

COVID-19 Policy

Outline

This document has been put in place to ensure that the correct policies and procedures can be followed to ensure Carlisle Dance Academy is as safe as possible to provide our service. This document is a working document, which will be continuously adapted and enhanced as and when new legislation is released, in addition reflecting on findings when working.

This document should be used in conjunction with the Government Guidance and is not meant to be a comprehensive legal or medical guidance. Further information should be sought from www.gov.uk. Where available, this document will provide a link to the relevant official Government Guidance.

Following recent events of the COVID-19 outbreak in March 2020, Carlisle Dance Academy has taken effective and advised action to ensure the health and safety of our staff, students, visitors and the wider community; we are currently monitoring the ongoing situation as to when any changes may occur and we will act accordingly.

Carlisle Dance Academy's services of providing dance lessons were terminated on Wednesday 18th March 2020. All pupils were contacted with further information regarding the closure.

Cancelled Events:

Following Government guidelines the following Carlisle Dance Academy events were cancelled –

- Monday 23rd – Saturday 28th March – PJ Week
- Monday 30th March – Thursday 9th April – Easter Camp
- Friday 24th April – Wigton Awards Ceremony
- Sunday 26th April – Carlisle Awards Ceremony
- Sunday 17th May – Sponsored Walk
- Saturday 27th, Sunday 28th June – Summer Shows

Refunds will be given for all events paid for in advance.

Fees:

Carlisle Dance Academy was instructed to close by the Government midway through a paid term. As pupils had already paid for classes they were not given, Carlisle Dance Academy will be offering a full refund for these classes. Pupils who pay weekly will not be reimbursed with free sessions. The maximum pre-paid lessons owed to pupils is for 2 sessions. However

refunds will not be given to the pupils as cash; this will be a credit refund onto the pupils account, carrying over to future booking of classes in the Autumn term.

Fees paid for upcoming camps and workshops will be given a full cash refund on request if we need to close.

Staff Training:

On reflection of the current circumstances relating to COVID-19. All staff employed by Carlisle Dance Academy have completed the following training – Prevent COVID-19, provided by Virtual College.

Changes to the environment and hygiene:

Within Carlisle Dance Academy we will be adding Hand sanitiser dispensers throughout the studios. There will be one located as you enter the main reception door, one placed in every studio, toilets and at the front desk.

We will be adding the following to all of the studios: A box of tissues, Dettol leave on bacterial spray and a drop in bin.

All doors will be propped open whilst we are in the building; this will minimise contamination of germ on door handles spreading, also allowing for further natural ventilation of all rooms. Doors must be closed in the event of the fire alarm sounding.

Staff will encourage all children to practise effective personal hygiene, washing hands when going to the toilet, after coughing or sneezing.

A perspex screen will be fitted to our main reception desk in readiness for re-opening further.

With regards to children using props within dance classes; this will only happen when safe to do so; As government guidelines currently stand children are not allowed to use or share soft items such as ribbons/teddies. (11/06/20). Children will not be using any props within classes until LAURA IRWIN makes the decision to do so reflecting of Government guidelines. Once it is safe to use props again in classes will be increasing our cleaning regime on these items.

Cleaning:

At CDA we take pride in our cleaning and hygiene of the studios. We offer a high standard of cleaning and will follow on doing so to minimise all risk of infection and illness spreading.

We will be cleaning all door handles, tables, chairs, light switches, bathroom after every session or more frequently as we deem necessary, using anti bacterial spray. All bins will be emptied and taken outside every day/night.

Reopening CDA:

On opening Carlisle Dance Academy we will be following Government guidelines in relation to the following documents:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>

When CDA opens; we ask that pupils ONLY attend classes if they are fit and well; with no signs and symptoms of COVID-19.

If any pupils begin to show signs or symptoms of any illness, including COVID-19, whilst in CDA care we will contact their emergency contact immediately and they will need to be collected from CDA ASAP. They must refrain from returning to CDA for the seven day incubation period. Anyone showing signs of COVID-19 should be tested for the virus. If this is a positive test; it is the government guidelines that the pupils and their family self-isolate for 14 days.

If a staff member shows any signs or symptoms of COVID-19 they will be immediately sent home for 7 days isolation; again following government guidelines.

Any pupil or staff member who has confirmed COVID-19 should report this to LAURA IRWIN; Including the day they were confirmed and their start date of isolation.

Trusted Sources of information:

Please stay informed by visiting [the Government's website](#) and the following websites:

- [NHS](#)
- [Public Health England \(PHE\)](#)
- [World Health Organisation \(WHO\)](#)
- [Foreign and Commonwealth Office \(FCO\)](#)

Visit RAD@Home for our range of online activities and resources in response to COVID-19.

All information above is correct as of 16th June 2020.

The Government Guidance is updated daily, please refer to www.gov.uk for the latest advice

REVIEWED AND UPDATES BELOW 22nd JULY 2020

As stated above this is a working document, being updated as and when there are new Government changes. As announced by the Government on 9th July 2020 as part of COVID-19 Phase 3 recovery strategy, we Carlisle Dance Academy permitted to re-open our school/class as of the 25th July 2020. We are currently assessing all Government guidelines on how we are able to abide by.

