



Covid-19 Policy 2020

Everyone returning to Dance must adhere to the following.

General Actions to Consider

- All Staff and members of ASD must have read and understood the Covid-19 return to dance guidance notes
- Anyone with any even **mild symptoms of COVID-19 must stay at home DO NOT ATTEND**, contact their GP, or call NHS 111 / emergency services and follow their guidance.
- If either a dancer or member of your family should **test positive for Covid-19 contact** the Head of Administration, Sandra on sandra@dancemerling.co.uk and the Principal on [07782148830](tel:07782148830) ASAP
- If a family member shows symptoms of Covid-19 you all will be required to self-isolate according to government guidelines and gymnast **MUST NOT ATTEND SESSIONS**.
- **Respect the opinions** of all Patrons of ASD on the current situation as we all understand that opinions may vary.
- Behave in an appropriate manner. Any ignorance of the guidelines will not be tolerated, you will be given a warning. If unacceptable behavior continues you will be asked to leave.
- **If in the event that ASD has to close** due to a case of Covid-19 been reported or a local/national lockdown has been enforced, all sessions will be redirected to online Zoom sessions which will follow the new lesson timetable. Note: No refunds will be issued as access to fully coached sessions will continue all be it in an online forum

In the Case of Someone displaying Symptoms during Dance lessons

- The Principal or lead teacher will assess whether the **symptomatic individual** can **immediately** be directed **to go home** and call their doctor / NHS 111 and continue self-isolation at home.
- **The following procedure** will take place in suspected cases of a person being symptomatic with COVID-19 whilst at **ASD and who cannot leave the facility immediately** and risks Infecting / transmitting the virus to others:
- The unwell person will be isolated to an area (different classroom). The dancer will be escorted by a teacher to the isolation room where they will maintain a 2 metres social distance the **dancer will never be left alone**.
- A face mask, tissues, hand sanitiser, disinfectant and/or wipes will be provided. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided. They should not be touching people, surfaces, and objects.
- A member of staff **will locate their parent/carer by phone/** or emergency services as appropriate.

Measures that ASD will Implement: working towards the prevention of and minimising risk of COVID-19

- **full training**, induction and orientation day for **our teacher/volunteers and student teacher helpers** prior to our return.
- Ensure that all staff and members have read and understood additional policies and procedures
- All teachers will now be part of **ASD cleaning dream team and implement new daily cleaning schedule**
- detailed new **risk assessment** to prevent the spread of COVID-19 in our school, which are all available to view upon request via our website www.dancemering.co.uk

- Addition of a **covid-19 Monitor** for each session – *responsibilities can be seen via website in policies*
- **Hand sanitizer** will be provided by ASD on entrance to the facility, dancers should bring their own to use during the session.
- **Temperature check** on arrival for all staff members and dancers, if showing reading of above 37.9 entrance to the session will be refused
- Orientation of building **one-way systems & signage**- see appendix 1, 2 &3 in guidance notes and access to a dancer's orientation video via website.
- New and improved lesson plans to accommodate **Socially distance teaching** working in line with British dance council guidance
- **Staggered start times** – working a new timetable, allowing for one-way systems, and cleaning
- **Individual baskets** will be used by dancers and teaching staff to store their belongings once inside the building they will be cleaned after every use and kept at a safe distance and kept in class areas to minimise risk of cross contamination

- Faster computerised register system to give immediate information for NHS track and trace if required
- **Clear Face visors** to be worn at entrance and exit post and for cleaning and first aid but **not within session**

- **Working areas rearranged** – as before different lesson plans each week to utilize space in a fun and inventive way
- same groups of dancers working together,
- **numbers of participants** in line with government guidelines

- maintaining a **distance of 2m / 1 m+** as is reasonably practicable
- **Supporting/spotting** will be carried out only if necessary or if a dancer is in danger of a move failing resulting in injury

- Limited access to **toilets, ASD has sole use of allocated toilet facilities**

- **Introduction of a contact log**- records kept of anyone who has had physical contact or close contact less than 1 meter for more than 15min will need to be recorded.
- **Mental health & wellbeing awareness will be promoted** and there will be an open-door policy for all who need additional support both for teachers and dancers alike.
- Principal and lead teacher are charged with ensuring that COVID-19 measures are strictly adhered to and key information will be reinforced by on a weekly basis.
- All Staff will be encouraged to undergo Coronavirus testing as and when it is widely available and necessary when traveling from abroad.

Teachers/ student teachers/ all volunteers & Admin –

- To **understand, abide by and carry out all measures ASD will be implementing** to reduce the risk of Covid-19 within our environment
- To **adhere to all items within the teachers return to work guidelines** including carrying out new cleaning schedules to the highest standard.
- Respect other members of staff, dancers, and parents on their own views on the current situation and recognize not everyone may feel the same
- **Understand when dancers maybe a bit apprehensive** on returning to classes, encourage them and other staff members to get back into a fun and enjoyable way of working in our new normal dancing environment.
- When nominated Covid-19 monitor, ensure all areas are kept clean and safe, dancers temp checks are done in a calm and respectful manner.
- **Follow and deliver a fun, enjoyable, motivating set of lesson plans**, adapted to the skill level of your groups and within the social distancing guidelines set by Principal based on government information.

