



Emma Dodd

School of Performing Arts

Returning to the Performing Arts.

August 2020.

emmadodd.com

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Introduction

Welcome to Emma Dodd School of Performing Arts COVID Return Handbook.

For Staff, Parents, guardians and students who are returning to class, this handbook has been produced to provide you with as much information as possible to ensure you feel confident and safe in the studio.

Our teachers and students efforts in working from home, delivering and attending both online and pre-recorded classes have been outstanding. We could never have predicted that a pandemic could force our School to close, however we are now looking forward to the safe return of our weekly classes.

This handbook has been produced from the latest government guidance for returning safely to Performing Arts and ensures support is available to all who attend. Whilst we hope it will answer most of your questions, we do understand that there may be some of you who have very specific or individual questions. Please contact the School directly with any further queries.

The teaching team and I are really looking forward to seeing you all and getting back into the studio.

Here's to a successful return of our wonderful School!

Emma Dodd
Principal

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About this document

This document has been developed in conjunction with the other relevant guidance published by the Government.

The government has informed Performing Arts Schools and Dance colleges of what they must do to ensure it is safe for students to return in the autumn term. The approach set out in this document provides an overview of the control measures the School has put in place to minimise the risk of COVID-19 transmission. The School has also undertaken a full risk assessment for each class, this can be accessed on the Schools website; www.emmadodd.com or by contacting the School directly.

Please note that the measures outlined, and the approach taken will be monitored and adapted as Government advice and guidance changes. At this stage, we will closely monitor updates and will review and amend this document as necessary.

The arrangements set out in the document will also be subject to ongoing discussions and development with staff and the venues representatives that we frequent.

The School will seek feedback on the implementation of these arrangements and will, at all times, take all reasonable efforts in so far as reasonably practicable to respond to recommendations and suggestions.

Attendance arrangements:

Any student, staff or parent / guardian must not attend site if they have COVID-19 symptoms or have tested positive in the last 10 days.

Any student, staff or parent/ guardian who becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), will be sent home (avoiding public transport). They will be advised to follow guidance for households with possible or confirmed COVID-19 infection, which sets out that they must self-isolate for at least 10 days and should arrange to contact the local NHS Test and Trace scheme. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Anyone who becomes ill with COVID-19 symptoms while at the School will be escorted to an isolation room to await collection. During this period students will remain with a designated chaperone until they are safely collected. If the individual needs to go to the toilet while waiting to be collected they must use the nearest washroom to the isolation room, which must then be locked following use and a no entry sign displayed until it has

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been cleaned with disinfectant. Personal Protection Equipment (PPE) must be worn by staff caring for the individual while they await collection if a distance of 2 metres cannot be maintained, this includes a face shield, surgical face mask, disposable gloves and a disposable apron.

Any members of staff who has helped someone with symptoms and any students who has been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive.

Everyone must wash their hands thoroughly for 20 seconds or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people.

In the event of a suspected Covid -19 case, the School has to contact Public Health England - Health Protection Team.

Staff members and parents/guardians will be required to:

- Book a test if they are displaying symptoms - staff and students must not come to the School if they have symptoms and will be sent home to self-isolate if they develop them
- Provide details of anyone they have been in close contact with if they were to test positive for COVID-19
- Self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19

Anyone who displays symptoms of COVID-19 can and should get a test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to the internet.

Staff and students must inform the School immediately of the results of their test:

- If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19, they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- If someone tests positive, they should follow the guidance for households with possible or confirmed COVID-19 infection and must continue to self-isolate for at least 10 days from the onset of their symptoms, they may return when they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough

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or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Expectations of Students:

- Students must not attend if they or a member of their household have any COVID-19 related symptoms.
- When attending the School students will follow the rules and expectations outlined by the School. This will help to maintain the health and wellbeing of everyone in our School and the wider community.
- Students must arrive at college and leave to go home at the designated time. Do not congregate on the School site before or after class. Any queries must be sent via email. Parents will not be able to stop regarding any queries upon the above. Drop off and pick up must keep moving to ensure that we maintain the social distancing.
- Students and teachers must use a sanitiser to disinfect hands on entering and leaving the class. Wash hands with soap regularly during the day.
- Avoid physical contact at all times. No hugs, shaking hands etc.
- Maintain a safe distance from others between and during class.
- Do not share belongings (stationery, food etc.) with others.
- Only enter the toilets if there is a free cubicle.
- Students should bring their own water bottles to college.
- Listen very carefully to the teachers instructions at all times.
- Students who are unable to follow these expectations may not be allowed on site whilst these control measures remain in place.

Expectations of Parents

- Please read and sign the booklet to confirm you have read and understood the School's terms and conditions.
- Please ensure that children are dropped off and picked up at the correct time to support social distancing. The School has allocated specific times for this and has a very small window to get everyone into the building safely.
- Please ensure that all forms and fees are paid and returned prior to the term commencing. The School will be completely paperless and cannot accept these on the day. Students will not be permitted to attend until all fees are paid.

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- All queries must be via telephone or email as all waiting areas are closed.
- In keeping with the Government's guidance we have compiled a Risk Assessment which you are encouraged to read, it is located on the school's website.
- Entry to any building or class at any time is strictly prohibited.
- Ensure your child is up to date with the current safety guidelines and understands what is expected of them in class.
- Ensure that your child has enough water, a healthy snack and has printed out the material required for class. We are not allowed to hand rehearsal material to the students and they are not permitted to share.
- Please dress for the weather as all drop off and collection points will be outside.
- Ensure your child is dressed correctly and has appropriate foot wear. Bare feet is not allowed under any circumstances. We cannot allow children to attend without a pair of dance shoes.

