



DANCE IN MOTION ACADEMY –
TEMPOARY COVID- 19 OPERATING PROCEDURES

1. Purpose

To clarify and give consistency to the measures which need to be taken in respect of Infection Control and Social Distancing with the Dance in Motion Academy facilities during the Coronavirus (COVID-19) pandemic.

2. Scope

The arrangement, and the following procedures, applies to all Dance in Motion Academy facilities, including studios, waiting area, store room and through ways.

3. Legislation, Guidance and Requirements

The following Operating Procedures have been developed and published in line with the UK Governments COVID-19 Secure Guidelines for Employers and Workplaces

OPERATING PROCEDURES –
PROTECTING OUR WORKFORCE DURING COVID-19

CONTENTS

Introduction

When to Travel to Work (Dance in Motion Staff)

Travel to the Academy

Driving at Work

Academy Access & Egress Points

Hand Washing

Toilet Facilities

Café Bar and Waiting Area

Changing Arrangements

Work planning to avoid Close Working In Classes

First Aid and Emergency Service Response

Cleaning

Introduction

These are exceptional circumstances and the industry must comply with the latest Government advice on Coronavirus (Covid-19) at all times.

These Operating Procedures are based on UK Government and Public Health England (PHE) guidance; other restrictions and advice may apply in Scotland, Wales and Northern Ireland.

The HSE is the relevant enforcing authority for UK Government and PHE guidelines. If an employer is not consistently implementing the measures set out at its premises, it may be subject to enforcement action.

Businesses operating during the Coronavirus (Covid-19) pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection. This includes considering how personnel travel to and from work.

This guidance is intended to introduce consistent measures in line with the Government's recommendations on social distancing and ensure employers and individuals make every effort to comply.

Government guidance for employers in England states "*where the social distancing guidelines in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff*".

The health and safety requirements of any work activity must not be compromised at this time. If an activity cannot be undertaken safely, it should not take place.

Emergency services are also under great pressure and may not be able to respond as quickly as usual. This should be taken into consideration in the planning of work activities, first aid, fire and emergency responses.

Organisations must have in place effective arrangements for monitoring and reviewing their compliance with Government and industry guidance and should also remind the workforce at every opportunity of the Operating Procedures which are aimed at protecting them, their colleagues, families and the UK population.

On the 11th May 2020 (and regularly updated) the UK Government urged those in various industry sectors, who cannot continue to Work from Home, to speak to their employers about returning to work:

It is important to understand the 5 Key Points, which employers should use to get workers safely back to work.

1. Work from home, if you can

All reasonable steps should be taken by employers to help people Work from Home. But for those who cannot work from home and whose workplace has not been told to close, our message is clear: you should go to work. Staff should speak to their employer about when their workplace will open.

2. Carry out a COVID-19 risk assessment, in consultation with workers or trade unions

This guidance operates within current health and safety employment and equalities legislation and employers will need to carry out COVID-19 Risk Assessments in consultation with their workers or trade unions, to establish what guidelines to put in place. If possible, employers should publish the

results of their risk assessments on their website and we expect all businesses with over 50 employees to do so.

3. Maintain 2 metres social distancing, wherever possible

Employers should re-design workspaces to maintain 2 metre distances between people by staggering start times, creating one way walk-throughs, opening more entrances and exits, or changing seating layouts in break rooms.

4. Where people cannot be 2 metres apart, manage transmission risk

Employers should look into putting barriers in shared spaces, creating workplace shift patterns or fixed teams minimising the number of people in contact with one another, or ensuring colleagues are facing away from each other.

5. Reinforcing cleaning processes

Workplaces should be cleaned more frequently, paying close attention to high-contact objects like door handles and keyboards. Employers should provide handwashing facilities or hand sanitisers at entry and exit points.

A downloadable notice is included in the Government Guidance documents, which employers should display in their workplaces to show their employees, customers and other visitors to their workplace, that they have followed this guidance.

When to Travel to Work (Dance in Motion Staff ONLY)

Social Distancing	Workers in the industry sectors allowed to operate should Stay Alert and follow the guidance on Working from Home where they can. Where they cannot work from home, they must follow the principles of social distancing while travelling to and from work and while at work.
Self Isolation	Anyone who: <ul style="list-style-type: none"> • Has a high temperature, a new continuous cough or a loss of, or change in their normal sense of taste or smell; • Is within 14 days of the day when the first member of their household showed symptoms of Coronavirus (Covid-19); or • Has been contacted by the NHS Test & Trace service; should not come to site, but must follow the guidance on 'Self-isolation'.
Person at increased risk	Anyone who is 'Clinically Vulnerable' to Coronavirus (Covid-19) should follow the latest guidance for Clinically Vulnerable People and Working Safely during Coronavirus – Offices and Contact Centres or Factories, plants and warehouses, as appropriate (section 2.1).
Persons defined on medical grounds as extremely vulnerable	Anyone identified as 'Extremely Clinically Vulnerable' will be advised by their health authority and must follow the guidance on 'Protecting people who are Clinically Extremely Vulnerable from Covid-19'.
Living with a person in one of the above groups	Anyone living with a person who is at higher risk, or is a clinically extremely vulnerable person, should stringently follow the guidance on social distancing and minimise contact outside the home.

