

Mad4Dance Centre, 61 – 63 Bargates, Christchurch, BH23 1QE

PROCEDURE: COVID-19

Date Adopted:	Date of last review:	To be reviewed next before/on:
13 th July 2020	26 th August 2020	13 th September 2020

PURPOSE AND STATEMENT

Mad4Dance 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:

- Out of school activities can go ahead with a maximum of 15 students per group and minimum of 1 teacher
- Anyone who has been in contact with or lives with someone who is showing symptoms and or has tested positive for COVID-19 are to self-isolate for 14 days
- Anyone with confirmed COVID-19 are to self-isolate for 7 days
- People who have returned from specified countries/areas in the last 14 days should self-isolate.
- Those people who are shielding will no longer be advised to shield from 1st August
- Social distance measures are where possible 2m but can be 1m

While Mad4Dance remains able to function and provide classes and workshops we intend to do so.

DISTRIBUTION

- To ensure distribution to all staff and volunteers
- To distribute appropriate sections to parents, stakeholders and customers as needed

REVIEW AND MONITORING OF PROCEDURE

Mad4Dance 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 Mad4Dance students, staff and volunteers is paramount

- All staff and volunteers are responsible for ensuring this procedure is followed
- It is the role of every Mad4Dance staff, student and parent to minimise the risk of spreading COVID-19
- Mad4Dance is committed to following the advice of the UK Government, NHS and Public Health England

ON SITE MANAGEMENT

Staff members on site must ensure there is disinfectant spray/wipes before every session, or phone Julie or SIC (Second in Command) to source some.

All staff must immediately wash their hands for the prescribed 20 second period upon arrival on site.

All 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

All high contact points in the snug and kitchen must be disinfected at the beginning and end of each day. These include (but are not limited to):

- Computers (keyboards, mouse and power/screen buttons)
- Kettle and refreshment equipment
- Door handles
- Keys
- Filing cabinets
- Printer

All staff must check the quantity of soap and paper towels in bathrooms and contact Julie or SIC if supplies are low.

All staff must ensure the prominent display of hygiene posters (“catch it, kill it, bin it” and hand washing diagrams).

Upon arrival on site, all staff must ask all students or guests to wash their hands.

All staff must wash their hands at regular intervals, no less than between each class or student group.

Although students and staff are refrained from bringing food on site, all staff must wash their hands before/after eating if need a break during classes.

Students will be asked to bring a full water bottle enough for their class however, if they need a refill all staff must wash their hands before/after when refilling water bottles for themselves or students.

Between each class all staff must again use disinfectant spray/wipes to clean any high contact points, including (but not limited to):

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

All staff are expected to follow other NHS guidelines to avoid spreading the virus including reporting any potential symptoms/confirmed diagnoses to Julie or SIC as a matter of urgency.

INFECTION CONTROL MEASURES

We strongly encourage all staff and students to follow these guidelines from the World Health Organisation on infection control, both whilst at work and in their daily lives. This includes:

- frequently cleaning their hands by using alcohol-based hand rub or soap and water
- when coughing and sneezing, covering mouth and nose with flexed elbow or tissue, throwing this tissue away immediately and washing their hands
- avoiding close contact with anyone who has fever, cough or lack of taste and smell.

We will be advising the following guidelines to limit infection within Mad4Dance:

- No physical contact between students, teachers and parents such as hand shakes or hugs etc

We will be putting in place the following control measures to further limit the risk of infection between employees and students:

- Hand sanitiser to be placed at each entrance and exit of the premises
 - Soap to be refilled frequently in each toilet and kitchen to ensure frequent washing of hands can take place
 - No food to be allowed on site to limit cross contamination
 - Each student and teacher are to bring their own water bottles. These are to ideally be full enough for their class to limit refilling
 - Studios to be cleaned regularly
 - Teachers to bring and only use their own laptops, pens and paper for the duration of the class or teacher training
 - Doors will be kept open to limit people touching surfaces and keep ventilation
 - PPE such as face masks and gloves will be required to be used when providing first aid.
 - At the moment the guidance is mandatory to wear facemasks in supermarkets and shops. Due to this and the nature of dance we have decided not to suggest wearing a mask at present. However, if a teacher or student feels uncomfortable not wearing one, they are welcome to do so.
 - If tea and coffee are made, they will be made by one person alone. That person will wash their hands prior and after to making it.
 - Teachers will be asked to only use public transport if absolutely essential and ensure they follow all government guidelines. If using their own car they will be asked to ensure they keep their vehicle surface cleansed.
 - PPE will be used when providing first aid due to the close contact needed. All first aiders will be asked to keep their PPE personal and dispose of appropriately.
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SOCIAL DISTANCING

Government Guidelines state that social distancing measures of 1m are to be implemented and 2m where possible. Below are the procedures we will put in place and are to be followed at Mad4Dance premises:

- One-way system for entrance and exit of premises.
- No parents allowed in the premises unless a prior agreement has been made. Parents must drop their child off outside the front doors and pick up from the car park whilst abiding to social distancing rules in these areas.
- Only one person allowed in the kitchen at any one time
- Only one person allowed in each set of toilets at any one time. When queuing for the toilet, stickers will be placed 1m apart for students and teachers to follow.

