

Chesterfield | Studios

Covid-19 Method Statement Version 1.3 (31 August 2020) Phase 1 – September reopening

This document lays out the methods and procedures put into place to support staff and students against the spread and impact of COVID-19. This method statement has been created following Government advice on social distancing and other restrictions and is accurate at the time of writing. The Covid-19 Method Statement, along with associated risk assessments, will be reviewed monthly or on the publication of new government advice.

Importantly this document is NOT a replacement of the Public Health Policy, common law in the fields of medicine, occupational health, and health & safety. It is based on the principle that risk is to be mitigated reasonably and in accordance with Government guidelines.

We are ensuring that all precautions have been put in place and implemented and all staff and students are supported during this complex time.

Vulnerable staff and students

Although we will do everything we can to ensure all of our staff and students are kept as safe as possible whilst on site, individuals who identify with being Moderate or High Risk or live with higher risk individuals should carefully consider whether a return to the Studios is safe.

INFECTION CONTROL

- Any member of staff or student demonstrating any symptoms of being unwell (COVID-19 or any condition) must inform the Studios immediately, and remain at home.
- Under no circumstances should staff or students attend the site if they are unwell or suspect they are unwell. They must follow Government guidelines and contact 111 and follow NHS guidelines around Test & Trace. They must also inform the Studios if they have tested positive or not.
- If a staff member or student suffers symptoms during the day, they must advise their tutor and return home immediately. Once home they should call 111 for guidance. They must then update the Studios with further news.
- If the Studios experiences a COVID-19 outbreak it is required to contact the local Public Health Officer and the Health & Safety Executive.
- If a staff member or student becomes ill with COVID-19, senior managers will determine who they have been in contact with. All staff and students who have been in contact (same class groups, etc) will be told to self-isolate for 14 days before being allowed back onto site. Any person who begins to experience COVID-19 symptoms must follow the appropriate guidelines.

If you have any of the main symptoms of coronavirus (COVID-19), get a test as soon as possible. Stay at home until you get the result.

The main symptoms of coronavirus are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

If you have any of the main symptoms of coronavirus:

- Get a test to check if you have coronavirus as soon as possible.
- Stay at home and do not have visitors until you get your test result – only leave your home to have a test.
- Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.

Travel

- The Government advises that the public should avoid public transport where possible.
- Follow local guidelines when using public transport which currently includes mandatory use of a cloth face covering.

Arrival at the Studios

- All staff, students, and visitors will have their temperature checked when they first arrive at the door. A temperature of 37.8 degrees Celsius will be considered to be caused by fever, and therefore access to the premises will be denied.
- Parents are not allowed to enter the building, unless they are part of the chaperoning team.
- To minimise numbers in the queue, we ask that where possible, students are accompanied by only one parent/guardian.
- Parents should remain with their child until they have been safely admitted into the building.
- All students over the age of 11, should bring a face mask to lessons, to be used in an emergency or at times when 2m social distancing cannot be adhered to.
- Students will be asked to queue to the main door, adhering to 2m social distancing rules. You will only enter the building when your class is ready to start.

Exiting the Studios

- Students will exit via the main entrance from Studios 1 – 3. Students will exit the Eastwood Hall via the fire escape at the front of the building. The Duty Manager will liaise with parents to ensure social distancing is maintained outside of the building.
- Parents should collect their children promptly or notify us in case any problems.
- When leaving the premises, staff and students should not congregate in areas close by

- To minimise infection, it is best to go home straight away once your last class has finished.

Facilities

- A plan for the safe usage of the building has been produced. There are two main teaching spaces: Eastwood Hall and Studio 1, with Studio 2 and 3 being used for very small groups and 1-2-1 teaching. Each room displays a capacity which should be strictly adhered to.
- Studio 4 is not currently in use.
- The café and shop are closed. Purchases of uniform, clothing, dance shoes, etc., can be made online and collected from the Box Office.
- There will be a very small supply of bottled water and basic refreshments available at the door.
- We will be unable to fill up water bottles, or supply cups of water during this time – ideally students should bring their own, clearly labelled water bottles.
- All teaching areas are marked with a 2m grid, and all corridors and stairwells are marked with 2m lines.
- Any plans for the usage of the building to mitigate the spread of COVID-19 are subject to HSE and Fire regulations.

GENERAL INFORMATION

- Two-metre queueing spots are placed outside the main entrance for safe queuing to get into the building. Students and staff arriving for class must do so in good time before their first class as a queuing system will be in place.
- A one-way system is in place through the building to ensure there is no face to face contact in confined circulation spaces.
- Students and staff can only enter one at a time.
- Parents are no longer permitted to enter the building or to wait inside whilst classes are in operation.
- Hand sanitisers are stationed at the entrance and must be used as soon as you enter. Further sanitising stations are positioned in teaching studios and corridors.
- Sanitising spray, paper towels and wipes are available in all studios and can be used by older students for wiping ballet barres, etc., before usage. The Studios has a regular and thorough cleaning regime in place, with appropriate cleaning and ventilation taking place between classes, but for reassurance and individual safety, these are available for usage.
- All staff and students must leave the building as soon as their work/class has been completed.
- Where 2m social distancing cannot be adhered to, i.e., in the event of an emergency evacuation, students aged 11 and over, should always bring a face mask to lessons. Students and staff may also be required to wear face coverings during class. This will be on a case by case basis.

