

## COVID-19 Pandemic Protocols - Face-to-face Examinations

The safety and wellbeing of our candidates, staff and community are our primary priority. The purpose of this document is to ensure a safe environment for face-to-face examinations at the AMEB Ashgrove Studios. AMEB Queensland has developed these processes following the advice and the directives of the Australian Government, and the Queensland Government Departments of Health and Education.

### 1. Commitment

The **State Manager**, AMEB Qld will:

- monitor and assess relevant health and safety advice and directives to adapt safe work practices and effective community communications as appropriate;
- provide any cleaning products, instruction, and adequate levels of staff required to ensure effective application of cleaning, barrier control and other processes outlined in this document;
- maintain the safety and wellbeing of our employees and stakeholders as our primary objective to reduce the risk of COVID-19 contact and transmission.

### 2. Responsibilities

In addition to the responsibilities outlined in the Procedures;

- 2.1 AMEB Queensland **Employees** (including but not limited to administration staff, Examiners and Supervisors) are responsible for:
- Advising their manager if they suffer allergies to latex, soap, hand sanitiser, or other chemicals outlined in these Procedures or as required to maintain a healthy workplace;
  - Advising their manager if they, or anyone at home, is feeling unwell or exhibiting cold/flu symptoms, regardless of severity;
  - Advising their manager if they or a member of their household is in a vulnerable group and consider whether or not they should be working during this period;
  - Advising if they have come into contact with anyone who has tested positive to COVID-19 within the last 14 days;
  - Not attending work suffering from cold or flu symptoms;
  - Advising if they have, or have come into contact with anyone who has returned from overseas or a COVID-19 hotspot within the last 14 days;
  - Providing all own refreshments on the day, including utensils such as cups, plates, cutlery, water bottle, snacks etc.
- 2.2 AMEB Queensland **clients** (including but not limited to candidates, family members, teachers, accompanists) are responsible for:
- Following any reasonable directions given by an AMEB Queensland staff in their adherence to COVID-19 procedures and processes, including submitting to a no contact temperature check prior to being admitted into the building;
  - Advising the Qld State Office if they, or anyone at home, is feeling unwell or exhibiting cold and flu symptoms, regardless of severity;

- Advising if they have, or have come into contact with anyone who has returned from overseas or a COVID-19 hotspot within the last 14 days;
- Adhering to all advised COVID-19 precautions and protocols while on AMEB Qld premises including physical distancing, minimising physical contact with people and surrounds and hand sanitisation before warm-up and performance.

2.3 It is the responsibility of **EVERYONE** attending an examination day to:

- Not attend the AMEB Qld Ashgrove Studios if they are awaiting a COVID-19 test result; or they have received a positive confirmation/diagnosis of COVID - 19;
- Review, understand, and accept the risk to themselves and others when attending an AMEB Qld examination, regarding the measures put in place to protect all concerned;
- Adhere to all Processes outlined within this document, such as physical distancing, minimising physical contact with people and surrounds, and so on;
- Consider the safety of others;
- Comply with any reasonable direction given by an AMEB Queensland staff member or venue employee to ensure the safety of all concerned;
- Advise AMEB Queensland State Office staff IMMEDIATELY if they, or anyone they have come into contact with, are displaying COVID-19, or cold and flu symptoms, or have been diagnosed with COVID-19 with positive result, or are awaiting a test result, within three weeks of attending AMEB Qld Studios.
- All visitors are required to complete the “Sign-in slips” with contact details when arriving at the AMEB Ashgrove facilities. This is a mandatory workplace, health and safety directive and will also be utilised for contact tracing, if required. **NB:** Details will be destroyed after 56 days.

### **3. Communication & Preparation**

The **State Manager**, will ensure all employees and clients are aware of these measures and their individual responsibilities by disseminating this document through the following means:

- 3.1 Email to Examiners, Supervisors and administration team.
- 3.2 Post on AMEB Qld website.
- 3.3 Post on AMEB Qld Facebook page, including tag for COVID-19 update.
- 3.4 Email all enrollers who have a registered and current email address with AMEB Qld.

AMEB Qld administration staff will prepare the following prior to all examination days:

- 3.5 Examinations will be scheduled with breaks between candidates (e.g. 1 min to facilitate surface cleaning and sanitising of musical equipment such as pianos and music stands used in between examinations and Speech and Drama props as required.
- 3.6 AMEB Qld to procure products to sanitise and protect all examination day attendees.
- 3.7 Procure and provide fresh supplies in lieu of reusable items. Disposable cups etc.
- 3.8 Liaise with any external venues regarding cleaning procedures and frequency. Practical Examination venues are required to complete and submit the Practical Examination Venue Checklist and declaration to be processed and approved before hosting AMEB Qld examinations.

