO MORE THAN 50 CHORISTERS ARE ALLOWED INTO THE VENUE, AS PER COVID-19 PRESCRIPTIONS AND MUNICIPAL BY-LAWS.

3. A List of staff who may be on site.

1. **(External)** The Covid Officer of the Dutch Reformed Mother Church: Mr Chris Hattingh (cell:).
2. **(External)** The Covid Officer of the Tuinedal Dutch Reformed Church: Mr Sampie van Niekerk (cell:).
3. Mr Jan-Erik Swart, Director of Music (cell: 084-645-9320).
4. Ms Helianthé Smit, Vocal Coach (cell:).
5. Ms Sunette Naudé, Vocal Coach (cell:).
6. Ms Annette Strydom, Accompanist (cell:).
7. Mrs Mimi Haasbroek, Choir Manager (cell: _)
8. Mrs Belinda Botha, Parent and Covid Compliance Officer (cell:)
9. Parent #1
10. Parent #2
11. Parent #3

4. A daily list of all participants in the activity:

Please consult **Addendum A** for the full membership list, containing names, surnames and contact details.

Please consult **Addendum B** for all Covid-related documents, temperature readings and attendance sheets, per rehearsal, since recording commenced.

5. Sanization and daily cleaning of facilities

The Dutch Reformed churches' venues are cleaned and sanitized on a daily basis by their own staff, as per their own Covid records. Before rehearsals commence, the South Cape Children's Choir Covid Compliance Officer supervises a team of parents who sanitize seats, equipment, facilities used in venues, passageways and toilets, after which they receive arriving choristers in the foyer of the buildings, where choristers complete their Covid declarations, are temperature-measured, and sanitized before entering the rehearsal hall. At the end of the rehearsal, the above process is repeated when the hall is cleaned and tidied. The Cleaning Supervisor (one of the parents, in rotation) signs a register to indicate which areas were cleaned, and at what times. The register is kept as **Addendum C** in this Covid Workplace Plan file.

Rooms not used for rehearsals remain locked or closed.

6. Screening facilities and procedures

- 6.1 **Staff:** All persons involved in the rehearsal (including professional, logistic and cleaning) fill in the Official Service Provider Declaration (**Addendum D**) and indicate their temperature scan readings upon entering the rehearsal

venue. These documents are provided and kept at the entrance of the venue with the Chorister Covid Declaration List (Addendum B).

- 6.2 **Members:** All choristers are temperature-scanned and sanitized upon entrance to the foyer of the rehearsal venue. They are prevented from entering the rehearsal area until all members have been scanned and registered.

Should a member indicate risk of exposure on his/her document, and/or be found exhibiting symptoms including a raised temperature, general malaise or, cold or 'flu-like symptoms, they are immediately sent to the nearest isolation room, and their parents are contacted to pick them up immediately.

Should a member start feeling ill during the rehearsal, they are immediately sent to the isolation room closest to the rehearsal hall, where their parent will be contacted to immediately pick them up.

All members and their parents are regularly reminded not to attend rehearsals if they are ill, exhibiting symptoms, or have been in contact with someone with Covid-19.

- 6.5 Staff and members may not congregate in the kitchen, and must collect their refreshments one-by-one, ensuring that they sanitize their hands when using implements in the kitchen. Purchase of sealed and sanitized "tuck-shop" items for members are purchased outside the venue.
- 6.6 Sanitizer bottles are placed at various places in the foyer, rehearsal hall, kitchen, toilets, breakaway rooms, isolation rooms and passageways where there is traffic.
- 6.7 All venues' windows and doors are to be opened while rehearsals take place.
- 6.8 In order to restrict movement and danger of exposure, no parent may wait for a student in the foyer or attend rehearsals in the rehearsal hall area. Logistic and cleaning staff (parents) must wait outside the venue, outdoors Parents are restricted to dropping their children off and collecting them, after the rehearsal.
- 6.9 Choristers may only make use of designated toilets in the foyer of the building.

