

## RB ARTS ACADEMY

Unit 1

52-60 Bell Lane

Uckfield

TN22 1QL



### 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 | 29/7/2020            | 29/08/2020                     |

#### PURPOSE AND STATEMENT:

RB ARTS ACADEMY 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
- OOSS can open from the beginning of the school summer holidays
- Social distancing reduces to 1m from 4<sup>th</sup> July
- 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.

#### 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:

RB ARTS ACADEMY 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 RB ARTS ACADEMY students, staff and volunteers is paramount
- All staff and volunteers are responsible for ensuring this procedure is followed

## CREATIVE BUSINESS SUPPORT HIVE: SUMMER HOLIDAY REOPENING PACK

- It is the role of every RB ARTS ACADEMY stakeholder to minimise the risk of spreading COVID-19
- RB ARTS ACADEMY is committed to following the advice of the UK Government, NHS and Public Health England

### **SITE MANAGEMENT:**

Max Teacher: 2 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 2 teachers. For the purposes of child-friendly and age appropriateness RB ARTS ACADEMY 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. 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.

Upon arrival, all students are to immediately wash their hands (chaperoned to ensure distance by staff)

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 not be included in course content, even outside.

Any student/teacher or family member who is tested positive for COVID-19 up to two weeks post event dates must immediately inform RB ARTS ACADEMY 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 follow government guidance “COVID-19: cleaning in non-healthcare settings”.

### **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.

## CREATIVE BUSINESS SUPPORT HIVE: SUMMER HOLIDAY REOPENING PACK

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 (i.e. the staff room) must be cleaned down between teachers of separate bubbles groups. Where resources are available, staff must use separate equipment. Teachers must clean before and after use of the kitchen and any cups/kettles/fridge/refreshment containers must be wiped with antibacterial wipes/sprays.

Teachers and Volunteers are expected to follow other RB ARTS ACADEMY 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.

