

## Montage Theatre Arts

The Albany Theatre, Douglas Way, London, SE8 4AG



### PROCEDURE: COVID-19 SITE MANAGEMENT HOLIDAY COURSES

Date Adopted:	Date of last review:	To be reviewed next before/on:
12 <sup>th</sup> March 2020	24/6/2020	4/7/2020

#### PURPOSE AND STATEMENT:

MTA 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:

- Educational settings are currently re-open for select year groups
- Gyms/Leisure are planning to open in mid-July
- Social distancing reduces to 1m from 4<sup>th</sup> July
- Government has stated that indoor childcare (during holidays) will be allowed to open in the summer holidays.
- Anyone who is showing symptoms of a cough and/or fever are to self-isolate for 7 days
- Anyone with confirmed COVID-19 or contact by track and Trace are to self-isolate for 14 days
- People who have returned from Category 1 specified countries/areas in the last 14 days should self-isolate. This includes avoiding attending an educational setting or work until 14 days after they return.
- People who have returned from Category 2 specified countries/areas in the last 14 days, are advised to stay at home if they develop symptoms.

When MTA is able to provide classes and workshops we intend to do so.

#### DISTRIBUTION:

- To ensure distribution to all permanent and freelance staff, board members and volunteers
- To distribute appropriate sections to parents and customers as needed

#### REVIEW AND MONITORING OF PROCEDURE:

MTA 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.

#### THE PROCEDURE IS BASED ON THE BELOW PRINCIPLES:

- The welfare of MTA students, staff and volunteers is paramount
- All staff and volunteers are responsible for ensuring this procedure is followed
- It is the role of every MTA stakeholder to minimise the risk of spreading COVID-19

- MTA is committed to following the advice of the UK Government, NHS and Public Health England

#### **SITE MANAGEMENT:**

Max Teacher: Student Ratio = 1:6.

#### **All current social distancing measures will be implemented throughout this procedure.**

Groups of between 8 and 12 students will be supervised by 2 teachers. For the purposes of child-friendly and age appropriateness MTA will call these groups “bubbles”. There is to be no cross contamination between bubbles as teachers and students will not mix or use the same space.

To sign up for the course, parents must agree to a health questionnaire being completed each day 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.

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 over-crowding, 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 (chaperoned to ensure distance by staff) and have their temperature taken through our infra-red thermometer.

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

Students will be then 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. An example of this (including safe spaces to walk) is included as appendix 1 of this document.

Students will also bring their bags in to this space and we can conduct lessons and activities. Regular breaks to wash hands, particularly before and after eating or using equipment will be staggered throughout the session.

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 potentially a one-way corridor system.

Singing has reportedly been notified as a more high-risk activity in relation to the spread of COVID-19 therefore singing will only occur in small groups of 6 or under and outside with increased social distancing measures in place.

Any student/teacher or family member who is tested positive for COVID-19 up to two weeks post event dates must immediately inform MTA 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.

#### **SITE MANAGERS:**

Site managers must ensure they have the disinfectant spray/wipes before every session, or purchase some with petty cash. Site manager must also ensure that they have the full PPE equipment provided by MTA 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 manager 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. An example of this (including safe spaces to walk) is included as appendix 1 of this document.

Upon teacher arrival at site, site managers must ensure all teachers wash their hands and are temperature checked. Teachers must also be briefed daily, provided with timetable, antibacterial spray/wipes and gloves.

Upon student arrival at site, site managers must ensure all attendees wash their hands and are temperature checked.

Site managers must ensure teachers are regularly washing their hands, especially when handling MTA, venue and personal equipment.

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.

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 PROCEEDURE:**

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.

Teachers and Volunteers are expected to follow other MTA procedure, 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.

**APPENDIX 1.**

**Not to scale.**

