



The Gielgud Academy Trust

Unit 5B, More House Farm Business Centre
Ditchling Road, Wivelsfield
East Sussex
RH17 7RE

PROCEDURE: COVID-19 SITE MANAGEMENT		
Date Adopted:	Date of last review:	To be reviewed next before/on:
Date tbc 2020	1/8/2020	1/10/2020
PURPOSE AND STATEMENT:		
<p>The Gielgud Academy Trust 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.</p> <p>The current (summarised) advice is:</p> <ul style="list-style-type: none">– Educational settings are currently re-open for select year groups, and opening for all year groups in September– OOSS can open from the beginning of the school summer holidays– Social distancing is 2m (or 1m+ if 2m is not possible or with risk mitigation)– 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 <p>When GAPA can provide in-person classes and workshops we intend to do so.</p>		
DISTRIBUTION:		
<ul style="list-style-type: none">– 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:		
<p>GAPA will continue to review and update this procedure as more information becomes available.</p> <p>Monitoring is part of management procedure and will be enforced by all staff.</p>		
THE PROCEDURE IS BASED ON THE BELOW PRINCIPLES:		
<ul style="list-style-type: none">– The welfare of GAPA students, staff and volunteers is paramount– All staff and volunteers are responsible for ensuring this procedure is followed– It is the role of every GAPA stakeholder to minimise the risk of spreading COVID-19– GAPA committed to following the advice of the UK Government, NHS and Public Health England		

Unit 5B, More House Farm Business Centre, Ditchling Road, Wivelsfield, East Sussex, RH17 7RE T: 01444 812111 E: admin@gielgudacademy.co.uk

SITE MANAGEMENT:

Max Teacher: Student Ratio = 1:15

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 GAPA will call these groups “bubbles”. There is to be no cross contamination between bubbles as students will not mix and spaces will be deep cleaned between group’s use.

To attend classes, 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. 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 over-crowding, and 2m markers will be laid out to ensure any queuing results in social distancing.

Students will be given a number (1-15) so they can line up outside studio space in numerical order, making it easier for teacher to register them in same order, quickly and efficiently as they enter whilst taking temperature. Students stand in studio in numerical order – same place each week – so efficient for them to be aware of their own space and not move into someone else’s.

Upon arrival, all students are to immediately wash their hands and have their temperature taken through our infra-red thermometer. Student’s 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 be then taken to the space used for their classes where they will have been allocated a 2m² (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, 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.

Singing has reportedly been notified as a more high-risk activity in relation to the spread of COVID-19 therefore singing will not be included in class content.

Any student/teacher or family member who is tested positive for COVID-19 up to two weeks post event dates must immediately inform GAPA. 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, GAPA, 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: Piers Gielgud and Suzanne Gielgud

Site managers must ensure they have 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 GAPA 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). They must also check their own temperature, record it and complete the staff health questionnaire.

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. 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 (which is recorded). Teachers must also be briefed daily and provided antibacterial spray/wipes and gloves if needed. They must also complete the staff health questionnaire.

Upon student arrival at site, site managers must ensure all parents complete the student health form before allowing their child(ren) on to site. Attendees then must wash their hands and temperature checked (which is recorded).

Site managers must ensure teachers are regularly washing their hands.

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 GAPA 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 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.

During operation, any communal space for adults must be cleaned down between teachers of separate bubbles groups. Where resources are available, staff must use separate equipment.

If teachers/volunteers are teaching at schools other than GAPA, a meticulous log of these sessions must be kept in order to assist NHS track and trace and GAPA in safeguarding students.

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

Teachers and Volunteers are expected to follow other GAPA 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.

APPENDIX 1.

Not to scale.