#### **4. Examination Venue Preparation & Upkeep**

**Supervisors** will prepare the venue for an examination day by completing the following:

- 4.1 Disinfect all door handles/surfaces from point of entry to the Supervisor's desk and examination room. Wipe these down again at every opportunity (e.g. after a longer examination has started), at every break, and at the end of the day. Light switches, bathroom and kitchen areas (including kettle, microwave and other high use items). Use any spray bottles, cloths, or disinfectant products provided.
- 4.2 Disinfect any swipe cards or keys before use, as well as personal property such as devices, glasses, writing implements etc.
- 4.3 Prepare the examination room:
  - Rooms need to accommodate 4m<sup>2</sup> per person (i.e. 12m<sup>2</sup> for examinations requiring an accompanist and/or 8m<sup>2</sup> for piano/speech (individual) candidates).
  - Wipe down any piano keyboards in the examination room. In the event of warm-up rooms being permitted, ensure these keyboard/s are also wiped down immediately after use.
  - Disinfect the examination room, including table, chair, and any piece of equipment that may be used.
  - Set the Examiner's table at least 2m from the Candidate's performance space (more for voice, woodwind and brass Candidates wherever possible).
  - Place a small container of hand sanitiser in the room for the Examiner and outside the room for the candidate to use prior to entry.
- 4.4 Wedge internal doors open (if appropriate) to minimise touch points. This includes the bathroom. Alternatively if the supervisor is ushering candidates from warm-up to examination room they should be opening and closing the doors.
- 4.5 Check that soap is available in the bathroom. If not, replenish.
- 4.6 Display COVID-19 health and hygiene and barrier control signs in all common areas.
- 4.7 Prepare the supervisor desk:
  - Disinfect any furniture including table, chair, and any piece of equipment that may be used. The Supervisor may need to set up a desk at the front of the counter in the foyer to maintain physical distancing from clients.
  - Tape visual markers to the floor to designate physical distancing both from the Supervisor's desk and/or use the DoE queuing and standing signs for people waiting in line.
  - Ensure hand sanitiser is available and easily accessible to both Supervisor and clients on the front desk, and prior to entering a warm-up or examination room in a location that does not require close physical proximity to the Supervisor.
- 4.8 Prepare waiting areas:
  - Rooms need to accommodate 4m<sup>2</sup> per person.
  - Set chairs 1.5m apart.
  - Remove magazines, flyers etc. that people might pick up and put back down
  - Provide tissues and bin to prevent the spread of germs through sneezes. The bin should be lined to enable touch-free removal of contents.
  - Repeat the above cleaning processes and return any borrowed equipment to its original location at the end of each day.

**Supervisors** will maintain the premises throughout the day by completing the following:

- 4.9 Repeat full disinfectant process during the lunch break (for all day examinations).
- 4.10 Remain vigilant – if you see someone touch a surface, please clean it immediately after they have moved. This could be as small as a pen or as large as a wall being leant on.

- 4.11 When a chair in the waiting area is vacated, use sanitising surface spray thoroughly before anyone else sits on it. If you need to attend to something else before doing so, turn the chair over as a sign that it should not be sat on.

**Examiners/Supervisors** will maintain the premises through the day by completing the following:

- 4.12 Wipe down the piano keyboard with alco-wipes/disinfectant wipes after every examination, and between different players, including prior to the Examiner playing aural components.
- 4.13 Wipe down music stands and any other equipment touched by a Candidate/accompanist between each examination with alco-wipes/disinfectant wipes.
- 4.14 Supervisors will sight the Candidate Slip and the candidate will bring in Candidate Slips themselves to minimise additional points of contact with Supervisors.
- 4.15 A reminder that the aural tests can be played through the iPads to minimise use of the piano and further protect the examiners.

All AMEB **Team Members** are instructed to:

- 4.16 Wash hands thoroughly with soap and water:
- At the start of the day
  - At each break
  - Before and after eating
  - After coughing or sneezing
  - After going to the toilet
  - When changing tasks
  - After touching potentially contaminated surfaces
  - At the end of the day before leaving the premises.
- 4.17 Avoid physical contact with others (e.g. shaking hands). Handshake free zone signs are already displayed throughout the building.
- 4.18 Stagger breaks to allow for one person per 4m<sup>2</sup> at any one time in break room/s – if weather permits, outside breaks are recommended (numbers will depend on the size of the room).
- 4.19 Bring their own writing implements.
- 4.20 All staff members are to prepare their own refreshments. Supervisors will not be preparing examiner morning and afternoon teas during this period.
- 4.21 Examiner refreshments – We encourage you to bring a thermos and/or tea bags with you. Kitchen facilities will be available.
- 4.22 All staff members are to clean up after themselves, ensuring all rubbish is placed in a bin.
- 4.23 Advise the AMEB Qld administration team of any cleaning items requiring replenishing, and of additional processes that should be considered to help maintain the safety of all examination day attendees.