Toilets

- Students should only use the toilets in their teaching space.
- Chaperones will accompany younger students to the toilet.

- Before each session, all surfaces and touch points will be cleaned with sanitising spray.
- Each toilet has hot water, soap and paper towels with signage to advise on proper hand washing technique.
- Chaperones will ensure surfaces, taps and touch points are cleaned between users.
- Older students are asked to wipe clean any surfaces they touch with anti-bacterial wipes after usage.

Changing Facilities:

- There will be no access to rooms or toilets for changing.
- Students must travel with dancewear under street clothing for class, or to arrive in uniform ready to go.
- Students should arrive in outdoor footwear and change into dance footwear in the room.
- Students must only wear the basic uniform for classes as laid out in the Course Information at the end of this document.
 - **No one wearing school uniform will be allowed to enter the building**
- Staff must also come prepared for teaching without changing.
- Bags must be kept as small as possible, only bringing what you need for that session.
- On returning home it is strongly advised that clothes must be changed and washed as quickly as possible.

Studios

- Studio floors will be clearly marked to ensure safe distancing.
- There will also be marked spaces for bags and jackets.
- Most studios have wall sanitiser units. As well as these units all teaching spaces will have a station with a sanitiser pump for hand use, spray disinfectant and blue paper for use to clean ballet barres, sound systems, keyboards, and any other hard surface that may require cleaning. All used materials and items such as tissues must be deposited in the bins provided in every space.
- Sound systems must be kept at a low level to ensure that Tutors do not shout during classes.

PLEASE DO NOT PUT HANDS ON THE MIRRORS OR LEAN AGAINST THE WALLS.

TUTORS MUST ENSURE THAT ALL STUDENTS LEAVE A STUDIO BEFORE EXITING.

Recreation Facilities

- The Lounge Café will not be available for use by students or parents.
- Everyone entering the building should bring their own food for the day and all water. A very limited supply of confectionary and bottled water will be available at the door.

Staff Spaces

- The office is closed as a recreation area until further notice. Staff may use the Lounge Café for eating and resting but must adhere to the social distancing rules and stick rigidly to room capacities.
- **Students are not allowed into staff spaces under any circumstances.**

Offices

- Studios administrative staff will do the bulk of their work at home
- The main office will be closed with key work being transferred to the Box Office at the main door.
- The photocopier will remain in the office with clear instructions on usage and sanitising spray and wipes available for cleaning buttons and surfaces before and after usage.

- Desks should only be used by appointed staff members.
- Sanitiser stations are in each room and staff must clean their desk and all equipment before usage every day.

Cleaning

- The caretaker has taken a Covid awareness course on site. He is onsite from 8am and will leave before teaching staff and students arrive. His duty is to clean hard surface areas in a pre-arranged order and time, clear rubbish bins in all spaces and ensure toilet facilities are clean.
- After 3pm duty management and teaching staff will be responsible to ensure high contact touch points are kept clean during class time.
- The daily cleaning regime will include the use of spray machines dispensing Selgiene Ultra disinfectant which kills enveloped viruses, including Coronavirus, HIV, Hepatitis C and Influenza viruses. Passes EN 1276 and EN 14476 Manufactured in the UK to ISO 9001, 14001 & 18001
Selgiene Ultra cleans and sanitises frequently touched items such as door handles, tables, banisters etc. and is suitable for damp mopping floors. Independently proven to kill enveloped viruses including Coronavirus, HIV, Hepatitis C and H1N1 Influenza viruses. Also certified to kill MRSA and common food poisoning bacteria including Salmonella typhimurium, Listeria monocytogenes and Escherichia coli.
- The daily cleaning schedule for each space is displayed in the room.

Ventilation

- All doors (even fire doors) and windows should remain open as much as possible. This includes doors with keypads. This is to reduce the need to touch handles and faceplates as much as possible. This will be monitored to ensure that Fire Regulations are not being compromised.
- When the weather is too cold to have the windows open all the time, rooms will be ventilated before and after usage and in the designated breaks between classes.
- The Studios continues to be a NO SMOKING SITE, and with the need for increased ventilation into the building, we further stress that smoking is prohibited in the courtyard and along the pathways.

CLASS DELIVERY

We have worked as far as possible to try and deliver comprehensive content and the best possible training within the restrictions of the Government Guidelines.

- Social Distancing requirements should be adhered to at all times.
- Following government advice, singing will be permitted to take place with social distancing measures in place.
- As previously, routines and useful class work will be videoed and made available to students who are absent.
- The Prop Store will be unavailable. If items are needed for acting, students will have to provide their own.
- As there are no changing facilities at present, it will be acceptable that students can wear their Studios uniform for DBTDS lessons and vice-versa.
- Studios Uniform consists of:
 - Black CS t-shirt/hoodie
 - Jogging bottoms or shorts
 - Dance shoes (**no outdoor shoes should be worn in Studios at all**)

THE MOST IMPORTANT THINGS TO REMEMBER ARE:

WASH YOUR HANDS REGULARLY

**ADHERE TO 2M SOCIAL DISTANCING
(WEAR A FACIAL COVERING IF YOU CANNOT)**

STAY AWAY IF YOU ARE UNWELL