7. Signage and Physical Distancing

- 7.1 Covid signage indicating sanitization points in the foyer, kitchen, toilets and rehearsal areas are displayed with sanitizers.
- 7.2 Reminders with regard to distancing, wearing masks, how to cough and washing hands are also displayed.

- 7.3 Members must bring their own water bottles, and may not share water or packed refreshments with anyone else.

8. Weekly systemic overview by compliance officer

- 8.1 All systems, registers and documentation for every week will be checked and collated by the South Cape Children's Choir Covid Compliance Officer, who will keep a Covid-file containing all information above, as an up-to-date record of compliance.
- 8.2 The school's compliance officer will notify the Director of Music and the Covid Compliance Officer of the Dutch Reformed Church of any incidents of non-compliance, corrective measures taken, and improved implementation systems, in order for effective, safe and professional delivery of rehearsals.

9. Procedures to be followed in the event of a suspected COVID infection

The following procedure will be followed should a staff member or member manifest any combination of symptoms, as set out in relevant official documents:

- 9.1 All staff and members are briefed that, should they manifest any symptoms or combination of symptoms that resemble a Covid infection before entering the rehearsal venue, they should remain at home.
- 9.2 Should a staff member or member manifest Covid symptoms while arriving for or attending a rehearsal, the following procedures will be followed:
- a) If the member declares a possible risk of Covid, or manifests a raised temperature or similar symptoms, such a person will be sent by the official to self-isolate in the nearest provided self-isolation room. The member's parent will be notified to collect the child.
 - b) All staff and members will be notified, and a checklist compiled of everyone who was in direct contact with the member. The rehearsal will be terminated immediately if the member has already entered the rehearsal venue.
 - c) The Dutch Reformed Church Covid Compliance Officer will be immediately notified, after which a collaborated cleaning and sanitization of all venues at risk, will be conducted. Alternatively, a professional deep-clean or steam clean of the venue will be effected.
 - d) Professional, logistic and cleaning staff will ensure that all members move to the open park area of the venue, where they will isolate themselves at least 5 metres from one another, or along the borders of the property at between 10-20 metres apart, until they are picked up by their parents.

e) All doors will remain unlocked. No personal or teaching materials may be removed during evacuation.

f) Parents will be notified of emergency arrangements via Bulk SMS and Parents WhatsApp broadcast groups.

g) The South Cape Music Academy, the South Cape Children's Choir and the venues used have been indemnified from civil legal action by an amended indemnity form which every member signs at the commencement of the year's rehearsals, and is read in conjunction with the Covid-19 Members' Declaration Form, and the record of Covid protocol implementation, as contained in the Covid Workplan File.

10. Forms used in this Plan:

10.1 ADDENDUM A: Full membership list of bona fide 2021 members of the SCCC.

10.2 ADDENDUM B: Completed COVID-19 Sign-In Declaration/Attendance/Temperature Forms

10.3 ADDENDUM C: Cleaning and Sanitizing Register and Record of Cleaning

10.4 ADDENDUM D: Service Provider COVID-19 Sign-In Declaration

10.5 ADDENDUM E: Sertificate of Official Appointment: Covid-19 Compliance

Officer – The South Cape Music Academy

Dated: 08/02/2021

Jan-Erik Swart
Director of Music
South Cape Music Academy – Glenwood House campus
South Cape Children's Choir



SUID-KAAP
KINDERKOOR
SOUTH CAPE
CHILDREN'S CHOIR

**CERTIFICATE OF DESIGNATION -
COVID COMPLIANCE OFFICER:**

This certificate verifies that

Has been officially designated/appointed as
COVID COMPLIANCE OFFICER
for the SOUTH CAPE CHILDREN'S CHOIR

Signature of CCO:

Signature of Director: Date:

This certificate must be available and visible for inspection during every rehearsal, concert or activity of the South Cape Children's Choir.