## **5. Cleaning Processes & General Recommendations**

- 5.1 Disposable gloves will be provided for touching items that have not been cleaned down and/or may have been in contact with others, such as candidate slips.
- 5.2 Disposable gloves available MUST be disposed of after touching anything other than own things (e.g. other people, forms, common equipment etc.).
- 5.3 Wipe down all equipment, furniture or other items (EXCEPT piano keyboards) with disinfectant equipment provided by AMEB Qld, or as advised by a venue manager.
- 5.4 Piano keyboards must be wiped down only with antiseptic wipes or sanitising surface spray/and a microfibre cloth.

- 5.5 All wind instrument candidates **must** bring a disposable container to their examination and are to release condensation into their container when necessary. The candidate is to ensure that any 'spillage' is cleaned-up using gloves, disinfectant wipes and hand sanitizer available in all AMEB Qld examination rooms.

## **6. Candidate/Parent/Accompanist Responsibilities**

It is a requirement of anyone attending a face-to-face examination that these precautionary measures are adhered to, during times of pandemic status.

- 6.1 Please do not arrive more than 10 minutes' ahead of your examination time. If the examination schedule is running late, we may ask you to return at a slightly later time to ensure the number of people in attendance remain at a manageable and appropriate number. If you arrive early please wait in your car until 10 minutes before the examination is to commence.
- 6.2 It is preferred that candidates are only accompanied by their accompanist to reduce the amount of people in the foyer. All AMEB Qld staff comply with the Working with Children and Young People and have positive suitability blue cards.
- 6.3 If a candidate or family member is displaying signs of cold and flu symptoms – regardless of severity – the candidate **MUST** advise AMEB Qld and **NOT** attend their in-situ examination. A Video Repertoire Examination alternative will be made available with no transfer fees incurred. Candidates must supply medical documentation. Candidates may also re-enrol in the next available in-situ session (except Session 26) with no transfer fees incurred however, must supply medical documentation and clearance from a clinician.
- 6.4 If you have been instructed to isolate due to COVID-19 by a clinician, you may undertake a Video Repertoire Examination with no transfer fees incurred. Please advise the AMEB Qld office at time of re-enrolment and provide supporting medical documentation. Candidates may also re-enrol in the next available in-situ session (except Session 26) with no transfer fees incurred however, must supply medical documentation and clearance from a clinician.
- 6.5 The health and safety of our candidates, examiners, supervisors, staff and our community is paramount to AMEB Qld. If a candidate attends an examination displaying signs of cold or flu symptoms; AMEB Qld staff reserve the right to deny entry to the venue. In this instance, candidates/enrollers must contact AMEB Qld to discuss rescheduling in-situ or video examination options. Cancellation or transfer fees will apply. Supporting medical documentation and medical clearance for in-situ examinations must be provided at the time of re-enrolment. Only supporting medical documentation is required for video examinations and must be provided at the time of re-enrolment.
- 6.6 Please do not bring food with you, except bottled water.
- 6.7 Hand Sanitiser will be provided at the Supervisor's desk. All who enter the venue will be asked to sanitise on arrival and prior to departure.
- 6.8 Warm-up rooms and the opportunity to set up and tune instruments will be available during this time if time permits.
- 6.9 If a page turner is required, they must be a member of the candidate's family, due to social distancing requirements.
- 6.10 All wind instrument candidates **must** bring a disposable container to their examination and are to release condensation into their container when necessary. The candidate is to ensure that any 'spillage' is cleaned-up using gloves, disinfectant wipes and hand sanitizer available in all AMEB Qld examination rooms.  
**NB:** This is an ongoing protocol throughout and outside pandemic status.

## **7. General Recommendations for All Examination Day Attendees**

- 7.1 Use disposable paper towels in favour of dishcloths, towels etc., and dispose after use.
- 7.2 Avoid all physical contact, touching your face, using devices, touching glasses, headwear, and other personal items.
- 7.3 Use your elbow for lift buttons and other such actions.
- 7.4 The lift will be limited to two people at any given time.
- 7.5 Limit to two people in bathrooms at a time.
- 7.6 Maintain at least 1.5m distance from people around you at all times (except if they are part of your household).
- 7.7 Remember to sneeze/cough into your elbow or a tissue, and dispose of that tissue immediately after use.
- 7.8 DO NOT ATTEND AMEB Qld examinations if you are suffering from cold or flu symptoms.
- 7.9 A reminder if visitors have the COVIDSafe app installed on a device, to have the device on their person and the app active.