

COVID-19 Guidelines for face to face delivery for Musinc activities

These guidelines form a general overview of protocols for Musinc staff, music leaders and host organisations involved in the delivery of Musinc music sessions, and in response to the COVID-19 pandemic.

This document has been created from information from the following sources:

- [UK Government COVID-19 guidance for schools and other educational settings](#)
- [UK Government COVID-19 guidance for education, childcare and children's social care settings](#)
- [UK Government COVID-19 guidance for working safely during coronavirus/performing arts](#)
- [Music Mark guidance for music education providers](#). The Music Mark guidance has been reviewed and supported by the following music organisations:
 - o Music Teachers' Association
 - o Incorporated Society of Musicians
 - o Musicians' Union
 - o Music Industries Association
- [National Youth Association 'Managing Youth Sector Activities and Spaces during COVID-19](#)

The science of Covid-19 is in its earliest infancy and new discoveries are being made all the time. Musinc will revisit and update this guidance from time to time in the light of the latest scientific understanding.

Whilst every effort has been undertaken to verify the information used to write this document and to relate that specifically to musical learning for children and young people in and out of school, Musinc cannot be held accountable for any advice given which subsequently is proven to be inaccurate

Please feedback your experiences to us and we will reflect what you find useful in future versions of this document.

Using this guidance

As Musinc's work takes place across a variety of sectors, we will work together with partners to set out more specific protocols which should be followed and these will be included within individual project agreements.

Please use your agreements and this guidance together to carry out a thorough risk assessment of your project prior to any delivery taking place.

This document exists to ensure that Musinc's work meets the requirements for the [Government's five steps to safer working](#) as follows:

- Carry out a [COVID-19 risk assessment following HSE guidance](#), and share the results widely.

- I.e. This guidance is compiled from various government and reliable sector specific sources and will be used by Musinc staff and music leaders to carry out risk assessments for Musinc activities
- Develop cleaning, handwashing and hygiene procedures.
- Help people to work from home.
 - Please see separate online working guidelines
- Maintain 2m social distancing, where possible.
- Where people cannot be 2m apart, manage transmission risk

Some general considerations

- Do not attend your session if you suspect that you (or any of those you live with) are showing any Coronavirus symptoms: follow self-isolation procedures.
- Although Musinc will always endeavour to keep you informed of any changes to session arrangements, it is advisable to contact musinc prior to sessions to keep informed of any updates and/or to anticipate any disruption to sessions.
- Wash your hands thoroughly on entry into the delivery space, and on leaving the building.
- Remember that this way of working is as new to other staff and young people as it is to you. Accept that there will be slips and honest mistakes on both sides and take the opportunity to learn from them.
- Consider how the changes in working arrangements in relation to COVID safety affect those with additional needs.
- Use simple, clear messaging to explain guidelines, with consideration of groups for which English may not be their first language, and addressing the needs of those with protected characteristics.
- You will have carried out a risk assessment for your activity/project. Have this with you to check and refer to when on site, and abide by the control measures you have specified in your RA. If you need support completing a RA please contact Musinc staff for support.
- Find out what the infection control procedures are within your setting; follow them and make use of anything that has been provided for your safety.
- Find out, before you need to know, what to do if you, colleagues or participants fall ill.
- Carry hand sanitiser and anti-bacterial wipes in case you absolutely have to touch a participant's instrument or equipment.

Pre-project checks and considerations

If you have been issued an agreement for delivery, it can be assumed that Musinc staff and partner organisations have carried out checks to ensure that delivery is safe to take place, however it is worth being aware of the following advice regarding which young people and staff should or should not be attending sessions.

For the vast majority of children and young people, coronavirus (COVID-19) is a mild illness.

Young people living in households reporting no coronavirus (COVID-19) symptoms are permitted to attend music sessions.

COVID-19 symptoms are stated as a new, continuous cough, high temperature or a recent change in sense of smell or taste.

Parents/guardians of participants under the age of 18 will be instructed to inform music prior to the participant attending the session, in order for group sizes to be managed. Music will make parents/guardians aware that if they do not inform music that they intend to attend, the participant may not be able to take part in the session if the session is running at maximum capacity.

