

COVID-19 MANAGEMENT

AUTUMN TERM 2020

PROCEDURE: COVID-19 SITE MANAGEMENT

Date Adopted:

23/07/2020

Date of last review:

02/09/2020

To be reviewed next before/on:

End of September 2020

PURPOSE AND STATEMENT:

Kristie Louise Dance Academy (KLDA) is committed to ensuring the health and wellbeing of all students, staff and volunteers and will continue to follow the advice of the UK Government, NHS, Public Health England and our local Health Protection Team.

The current (summarised) advice is:

- Educational settings are currently re-open for select year groups, and opening for all year groups in September
- OOSS can open from the beginning of the school summer holidays
- Social distancing is 2m (or 1m+ if 2m is not possible or with risk mitigation)
- Anyone who is showing symptoms of a cough and/or fever are to self-isolate for 7 days
- Anyone with confirmed COVID-19 or contact by track and Trace are to self-isolate for 14 days

When KLDA can provide in-person classes and workshops we intend to do so.

DISTRIBUTION:

- To ensure distribution to all permanent and freelance staff, board members and volunteers
- To distribute appropriate sections to parents and customers as needed

REVIEW AND MONITORING OF PROCEDURE:

KLDA will continue to review and update this procedure as more information becomes available.

Monitoring is part of management procedure and will be enforced by all staff.

THE PROCEDURE IS BASED ON THE BELOW PRINCIPLES:

- The welfare of KLDA students, staff and volunteers is paramount
- All staff and volunteers are responsible for ensuring this procedure is followed
- It is the role of every KLDA stakeholder to minimise the risk of spreading COVID-19
- KLDA is committed to following the advice of the UK Government, NHS and Public Health England

SITE MANAGEMENT:

Max Teacher: Student Ratio = 1: 15

All current social distancing measures will be implemented throughout this procedure.

Groups of no more than 15 students will be supervised by 1 or 2 teachers. All students will stay in the same space for the whole of that day's lessons. Younger student's classes will include an older student assistant, who is that designated assistant for that group of students.

Teachers may change from one group to another group in one given day depending on the timetable schedule but will make sure that they maintain social distancing measures & will sanitise hands between every change.

There is to be no cross contamination between groups on a specific day, as students will remain in a fixed group and spaces will be cleaned as best as is safely to do so between a different group's use.

To attend classes, parents must agree to a health questionnaire being completed before attending the beginning of the Autumn Term to confirm no one in the household has any symptoms or has been told to self-isolate. Children may supply their own PPE equipment, but it is not the responsibility of teachers to ensure it is used or worn correctly. It is not to be worn during physical activity.

No parents will be allowed on site, they must drop off and collect at separate entry points, to be allocated in writing before the term begins. Staggered drop off and collection times to ensure no over-crowding, and 2m markers must be maintained to ensure any queuing results in social distancing.

Each studio will have it's on entrance/exit points. Each class that requires a changeover will finish 5-10 minutes earlier to enable a safe changeover.

Upon arrival, all students are to immediately sanitise their hands and have their temperature taken through our infra-red thermometer. Student's should arrive in uniform and bring suitable dance shoes in a clearly named bag. They should bring their own water bottles & if necessary, their own packed lunch/snack.

Any child with a fever must be immediately isolated and collected by their parents.

Students will be then taken to the space used for their classes where they will have been allocated a 2m² (or more) space to use throughout their session. An example of this (including safe spaces to walk) is included as appendix 1 of this document.

In times where students will need to do corner work, students will line in a social distanced manner.

Students will also bring their bags in to this space, be allowed to change shoes and we can conduct lessons and activities. If sessions run back to back, there will be time to sanitise hands. Increased handwashing will be encouraged particularly before and after eating or using equipment.

Breaks, moving to different spaces and the use of corridors and bathrooms will be closely monitored to ensure social distancing is always upheld. This will be through staggered breaks, toilet supervision (for younger students) and a one-way corridor system.

Singing is now permitted to be taught as long as students are all facing in the same direction & not to one another.

Any student/teacher or family member who is tested positive for COVID-19 up to two weeks post event dates must immediately inform KLDA management. The group that is affected will immediately be notified including students/parents/teachers.

Should any student fall ill with COVID-19 symptoms while classes are running, the group affected will be shut down, and spaces deep cleaned immediately follow government guidance "COVID-19: cleaning in non-healthcare settings".

If a student is incapable of following new rules within the studio, KLDA, as mentioned in our student code of conduct, has the right to remove the student from classes. This will be on a case-by-case basis and no refund will be offered.

KLDA STAFF:

KLDA staff will have disinfectant spray/wipes available before every session. Each staff member will have their own full PPE equipment provided by KLDA to be able to administer first aid.

All KLDA staff must immediately wash their hands for the prescribed 20 second period upon arrival at site and deep clean all rooms and equipment (if this is not done by the venue). They must also check their own temperature, record it and complete the staff health questionnaire.

Staff then must use disinfectant spray/wipes to clean any high contact points, including (but not limited to):

- Door Handles
- Sinks, Taps and hand dryers
- Bannisters
- Equipment used in class

Staff must also check the quantity of soap and paper towels in bathrooms and contact premises if supplies are low.

KLDA will ensure the prominent display of hygiene posters (“catch it, kill it, bin it” and hand washing diagrams) and use low-contact electrical tape to mark 2m sections in spaces. An example of this (including safe spaces to walk) is included as appendix 1 of this document.

Upon student arrival at site, attendees then must sanitise their hands and temperature checked.

Teachers and volunteers are expected to maintain student handwashing/sanitising between lessons and deep cleaning during changeover.

All KLDA staff will maintain regularly hand washing/sanitising, especially when handling KLDA, venue and personal equipment.

During operation, all communal spaces for adults will be cleaned down between teachers. While it is the teacher’s responsibility to conduct this cleaning, KLDA will ensure it is conducted. Where resources are available, staff will be encouraged to use separate equipment. Teachers must clean before and after use of the kitchen and any cups/kettles/fridge/refreshment containers must be wiped with antibacterial wipes/sprays.

KLDA staff must also wash their hands before/after eating.

Between each group class, KLDA staff will deep clean any space used and use disinfectant spray/wipes to clean any high contact points, including (but not limited to):

- Door Handles
- Sinks & Taps
- Bannisters
- Equipment used in class

KLDA staff will ventilate classes as much as possible, including opening doors and windows to encourage air flow.

If a student is incapable of following social distancing guidelines or any new rules established to make KLDA COVID-19 secure, the principal must use their discretion in order to control the situation. This could include behaviour management and/or result in the child’s removal from further lessons. In this instance all staff will be continuously updated.

If a student breaks new social distancing rules, or any other rule implemented by KLDA to safeguard students, the principal must be immediately informed.

All KLDA staff are expected to follow other NHS guidelines to avoid spreading the virus including washing hands before/after eating and reporting any potential symptoms/confirmed diagnoses to the office as a matter of urgency.

If teachers/volunteers are teaching at schools other than KLDA, a meticulous log of these sessions must be kept in order to assist NHS track and trace and KLDA in safeguarding students.

APPENDIX 1

Not to scale. A rough overview.

