

Covid19- Recovery Plans

Hamilton
Dance

JULY 2020

AN INSIGHT INTO WHAT TO EXPECT FROM HAMILTON DANCE AND HOW OUR 'NEW NORMAL' WILL LOOK

WE ARE DELIGHTED TO BE MAKING PREPARATIONS TO WELCOME YOU ALL BACK INTO OUR DANCE SCHOOL.

We want your lessons and time with us to be as enjoyable as 'pre-Covid'.

That's why we've introduced a number of new measures to keep you and all our staff members as safe as possible

Our assurances to you to keep our team and pupils as safe as possible:

RISK ASSESSMENT

We have carried out a COVID-19 risk assessment and shared the results with the people who work at the school.

CLEANING

We have cleaning, hand washing and hygiene procedures in line with guidance.

SOCIAL DISTANCE

We have taken all reasonable steps to maintain a Social Distance in class.

MANAGE RISK

Where social distancing is not possible we will do everything practical to manage the transmission risk.

This handbook has been put together following government guidelines and details everything you will need to know to ensure a safe return to Hamilton Dance for your child. I would like to assure you that as a school we will work harder than ever to keep you and your family safe but even with these measures in place, we cannot guarantee a virus-free environment.

I also really want to stress that all of these measures are only a **TEMPORARY MEASURE** which we must have in place in order to be allowed to return and we all look forward to the time when we can relax a little and get back to our familiar way of doing things.

It is hoped that all families will feel safe and confident that sending their child back to dance is the right decision to make but equally I appreciate that for some the time to return may be at a later date. Your decisions will be respected whatever they may be but I would like to ask that in order to help with planning that all parents would advise immediately if they do not intend to return in September. I will assume your return if I do not hear from you and as such your child will be included in any numbers for 'bubbles' of children.

In the event of a 'second spike' of the virus or any other enforced lockdowns or closure of activities we will obviously reassess our situation but for now please accept the following information as our plans going forward. As always if anyone has any queries or concerns please do not hesitate to email info@hamiltondance.co.uk and rest assured that our first priority is the health and safety of your children, you and our staff.

Anneliese x

Staying COVID-19 Secure in 2020

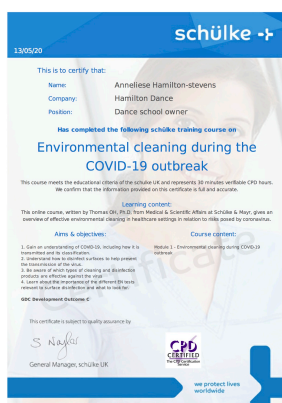
We confirm we have complied with the government's guidance on managing the risk of COVID-19.

FIVE STEPS TO SAFER WORKING TOGETHER

- 1. We have carried out a COVID-19 risk assessment and shared the results with the people who work here.
- 2. We have cleaning, handwashing and hygiene procedures in line with guidance.
- 3. We have taken all reasonable steps to help people work from home.
- 4. We have taken all reasonable steps to maintain a 2m distance in the workplace.
- 5. Where people cannot be 2m apart, we have done everything practical to manage transmission risk.

Employer: Hamilton Dance Date: 05 June 2020

Who to contact: Anneliese Hamilton-Stevens
(for the Health and Safety Executive or 0300 005 1404)



COVID-19
Coronavirus

Hamilton
Dance

www.hamiltondance.co.uk
July 2020 - COVID-19 recovery

Class Settings

1. Children will be taught in a bubble of 15 children maximum. Where we have more than 15 in a group the class will be split between 2 teachers and 2 rooms.
2. Social distancing will be maintained wherever possible.
3. Classes will be planned slightly differently to normal and we will eliminate any exercises requiring contact between teacher/pupil or pupil/pupil.
4. Movement around the dance class will be organised in such a way to encourage social distancing.
5. Where it is possible we will mark the floors to show the space in which each child should stand throughout the class.
6. We will re-consider including any high-risk activities that have a greater likelihood of injury to avoid any excess pressure on the emergency services or indeed the need for contact between teacher and pupil (first aid).
7. Where possible class start and finish times will be staggered to avoid any unnecessary contact of parents or pupils.
8. The timetable will include breaks between sessions to allow for regular cleaning of common contact surfaces such as barres, door handles and any equipment used.
9. The timetable will be **temporarily reduced** to allow us to implement these changes. This may mean certain classes are temporarily withdrawn and others may operate on a 'Week A/Week B' basis. We will continue to offer a high level of teaching and every effort will be made to ensure your child is brought back to their 'pre-lockdown' standards with focus on technique and strengthening being our main focus.
10. Timetable information for September will be released mid-August once I have confirmation of non-attenders.

Teachers

1. All teachers have undertaken online COVID-19 courses which focused on prevention, awareness and cleaning best practices.
2. We will be employing slightly different teaching methods and ideas when conducting classes to reduce the contact between teacher/pupil.