Prior to attending a session, music staff will be responsible for ensuring that participants have completed a COVID questionnaire (either verbally or written).

Who is at higher risk from COVID-19

There are 2 levels of higher risk:

- high risk (clinically extremely vulnerable)
- moderate risk (clinically vulnerable)

People at high risk (clinically extremely vulnerable)

People at high risk from coronavirus include people who:

- have had an organ transplant
- are having chemotherapy or antibody treatment for cancer, including immunotherapy
- are having an intense course of radiotherapy (radical radiotherapy) for lung cancer
- are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors)
- have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma)
- have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine
- have been told by a doctor they have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD)
- have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell)
- are taking medicine that makes them much more likely to get infections (such as high doses of steroids or immunosuppressant medicine)
- have a serious heart condition and are pregnant

Children and young people (0 to 18 years of age) who have been [classified as clinically extremely vulnerable due to pre-existing medical conditions](#) have been advised to shield. We do not expect these young people to be attending Music sessions, and they should continue to be supported at home as much as possible.

People at moderate risk (clinically vulnerable)

People at moderate risk from coronavirus include people who:

- are 70 or older
- have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis)
- have heart disease (such as heart failure)
- have diabetes
- have chronic kidney disease
- have liver disease (such as hepatitis)
- have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)
- have a condition that means they have a high risk of getting infections
- are taking medicine that can affect the immune system (such as low doses of steroids)
- are very obese (a BMI of 40 or above)
- are pregnant – see [advice about pregnancy and coronavirus](#)

Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus (COVID-19). A small minority of young people will fall into this category, and should not be attending Musinc sessions.

Other things that can affect your risk

A report by Public Health England found that other things might also mean you are more likely to get seriously ill from coronavirus.

These include:

- your age – your risk increases as you get older
- being a man
- where in the country you live – the risk is higher in poorer areas
- being from a Black, Asian or minority ethnic background
- being born outside of the UK or Ireland
- living in a care home
- having certain jobs, such as nurse, taxi driver and security guard

Considerations for staff and music leaders in the above higher risk categories

For music leaders who fall into any high risk categories outlined above, a personal risk management plan will be undertaken between Musinc and the individual at risk. This will be an open conversation and joint agreed plan to manage additional risks associated with COVID safety and health and well-being, over and above the risk assessment carried out for the activity that the individual is leading. Musinc staff and self-employed music leaders can request this to be carried out for them at any point.

As self-employed contractors, Musinc music leaders are responsible for carrying out risk assessments for all activities they are delivering, and therefore if music leaders fall into the higher risk categories for COVID-19 as outlined above, they are responsible for outlining any additional mitigations over and above those that would ordinarily be included in their risk assessments for their own activities. These should be communicated to Musinc staff so that all parties involved in delivery of the project can be informed and aware of the additional safety requirements for colleagues in higher risk categories.

If additional PPE is required by those in higher risk categories, Musinc will endeavor to provide this as far as is reasonably practicable.

Additional and individual conversations are to be had initially, and on an ongoing basis, between Musinc staff and anyone in the above categories to ensure that, if necessary, a personal plan can be put in place to address any concerns for their physical and mental health and well-being with regards to working safely during COVID-19. These conversations will be open and collaborative to ensure a 'done with' approach and not a 'done to' approach.

Musinc will offer ongoing signposting and support with guidance from MBC employment groups, and will signpost to any other support networks and services as appropriate.

If any staff or music leaders feel that the mitigation procedures and risk assessments in place for activities are not sufficient for their own personal safety, or that their safety is being compromised by non-compliance of mitigations, Musinc will be cooperative in entering into discussions with all parties involved and will make every effort to come to an appropriate and agreeable course of action.

Vulnerable young people and/or vulnerable household members

If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, it is advised they only attend a session if stringent social distancing can be adhered to and, in the case of children & young people, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported at home as much as possible.

If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend music sessions, as long as social distancing measures are in place and can be adhered to.

Households reporting any coronavirus (COVID-19) symptoms:

Any members of a household who are displaying any coronavirus (COVID-19) symptoms must not attend sessions and must stay at home.

