

Lyme School of Ballet

COVID-19 Health Management, Hygiene and Cleaning (Updated April 2021)

Please note that all highlighted areas stress updated details from the April 2021 review of LSB's COVID-19 Policies.

If parents, guardians and / or students are unable to adhere to the guidelines outlined below, they will be unable to attend lessons.

Whilst the COVID-19 pandemic continues, Lyme School of Ballet (LSB) must ask that its staff, parents, guardians and students treat themselves and others as asymptomatic carriers of the virus at all times. This will help to ensure that our studios remain as safe as possible at all times.

Health Questions:

If you answer 'yes' to any of the following questions, please do not attend LSB and self-isolate at home until you have contacted the NHS to confirm current government / NHS guidance.

- Have you had a fever in the last 14 days?
- Have you had a new and persistent cough or any breathing problems?
- Have you lost or noticed a change in your sense of taste or smell within the last 14 days?
- Have you noticed an increase in fatigue?
- Has anyone in your household shown any of the above symptoms within the last 14 days?
- Do you have a known exposure to someone diagnosed with Covid-19 within the last 14 days?
- Have you visited a foreign country in the last 14 days and if so, does government guidance request that you self-isolate / quarantine? Visit the following website for the latest guidance: www.gov.uk/guidance/travel-advice-novel-coronavirus

Should You Feel Unwell:

- Please let the staff at LSB know if you feel unwell when attending or after attending any classes or ballet exams.
- Please remember that should you ever feel unwell, whether you are at LSB's studios or not, it is very important that you let Miss Freya know as soon as possible. Should you have attended LSB in the **48 hours prior to your symptoms developing**, all peers, parents / guardians and LSB members of staff will need to be notified immediately.
- Please encourage young children to tell Miss Freya immediately if they feel unwell when attending class or ballet exams.
- Miss Freya is LSB's qualified First Aider. If a student has an accident that requires First Aid attention, Miss Freya will deal with the situation swiftly. Where appropriate,

Miss Freya may ask the individual to wear their face mask whilst being treated. Miss Freya will always use PPE whilst dealing with any First Aid situations.

If There is a Suspected Case of COVID-19:

- To ensure that students can be contacted quickly should any of our members become a suspected positive case of COVID-19, please ensure the contact details you have shared with LSB are always up-to-date.
- All activity will be stopped immediately and the individual suspected of having COVID-19 will be isolated until they can be taken home. They should then self-isolate at home and contact the NHS to confirm current government / NHS guidance. Please do not re-attend classes until you have contacted Miss Freya to inform her of the outcome.
- Isolated individuals will be required to wait in the old changing room at Woodmead Halls or the Anteroom at the back of St. Michael's Parish Church Hall, whilst sat on their personal yoga mat / towel. The isolated individual will still be able to hear and see Miss Freya but must maintain a distance of two meters at all times as a minimum.
- If an isolated individual requires support or comforting whilst waiting to be picked up, Miss Freya will be required to wear PPE and she will also ask the individual to put on their mask or face covering if appropriate.
- Anyone who may have been in close contact with a suspected or confirmed case of COVID-19 will be contacted immediately by Miss Freya. The individual must then self-isolate at home and contact the NHS to confirm current government / NHS guidance. Please do not re-attend until you have contacted Miss Freya to inform her of the outcome.

Basic Hygiene Procedures:

Basic hygiene procedures are paramount.

- Please make use of the hand sanitiser, that will be supplied in each class location, before entering and exiting the hall.
- Should you sneeze or cough, please do so into your flexed elbow if you do not have a tissue to hand. Please then wash or sanitise your hands. If using a tissue, please use the 'Catch It, Bin It, Kill It' protocol and discard your tissue in the bin provided before washing or sanitising your hands.
- Please avoid touching your face but if you need to do so, ensure that you wash or sanitise your hands preferably before and afterwards.
- Please do not share any belongings with other students.
- Please do not share water bottles.
- Please do not eat any food in the studio.
- Please do not sit down on the floor or chairs in the hall during class or a ballet exam unless told to do so – let's work on our posture rather than taking a break!!
- If it is essential that you visit the on-site toilet, ensure that you wash your hands afterwards thoroughly with soap and water for at least 20 seconds (singing Happy Birthday twice through to your favourite ballerina!). Please then dry your hands on the paper towels provided and discard them in the bin.
- Please make sure you put the toilet lid down before flushing.

- Always wear clean, freshly washed clothes to class or an exam to avoid cross contamination from other activities or places where clothes may have been worn previously.
- Always bring a clean, freshly washed towel or freshly wiped yoga mat.

If you have an Allergy to Hand Sanitisers:

LSB uses Dainty and Heaps Hand Sanitiser (80% alcohol).

