

# Duet Academy of Dance: COVID-19 Policy & Procedure v7

## Purpose

Duet 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.

The current (summarised) advice is:

- Coronavirus remains a serious health risk.
- There are no restrictions on how many people can take part in sport or physical activity, or on the activities they can do.
- No longer necessary to keep children in consistent groups (bubbles).
- Close contacts will now be identified via NHS Test and Trace.
- If you're fully vaccinated or under 18 you no longer need to self-isolate after close contact with someone who has COVID-19. If you have symptoms, you should still isolate and take a PCR test.
- Before attending any activities, all participants, volunteers, officials (teachers), should self-assess for symptoms of coronavirus and not attend, even if symptoms are mild.
- Face coverings are no longer required by law, but the government recommend them in crowded and enclosed settings.
- Follow good hygiene practices to reduce the risk of transmission.
- Maintain appropriate cleaning regimes.
- Keep occupied spaces well ventilated.

## Review and Monitoring

Duet Academy of Dance 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.

## Principles

This procedure is based on the following principles:

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

## Studio Management

1. We understand that children under the age of 18 do not now need to self-isolate if someone in their household tests positive, but in the interests of reducing the risk of transmission within classes we ask that students do not attend if they are unwell or anyone in the household is displaying any COVID-19 symptoms, awaiting test results or has been advised to self-isolate.
2. Any student that develops COVID-19 symptoms during class will be isolated, their parent/guardian informed and the child should be collected immediately.

3. Due to limited waiting space at the hall, we would prefer parents/guardians to drop off students at the main entrance and collect students via the studio fire exists.. Parents/guardians will be required to stay within the immediate vicinity and be on time for collection of students.
4. Upon arrival, all students are to immediately sanitise their hands. Students should arrive in uniform ready for class, bring suitable dance shoes in a small bag and a bottle of water. Students should sanitise their hands upon leaving the venue.
5. Equipment and props used during classes to be cleaned after use.
6. Any student or teacher that develops COVID-19 symptoms should contact the NHS to request a test and should comply with the NHS Test and Trace service. Students and teachers should self-isolate as required and not attend class if they remain unwell. NHS Test and Trace service will contact others that may be affected if a student or teachers tests positive.
7. As required, if we are contacted by NHS Test and Trace we will provide contact details for those students affected. It is the parent/carer's responsibility to ensure we have up-to-date contact information for this purpose.
8. We ask that any student or teacher who has tested positive for COVID-19 us so that we may send a warn and inform email to parents/guardians to be on the lookout for symptoms..
9. If a student is incapable of following these rules Duet Academy of Dance has the right to remove the student from class. This will be on a case-by-case basis and no refund will be offered.
10. If there are insufficient teachers available to safely teach and supervise students, lessons will be cancelled and where possible moved online. This may be at short notice if COVID-19 symptoms develop. Every effort will be made to make contact with parents/guardians to advise of cancelled/rearranged classes if this is necessary. No refunds will be given.
11. If a local or national lockdown is enforced, lessons will be suspended. No refunds will be given as lessons will be provided online.
12. All payments for lesson fees must be made via online banking. No cash or cheque payments will be accepted. Fees will continue to be payable monthly in advance and will be non-refundable.

## **Teachers**

1. Teachers must use hand sanitiser upon arrival and before leaving the studio.
2. Teachers must use disinfectant spray/wipes to clean any high contact points between groups and equipment/props after use.
3. Teacher to ensure students sanitise their hands upon entry and exit and between classes.
4. Teachers are expected to ventilate classes as much as possible, including opening doors and windows to encourage air flow.
5. If a student is incapable of following social distancing guidelines or any new rules established to make Duet Academy of Dance COVID-19 secure, the teacher must use their discretion in order to control the situation. This could include behaviour management and/or result in the student's removal from class.

6. Teachers 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 as a matter of urgency.

### **Volunteers**

7. All volunteers must use hand sanitiser upon arrival and exit and between classes.
8. Volunteers are expected to assist teachers with toilet facility supervision and cleaning during changeover.
9. Volunteers are expected to follow other Duet Academy of Dance procedures and NHS guidelines to avoid spreading the virus including washing hands before/after eating and reporting any potential symptoms/confirmed diagnoses to teachers as a matter of urgency.

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