If participants and/or colleagues become unwell in sessions:

If anyone in a session becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home immediately and advised to follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](#). All fellow household members should self-isolate for 14 days.

If a young person is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the young person and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the young person while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a young person with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a young person or staff member becomes unwell with symptoms of coronavirus (COVID-19) while in a session and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the young person or member of staff is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the young person subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

Where the young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the young person or staff member tests positive, the rest of the group should be notified and advised to self-isolate for 14 days. The other household members of that wider group do not need to self-isolate unless the young person or staff member they live with in that group subsequently develops symptoms.

Supporting NHS Test and Trace

As well as your usual session registers, you should assist the NHS Test and Trace service by keeping a temporary record of people who attend your session. When collecting data for this purpose, only ask for what is needed (name, phone number, date of attendance, who they interacted with). Be transparent about purpose (i.e. preventing COVID transmission). Carefully and securely store the date and erase it after 21 days. Data collected specifically for COVID Test and Trace shouldn't be used for any other purpose.

Anyone with suspected symptoms should go home immediately. Support people to engage in NHS Test and Trace and to self-isolate following NHS guidance.

Note that the NHS Test and Trace service will follow up with people who need to self-isolate because they have had close recent contact with someone who has tested positive.

Planning your sessions

Some musical activities have specific guidance attached. The guidance will depend on the setting and activities you are working in (i.e. youth work spaces, multi-purpose community groups or in schools). At the time of writing key issues to consider for your space include:

- Indoor and outdoor performances are permitted, but with limited numbers and socially distanced audiences for indoor performances.
- Non-professionals should not currently engage in singing or playing wind and brass instruments.
- For singing, additional stringent mitigation measures should be followed (see singing section below)
- All venues should ensure that steps are taken to avoid people needing to unduly raise their voices to each other.
- Refrain from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult.
- Limit or restrict use of high-touch items: use disposable gloves, styluses or other ways to avoid touch.

Effective infection protection and control measures.

N.B Please consult your agreement for specific details for individual projects

Preparing the space

Please check your project agreements for details about who is responsible for ensuring correct set up of the space.

Clear signage throughout the setting to encourage at least two-metre social distancing. Areas should be marked using tape to clearly identify two-metre rules and an internal pedestrian one-way system for any aisles less than two-metres with agreed flow.

Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in spaces that are being used.

Ensure that bins are available for tissues, and that they are emptied regularly

Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units

Prop doors open only if they are not fire doors, and where it is safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation

Cover or remove soft furnishings or equipment that is hard to clean.

Remove unnecessary items from spaces where there is space to store it elsewhere

Provision of an isolation area where those showing symptoms or feeling unwell can wait until they are able to leave

If you are not satisfied that the space is safe to carry out your activity, explain this to the setting staff. If no reasonable alternative is possible, politely decline to lead that session for the benefit of

both you and pupils. Please raise your concerns with Musinc staff so that efforts can be made to resolve the issue.

Social distancing and group sizes

Consistent with the NYA guidance on managing youth sector activities and spaces during COVID-19, individuals may gather indoors or outdoors, provided there are no more than 15 people per group. Where possible, the groups should be smaller. Bubbles of 15 must include staff and/or music leaders

Consider how to create a fixed team approach i.e. keep small groups of people together throughout the session and avoid any mixing with other fixed teams throughout the session, or on subsequent days.

Music leaders who work across several musinc projects need only apply the fixed team approach within each individual project.

Consider how young people arrive at the setting, and reduce any unnecessary travel on coaches, buses or public transport where possible

Consider accessing spaces directly from outside where possible

Ensure that each person's individual belongings e.g. coats and bags are kept separate.

Ensure that the same music leaders/musinc staff and support staff are assigned to each group and, as far as possible, these stay the same during the session and on subsequent days.

Ensure that wherever possible young people use the same space or area of a setting throughout the session, with a thorough cleaning of the space at the end of the day (see separate cleaning section)

Stagger breaks to ensure that any corridors or circulation routes used have a limited number of people using them at any time. Encourage participants to go outside for breaks.

