**DanSci Dance Studio**

Summerland St. Exeter  
Devon  
EX1 2AT

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| **PROCEDURE:** COVID-19 SITE MANAGEMENT | | |
| **Date Adopted:** | **Date of last review:** | **To be reviewed next before/on:** |
| 21st March 2020 | 11/01/2022 | 25/06/2022 |
| **PURPOSE AND STATEMENT:**  DanSci LTD 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 open for all year groups * Social distancing is advised * Face coverings to be worn * Anyone who is showing symptoms of a cough and/or fever are to self-isolate for 10 days and follow government guidelines * Anyone with confirmed COVID-19 or contact by track and Trace are to self-isolate and follow government guidelines | | |
| **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:**  DanSci LTD 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 DanSci LTD customer, students, staff and volunteers is paramount * All staff and volunteers are responsible for ensuring this procedure is followed * It is the role of every DanSci LTD stakeholder to minimise the risk of spreading COVID-19 * DanSci LTD 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. Spaces will be cleaned between each group’s use.  To attend classes, parents must agree to a health questionnaire being completed online and update when prompted to confirm no one in the household has any symptoms or has been told to self-isolate. Each student & parent/guardian will need to check into DanSci Dance Studio via mobile on arrival. It is not to be worn during physical activity.  Only one parent/guardian may enter the building with their child. Anyone over the age of 11 is to wear face coverings in line with Government legislation unless exempt.  Student’s should arrive in uniform and bring suitable dance shoes in a clearly named bag.  Increased handwashing is encouraged particularly before entering the studio and/or and after using equipment.  All students above the age of 11 are requested to wear a face mask in all the communal areas.  Any student/teacher or family member who is tested positive for COVID-19 must inform DanSci LTD management immediately. The class that is affected will immediately be notified including students/parents/teachers. Should this occur while classes are running, the class 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, as mentioned in our student behaviour policy, DanSci Dance Studio has the right to remove the student from classes. This will be on a case-by-case basis and no refund will be offered. | | |
| **TEAM MEMBERS:**  Team members must ensure they have disinfectant spray/wipes at the start of each day. On duty team members must also ensure that they have the full PPE equipment provided by DanSci LTD to be able to administer first aid if necessary.  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 especially high contact points such as barres, door handles. They must inform the management if they have symptoms and/or if any members of their household have symptoms.  Team members 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.  Upon arrival at site, all team members must wash their hands.  Team members are expected to ventilate classes as much as possible, including opening doors and windows to encourage air flow. | | |
| **Visiting teachers**  The management will ensure that any visiting teachers are aware of the studio protocol | | |

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