

**Chesterfield Studios Limited**  
**Eastwood Buildings**  
**Rose Hill**  
**Chesterfield, Derbyshire S40 1LW**

<b>PROCEDURE: COVID-19 SITE MANAGEMENT</b>		
<b>Date Adopted:</b>	<b>Date of last review:</b>	<b>To be reviewed next before/on:</b>
20 <sup>th</sup> August 2020	23/8/2020	30/9/2020
<p><b>PURPOSE AND STATEMENT:</b></p> <p>Chesterfield Studios is committed to ensuring the health, safety 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>– Educational settings are opening for all year groups in September</li> <li>– Out Of School Settings can open from the beginning of the school summer holidays</li> <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> <p>When Chesterfield Studios can provide in-person classes and workshops we intend to do so.</p>		
<p><b>DISTRIBUTION:</b></p> <ul style="list-style-type: none"> <li>– To ensure distribution to all permanent and freelance staff, board members and volunteers</li> <li>– To distribute appropriate sections to parents and customers as needed</li> </ul>		
<p><b>REVIEW AND MONITORING OF PROCEDURE:</b></p> <p>Chesterfield Studios 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>		
<p><b>THE PROCEDURE IS BASED ON THE BELOW PRINCIPLES:</b></p> <ul style="list-style-type: none"> <li>– The welfare of Chesterfield Studios students, staff and volunteers is paramount</li> <li>– All staff and volunteers are responsible for ensuring this procedure is followed</li> <li>– It is the role of every Chesterfield Studios stakeholder to minimise the risk of spreading COVID-19</li> <li>– Chesterfield Studios is committed to following the advice of the UK Government, NHS and Public Health England</li> </ul>		

## CHESTERFIELD STUDIOS: COVID-19 SITE MANAGEMENT PROCEDURE

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

To attend classes, parents must agree to abide by the Health Self-Declaration notice at the entrance, to confirm no one in the household has any symptoms or has been told to self-isolate. All staff, students and approved visitors will be subject to a temperature test. Results of 37.8°C and above will mean non-admittance. 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/egress points, to be allocated in writing before the course 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 apply hand sanitiser and have their temperature taken through our infra-red thermometer. 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, toilet supervision and a one-way corridor system.

Any student/teacher or family member who is tested positive for COVID-19 up to two weeks post event dates must immediately inform Chesterfield Studios management. 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 Chesterfield Studios, 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.

## CHESTERFIELD STUDIOS: COVID-19 SITE MANAGEMENT PROCEDURE

### MANAGEMENT

Site Managers must ensure they have disinfectant spray/wipes before every session. Site Managers must also ensure that they have the full PPE equipment provided by Chesterfield Studios 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 then check cleaning records for each space are up to date. Any space that fails to meet standards will need to be deep cleaned, and all equipment sanitised before usage. They must also check their own temperature and comply by the Health Self-Declaration notice.

Site Managers 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

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

Site managers 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 sections in spaces to be used including in bathrooms.

Upon teacher arrival at site, site managers must ensure all teachers wash their hands and are temperature checked (which is recorded). Teachers must also be briefed daily and provide antibacterial spray/wipes and gloves if needed. They must also complete the staff health questionnaire.

Upon student arrival at site, site managers must ensure all parents comply with the Health Self-Declaration notice before allowing their child(ren) on to site. Attendees then must wash or sanitise their hands and be temperature checked.

Site managers must ensure teachers are regularly washing their hands, especially when handling Chesterfield Studios, 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, site managers must ensure it is conducted.

Site Managers 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.

Site Managers must also wash their hands before and after eating.

Between each class site managers 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

## CHESTERFIELD STUDIOS: COVID-19 SITE MANAGEMENT PROCEDURE

Site Managers 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 Chesterfield Studios 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.

Site Managers are expected to follow other NHS guidelines to avoid spreading the virus including washing hands before and after eating and reporting any potential symptoms and confirmed diagnoses to the office 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 site managers 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 bubble 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 Chesterfield Studios, a meticulous log of these sessions must be kept in order to assist NHS track and trace and Chesterfield Studios in safeguarding students.

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

Teachers and Volunteers are expected to follow other Chesterfield Studios procedure, social distancing and NHS guidelines to avoid spreading the virus including washing hands before and after eating and reporting any potential symptoms and confirmed diagnoses to the office as a matter of urgency.