This document should be used in conjunction with the Government Guidance and is not meant to be a comprehensive legal or medical guidance. Further information should be sort from www.gov.uk. Where available, this document will provide a link to the relevant official Government Guidance.

Firstly, we want to assure you that we are following guidelines from the government in regards to health and safety and the opening of the premises. We also have a specific risk assessment which is available to view on our website, or at our reception.

To ensure the immediate safety of our pupils and to enable us to re-open safely (key outline of changes):

- Classes sizes will be reduced following government guidelines.
- Children will have their own allocated dance space marked out on the studio floor.
- Children will be instructed to wash their hands both before and after their class.
- Hand sanitizer will be placed in each of the studios for children to use as instructed by their teacher.
- Children will be grouped in 'bubbles' of no more than 15 children. They will remain within the same group of 15 for all of their classes in August.
- Children will not be able to use any equipment within the studio, when ballet barres are used they will be cleaned prior use and immediately after use.
- Children will have to come ready for their lesson, changing rooms will be out of use.
- The tuck shop will remain closed.
- Class start and finish times will be staggered and different entrances will be used to reduce any congestion and to ensure social distancing rules are followed.
- Children will not be permitted late to any sessions - 5 minutes maximum.
- Parents/Guardians will not be allowed into CDA and they must follow social distancing guidelines when dropping off and collecting their children outside of the building.

- We will be using different entrances/exist for bubbles.
- All tables and chairs will be removed from our reception. No one at any time will be allowed to wait within the building.

Following this news Carlisle Dance Academy will be opening the premises from Saturday 1st August. Offering Summer Camps, 1-2-1 tuition classes and a Summer programme.

Outline of what we will be offering from 1st August 2020 –

Summer Programme –

CDA's Summer School Programme, will be 4 weeks in August. These classes are not connected to 'normal' dance classes and the children will be learning completely new work which will conclude with a zoom performance for parents in the last week.

Little Star Classes-

Spaces are limited to 7 children per little stars class with limited 1 parent/guardian.

Totalling 14 guests with 1 member of CDA teaching staff.

Offered on a Saturday 10:15am Little Stars A, Saturday 11:15am Little Stars B; 4 weeks running from 01/08/20 to 22/08/20.

Arriving at the session their spots will already be laid out with a 2metre distance between one another. Pupils will need to bring in their own equipment to use within the session, this will include: A teddy, a bath toy and a wand. Props may be reviewed on a weekly basis in discussion with the teacher. CDA will not be allowing any pupils to use any props even if they have forgotten or not brought their own. After each sessions spots, door handles and a through disinfect of the studio will be carried out.

INFANT Summer School Programme-

We will be hosting classes for our Infant pupils on Saturday morning between 9:00am and 12:15pm. There will be two options for our infants (Dance 1- 11):

General dance (Freestyle and tap) – 1 hour per week

Dance/Cheer/Ballet- 3 hours per week

Starting 01/08/20 to 22/08/20

Spaces will be limited to 15 pupils per bubble within the studio.

Children will be grouped by CDA staff based on their current dance class numbers.

Due to guidelines we are unable to offer the option of weekly classes due to keeping children in their protective bubbles. Children do not have to normally attend ballet and cheer to take the option of the three hour session. Obviously spaces are limited and they will be allocated on a first come first served basis.

Within the studio pupils will be asked to stand on allocated spots/taped markers on the floor to ensure social distancing at all times.

JUNIOR Summer School Programme-

We will be hosting classes for our Junior pupils on a Tuesday evening between 4:00pm and 7:15pm. There will be two options for our juniors (Dance 12- 19):

General dance (Freestyle and tap) – 1 hour per week

Dance/Cheer/Ballet- 3 hours per week

Starting 04/08/20 to 25/08/20

Spaces will be limited to 15 pupils per bubble within the studio.

Children will be grouped by CDA staff based on their current dance class numbers.

Due to guidelines we are unable to offer the option of weekly drop-in classes due to keeping children in their protective bubbles. Children do not have to normally attend ballet and cheer to take the option of the three hour session. Obviously spaces are limited and they will be allocated on a first come first served basis.

Within the studio pupils will be asked to stand on allocated spots/taped markers on the floor to ensure social distancing at all times.

SENIOR Summer School Programme-

We will be hosting classes for our senior pupils on a Wednesday evening between 5:00pm and 7:15pm. There will be only ONE option for our seniors to attend all of the following classes:

5:00pm-5:30pm Body Conditioning/HIIT training

5:30pm-6:00pm Dance Technique

6:00pm- 6:30pm Lyrical

6:30pm-7:15pm Commercial

Starting 05/08/20 to 26/08/20

Pupils will be grouped into bubbles by CDA staff based on their current dance class numbers. Due to guidelines we are unable to offer the option of weekly drop-in classes due to keeping children in their protective bubbles. Seniors do not have to normally attend ballet and cheer to take the summer programme. Obviously, spaces are limited and they will be allocated on a first come first served basis. Spaces will be limited to 15 pupils per within the studio. Within the studio pupils will be asked to stand on allocated spots/taped markers on the floor to ensure social distancing at all times.

