



THE ACADEMY COVID-19 GUIDELINES - SEPTEMBER 2020

SATURDAYS

1	SMALLER GROUP SIZES	a) in line with the Government Guidelines for Children's Activities, students will work in small groups of 15 per class ensuring each student is able to maintain a 1m social distance from other members of their group at all times.
2	SIGN IN / SIGN OUT	<p>a) sign in and out will be staggered throughout the day to ensure only 1 group of students are using any entrance at any time. Students will enter/exit The Arena via the Main Front entrance, The Arena side entrance and the Fire Exit by the Theatre.</p> <p>b) arriving at The Arena will be a drop off basis only meaning no parents/guardians will enter The Arena at any point. We will have Faculty members stationed in the car park, at entrances and in corridors to ensure that all students arrive safely at The Arena and travel safely to their classes.</p> <p>c) our youngest pupils will be signed in via the main front entrance. We will mark areas on the floor to ensure social distancing for parents/guardians. No more than 1 parent/guardian per drop off/pick up in order to ensure social distancing.</p>
3	TEMPERATURE CHECKS	a) on arrival at The Arena every student & Faculty member will have their temperature checked. Anyone displaying a temperature of 37.5 degrees and above will not be permitted into the building.
4	HAND SANITISER	<p>a) all students/Faculty must sanitise their hands on entering The Arena.</p> <p>b) students/Faculty must sanitise their hands at the start of every class/whenever they enter a new room</p> <p>c) on returning from the bathroom all students must sanitise their hands</p> <p>d) after completing any floor work in dance all students must sanitise their hands</p> <p>e) all students must wash their hands (monitored by Faculty for 20 seconds) before eating at lunch or break.</p>

5	STAGGERED SESSIONS	<p>a) in line with staggering sign in/out we will also stagger classes throughout the day to ensure less students in The Arena / arriving at The Arena at any time. This also puts less strain on bathrooms.</p> <p>b) students will work in bubbles with no mixing between groups.</p>
6	UNIFORM	<p>a) all Academy students wear Academy uniform which must only worn on Saturdays to The Arena. The uniforms must all be washed every week ensuring the virus cannot be picked up elsewhere and brought into The Arena on student's clothing.</p>
7	SOCIAL DISTANCING IN STUDIOS / CLASSROOMS	<p>a) by working in smaller groups, social distancing is easily possible. For drama and dance classes we will mark out an area for each student to stand in for the duration of the class keeping them at a 1 metre distance from each other. We shall do this using tape or discs. Discs shall be cleaned between classes.</p> <p>b) In Singing and Screen Acting classes we shall use every other chair to ensure social distancing.</p> <p>c) For the first half of the autumn term whilst the weather is warm we will move classes outside wherever possible.</p>
8	BATHROOMS	<p>a) When using the Dance Studio, Academy students will have access to the toilet by the changing rooms. This will only be used by Academy students.</p> <p>b) When using all other rooms, Academy students will only use the Staff Toilets by the Theatre. This way we are socially distant from any other groups in The Arena.</p> <p>c) Faculty will only use the Disabled Toilet by the Theatre.</p> <p>d) We will have a member of staff on reception at all times who sits right by these toilets for the duration of the morning so can monitor how many students are in the bathroom at once and if necessary students can queue outside the bathroom rather than inside which will allow continued social distancing.</p> <p>e) students must wash their hands before and after using the bathrooms to ensure handles etc are kept clean.</p>

9	FACULTY HYGIENCE	<p>a) Faculty members will wear facial visors whilst teaching.</p> <p>b) Only Faculty members will be allowed to open doors to classrooms/students.</p> <p>c) Dance Faculty shall provide their own portable speakers which only they will touch.</p> <p>d) Music shall be kept at a lower volume than usual in Dance to ensure the Faculty do not need to shout over the music.</p> <p>e) Singing Teachers will wear gloves for the entire time teaching to ensure keyboards are kept sanitised. A new pair of gloves should be worn for each lesson.</p>
10	FACULTY TRAINING	<p>a) all Faculty will be trained thoroughly on hygiene, enforcing social distancing in class and how to move around The Arena.</p> <p>b) all Faculty have taken part in a course Preventing Covid-19 and hold a certificate with the virtual college.</p>
11	BREAK TIMES	<p>a) we will only use the Upper Atrium for breaks/lunch ensuring we are the only group using this area and that we are not mixing with any other groups using The Arena.</p> <p>b) each age group will be allocated a different colour chair to sit on at break/lunch. This will help with social distancing and also cleaning.</p>
12	CLEANING	<p>a) all Faculty will be provided with gloves and cleaning products. After every lesson door knobs, light switches, tables, chairs, etc will be cleaned thoroughly by Faculty.</p> <p>b) the Dance Studio and Theatre floor will be cleaned in between each dance class.</p>
13	MOVING AROUND THE ARENA	<p>a) students will be fully supervised by Faculty/assistant teachers at all times whilst moving around The Arena.</p> <p>b) students will travel in a single file straight line keeping to the left side of the corridor ensuring Social Distancing is possible should they meet any other Arena uses along the way.</p> <p>c) in order to avoid passing other groups we will follow the one way system around The Arena which includes passing from the Upper Atrium to the Lower Atrium via the Grand Hall staircase. All students will be shown where to go on their first day back.</p>

14	ILLNESS	<p>a) If a student/Faculty member feels unwell with Covid-19 symptoms or a member of their household or anyone they have interacted with feels unwell with Covid-19 symptoms for 2 weeks prior to class then they must be kept at home (unless they have a Covid-19 test and the result is negative)</p> <p>b) If a student/Faculty member feels unwell with Covid-19 symptoms whilst at The Academy they will immediately be sent home.</p> <p>c) If a student or Faculty member tests positive for Covid-19 we shall immediately alert all parents and guardians.</p> <p>d) If a student tests positive for Covid-19 their group's classes (and any bubbles that could be affected eg where siblings are involved) shall be moved onto Zoom for 2 weeks.</p>
15	GOVERNMENT GUIDELINES	<p>a) I am keeping up to date with the Government Guidelines and am in regular contact with the CAA who are liaising with the Government in order to ensure guidelines specifically for Children's Activities are kept up to date. I will up date our policies whenever new guidelines are issued.</p>