DANCE CLASSES:

All classes will have a limit of 15 students. These students will have floor spots to stay on in order to maintain social distancing.

Teachers are asked not to conduct any exercises that encourages touch between students. This includes (but not limited to):

- When travelling across the floor (i.e. hand holding)
- Choreography that includes partner work
- Dance games/direction involving physical contact

Teachers must use space thoughtfully, spreading children for exercises across the space as much as possible.

TEACHER TRAINING:

Teacher training will follow government guidelines which will include:

- Only 6 people per group
- Chairs to be kept at least 1m apart
- All other elements of the Mad4Dance Covid-19 policy will be implemented
- Trainee teachers will be briefed on the Covid-19 policy and updated H&S procedures in first lesson to ensure they are aware and have a full understanding

POSTIVIE COVID-19 DIAGNOSIS PROCEDURES

IN THE EVENT A POSITIVE COVID-19 DIAGNOSIS OF A STUDENT:

- The Principal must alert all parents of students who have attended the same class as the diagnosed.
 - The Principal must alert all parents of students who have attended the same day as the diagnosed.
 - The Principal must alert all other staff and volunteers who were present on the same day as the diagnosed.
 - These email alerts must not include any identifying data.
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- These emails must also include up-to date information regarding what to do if they suspect a student, or a member of their household is developing COVID-19 symptoms.
- The Principal will also alert teachers and other companies who use the premises.
- The student who has been tested positive must follow government guidance on self-isolating and will not be allowed back to classes until this time has past
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IN THE EVENT OF POSITIVE COVID-19 DIAGNOSIS OF A TEACHER/VOLUNTEER:

- The Principal must alert all parents of students who were present at the same class as the diagnosed.
- The Principal must alert all parents of students who were present the same day as the diagnosed.
- The Principal must alert all other staff and volunteers who were present on the same day as the diagnosed.
- These email alerts must not include any identifying data, without the diagnosed’s permission.
- These emails must also include up-to date information regarding what to do if they suspect they, or a member of their household is developing COVID-19 symptoms.
- The Principal will also alert venue managers.
- The teacher/volunteer who has been tested positive must follow government guidance on self-isolating and will not be allowed back to classes until this time has past

IN THE EVENT OF POSITIVE COVID-19 DIAGNOSIS OF THE PRINCIPAL:

- An elected staff member must alert all staff and parents the diagnosed has come into contact with.
- These email alerts must not include any identifying data, without the diagnosed’s permission.
- These emails must also include up-to date information regarding what to do if they suspect they, or a member of their household is developing COVID-19 symptoms.
- The Principal who has been tested positive must follow government guidance on self-isolating and will not be allowed back to classes until this time has passed. The Principal SIC will continue to manage the school during this time.

IN THE EVENT OF CLASSES NEEDING TO BE CANCELLED DUE TO LACK OF STAFF:

Parents will be contacted.

BUSINESS CONTINUTY

Should Mad4Dance need to close again due to a local lockdown following will happen:

ONLINE CLASSES:

Mad4Dance will provide online lessons to ensure no student or parent are missing out on paid classes. Teachers may provide these from either their home or one of Mad4Dance studio spaces.

The Principal will set up Zoom workspace meetings, invite all teachers and students to the meeting.

PAYMENT OF STAFF WHEN OFF SICK OR ISOLATING:

All staff contracts will stay as per usual.

EMPLOYEE ASSISTANCE

We would like to remind all staff and students that, if they have any worries or concerns about any aspect of the current situation, they are able to talk to the Principal to discuss how we can work together to assist you and get the help needed if required.

COMMUNICATION, TRAINING AND BRIEFINGS

Everything in this Policy along with Mad4Dance H&S procedures and our risk assessments will be communicated to all staff during a teacher training day or prior to them starting work.

All trainee teachers will be briefed on their first day of their course and pre warned about social distancing prior to entering the premises.

All staff will be provided a copy of the policies and procedures and will be expected to raise any questions if any confusion.

Each teacher pack will consist of the following:

- Covid-19 policy
- Covid-19 risk assessment
- General and building risk assessments
- Fire risk assessments
- Lone working policy
- First aid procedure
- Locking premises procedure
- Code of Conduct – Teachers
- Code of Conduct – Parents and Students
- GDPR Policy
- T&Cs for instructors
- Child Safeguarding policy

All parents will be sent an email prior to the school opening making them aware of the changes and their responsibilities.

Communication will be key during this time. The Principal will update via email or whatsapp if there are any immediate changes.

If anyone has any concerns at all during this time, they are asked to phone Julie or SIC
