



SCHOOL OF PERFORMING ARTS

## LOUISA HOCKIN SCHOOL OF PERFORMING ARTS

UNIT 2, PERFORMANCE PARK, CLOVELLY ROAD INDUSTRIAL ESTATE, BIDEFORD, EX39 3FW

### PROCEDURE: COVID-19 SITE MANAGEMENT

**Date Adopted:**

**Date of last review:**

**To be reviewed next  
before/on:**

12<sup>th</sup> March 2020

01/11/2020

01/09/2021

### PURPOSE AND STATEMENT:

Louisa Hockin 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 Louisa Hockin School of Performing Arts 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:

Louisa Hockin School of Performing Arts 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 Louisa Hockin School of Performing Arts students, staff and volunteers is paramount
- All staff and volunteers are responsible for ensuring this procedure is followed

- It is the role of every Louisa Hockin School of Performing Arts stakeholder to minimise the risk of spreading COVID-19
- Louisa Hockin School of Performing Arts 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. For the purposes of child-friendly and age appropriateness Louisa Hockin School of Performing Arts will call these groups “bubbles”. There is to be no cross contamination between bubbles as students will not mix and spaces will be deep cleaned between group’s use.

To attend classes, parents must agree to a health questionnaire being completed each day 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 course begins. Staggered drop off and collection times to ensure no over-crowding, and 2m markers will be laid out to ensure any queuing results in social distancing.

Upon arrival, all students are to immediately wash their hands. Student’s should arrive in uniform and bring suitable dance shoes in a clearly named bag.

Students will be then taken to the space used for their classes where they will have been allocated a 2m<sup>2</sup> (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.

Students are to bring a labelled water bottle and any medication needed and place on their allocated dot in the studio. If sessions are longer than 45 minutes in length, there will be a staggered break to wash hands. Increased handwashing is encouraged particularly before and after 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 and a one-way corridor system.

Singing has reportedly been notified as a more high-risk activity in relation to the spread of COVID-19 therefore singing will not be included in class content.

Any student/teacher or family member who is tested positive for COVID-19 up to two weeks post event dates must immediately inform Louisa Hockin School of Performing Arts management. The bubble that is affected will immediately be notified including students/parents/teachers. Should this occur while classes are running, the bubble 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 Louisa Hockin School of Performing Arts, as mentioned in our student behaviour policy, has the right to remove the student from classes. This will be on a case-by-case basis and no refund will be offered.

### **SITE MANAGERS:**

Site managers must ensure they have disinfectant spray/wipes before every session, or purchase some with petty cash. Site manager must also ensure that they have the full PPE equipment provided by Louisa Hockin School of Performing Arts to be able to administer first aid.

All site management 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 then complete the staff health questionnaire.

Site Managers 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

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

Site managers must 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 to be used including in bathrooms. An example of this (including safe spaces to walk) is included as appendix 1 of this document.

Upon teacher arrival at site, site managers must ensure all teachers wash their hands. Teachers must also be briefed daily and provided antibacterial spray/wipes and gloves if needed. They must also complete the staff health questionnaire.

Upon student arrival at site, site managers must ensure all parents complete the student health form before allowing their child(ren) on to site. Attendees then must wash their hands.

Site managers must ensure teachers are regularly washing their hands, especially when handling Louisa Hockin School of Performing Arts, venue and personal equipment.

During operation, any communal space for adults (i.e. the staff room) must be cleaned down between teachers. While it is the teacher’s responsibility to conduct this cleaning, site managers must ensure it is conducted.

Site Managers must also wash their hands at regular intervals, no less than between each class or moving between student groups. This includes while moving between classes to supervise.

Site Managers must also wash their hands before/after eating.

Between each class site managers must again 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

Site Managers are expected to 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 Louisa Hockin School of Performing Arts COVID-19 secure, the site manager must use their discretion in order to control the situation. This could include behaviour management and/or result in the child's removal from courses. In this instance management must be continuously updated.

Site Managers 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.

#### **TEACHER/VOLUNTEER PROCEEDURE:**

All teachers and volunteers must immediately wash their hands for the prescribed 20 second period upon arrival at site. They must also do this between every class.

Teachers and volunteers are expected to assist site managers with student handwashing between lessons and deep cleaning during changeover.

During operation, any communal space for adults (i.e. the staff room) must be cleaned down between teachers of separate bubbles groups. Where resources are available, staff must 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.

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

If a student breaks new social distancing rules, or any other rule implemented by Louisa Hockin School of Performing Arts to safeguard students, site management must be immediately informed.

Teachers and Volunteers are expected to follow other Louisa Hockin School of Performing Arts procedure, social distancing and 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.