

# CARRIE MAY SCHOOL OF PA

## Covid-19 Policies & Rules

This Document contains information on the Covid-19 Policies of Carrie May School of Performing Arts. These policies may change at any point in time. You will be informed of any changes via email.

### Our Venues & Classes

#### Entrance & Exits

Each venue will have a dedicated place to line up for class and an exit. There will be signs outside each classroom telling you where to line up for each class.

#### Wheathampstead Memorial Hall:

- Main Hall Entrance – Near the Toilets
- Main Hall Exit – Near the Toilets
- Hewitt Room Entrance – Opposite the playing fields
- Hewitt Room Exit – Fire escape door in the Hewitt Room

#### Nora Grace Hall:

- Entrance – Doors by the patio. When weather is good, we will ask students to queue outside.
- Exit – Door into the car park

#### Tring Community Centre:

- Entrance & Exit – Main Doors (we are unable to have an alternative exit in this building, so please make sure to observe social distancing as students enter/exit)

#### St Helen's School:

- AT THIS TIME, WE ARE NOT ALLOWED TO USE THIS BUILDING. Once we have permission to return, we shall make sure all these rules are in place. We are currently looking for an alternative venue until such a time we can return to this school.

#### Drop-off and Pick-up

- Please avoid arriving any more than 10 minutes ahead of the class, we understand this may not be possible for some people.
- Parents are not permitted to wait in the corridors or foyers between classes. **THIS IS A RULE PUT IN PLACE BY OUR VENUES.**
- When picking up your child, please wait outside the venue, where possible (if the weather is bad, you may enter as your child's class is finishing)
- If you are waiting in the corridors for ANY REASON and aged 12 or over, you must wear a facial covering of some kind.
- Signs outside each classroom/venue will tell students where to line up. On days where more than one room is being used, signs will state the name of a teacher, but please be aware we occasionally move between rooms so this name may not be correct. If this is the case, you will be warned in advance.

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## In Classes

- Upon entry, all students will be asked to use hand sanitiser before they can start. This can be their own or they may use ours.
- All students **MUST** observe social distancing when in the classrooms. Rooms will be set out with cones or markers to show where each space is.
- Ballet barres/chairs will be placed at the edge of each square for classes that require them. These will each have individual covers on them. At the end of each class, these covers will be removed and placed in a bag. Clean covers will be put on the barres before the next class.
- Drinks will be kept at the edge of a persons square, to avoid having to walk across the room to get to them.
- Students will not be permitted to eat snacks in our venues unless they are with us for more than 2 hours. Anyone who does need to eat will be sent to a designated area.
- Students will not be required to wear face coverings whilst in classes.

## Toilets

- Students will not be allowed to use the toilets during classes, as we cannot be sure they have been cleaned sufficiently between uses. (The only exception will be students who have a long session of classes)
- During each teachers cleaning break, they will try to clean the toilets as well. However, our priority will always be our classrooms.
- Where possible, we ask that everyone tries to avoid using the toilets in our venues and instead use them before they head to our venues. However, we do understand this will not be possible at times.
- If you do have to use our venues' toilets, please use the wipes provided to wipe down any surfaces you have touched afterwards. Wipes should be disposed of in the bins.

## Cleaning

- All classes have been shortened by 5 minutes in order to give teachers time to clean all touch points in the room and replace barre covers. **THIS IS A RULE PUT IN PLACE BY OUR VENUES.**
- For classes where there is more hand to floor contact (Stretch & Conditioning, Modern/Jazz, Acro), timings have been changed in order to allow us to do a deeper cleaning.
- Any crash mats that get shared by students will be cleaned thoroughly with anti-viral wipes between each person.
- If a student has been isolated in an allocated room due to suspected Coronavirus, the room will be deep cleaned by a member of staff before anyone else is allowed in.
- At the end of each session, teachers will clean the floor and all contact points in the classrooms, toilets and corridors.
- **If you have any allergies to cleaning products, hand sanitiser, etc, you must inform us as soon as possible.**

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## Students & Parents

### Clothing and Bags, etc

- Shoes must be worn at ALL TIMES whilst on the premises, regardless of dance style. For Acro, we would advise something like swim socks or Jazz shoes (please do not wear Ballet shoes for Acro as they will slip).
- Students are only permitted to bring a bag into class if they have more than one class in a day. This bag should be able to hold everything they need so we do not have loose items around the rooms.
- Everyone must provide their own water bottles which must be filled BEFORE you come to the venue. Students are no longer permitted to fill up their bottles/get a glass from the kitchens of our venues. **THIS IS A RULE PUT IN PLACE BY OUR VENUES.**
- We will not be providing equipment such as Yoga Blocks, Yoga Mats, etc, as these cannot be easily cleaned. If you want/need one, please provide this yourself and ensure that it is clearly named.

### Illnesses & First Aid

- If anyone who has ANY symptoms of COVID-19 comes into class, regardless of how small the symptoms are, we will be forced to close down our whole school for two weeks or until that person gets a negative test.
- If someone contacts us saying they have developed COVID-19 and been to our school in the last week, we will close the school for two weeks.
- Anyone picking up or dropping off must also follow government guidelines. This includes but is not limited to ensuring you are free of all COVID-19 symptoms (a high temperature, a new and continuous cough, a change to your sense of smell and/or taste), you are not required to quarantine for any reason and you have not received a positive test in the last 10 days.
- If you are unsure, PLEASE STAY HOME.
- In the event one of our school members becomes ill, we will be asked to give contact information of all students to NHS Test and Trace. The same thing will happen if NHS Test and Trace contact us. If you do not wish to participate in NHS Track and Trace, please contact us to opt out.
- If a student comes to classes and we believe they are showing symptoms of Coronavirus, the student will be isolated in an allocated room with a member of staff who will be wearing full PPE. We will then call a parent/guardian to come pick them up. This student will not be allowed to return unless they self-isolate for 10 days or receive a negative test result.
- In the event a teacher needs to perform first aid, they will wear a mask, gloves and an apron if required.