



COVID-19 RESPONSE PLAN
15th May 2020

CONTENTS

- 1. Introduction
 - Context.....3
 - Working Together to Suppress COVID-19.....3
 - Symptoms of COVID-19.....3
 - How COVID-19 Spreads.....4
- 2. Procedures to Prevent the Spread of COVID-19
 - Hand Hygiene.....4
 - Respiratory Hygiene.....5
 - Physical Distancing.....5
- 3. Identifying/Dealing with a Suspected Case of COVID-19
 - Identification.....6
 - Dealing with a Suspected Case of COVID-19.....6
- 4. Cleaning.....7
- 5. Use of PPE.....7
- 6. Reporting Requirements.....8
- 7. First Aid.....8

1. INTRODUCTION

Context

Song and Dance Stage School has been deeply committed to adhering to the strict guidelines put in place by the Irish government since the beginning of the COVID-19 pandemic.

As we begin to reopen our doors to our students, we need to incorporate these measures into the way we operate our classes and camps.

This document, our *COVID-19 Response Plan*, outlines the procedures our community will follow to keep each other safe.

It is based on the Irish Government's *Return to Work Safely Protocol*, which 'incorporates current advice about measures to reduce the spread of COVID-19 in the community issued by the National Public Health Emergency Team (NPHET). As the advice issued by NPHET continues to evolve, this protocol and the measures employers and workers need to address may also change. Therefore, it should be noted that the attached details are non-exhaustive and are also subject to change.'¹

Our *COVID-19 Response Plan* will continue to be updated in line with evolving guidelines.

Working together to suppress COVID-19

Song and Dance Stage School acknowledges that the successful suppression of COVID-19 will require us all to work together. We will communicate our procedures to all our staff and students via:

- circulation of this plan
- signs around the building
- age-appropriate induction for students on their first day

Song and Dance expects everyone who uses our facilities to cooperate fully with these procedures.

Song and Dance has appointed Jimmy as the person in charge of ensuring COVID-19 measures are strictly adhered to at Song and Dance. If you have any questions or concerns, or would like any advice, please contact Jimmy.

Symptoms of COVID-19²

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. It can take anything from 2 days up to 14 days for symptoms of coronavirus to appear. They can be similar to the symptoms of cold and flu.

Common symptoms of coronavirus include:

- a fever (high temperature - 38 degrees Celsius or above).
- a cough - this can be any kind of cough, not just dry.

¹ Return to Work Safely Protocol, 8th May 2020.

² This section quotes the Return to Work Safely Protocol, 8th May 2020.

- shortness of breath or breathing difficulties.

For the complete list of symptoms, please refer to the HSE Website.

Some people infected with the virus, so called asymptomatic cases, have experienced no symptoms at all.

How COVID-19 Spreads³

The virus that causes COVID-19 disease is spread from people in fluid and in droplets scattered from the nose or mouth of an infected person when the person with COVID-19 coughs, sneezes or speaks. The fluid or droplets land on objects and surfaces around the infected person. Other people contaminate their hands by touching these objects or surfaces and then bring the virus into contact with their eyes, nose or mouth by touching them with their contaminated hands. COVID-19 can also spread if droplets from an infected person land directly on the mucous membranes of the eye, nose or mouth of a person standing close to them.

While people are most likely to pass on the infection when they have symptoms, current information suggests that some infected people spread the virus to others prior to developing or displaying symptoms themselves.

2. PROCEDURES TO PREVENT THE SPREAD OF COVID-19

Song and Dance recognises that the best way to prevent person-to-person spread of COVID-19 is to use proper *hand hygiene* and *respiratory etiquette*, and to practice *physical distancing*.

Hand Hygiene

- Song and Dance will provide appropriate hygiene facilities to accommodate staff and students in adhering to hand hygiene measures.
- Everyone will be required to clean their hands using an alcohol-based hand-rub upon entering and leaving the building. This will be overseen by a Song and Dance team member at the front door, at both drop-off and collection.
- Further, anyone using our facilities is required to wash their hands with soap and water or with an alcohol-based hand rub in particular:
 - after coughing and sneezing
 - if in contact with someone who is displaying any COVID-19 symptoms
 - if they become dirty
 - after toilet use
- Everyone should avoid touching their eyes, mouth, or nose.
- It is not permitted to share objects that touch the mouth, for example, bottles or cups. Everyone attending a class or camp must supply their own bottle of water. It will not be possible to refill bottles at Song and Dance.

³This section quotes the Return to Work Safely Protocol, 8th May 2020.

- As far as is possible, all entry and exit doors will remain open to prevent contact with these surfaces.

Respiratory Hygiene

- In addition to hand hygiene, good respiratory hygiene and etiquette is also necessary.
- Song and Dance will provide tissues as well as bins/bags for their disposal.
- These bins will be emptied on the hour/at the end of every session.
- Song and Dance will ensure the building is well-ventilated at all times.
- All students and team are required to practice international guidelines for respiratory hygiene in respect of coughing, sneezing etc. Song and Dance will provide signage and regular verbal reminders of the above.

