



“COVID 19 HEALTH PLAN”

*This is a statement of our COVID 19 Health Plan for **The Dance Collective**.*

We will actively maintain and promote good health and safety procedures (see our Health & Safety Policy) and will work to reduce the spread of COVID 19 by:

- ✓ Maintaining safe and healthy work conditions in accordance with the Health & Safety at Work Act 1974 and in line with our Health & Safety Policy.
- ✓ Following the UK Government guidelines and checking for regular updates, adapting safety measures & procedures when appropriate and monitoring the COVID 19 risk levels in order to deliver a safe dance environment.

Social Distancing

We will:

- ✓ Encourage Social Distancing at all times before, after and during classes. Posters are displayed throughout the building to remind users to keep their distance.
- ✓ Use spacing markers (rubber floor spots) in the studio to mark out 2 meter intervals for our dancers so that they may keep a safe distance whilst dancing.
- ✓ Restrict class sizes in accordance with the government guidelines in relation to the safe capacity limit and studio size, so that social distancing can be maintained at all times throughout class.

Hygiene

We will:

- ✓ Provide adequate hand-sanitising stations and hand washing facilities that are freely available to use by staff, students and parents/guardians at key points around the building and in the dance studio.
- ✓ Provide safe and clean wash facilities. Toilet facilities are cleaned daily by a member of the Methodist Church cleaning team, but will also be checked and cleaned at regular intervals by a staff member of the Dance Collective. Toilets will be stocked with soap and paper towels and bins are provided.

- ✓ Limit the number of users able to access wash facilities at the same time. There is now a designated child-only toilet for our younger students and additionally a one-in-one-out policy for all toilet facilities on site.
- ✓ All touch-points including ballet barres will be cleaned regularly between classes and spray and wipes will be readily available.
- ✓ Implement additional 10-15 minute intervals between every class to allow for students to be safely signed out before the next class signs in and to also allow time for cleaning.
- ✓ Floors will be cleaned regularly by the Methodist Church cleaning staff, but also at the start and end of every teaching day by a member of Dance Collective Staff.
- ✓ Ensure Changing Rooms and Waiting Areas are closed and therefore students are encouraged to come to class ready with their hair done and uniform on with the exception of their ballet shoes which they should not wear until they are in the dance studio. They will be encouraged to wear outdoor shoes into the building and then change into their ballet shoes prior to class starting.
- ✓ The studio will be well-ventilated, doors and windows will be opened where possible and where it does not produce additional risks to health & safety or any safeguarding concerns by doing so.
- ✓ Discourage the use of props in class and where communal props are used they will be cleaned thoroughly between each use.
- ✓ There will be allocated markers around the studio where students can place their belongings safely and securely.
- ✓ Encourage students to bring their own water bottle as the kitchen facilities will be closed and locked.
- ✓ Encourage students to bring their own 'ballet bag' including essential such as tissues, hand gel (optional and only encouraged for older students who can use it safely), ballet cardigan and own props (if needed).
- ✓ Implement a 'no lost property' policy so that students are encouraged to take everything with them and any lost property is disposed of safely.
- ✓ Provide gloves and apron to staff members when they need to clean surfaces and hands-free bins will be available for the disposal of rubbish.
- ✓ Provide protective visors for our volunteers and staff who wish to wear them.
- ✓ Provide appropriate safety attire (gloves, apron, visor and mask) for members of staff who may need to deal with a student who is showing COVID 19 symptoms.
- ✓ Ensure coughs and sneezes are covered by a tissue or a flexed elbow; tissues should be disposed of in a closed bin and hands sanitised following sneezing/coughing.
- ✓ Encourage people to speak up if a student or faculty member is feeling unwell.