ADULT Summer Programme-

To keep our Adult classes going throughout the summer will be offering the following classes:

Tuesday 6:00pm Dance Fit , Tuesday 7:00pm Barre

Starting 04/08/20 to 26/08/20

These classes will need to be booked in a 4 week block, whether you attend or not, again to reduce the amount of contact between our staff and customers. We will continue to host these classes on zoom, at the same time as the studio class. Spaces will be limited to 15 pupils per within the studio.

Within the studio pupils will be asked to stand on allocated spots/taped markers on the floor to ensure social distancing at all times.

Please see attached to this document the full August summer programme timetable.

Summer Camp –

We will be offering CDA Summer camps on the following -

Week 1: Monday 3rd August – Wednesday 5th

Week 2: Monday 10th August – Wednesday 12th

Week 3: Monday 17th August – Wednesday 19th

Week 4: Monday 24th August – Wednesday 26th

For children aged 4+ (must be starting school September 2020)

We will be offering 2 different timings for Summer camp to ensure the separate bubbles are obeyed by at all times.

Pupils can book either 8:30am – 2:30pm OR 9:00am – 3:00pm

Due to guidelines we are unable to offer the option of daily bookings due to keeping children in their protective bubbles. Due to guidelines, parents will not be aloud in the building. So that you can see what the children have been learning, we will be offering a live zoom performance on the last day. Details of this will given out nearer the time.

Spaces will be limited to 15 pupils per within the studio. Within the studio pupils will be asked to stand on allocated spots/taped markers on the floor to ensure social distancing at all times.

One to one sessions

We will be offering one to one, or one to two sessions in August on Tuesday evening, Wednesday evening and Saturday mornings. These sessions are tailored to the ability and requirements of your child/children.

On opening the premises -

When arriving at the studios we will be using both the main entrance doors and fire exists. At the doors will be posters allocating which bubbles use which doors, there will also be and assigned waiting area, outdoors to queue, with 2 metre distance marking. This is to ensure when classes are changing over there is no cross of bubbles or too many people segregating in one area of waiting or entering/exiting.

Once entering the studios, which will only be on request of a member of CDA staff, only staff will open/ touching any doors if needed. There will be a hand sanitiser station with sanitiser, masks, gloves and antibacterial spray. All pupils entering the building will be asked to use this before entering the studios and before leaving the class.

Children will then follow our staff member in a distanced line along the taped marking on the floor to their allocated studio. Children will be allocated an assigned spot/floor marking to remain on whilst attending the class.

Before the classes begin parents will be emailed this document, our COVID-19 risk assessment, main outlines of the documents, confirmation of which classes/camps their child is booked onto and which entrance they are to use.

All payments have been requested via online bank transfer to minimize any contact with parents/guardians; also ensuring they will not be entering the CDA premises.

Through the premise we have put up posters reminding social distancing guidance; correct hand washing in the bathroom; hand sanitizer stations; number of guests allowed within the studios; signs and symptoms of COVID-19 posters.

Separate toilets will be allocated to bubbles.

No partner dancing will be permitted.

The timetable is staffed with up most effort to ensure the same member of staff uses the same studio throughout the day they are working. This is to minimise contamination of the light switching and touching of the sound systems.

We ask only that pupils attend classes if they are fit and well; with no signs and symptoms of COVID-19.

If any pupils begin to show signs or symptoms of all illness including COVID-19 whilst in CDA care we will contact their emergency contact immediately and they will need to be collected from CDA ASAP. They must refrain from returning to CDA for the seven day incubation period. Anyone showing signs of COVID-19 should be tested for the virus. If this is a positive test; it is the government guidelines that the pupils family self-isolate for 14 days.

If a staff member shows any signs or symptoms of COVID-19 they will be immediately sent home for 7 days isolation; again following government guidance.

Any pupil or staff member who has confirmed COVID-19 should report this to LAURA IRWIN; Reporting the date, time, class they attended CDA (following the track and trace guidelines); also the date were confirmed and their start date of isolation.

Track and Trace -

Following government guidelines of track and trace we will be collected and keeping the following for 21 days:

For Staff

- names of staff

- contact phone numbers
- dates and times present

For Customers

- Name of pupil
- Contact phone numbers (this will be the parent/guidance if the child is under 16 years)
- Date, arrive time and departure time
- Classes, class bubble
- The name of the assigned member of staff dealing with the pupil

No additional information will be collected for this purpose.

If the information is kept historically, please confirm that data is correct at time of contact. Please note that this information is provided on a voluntary basis, a customer can opt out of the Track and Trace process.

Ideally this information will be collected electronically prior to arrival.

Data collect for the sole purpose of Track and Trace should be destroyed after 21 days this information will be securely disposed of in line with your privacy policy and Data retention policy i.e. shredded or permanent deletion of digital files.

All information above is correct as of 22/7/2020.

The Government Guidance is updated daily, please refer to www.gov.uk for the latest advice