If you have a known allergy to any hand sanitising products, please inform LSB as soon as possible and ensure that you remind Miss Freya at the beginning of each class.

All students will be required to use the hand sanitiser provided by LSB or, if allergic, wash their hands using soap and water for 20 seconds (singing Happy Birthday twice through to their favourite ballerina!).

Use of Face Masks and Face Coverings:

Details of when students will be required to wear a face mask / covering whilst attending classes at LSB are outlined below.

Please note that a student is classed as 'over the age of 11' if they are 11 years old or above on the 31st of August 2020.

- Any student over the age of 11 **MUST** wear a face mask / covering whilst entering the studio.
- Students over the age of 11 **MUST** continue to wear their face mask / covering until they have reached their designated towel / yoga mat area.
- Miss Freya may ask students to use a face mask / covering if a situation arises where it would become difficult for two meters social distancing to be maintained.
- Whilst dancing, the use of face masks / coverings is allowed but is not compulsory unless Miss Freya asks students to use a face mask / covering for a specific or emergency situation.
- Students over the age of 11 **MUST** wear a face mask / covering whilst leaving the hall space at the end of a session.
- Accompanying adults **MUST** wear a face mask whilst attending our Dance To Your Own Tune sessions.
- Any members of staff visiting LSB **MUST** wear a face mask throughout the duration of their stay.
- If any member of LSB is exempt from wearing a face mask / covering, please contact Miss Freya as soon as possible to inform her.

Whilst wearing a mask or face covering, please ensure that you follow these guidelines:

- Masks and face coverings should fit snugly over the nose and mouth so that they do not become loose or fall off the face.
- Once they have been put on, masks or face coverings must not be touched.
- If a mask or face covering becomes saturated in sweat it will not do its job properly and will need to be replaced.

- If the mask or face covering has been touched or you have finished using it then it must be discarded in a secure bin or stored safely within the student's ballet bag ready to be washed at home.
- If you are attending classes of 60 minutes length or less, please ensure that you bring at least **TWO** face masks / coverings.
- If you are attending classes of 90 minutes length or more, please ensure that you bring at least **THREE** masks or face coverings to the studio.
- It is your responsibility to source face masks / coverings (and have spares!).
Please note: Miss Freya is making fabric re-usable face masks if you would like to purchase some.
- Once you have discarded your mask or face covering, please ensure you wash or sanitise your hands immediately.

Upper Grade Students:

- If you normally perform your graded exercises with a partner, this will still be possible but you must not hold hands and you will have to wear a mask or face covering for the duration of the exercise.
- Exercising in a mask or face covering can be uncomfortable and very hot. It will also make breathing much harder.

Cleaning of Equipment and Hall:

LSB has put into place a cleaning regime to ensure that each of our studio spaces are safe before each new group begins their class. The following areas are important to draw your attention to:

- Woodmead Halls Management will clean the toilets and hall floor in full between use by different organisations.
- St. Michael's Parish Church Hall is cleaned fully twice weekly in addition to the cleaning that Miss Freya carries out. There are currently no other groups using this hall space in the **48-hour period** leading up to the start of each Monday session.
- Any high-touch areas will be cleaned by Miss Freya before a new ballet group enters the hall. These high-touch areas will be cleaned again when the class or ballet exam has finished. Please see the LSB Cleaning Checklist held by Miss Freya.
- Cleaning products that will be used to sanitise high-touch areas are: Tesco Multi-Surface Cleaner (99.9%), Biotab Combined Disinfectant Cleaner (Log 7), and Dainty and Heaps Hand Sanitiser (80% alcohol).
- Cleaning products will always be kept out of reach of children.
- A new disposable cloth will be used to clean before each individual class or ballet exam.
- **LSB's collection of loanable props and uniform will be unavailable for the foreseeable future. Please ensure you have your own uniform and, where necessary, bring your own props to classes.**
- A bin will be provided within each studio space for tissues etc. to be discarded.
- If a student, parent or guardian becomes a suspected positive COVID-19 case whilst attending LSB, any surfaces or items that have been touched by that individual will be cleaned thoroughly with the cleaning products outlined above. The isolation zone will then be left for a period of **48-hours** if at all possible.

Registers of Attendance:

A record of every student, parent / guardian or staff member's name will be taken whenever they attend class or a ballet exam.

If you are 16 years old and above, and have a compatible phone or tablet device, please also ensure that you scan our LSB QR Code with your 'NHS COVID-19 App' as soon as you enter the hall.

In the Case of a Fire Emergency:

Please refer to Part 4 of our 'Health and Safety' policy.

Please also note that in the event of a fire emergency, our fire safety policy will supersede all COVID-19 social distancing policies.