Cleaning/Hand Sanitising/Toilet Facilities

1. A thorough clean of the facilities being used by Hamilton Dance staff and pupils will be undertaken regularly.
2. Between classes time will be allowed for cleaning of common contact surfaces to prevent cross-contamination.
3. Children and staff will be expected to wash their hands at regular intervals throughout the day, on arrival at the school, after using the toilets and when leaving.
4. Hand Sanitiser and Soap will be made available at cleaning stations and each teacher will have hand sanitiser. It is advisable to **ensure your child has their own sanitiser as well please** where possible. Sanitiser should be minimum 60% ethanol or 70% isopropanol.
5. Neither teaching staff nor the pupils are required to wear PPE however in the event of a child needing First Aid there will be gloves and a face shield available for staff to wear.
6. In the event that a child shows any COVID-19 symptoms the staff will wear the PPE whilst we deal with your child in as sensitive and caring a way as possible.
7. Toilet Facilities will be limited to one child at a time and under no circumstances will any adults or non-class attendees (siblings) be allowed in to use the facilities.

Symptoms of COVID-19 and your responsibility

1. DO NOT ATTEND class if you or a member of your household show any symptoms of COVID-19
2. If your child or anyone in your child's bubble starts to display symptoms you must pick up your child immediately and follow current government guidelines with regards to isolating and testing.
3. If you or your child develops symptoms or indeed tests positive for COVID-19 following a class at Hamilton Dance it is your responsibility to advise us immediately so we can advise the relevant families with which your child has interacted at the school.
4. Good respiratory and general hygiene should be maintained.

Arrival to Class

1. Where possible the use of public transport to get to class should be limited.
2. We would encourage parents to implement social distancing when getting your child to class and not to travel in groups of more than 2 people unless it is immediate family.
3. Upon arrival at the dancing school children of aged 6 and over should be dropped off at the door where they will be met by a teacher and escorted to their class.

Parents/Carers and Supervision of Children

1. It is expected that only one adult will attend to drop off and collect your child at the designated times.
2. Please ensure that you follow instructions which will be given detailing where to stand whilst waiting to collect.
3. Parents OF CHILDREN AGED 6 AND OVER will not be allowed into the building in accordance with the government guidelines to help us limit cross contamination.
4. A supervising adult or chaperone will ensure all the children in the bubble are safely escorted to their class.
5. In the event of a child being anxious at the thought of this we will obviously assess the situation but we ask that parents please respect our position and the guidelines we have to follow.
6. Parents of younger children will be allowed to enter the reception area but unfortunately will not be allowed into the class.
7. As part of the settling in process any new starters will be invited to have a look around the venue at a suitable time which will limit the risk of cross contamination. This time will not be at the same time as your child's class but a pre-arranged meeting to help you and your child familiarise yourselves with the school.
8. Parents should practice social distancing when dropping off or collecting and should avoid standing in groups talking.
9. Parents should be punctual when dropping off and collecting.

Moving Around the Venue

1. Whilst your child is under our supervision they will stay in their 'bubble' and will be escorted between rooms if necessary by the supervising adult or chaperone.
2. We will not be releasing the children to the changing areas for a break time and any shoes, snacks or drinks will be taken into the room with them. The changing areas will be out of bounds for the majority of pupils.
3. Around the venue you will see a number of signs indicating various things from sanitisation points to one way systems. These have been put in place as a reminder to the children of the importance of things but we ask that you also remind the children as well to support our efforts.
4. You will notice that we will have removed any unnecessary items and we will be limiting the use of props in our classes.
5. Where possible we will allow access to the individual rooms through the fire exits to minimise the passing of children through a communal area. This will mean your drop off point will be the fire exit for your child's first class and your collection point will be the fire exit for your child's last class of the day.

What to Wear/Bring with you to Class?

1. Please arrive to class in your uniform for class with a hoodie or light jacket that can be placed in your bag.
2. Dance Shoes for all your classes that day should be in your bag along with your drink and any snacks.
3. Bags will be taken into class and shoes will be swapped between sessions .
4. It will not be necessary for children to swap uniform items between sessions so ensure something suitable/appropriate is worn.
5. Bare Feet ARE NOT PERMITTED for any dance genres. Ballet Shoes, Jazz Shoes or Dance Socks may be worn for Modern, Lyrical and Contemporary classes.
6. In an attempt to limit risk it is advised that dancers should not borrow any uniform or shoes from any other pupils.

Additional Efforts by Hamilton Dance

1. In an attempt to limit unnecessary interactions between Parents and Teachers we will be implementing a number of new procedures.
2. Registration for classes will now be online using our new registration process of completing the form using Google Forms.
3. Full timetable information will continue to be available on our website for your attention.
4. Queries will be dealt with via email and where necessary if a parent needs to discuss anything a telephone appointment will be made available.
5. Our uniform ordering process will be online using Google Forms. The form will be completed electronically and submitted and then an invoice will be emailed to you for full payment. Upon receipt of payment the items will be available with you in 10 days with the exception of Hamilton branded items which have a longer lead time. Orders will be passed to your child in class and should not be tried on until you are at home to avoid unnecessary use of the changing areas.
6. Payments for term and exam fees and uniform items where possible should be made via Bank Transfer or using our new Card Machine facility. Cash will still be accepted but will not be taken unless it is in an envelope clearly marked with your child's name and the correct amount must be handed in. For uniform payments by cash the correct amount must be handed in prior to the order being made.
7. In the event that any parent is unable to access our new online forms we will still offer good old-fashioned paper forms!! Please just ask and they will be passed to your child in class. We appreciate that online is not for everyone and don't wish to alienate pupils or their parents but hope that these efforts to reduce contact will be appreciated and understood.