Parents-

- There will be **One-way systems, dancer drop off and collection points** which you must adhere to (see appendix 1,2 &3) as limited or no cross over with other clubs is required
- In-line with Angmering school **regulations** of limited adults inside school buildings there will be **NO PARENTS ALLOWED ONTO SCHOOL GROUNDS a new fence and gated entrances have been erected at the school and access to the grounds beyond these gates is limited to teachers and students only unless for an emergency, so we have implemented drop off and collection system. Note: carparking will still be available. see Appendix 1 at the end of the document for access route.**
- **NEW entrance door** Dancers will access studio's through the Quad (see Appendix 1) no access via main sport reception entrance.
- Symptom Screening - **temperature check**. Will be done before entry
NOTE: In case reading above 37.9 access will be refused. This screening is not intended to be, nor is it a substitute for, a clinical diagnosis.
- Those waiting to drop off or enter the facility will respectfully queue outside the gate in our designated drop off area at 1m+ intervals. *(see appendix 1)*
- Ensure that you **arrive to drop off within your class allocated time** if you are late it may result in you not being able to gain access as outside gates and doors will be closed, if you know you are running late please call 07782148830 or ----- and if it is within 5mins we may be free to come and let you in but this cannot be guaranteed
- **If you are late for collection of your child** please be aware that we are running to tight time constrains to be able to offer everyone a space, so unless you contact us within plenty of time by phone on we will have taken your child back round to the studio and we will not be able to dismiss until it is appropriate to do so not crossing other classes. (sorry but cannot be helped due to new logistics)
- **Complete a screening checklist form** on behalf of your gymnast and return via email 3 days before first session
- Have a good understanding of the covid-19 policy and **provide** the following to use during the session: **Hand sanitizer, correct dance shoes & uniform, small wipeable bag** labelled with name.
- Ensure all personal **belongings** of dancer are **kept to a bare minimum**, all items are labelled with name, including any medical items such as inhalers, and can fit into a small wipeable bag, if a coat is to be worn it must be left with parent or able to fit in a small bag.

Parents continued

- There will be limited access to toilet facilities so **please ensure your child has used the toilet before you come to dance!** to limit disruption during the lesson, due to cleaning and one-way systems they will lose valuable time
- **All correspondence should be made via email** or phone, where not possible or a signature is required **Paperwork that needs to be pasted to admin, will be placed in a designated box** on desk at the drop off point, please note due to restrictions it will take a week to process as it will be boxed for 3 days before opened
- All fees **payments are now paid by BACS. Or bank transfer** 3 days before the first session
- Please treat all teachers and volunteers with respect
- It is extremely important to **familiarize your child with the new Covid-19 policy and new layout.** Encourage pupils to Share any concerns on new systems that are now in place speak to teachers, it is **crucial that dancers feel at ease returning to classes at ASD.**

Dancers/Participants-

- Understand and adhere to the **new one-way systems** and new entrance to the building that are now in place
- Dancers must stick to **2meter social distance** rule when inside the facility
- All participants should ensure they have used the **toilet before arriving** at the facility to limit disruption during the lesson.
- Encourage and support other pupils in the new way of working.
- Take care and **look after your own belongings**, ensuring that you keep everything together in a wipeable bag and basket including phones, they will not be allowed in studio unless used for filming and wiped clean before brought into studio
- No belongings will be left in the changing rooms
- **Change into dance shoes on arrival** through the entrance door placing outdoor shoes in your bag
- Watch orientation video via website www.dancemering.co.uk prior to returning to classes, this will give you more of an idea on what to expect.
- **Listen and show respect to all teachers and student helpers** when being spoken to and when advice is given, and new ways of working are being covered.
- **Help your group by wiping down any equipment** or storage that you have just used so it is safe for others to use after. All will be done under supervision of Covid-19 monitor, it is important that we all become part of **ASD cleaning dream team!**
- Not to leave the premises unaccompanied (by an adult), if under 16 years of age, without prior written agreement
- If you are **feeling unwell** in any way you should **inform the teacher immediately** temperature will be redone and accessed.
- **Speak to your teacher** if you have a problem of any sorts during your session or If you feel you cannot talk to a teacher and would like a bit more reassurance returning to dance and the new way of doing things is making **you feel uneasy** please contact our dance school Welfare Officer privately- Mrs Sandra Latter via email on sandralatter@yahoo.co.uk or on 07547628874

laugh, have fun, stay safe and keep dancing!

*This Covid-19 policy has been adopted
from the IDTA, British Dance council and Governmental Guidelines