Physical Distancing

- Song and Dance will adhere to a 'No Physical Contact Policy'. This applies to all staff and students, except in cases of emergency, e.g. to administer first aid.
- The maximum number of students is 25, plus 4 staff members. This allows us to maintain a 2 metre distance between every individual.
- The floor of Studio 1 will be marked with a grid at 2 metre distances. Upon arrival each day, each student will be assigned a number on the grid. This will be the place they stand for that day's classes.
- The number will correspond to a place on a bench around the walls of the room, also marked at 2 metre distances. The student will use this space for breaks/to store their belongings.
- The assigned number will be changed on a daily/weekly basis so every student gets a regular chance to stand at the front.
- Class lengths may be altered in accordance with government guidelines and to allow for adequate cleaning between sessions.
- Parents/guardians are not allowed beyond the pedestrian gate of Song and Dance. For drop-off/ collection, families will wait in the turning circle, which will be closed to traffic. Please adhere to the rules of the road and respect our neighbours when parking your car.
- At drop-off, children will enter via the pedestrian gate. The yard will be marked with 2 metre intervals. They will queue to use the hand-sanitising station outlined above, then enter the building, receive their number for the day and go to that number. Parents are asked to be on time in order to aid our efficiency.
- At collection, students will be called in groups to collect their belongings and queue at the gate - the reverse of above. Children will be released one at a time, managed by a member of the Song and Dance team. Parents are asked to be on time for collection and to be patient with this system.
- To facilitate physical-distancing, all fees must be paid by phone/online in advance of the commencement of classes. There will be no in-studio payment facilities for the duration of the COVID-19 pandemic.
- Toilet breaks will be phased. Students are asked to be patient and let us know in plenty of time to avoid emergencies. Toilet facilities will be altered as follows:
 - Female - both sets of toilets on white corridor

- Male - studio 2 toilet
- There will be no food breaks at Song and Dance during the COVID-19 pandemic, nor are students allowed take or consume any food on the premises.

3. IDENTIFYING/DEALING WITH A SUSPECTED CASE OF COVID-19

The prompt identification and isolation of potentially infectious individuals is a crucial step in protecting both the person involved, and our entire Song and Dance community.

Identification

- We already keep contact information for all students and staff on file. Please be aware this may now be shared with third parties for the purposes of contact tracing.
- We will display age-appropriate information on signs and symptoms of COVID-19.
- It is not permitted to enter the building if you are displaying signs and symptoms of COVID-19
- Students should tell a teacher immediately if any symptoms develop during your class.
- Staff will be vigilant to potential symptoms appearing during a class.
- Song and Dance will send a form to complete via email at least 3 days before the commencement of classes/camp. This form will ask parents to confirm that no one in their child's household has symptoms of COVID-19, nor are they self-isolating or awaiting results of a COVID-19 test. If this form is not returned in advance of the first day of classes/camp, the student will not be permitted to enter the building.
- Families must tell us if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed.
- Families must tell us if any of the above circumstances change during the course of camps/term time.

Dealing with a Suspected Case of COVID-19

While it is not permitted to attend Song and Dance if displaying any symptoms of COVID-19, the following steps will be taken if a suspected case arises during classes.

- Jimmy is the appointed person to take care of an individual with a suspected case.
- The designated isolation area is Studio 2, because:
 - It is separate from the main studio and its exit routes
 - It can be reached in a direct route
 - It has its own toilet facilities
 - It can be adapted to deal with more than one person displaying the signs of COVID-19.
- Jimmy will accompany the person to Studio 2 (maintaining a 2m distance) and then he will stay in the blue corridor with the doors open. Please see our Child Protection Policy.
- The person will be provided with a mask to wear.

- The person's parent/guardian will be called immediately. If the person is an adult, assistance will be provided to arrange transport home. Public transport cannot be used. The person will remain in the isolation area until their transport arrives to take them home.
- Song and Dance's decision to ask a student to go home is final.
- The incident will be recorded in our logbook.
- Full cleaning and disinfection of the isolation area and any other areas the person has touched will be completed.
- We may provide assistance if contacted by the HSE.

4. CLEANING

- Song and Dance will follow European Centre for Disease Control guidelines to ensure frequently touched surfaces are cleaned at the end of every session. This will include, but is not limited to:
 - the floor of Studio 1 (as students may sit on the floor at various points)
 - the benches where belongings are stored
 - all toilet facilities.
- All handles and handrails will be kept visibly clean at all times and will be cleaned at the end of every session.
- Song and Dance will provide materials to assist staff and students in their personal hand and respiratory hygiene, e.g. alcohol-based hand-rubs, tissues, paper towels for hand-drying.
- Song and Dance has taken advice and training on cleaning methods and materials from an industry expert.
- We are increasing the number of waste collection points and ensure these will be emptied regularly. These bins will be for the collection of hygiene-related materials ONLY - the usual Song and Dance rules for being responsible for all your other rubbish still apply.

5. USE OF PPE - PERSONAL PROTECTIVE EQUIPMENT

While correctly using PPE can help prevent some exposures, it should not take the place of other preventative measures as outlined above.

Full hygiene compliance should be applied and maintained in all circumstances.

Song and Dance does not require students or staff to wear masks. If a parent/student/staff member wishes to do so, that is their personal choice but Song and Dance will not be providing masks for general use. If a person chooses to use a mask, it must be worn in strict adherence to government guidelines. A new/clean mask must be applied upon entering the building. Disposal of outdoor masks is a personal responsibility.

It is not permitted for students/staff to wear gloves for general personal protection inside the gate due to high risk of transmission.

For cleaning purposes, staff will wear gloves, masks and cleaning jackets. These will be provided by Song and Dance and must be disposed of securely in the appointed bag, to be disposed of safely or taken away and cleaned appropriately at the end of every day.

6. REPORTING REQUIREMENTS

There is no requirement for Song and Dance to notify the Health and Safety Authority if a team member or student contracts COVID-19.

Song and Dance will notify parents at collection time of a suspected case of COVID-19.

7. FIRST AID

In the event that first aid is required, it may not be possible to maintain a distance of 2 metres.

Before any First Aid is carried out, masks will be issued to both First Aid Responder and recipient.

Extra care must be taken around hand hygiene. Gloves should be worn.