Lunch breaks – for activities taking place over lunch times, young people should bring in their own lunch.

Ensure that toilets do not become crowded by limiting the number of people who use the toilet facilities at one time. Consider assigning toilets to fixed groups and ensure that groups do not use multiple toilet facilities in the same session.

Do not carry out activities that involve touching other participants

If outside space is available, this should be used as freely as possible as this can limit transmission and more easily allow for distance between young people and staff.

Be aware that social distancing applies in all areas of a venue/building, not just in the space that is being used for sessions.

Note that some people will need additional support to follow these measures (for example for participants with SEN and/or learning disabilities)

Hand cleaning and good personal hygiene practices:

Encourage young people to:

- wash their hands more frequently using soap and water for 20 seconds and dry thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing
- avoid touching their mouth, eyes and nose
- use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')

Ensure that appropriate help is available for children and young people who have trouble cleaning their hands independently

Cleaning

Please check your project agreements for specific information about cleaning within the space for your individual project.

Settings should be cleaned more frequently and thoroughly than usual. This will usually be carried out by the manager and/or staff of the setting. Music leaders should check with the manager and/or relevant staff that the setting is clean and ready for use prior to a session taking place, unless otherwise stated in your agreements.

Consider how equipment is used (see separate section about instruments/equipment)

Clean surfaces that young people are touching such as tables, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.

There is no need for anything other than normal personal hygiene and washing of clothes following a session.

Ensure that wherever possible children and young people use the same space or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.

PPE and face coverings

The best available scientific evidence is that, when used correctly, wearing a face covering may reduce the spread of coronavirus droplets in certain circumstances, helping to protect others. Because face coverings are mainly intended to protect others, not the wearer, from coronavirus (COVID-19) they are not a replacement for social distancing and regular hand washing. These measures remain the best ways of managing risk in the workplace and we would therefore not expect music leaders to rely on face coverings as risk management for the purpose of their health and safety assessments.

Current government guidance is to wear face coverings within youth and community centres and arts/culture venues. Therefore please wear face coverings when moving around within venues'

communal spaces. When you are within the room or space to be used for your session you do not need to wear a face covering, if you feel it would impact on the effective delivery of your session.

If you feel that social distancing in your session may be difficult you should wear a face covering for additional protection.

Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off.

Please be mindful that the wearing of a face covering may inhibit communication with people who rely on lip reading, facial expressions and clear sound.

Musical instruments and equipment

N.B For clarification, I will use the term equipment to cover instruments, music stands, stationary and any other items that are needed by participants in sessions.

Where possible, any equipment needed by participants must be used and handled by the participants only. Consider the following for managing this:

- Participants bring their own equipment to sessions and take home with them
- If borrowing instruments/equipment consider individual allocation of a 'pack' which includes everything the participant needs, and labelling the 'pack' to ensure that the individual participant is the only one handling and using the 'pack'.
- Equipment should not be shared between participants within the same session.
- If sharing of equipment is required between sessions, thorough cleaning of the equipment using appropriate cleaning materials should be carried out by music leaders and/or setting staff (this will be outlined within each specific project agreement).
- Participants should never play anyone else's mouth-blown instrument.

Use of microphones

Microphones must not, under any circumstances, be used by multiple users within the same session. Participants requiring a microphone for activities must be assigned a microphone at the start of sessions and be the only person who handles and uses it.

Where project activities require use of microphones, musinc will supply disposable microphone covers which must be used. These must be disposed of by participants, in bins provided, at the end of each session.

Microphones must be thoroughly cleaned at the end of each session and/or between users, by a musinc music leader or member of staff. Musinc will supply appropriate cleaning materials and these will be available along with microphones within sessions. If you will be responsible for cleaning microphones please ensure that you have followed the instructions supplied with the cleaning products and also read through these useful tips here:

<https://www.musicradar.com/news/how-to-clean-your-microphones>

www.point-sourceaudio.com/2020/03/18/how-to-clean-your-microphone/

https://service.shure.com/s/article/how-should-i-clean-my-microphone?language=en_US

Woodwind and brass instruments

Sharing mouth-blown instruments is **not considered safe**. Risks may be mitigated if the following points can be fully and consistently applied **every** time:

- every brass and woodwind pupil should have their own mouthpiece
- reeds must **never** be shared;
- mouthpieces and upper tubing, crooks or headjoints must be thoroughly washed before and after playing and dried before putting back in the case.