Entry/Exit

We will:

- ✓ Require all adults and children over 11yrs to wear a mask when entering the building. Masks are not required for 11yrs and under although can be used at your own discretion.
- ✓ Ensure there is adequate availability of hand sanitizer near the entrance due to the need to use the key fob system for entry. Where it is safe to do so and is manned by a member of staff, we may be able to briefly prop open the door to allow for safe entry and to limit the number of people touching the door handles and entry system key pad. However, this door system is a key security feature and is essential for safeguarding our students & staff so we encourage keeping the doors locked and access limited.
- ✓ Ensure that only a member of staff is allowed to grant access to students and parents via the door entry system to ensure that we are in full control of who is accessing the site and when for the reasons of easy traceability.
- ✓ Implement a one way system through the building for all our students up to the age of 18yrs. For our Adult classes we are able to use the same entrance for entry and exit as long as safe social distancing is adhered to and they exercise caution. There is a window in the door that allows users to gauge how safe it is to enter/exit.
- ✓ Encourage parents of children 4yrs+ to drop their child at the main entrance for a member of staff to safely escort them to class. This is to limit the number of people entering the building. Please ensure they are in the care of staff before leaving them.
- ✓ Permit parents of children 3yrs and younger to bring their children on site in order to sign them in safely and must understand that once the child is in the safe watch of a member of staff that they must leave the building promptly and safely.
- ✓ Ensure Waiting areas in the building are strictly off-limits. Parents are not permitted to wait on-site inside the building for their children whilst class is in progress. Parents can wait in their cars or outside and are encouraged to remain easily contactable in the case of an emergency.
- ✓ Encourage all students to arrive at the allotted arrival time communicated to you. We cannot admit latecomers to class due to the nature of our new registration process on arrival.
- ✓ Encourage students to depart the building quickly and safely at the end of their class. Young children will always be escorted to the exit by a member of staff and signed out with their parent.
- ✓ Not tolerate late collection of a student from their class unless in a genuine case. This is because we must sign all students from one class off the site before admitting the next group. Any delays in this process will hinder the smooth running of the day. If a parent/guardian has not arrived in time for their allocated collection time then the student will return to class with the member of staff until safe collection can be made.

Further Actions

We Will:

- ✓ Actively discourage the use of masks during dance class. Instead social distancing and good ventilation measures will help to reduce the risk of the virus spreading.
- ✓ Keep all bookings, payments and communications where possible and practical online only.
- ✓ Encourage parents/guardians/students to book an appointment if they wish to speak face-to-face with the School Principal or member of staff so that it can be organised safely. Phone or video calls will be offered as a safer, preferred alternative.
- ✓ Actively discourage parents/students from gathering in large groups and will discourage chatting, lingering in the corridors.
- ✓ Keep music to a lower volume than normal to avoid the teacher needing to raise their voice.
- ✓ Keep a steadier pace to class, particularly in adult classes to ensure there is limited spread of the virus via extra aerosol droplets admitted via sweat and heavy breathing.
- ✓ Actively discourage any shouting or singing in class.
- ✓ Not permit parent observation of classes/ watching days until further notice.

Track & Trace

We will:

- ✓ Stagger class times to limit the likelihood of large numbers of people gathering and to limit groups (“bubbles”) mixing.
- ✓ Allocate a consistent group or “bubble” to each student that they will stay with for each class in order to limit spread and easily track the people that they are regularly in contact with at the dance studio.
- ✓ Keep a record of all teachers, students and staff in the building for the purposes of identifying close contact with infected persons in the event of an outbreak of COVID-19. Records will be kept up to 21 days.
- ✓ Ensure there is a verbal check of every student to confirm that they or a close family member have not experienced COVID 19 symptoms in the past 14 days. In the case of children under 7 their parent will be required to answer on their behalf. Temperatures may also be taken upon entry.

In the instance of a suspected COVID-19 case

We will:

- ✓ Immediately cease activity and isolate the person until they can be taken home where they should self-isolate
- ✓ Inform others who may have been in contact that they may have been exposed to COVID-19
- ✓ Notify local authorities and NHS Track & Trace

- ✓ All students, their teacher, class assistant and accompanist who were in a class with anyone that may be infected must self-isolate and not return to class for appropriate number of days in accordance with the latest government guidelines.

Emma Dodds, Dance School Principal, has day-to-day responsibility for ensuring this COVID 19 Health Plan is put into practice.

*This plan was last reviewed on **14/08/2020***

Name: Miss Emma Dodds

Job Title: Dance School Principal of The Dance Collective

Signature:

