

## REFRESH DANCE

Kings Church, The Mill  
Bury Road, Bolton  
BL2 6QE

<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>
16th July 2020	8th April 2021	Sept 2021
<p><b>PURPOSE AND STATEMENT:</b> REFRESH 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:</p> <ul style="list-style-type: none"> <li>- Educational settings are currently re-open for all year groups.</li> <li>- OOSS can open from the 12th April 2021.</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>REFRESH DANCE can provide in-person classes and workshops as of 12th April 2021.</p>		
<p><b>DISTRIBUTION:</b></p> <ul style="list-style-type: none"> <li>- To ensure distribution to all permanent and freelance staff, and volunteers</li> <li>- To distribute appropriate sections to parents and customers as needed</li> </ul>		
<p><b>REVIEW AND MONITORING OF PROCEDURE:</b> REFRESH 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.</p>		
<p><b>THE PROCEDURE IS BASED ON THE BELOW PRINCIPLES:</b></p> <ul style="list-style-type: none"> <li>- The welfare of REFRESH DANCE 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 REFRESH DANCE stakeholder to minimise the risk of spreading COVID-19</li> <li>- REFRESH DANCE is committed to following the advice of the UK Government, NHS and Public Health England</li> </ul>		
<p><b>SITE MANAGEMENT: STEPH ASHWORTH, KINGS CHURCH STAFF</b> Max Teacher: Student Ratio = 1: 12 (Ratios for students aged 2-5 will be different - see policy)</p>		

**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 REFRESH DANCE 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 group’s use.

To attend classes, parents must agree to a health questionnaire being completed before returning to classes to confirm no one in the household has any symptoms or has been told to self-isolate. 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 points, to be allocated in writing before the course begins. Staggered drop off and collection times to ensure no overcrowding, 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 use hand sanitiser. Students should arrive in uniform and bring suitable dance shoes in a clearly named bag.

Any child with a fever must be immediately isolated and collected by their parents.

Students will then be taken to the space used for their classes where they will have been allocated a 2m<sup>2</sup> (or more) space to use throughout their session.

Students will also bring their bags into this space, be allowed to change shoes and 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 REFRESH DANCE 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, REFRESH DANCE, 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.

**SITE MANAGERS:** Steph Ashworth, Kings Church Staff

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 REFRESH DANCE 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 deep clean all rooms and equipment (if this is not done by the venue).

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 2m sections in spaces to be used including in bathrooms.

Upon teacher arrival at site, site managers must ensure all teachers wash their hands and use hand sanitiser. Teachers must also be briefed daily and provided antibacterial spray/wipes and gloves if needed.

Site managers must ensure teachers are regularly washing their hands, especially when handling REFRESH DANCE, 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/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

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 REFRESH DANCE 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 classes. 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/after eating and reporting any potential symptoms/confirmed diagnoses to the office as a matter of urgency.

#### **TEACHER/VOLUNTEER PROCEDURE:**

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 bubbles 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 REFRESH DANCE, a meticulous log of these sessions must be kept in order to assist NHS track and trace and REFRESH DANCE in safeguarding students.

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

Teachers and Volunteers are expected to follow other REFRESH DANCE procedures, social distancing and 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.