Travelling, entering and exiting the schools premises:

We urge that students do not use public transport to travel to class and that they aim to walk, cycle, or drive. Car sharing which 'Mixes Bubbles' should not be undertaken.

The School has staggered arrival and departure times for specific classes in order to maintain social distancing guidance. The School will use markings and is introducing one way flow at entry and exit points. As students will be under the age of 18, parents will be informed beforehand how and when students will arrive and leave for classes. Students will always be supervised.

All classes will have outdoor drop off and pick up points that allows social distancing. Due to this it's vital that students and parents / guardians are dressed appropriately for all weather conditions. It's important that students arrive and depart at their designated time, not too early or late, to comply with the agreed guidelines.

Clothing Arrangements:

Government guidance highlights the importance of washing clothes frequently and wearing fresh clothes in order to minimise the risk of transmission of the virus. Students are to attend class in the School's uniform wearing outdoor shoes. Once inside the building, the student must change into appropriate dance shoes and place their outdoor shoes in their bag. Coats and other similar clothing must be put in their bag upon arrival.

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Organisation of Classrooms:

Each class has been set up with appropriate social distancing measures in place, allowing teachers to maintain a safe 2m distance from the students at all times. Any seating arrangements will be in line with government guidance for social distancing.

- Students will stay in a group bubble dependant on age or ability and will remain in the same room/ area for the duration of the class.
- Students and staff are required to wash their hands before entering teaching spaces, as well as using hand sanitiser on entering and leaving the building.
- Students must bring a bag large enough to allow for dance shoes, water, coat and a healthy snack for break time. Students will have a designated area to place their belongings for the duration of the class.
- Cleaning materials will be available within each room and students will be encouraged to help maintain a clean environment.
- Windows and doors will be left open wherever possible to allow maximum ventilation.
- Group activities and any close contact between individuals must be avoided.
- Stationery and equipment must not be shared. Students must provide their own rehearsal print outs which are available to download from the School's website.
- Classroom doors that are not fire doors will remain open to reduce contact with door handles and to maximise ventilation.
- Time will be provided for students to wash their hands throughout the class.
- Staff must engage with students using social distancing, using a variety of methods such as screen sharing or observation.

Hygiene and Personal Protection Equipment (PPE) considerations:

To help reduce the risk of transmission of COVID-19, the School has applied the following measures:

Extensive signage is in place to remind staff and students of the importance of good hygiene habits, including frequent hand washing, and "catch it, bin it, kill it" and there are sufficient bins to cope with the increase in rubbish. Signage is also in place to remind students of the need to maintain social distancing measures.

The School will maintain adequate stocks of hand sanitiser and PPE to support the implementation of the guidance in this document.

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Current guidance states that *“the majority of staff in Performing Arts settings will not require PPE beyond what they would normally wear for their work, even if they are not always able to maintain a distance of 1+ metre from others; however, this will be left to personal preference and will be kept under review following the latest guidance. Some teachers might wear a face covering if studio space is small and social distancing is restricted.”*

All staff and students must wear face coverings at all times when inside the venue. Wearing face coverings may not be possible in all circumstances or for people who are exempt. Therefore please be mindful and respectful in these circumstances.

If a student requires first aid or personal/intimate care, the relevant member of staff must wear appropriate PPE (to include an apron, gloves and a fluid resistant surgical face mask as a minimum).

PPE must also be worn by any member of staff interacting with a student or colleague who has developed symptoms whilst on site (see guidance later in this document). In these circumstances, a fluid resistant surgical face mask should be worn by the supervising adult, along with disposable gloves and a disposable apron. Eye protection should also be worn where there is a risk of splashing to the eyes, for example from coughing, spitting or vomiting. Skin is an effective barrier against the virus and handwashing is the normal option where it is available. If the skin is broken, gloves must be worn when undertaking tasks that might involve contamination.

‘Bubbles’ will be allocated separate toilet facilities to reduce the risk of cross contamination.

Catering:

The School will not be able to provide the weekly baked goodies due to the pandemic. Students are required to provide their own healthy snack and water. Students must not bring any food that contains nuts and must not share between friends. All refreshments will be consumed in the studio in a designated area.

Cleaning:

- Additional cleaning routines have been adopted across all classes.
- Toilets will be open and available for use and will be cleaned at least once per hour.
- Cleaners will disinfect and wipe down all surfaces paying particular attention to stair railings, entrances to the buildings, lifts and staff room offices.
- Entrance to studios (both door handles etc.) will be cleaned before students arrive and after they leave.

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- Furniture in classrooms which are open for use will be cleaned regularly. This includes keyboards, stereos and all chairs and tables. Equipment will be cleaned between uses and users reminded to wash hands after use, avoiding touching faces, eyes or mouth.
- Cleaners will wear recommended PPE at all times, which will include an apron and/or gloves. Cleaning staff may wear masks if they wish.
- Separate arrangements are in place for cleaning any areas where individuals displaying symptoms have been housed, and enhanced PPE will need to be worn in these circumstances.

Toilets:

- Bubbles will be allocated a designated toilet for the duration of the class.
- Toilets will have limited capacity. Social distancing will be maintained for any students queuing to use the toilets.
- At all times, students will be directed to utilise their nearest toilet to minimise movement around the building.
- Only one person per cubicle.
- Cleaning staff will ensure that toilets are adequately stocked with soap at all times.

References

- Government's guidance – ["Performing arts – Working safely during coronavirus \(COVID -19\)"](#) and its key areas.
- Emma Dodd School of Performing Arts – COVID 19 - Risk Assessment.

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