However we do not recommend these measures and we repeat for clarity that sharing mouth-blown instruments is not considered safe. Music leaders should also impress on young people that they should not share instruments even with family members.

For most ensembles and group work, normal social distancing will suffice. Measurements of air turbulence by the Freiburg Institute for Musicians' Medicine suggest that air is not disturbed beyond the following distances:

Flutes: 2m in front of the player, and 0.8m from the end of the flute

Other woodwind except saxophones: 1.5m

Brass and saxophones: 2m from the bell

For extra safety, the above distances should be minimum and we would advise 3m for all activities involving woodwind and brass. It is worth pointing out that the above Freiburg study was with university level and professional musicians. School age players will not have the lung capacity or strength in their diaphragms to project air as far.

Ensure spaces are well ventilated, ideally with overhead extraction.

If plexiglass screens are available, these would be a good form of additional protection between players

Most woodwind instruments point downwards, so bioaerosols will largely fall to the floor. Brass instruments expel air either forwards or upwards: again, larger aerosols will fall under gravity but those below ten microns will remain airborne. Good ventilation, ideally overhead extraction, will help to disperse and remove these.

A report for the German Orchestral Association recommends stretching fabric over the bells of instruments to filter aerosols from the airstream. Research into fabric for face masks shows that cotton with a high thread count combined with a layer of silk is fairly effective.

Players should be discouraged from lifting their bells high, as contaminated water in the instrument can run back into the player's mouth.

Players should be positioned side to side or back to back and avoid playing face to face wherever possible, but with particular regard to the position of instruments with lateral transmission such as piccolos and flutes.

Water keys should not be vented directly onto the floor. Two American studies cultured a surprising variety of bacteria from both woodwind and brass instruments. Newspaper or paper towels should

be provided to soak up water (in Norway, anti-bacterial paper is recommended) and players should clear up their own.

Leaders should stand 3-5m beyond the front row of wind or brass and may wish to consider a plexiglass screen or similar. For strings and orchestras, 2m will suffice.

Woodwind and brass tutors should insist on proper cleaning and drying of instruments at the end of lessons but should not allow students to blow or tip water out of instruments in the teaching room. Newspaper or paper towels (or anti-bacterial paper) should be provided for venting of water keys and players should remove and dispose of their own at the end of the lesson.

Cleaning of instruments

Please check your project agreements for specific information about who is responsible for handling and cleaning instruments for your individual project.

COVID-19 virus particles are believed to survive for two to five days on hard surfaces³, therefore after five days of not being played, normal cleaning of any equipment will suffice.

Disinfectant wipes and/or sprays are effective but bear in mind that most instruments contain multiple materials. Some disinfectant products will damage the pads of woodwind instruments and varnished or polished finishes.

Hot, soapy water is just as effective as disinfectant wipes and instruments or parts of instruments made **entirely** from plastic may be submersed. The same applies to brass instruments but take the valves out first and set them aside. Recorders can even be dishwashed in the top rack.

Do not immerse or soak woodwind instruments with cork joints or with keywork as it may damage pads: this includes flute headjoints, as it will damage the headcork.

After playing, woodwind instruments should at minimum be dried in and out with swabs or pull-throughs to limit microbial growth. Fully drying even small brass instruments is not practical but it is extremely important to clean the mouthpiece using an appropriately sized mouthpiece brush, to ensure that all dirt and debris are removed.

Plastic piano and electronic keyboards can be sanitised with disinfectant wipes (unplug electronic equipment first). Do not spray them as residues may harm key mechanisms. It is a good idea to dry keys off afterwards. Ivory keys will be damaged by most disinfectant products. Clean them with a cloth dipped in soapy water and rung out; leave the residue on for thirty seconds and wipe with a dry cloth.

Handles and straps of percussion instruments and beaters should be wiped similarly.

