

# Footsteps Academy of Dance

## Covid Policy

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| <b>PROCEDURE: COVID-19 SITE MANAGEMENT</b>  |  |  |
| <b>Date Adopted:</b>  |  |  |
| 12 <sup>th</sup> September 2020   |  |  |
| <b>PURPOSE AND STATEMENT:</b>   |  |  |
| <p>Footsteps Academy of Dance 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.</p> <p>The current (summarised) advice is:</p> <ul style="list-style-type: none"><li>– Social distancing is 2m (or 1m+ if 2m is not possible or with risk mitigation)</li><li>– Anyone who is showing symptoms of a cough and/or fever are to self-isolate for 10 days</li><li>– Anyone with confirmed COVID-19 or contact by track and Trace are to self-isolate for 14 days</li></ul> |  |  |
| <b>DISTRIBUTION:</b>  |  |  |
| <ul style="list-style-type: none"><li>– To ensure distribution to all permanent and freelance staff and volunteers</li><li>– To distribute appropriate sections to parents and customers as needed</li></ul>  |  |  |
| <b>REVIEW AND MONITORING OF PROCEDURE:</b>  |  |  |
| <p>Footsteps Academy will continue to review and update this procedure as more information becomes available.</p> <p>Monitoring is part of management procedure and will be enforced by all staff.</p>  |  |  |
| <b>THE PROCEDURE IS BASED ON THE BELOW PRINCIPLES:</b>  |  |  |
| <ul style="list-style-type: none"><li>– The welfare of Footsteps Academy of Dance's students, staff and volunteers is paramount</li><li>– All staff and volunteers are responsible for ensuring this procedure is followed</li><li>– Footsteps Academy of Dance is committed to following the advice of the UK Government, NHS and Public Health England</li></ul>  |  |  |

## **SITE MANAGEMENT:**

### **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. For the purposes of child-friendly and age appropriateness Footsteps Academy will call these groups “bubbles”. There is to be no cross contamination between bubbles as students will not mix and spaces will be deep cleaned between group’s use.

To attend classes, students must be displaying no signs of covid and not have a high temperature. 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.

No parents will be allowed on site, they must drop off and collect at separate entry points, to be allocated in writing before the term begins. Staggered drop off and collection times to ensure no over-crowding, and 2m markers will be laid out to ensure any queuing results in social distancing.

Upon arrival, all students are to immediately wash their hands or use hand sanitiser. Student’s should arrive in uniform and bring suitable dance shoes in a clearly named bag. Students are encouraged to arrive in private cars, or by walking or cycling.

Any child with a fever must be immediately isolated and collected by their parents.

Students will be then taken to the space used for their classes where they will have been allocated a space to use throughout their session.

Students will also bring their bags in to this space, be allowed to change shoes so that we can conduct lessons and activities. 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 eating or 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 and toilet supervision.

Any student/teacher or family member who is tested positive for COVID-19 up to two weeks post event dates must immediately inform Emma Armour. The bubble that is affected will immediately be notified including students/parents/teachers. Should this occur while classes are running, the bubble 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 Footsteps Academy, as mentioned in our student behaviour policy, has the right to remove the student from classes. This will be on a case-by-case basis and no refund will be offered.

**Staff:**

Teachers must ensure they have disinfectant spray/wipes before every session. Emma Armour must also ensure that they have the full PPE equipment to be able to administer first aid.

All staff must immediately wash their hands for the prescribed 20 second period upon arrival at site and deep clean all rooms and equipment (if this is not done by the venue). They must also check their own temperature before coming into the venue. 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

Staff must also check the quantity of soap and paper towels in bathrooms and contact premises if supplies are low.

Emma Armour must ensure teachers are regularly washing their hands, especially when handling Footsteps Academy venue and personal equipment.

Teachers 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.

Between each class teachers 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
- The studio floor

Teachers 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 Footsteps Academy COVID-19 secure, the site manager must use their discretion in order to control the situation. This could include behaviour management and/or result in the child's removal from courses. In this instance management must be continuously updated.

Staff 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 the office as a matter of urgency.