



DanSci Dance Studio

Summerland St.
Exeter
Devon
EX1 2AT

PROCEDURE: COVID-19 SITE MANAGEMENT		
Date Adopted:	Date of last review:	To be reviewed next before/on:
21 st March 2020	04/08/2020	25/08/2020
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: <ul style="list-style-type: none">– 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 10 days– Anyone with confirmed COVID-19 or contact by track and Trace are to self-isolate for 14 days When DanSci Dance Studio can provide in-person classes and workshops we intend to do so.		
DISTRIBUTION: <ul style="list-style-type: none">– 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: <ul style="list-style-type: none">– 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, 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.

Only one parent/guardian may enter the building to drop off and collect. Anyone over the age of 11 are to wear face coverings in line with Government legislation. 2m markers will be laid out to ensure any queuing results in social distancing.

Student's should arrive in uniform and bring suitable dance shoes in a clearly named bag.

Students will bring their bags into the studios and store in a marked area. 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.

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 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, or purchase some with petty cash. 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.

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. They must also complete the staff health questionnaire online and update when prompted to confirm no one in the household has any symptoms or has been told to self-isolate



Team members 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

Team members must also check the quantity of soap in bathrooms and contact SW Hygiene if supplies are low, hand sanitiser dispensers must also be checked and re-filled when necessary.

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 teacher arrival at site, team members 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 online and update when prompted to confirm no one in the household has any symptoms or has been told to self-isolate.

Upon student arrival at site, Team members must ensure all parents/guardians check into DanSci Dance Studio & complete the student health form before allowing their child(ren) on to site. Attendees then must wash their hands or use hand sanitizer.

Team members must ensure teachers are regularly washing their hands, especially when handling DanSci Dance Studio 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, team members must ensure it is conducted.

Team members 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.

Team members must also wash their hands before/after eating.

Between each class team members 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

Team members 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 DanSci LTD COVID-19 secure, team members must use their discretion in order to control the situation. This could include behaviour management and/or result in the child’s removal from class. In this instance management must be continuously updated.

Team members 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 management 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 team members 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 DanSci Dance Studio a meticulous log of these sessions must be kept in order to assist NHS track and trace and DanSci LTD in safeguarding students.

If a student breaks new social distancing rules, or any other rule implemented by DanSci LTD to safeguard students, management must be immediately informed.

Teachers and Volunteers are expected to follow other DanSci LTD 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.