For wooden instruments, follow manufacturers' instructions or test your cleaning product on an inconspicuous surface. You may want to wipe the chinrests of violins or violas but it probably is not necessary (pure sweat is not thought to carry viruses). The neck and fingerboard and the lower end of the bow of all bowed strings may also be wiped.

Knobs, buttons, sliders etc on ICT equipment, amplifiers, CD/MP3 players and so forth should be wiped with antiseptic wipes. Do not use sprays or soaked cloths, to avoid liquids getting inside equipment. Always unplug from the mains before cleaning.

More advice on cleaning different instruments is available from the following websites:

<https://www.nfhs.org/media/3812235/covid-19-instrument-cleaning-guidelines.pdf>

<https://www.mia.org.uk/covid-19/>

³ Copper-zinc alloys (i.e. brass) have good viricidal properties and can kill COVID-19 in four hours but lacquers may interfere with this process. In any case, student instruments are often made of other alloys for reasons of economy and weight, and these may be less effective than brass. Silver needs a wet environment for its antimicrobial properties to work, so silver-plated instrument bodies and keywork still need cleaning.

Singing

Latest government guidance is that singing is permitted however the following additional guidelines must be followed strictly when carrying out singing activities:

- Maintain a distance of 3m between participants when singing, and a distance of 3-5 metres between the leader and participants. Note that the area of the room is the most critical consideration: a higher ceiling does not mean singers are safe to stand closer together.
- Consider moving outdoors for singing activities if possible, although consider wind direction.
- If outdoor singing is not possible, open windows and doors within the space to allow enhanced ventilation
- There is no need to wear face coverings when singing. Evidence shows that all face coverings leak air and bioaerosols around the sides and bottom.
- Avoid face to face singing, instead position participants and the leader side to side or back to back.

Communications

Inform parents/guardians that if their child needs to be accompanied to the session, only one person should attend

Inform parents/guardians and young people the process for dropping off and picking up, including protocols for minimising adult to adult contact (for example, which entrance to use)

Make clear to parents/guardians that they cannot gather at entrance gates or doors, or enter the building (unless they have a pre-arranged appointment, which should be conducted safely)

Provide clear guidance on social distancing and hygiene procedures to participants and parents/guardians before arrival at sessions.

Ongoing and regular communication with music leaders, participants, parents/guardians, support staff and setting staff regarding changes to session arrangements in relation to COVID safety.

Communicate to delivery team about drop off/pick up plans (for example, safety measures and any staggered arrival and departure times).

Consider access and equality in your mitigation and risk assessment processes. Adapt your communication to ensure it is:

- Perceivable (i.e. people are able to read/listen to/interpret the information in the format you communicate it).
- Operable (i.e. people are able to carry out the instructions you ask of them).
- Understandable (i.e. people can understand the information or instruction that you are giving)

Accidents, security and other incidents

In an emergency, for example, an accident, provision of first aid, fire or break-in, people do not have to social distance if it would be unsafe.

People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.

How to raise a concern

There may be occasions where concerns persist, such as concerns about unsafe practices, safeguarding, risk management, behaviour and social distancing (please note this is not an exhaustive list). You should be able to find support via the following routes:

In the first instance, contact a member of Musinc staff (Rebecca or Sarah) to raise the issue and we will work together to resolve any concerns relating to COVID safety within the team and with partner organisations.

It may be useful to know about other bodies which can assist with COVID safety concerns you may have:

Contact your trade union if you have one.

Use the HSE form available at <https://www.hse.gov.uk/contact/concerns.htm>.

Contact HSE by phone on 0300 003 1647.

Non-compliance with procedures

For musinc activities, the lead musician will usually be responsible for ensuring that COVID safety procedures in place are adhered to by the young people and other adults and/or staff involved in sessions.

In the event of non-compliance with the procedures outlined in the risk assessment for the activity, focus on understanding their needs, and aim for informed consent. Ultimately, you must meet your health and safety duties. Alternative provisions may need to be made to support individuals where the risks associated with their needs or behaviours cannot be controlled effectively.

This information is correct at time of review on 3rd September 2020.