If someone falls ill	<p>If a worker develops a high temperature, a new continuous cough or a loss of, or change in their normal sense of taste or smell while at work, they should:</p> <ul style="list-style-type: none"> • Ensure their manager or supervisor is informed • Return home immediately • Avoid touching anything • Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. <p>They should get a Coronavirus (Covid-19) Test.</p> <p>They must then follow the guidance on self-isolation and not return to work until they have received a negative test result or, in the event of a positive test result, their period of self-isolation has been completed.</p>
-----------------------------	---

Travel to the Academy

Wherever possible staff and students should travel to the Academy alone, or where this is not possible and for our younger students with family members, on Foot, by Bicycle or, where this is not possible by using their own car.

If staff and students have no option but to share transport:

- Journeys should only be shared with the same individuals and with the minimum number of people at any one time.
- Wherever possible maintain a distance of two metres and avoid touching their faces
- Good ventilation (i.e. keeping the windows open), facing away from each other and the use of face coverings may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

As a last resort Public Transport may be used, but Social Distancing should be observed and a Face Covering is mandatory. Businesses should consider:

- Changing and staggering shifts to reduce congestion on public transport and avoiding peak times (05:45 - 07:30 and 16:00 – 17:30)
- Reminding Staff and students that face coverings are mandatory on all types of Public Transport

Driving at Work (Dance in Motion Staff ONLY)

When travelling at work or between teaching locations, staff should travel alone. If staff have no option but to share a vehicle, then they should follow the Government guidance on Working Safely during Covid-19 in or from a vehicle.

Staff should maintain a distance of two metres, or one metre with risk mitigation where two metres is not viable. Risk mitigations include:

- Share with the same individuals and with the minimum number of people at any one time
- Maintain good ventilation (i.e. keeping the windows open) and face away from each other and the use of face coverings may help to reduce the risk of transmission.

- Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle.
- Avoid touching their face.
- Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey.

Academy Access and Egress Points

Relative to the numbers of those in attendance at the Academy:

- Reduced numbers of parents entering the waiting area , LIMITED TO ONE PARENT/ GAURDIAN ONLY PER FAMILY at this time. Parents are welcome to continue to wait outside or will need to if the waiting area is at full capability.
- Face coverings will be required to be worn in ALL communal areas of the Academy by parents and students aged over 11yrs. Students will not be required to wear them during class, but of course if makes them feel more comfortable then we are happy for them to do so. We advise that face coverings should be kept in a plastic bag when not in use.
- Staggered start and finish times have been introduced to reduce congestion and contact.
- All Staff, students enter via the Entrance and exit via the relevant exit detailed in the students exit and collection timetable.
- A One way system has been introduced throughout the Academy
- Social Distancing must be maintained by students and parents when arriving at the Academy/ Waiting outside
- Signage and/or floor markings are in place, to ensure 2 metre distance is maintained.
- Remind staff, students and parents not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines.
- Require all staff, students and parents to sanitise their hands when entering and leaving the Academy.
- Regularly clean contact surfaces areas throughout the Academy including: Ballet Barres, Studio Floors, Door handles and Toilets

Hand Washing

- Hand washing facilities are readily available
- Ensure adequate supplies of soap and fresh water are readily available located in the toilet facilities
- Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable and try to position sanitiser close to regular entry & exit points from the premises or internal facilities.
- Regularly clean the hand washing facilities
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Toilet Facilities

- Toilets will be restricted to use, one person at any time.

- Promote hand washing for 20 seconds using soap and water or hand sanitiser if soap and water are not available before and after using the facilities.
- Enhanced the cleaning regimes for toilet facilities, particularly door handles, locks and flushes.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.
- Baby changing facilities will be available to use, parents MUST notify a member of staff if used allowing for sanitising after use. We ask that parents take their used nappies home in the nappy bags provided at this time.

Café Bar and Waiting Room

- Restricted Café Bar facilities will be operating, all drinks will be provided in disposable cups. Please advise a member of staff if you need to dispose of a cup that is not empty.
- The waiting area will only be available for use of ONE PARENT/ GAURDIAN PER FAMILY at this time.
- Consumption of food from other establishments will not be allowed .
- A distance of 2 metres, or one meter with risk mitigation where two meters is not viable, will be maintained between users, wherever possible. Seating and tables have been reconfigured to reduce face to face interactions and to comply with UK government guidelines.
- Class times have be staggered to reduce congestion and contact at all times.
- Drinking water will continue to be provided for students who forget their water bottles, water bottles can be refilled by a member of staff upon request.
- Frequently clean surfaces and equipment, ie. Chairs and tables in the waiting area
- Promote hand washing for 20 seconds using soap and water before and after using the facilities.
- Hand cleaning facilities or hand sanitiser are available at the entrance and exits of the Academy
- We ask that all rubbish be put straight in the bin and not left for someone else to clear up.

