

Liz Burville Performing Arts Limited
Bexley Cricket Ground
Manor Way
Bexley
Kent DA5 3QG

PROCEDURE: COVID-19

Date Adopted:

Date of last review:

**To be reviewed next
before/on:**

30th July 2020

30th July 2020

31st August 2020

PURPOSE AND STATEMENT:

Liz Burville Performing Arts Limited (hereinafter referred to as LBPA) 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 and Public Health England.

The current (summarised) advice is:

- Educational settings are slowly reopening. Dance Schools can reopen from 25th July with social distance measures in place.
- Anyone who is showing symptoms of a cough and/or fever are to self-isolate for 14 days
- Anyone with confirmed COVID-19 are to self-isolate for 14 days
- People who have returned from Category 1 specified countries/areas in the last 14 days should self-isolate. This includes avoiding attending an educational setting or work until 14 days after they return.
- People who have returned from Category 2 specified countries/areas in the last 14 days, are advised to stay at home if they develop symptoms.

Whilst LBPA can reopen from 25th July, our return date will be Monday 7th September.

DISTRIBUTION:

- To ensure distribution to all permanent and freelance staff and board members.
- To distribute appropriate sections to parents, stakeholders and customers as needed

REVIEW AND MONITORING OF PROCEDURE:

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

SITE MANAGEMENT:

Site managers must ensure they have the current disinfectant spray/wipes before every session, or purchase some with petty cash.

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

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
- Ballet Barres

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

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

Upon arrival at site, site managers must ask all attendees (and parents) to wash their hands.

Between each class, site managers must ensure teachers and volunteers are leaving classrooms to wash their hands. This may involve chaperoning children in the classroom while awaiting teachers return.

Site Managers must also wash their hands at regular intervals, no less than between each class or student group. This includes while moving between classes to supervise.

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

Between each class site managers 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

Site Managers 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.

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.

Site managers will assist with the supervision of children during this period, please wait in your class until relief comes. Should a site manager not come into class, please use the site number to contact them, do not forego hand washing.

Teachers and volunteers are expected to assist site managers with student handwashing between lessons, particularly at longer sessions, including and Saturday / Sunday sessions.

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
- Drama games/direction involving physical contact

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

Teachers and Volunteers 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.

OFFICE PROCEDURE:

All high contact points in office 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

Office staff are expected to follow other NHS guidelines to avoid spreading the virus including washing hands regularly and before/after eating. They are also expected to report any potential symptoms/confirmed diagnoses to the office as a matter of urgency.

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

Management must alert all parents of students who have attended the same class as the diagnosed.

Management must alert all parents of students who have attended the same day as the

diagnosed.

Management 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.

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.

Managers will also alert other venue managers if applicable.

IN THE EVENT OF POSITIVE COVID-19 DIAGNOSIS OF A TEACHER/VOLUNTEER/ON SITE STAFF

Management must alert all parents of students who were present at the same class as the diagnosed.

Management must alert all parents of students who were present the same day as the diagnosed.

Management 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.

Managers will also alert other venue managers if applicable.

IN THE EVENT OF POSITIVE COVID-19 DIAGNOSIS OF STAFF

Other staff must alert all staff 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.

Managers will also alert other venue managers if applicable.

BUSINESS CONTINUITY:

In order to make sure LBPA preparedness for business continuity in the eventuality of a force majeure closure, the Directors are preparing the following:

ONLINE CLASSES:

In order to fulfil our contract of servers with users, LBPA will provide online lessons. Teachers may provide these from either their home or one of LBPA studio spaces.

Site Managers will set up Zoom workspace meetings, invite all teachers and students to the

meeting and oversee the class.

Example Lesson plans can be provided to teachers upon request.

CLOSE FINANCIAL MANAGEMENT:

The Directors will create sliding budgets for the 20/21 financial year to include potential temporary and long-term impacts. This includes various ways to reduced fixed costs.

WORKING FROM HOME:

In the eventuality that LBPA is unable to open, the Directors will be responsible for securing data. No LBPA data may be stored on personal devices. This data includes (but is not limited to):

- Student and Customer Personal Data
- Financial Information