Changing Arrangements

- Staff and students are to arrive at the Academy ready dressed
- Staff and students will be permitted to delayer clothing e.g. take off a t-shirt/ leggings over ballet leotard and tights etc..
- Staff are encourage to change their clothing if they excessively perspire
- Students will be allocated an area to place their belongings when entering their class in a studio.

Planning to Avoid Close Contact In Class

- For all students aged 5yrs+ dancing in Bare foot will NOT be permitted, please wear relevant dance shoes for class or 'Dance Grip Socks', these are available to purchase from reception.
- Staff and Students will be allocated a dance area, maintaining social distancing from other students during classes.
- No partnering or close contact dancing is permitted at this time, where this happens unavoidably it should only be for minimal time.

- Students will provide their own props as required for classes (relevant students will have been notified. Ballet totz, Pre-School and Pre -Primary students for Ballet will be required to purchase a pop bag.
- Use of toilet areas has been limited to one person at any one time.

Hierarchy of Controls

The Government's guidelines on social distancing refer to 'one metre plus' which is defined in Working safely during Coronavirus (Covid-19) – Construction and other outdoor work as *“two metres or one metre with risk mitigation where two metres is not viable”*.

Mitigations could include installing screens, making sure people face away from each other, handwashing facilities, minimising the amount of time spent with people outside your household or bubble, and being outdoors.

If you are not able to work whilst maintaining a two metre distance, or one metre with risk mitigation where two metres is not viable, you should consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls below and against any sector-specific guidance. The results of risk assessments should be shared with the workforce and this poster displayed in the workplace.

<p>Eliminate</p>	<ul style="list-style-type: none"> • Academy attendees and staff who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace. • Rearrange tasks to enable them to be done by one person, or by people working two metres apart. • Avoid skin to skin and face to face contact. • Stairs should be used in preference to lifts and one ways systems considered. • Consider alternative or additional mechanical aids to reduce worker interface <p>Meetings (which can't be held virtually) STAFF ONLY:</p> <ul style="list-style-type: none"> • Only absolutely necessary meeting participants should attend. • Attendees should be at least two metres apart from each other. • Rooms should be well ventilated / windows opened to allow fresh air circulation. • Consider holding meetings in open areas where possible.
-------------------------	---

Reduce	<p>Where the social distancing measures two metres is not possible, risk mitigation could include the following:</p> <ul style="list-style-type: none"> • Minimise the frequency and time staff/ students are within 2 metres of each other. • Visors are to be worn by staff (STAFF ONLY) <p>*Students and parents to wear face covering in all communal areas of the Academy.</p> <ul style="list-style-type: none"> • Regularly clean common touchpoints in studios and around the Academy including door handles, toilets etc.. • Windows and doors will be left open where it is safe to do so. • Students, staff and parents must sanitise their hands on entrance and exit of the academy.
Isolate	<p>Keep groups of students:</p> <ul style="list-style-type: none"> • Together in the same classes where possible • Class sizes have been reduced • Away from other students where possible.
Control	<p>Where face to face working is essential to carry out a task when working within 2 metres (1 metre +):</p> <ul style="list-style-type: none"> • If administering first aid appropriate PPE must be used. • On occasion when staff and students unavoidably come within 2 meters of each other, timescale must be minimised.
PPE	<p>STAFF ONLY</p> <p>Available for staff to use when required: Face Masks Visors Disposable Aprons Vinyl Gloves</p>
Behaviours	<p>The measures necessary to minimise the risk of spread of infection rely on everyone in the Academy following procedures and relevant instruction.</p> <p>All Academy staff have been briefed on this document and all associated risk assessments.</p>

First Aid and Emergency Service Response

The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.

- When planning activities, the provision of adequate first aid resources must be considered.
- Emergency plans including contact details should be kept up to date
- Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources.
- Consider preventing or rescheduling high-risk work or providing additional competent first aid resources.

Cleaning

Enhanced cleaning procedures should be in place across facilities. Refer also to Dance in Motion Academy's Cleaning Code of Practice (Covid-19). Particular attention must be paid in communal areas and at touch points including:

- Ballet Barres, Studio Floors and Gym Mats (if used)
- Toilet flush and seats, Taps and washing facilities
- Door handles and push plates
- Hand rails on staircases
- Machinery and equipment controls, where this is likely to be used by others.
- In Kitchen areas, all surfaces used for preparing food & eating must be cleaned at the end of each break and thoroughly cleaned again at the end of each shift, including Taps (and those on Water Dispensers) Tables, Chairs/Chair Frames, Door Handles and touch points on White Goods etc.
- Telephone equipment.
- Key boards, photocopiers/Printers, other office equipment and Desks.
- Staff should keep Desks as clear and organised as possible to allow effective cleaning.
- Encourage staff to 'Clean as they Go' especially for commonly used equipment like Printers/Photocopiers.
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.