

COVID-19 Protection Policy & Procedure

Showcase Studios - Manchester

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Introduction

Showcase Studios Group Ltd is fully committed to safeguarding the wellbeing of children, adults and cast members within our studio and business environment. All staff are expected to work within this policy to safeguard themselves, the business and our customers attending our activities and services.

A child is defined as a person under the age of 16 years.

This policy applies to all cast members, including senior management and the board of directors, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Showcase Studios Group Ltd.

Legal Framework

This policy has been drawn up on the basis of law and guidance from the below sources:

- HM Government Guidance:
 - COVID-19 General Guidance; <https://www.gov.uk/coronavirus>
 - COVID-19 Response Summer 2021: <https://www.gov.uk/government/publications/covid-19-response-summer-2021-roadmap/covid-19-response-summer-2021>
 - Moving to Step 4: <https://www.gov.uk/government/publications/covid-19-response-summer-2021-roadmap/moving-to-step-4-of-the-roadmap>
 - Social Distancing Review Report: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999413/Social-Distancing-Review-Report.pdf
 - COVID-Status Certification Review: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999408/COVID-Status-Certification-Review-Report.pdf
 - Events Research Programme: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999427/Events-Research-Programme-Phase-1-findings.pdf

- FAQ COVID-19 Update - What You Can & Can't DO
<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>
- COVID-19 Implementing protective measures into education settings
<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
- COVID-19 – Working Safely During COVID-19 Provider of Grassroots sport and Gym Leisure Facilities
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

This policy should be read alongside Showcase Co policies and procedures on:

- COVID-19 Taskforce Induction Check List
- COVID-19 Risk Assessment
- COVID-19 Protection Policy & Procedure
- COVID-19 Staying Secure (Team Briefing)
- COVID-19 Staying Secure (Customer Briefing)
- COVID-19 Emergency Action Plan
- Fire Emergency Evacuation Procedure
- Health & Safety Policy and Procedures (COVID-19 Addendum)
- Cast Member handbook Addendum

Phased Timeframes for Reopening

1st June - Education Setting Return for Reception, Nursery, Year 1 and
4th July - Hospitality, Leisure, Public Places and all other business forced to
close during lock down.

September - All Education Settings Return

2021

29th March – Education Settings including out of school activities (childcare), Adult and children physical activity (planned) outdoor activity to resume.

12th April – All children's activities to resume indoors, outdoor hospitality, indoor parent and child groups to resume.

17th May – Indoor hospitality (up to 6 people per table) up to 50% of capacity, indoor entertainment and events (up to 6 people per table) up to 50% of capacity, organised indoor physical activity to resume

19th July – larger events and no social distance legal limit, business and activities to return to normal with caution. Further guidance and reviews to be provided from September.

Underlying Principles

- Promoting Good Practise

All freelance staff's / employees cast members/ volunteers and the directors of Showcase Studios Group Ltd should be encouraged to protect themselves and our customers and members of the public by following the below systems and procedures.

- Planning and organising our setting

We will implement and continually consider the following steps:

- Training and induction of new standard operating procedures and the election of a task force.
- Refresh our risk assessment and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed below). Also ensure that all health and safety compliance checks have been undertaken before opening including but not exhaustive to.
 - Cleaning Quality Assurance Daily Checks
 - Facility Monthly Deep Cleaning Compliance Checks
 - Task force induction training
 - COVID-19 Training for all team members,
 - Elect Social Distancing Champions and COVID-19 Coordinator
 - Facility and Standard Operating Systems Inductions and Training.
- Organise our facility to display health & hygiene signage where appropriate, floor markers for social distancing measurements where required, and reorganise our facility to provide adequate space and the removal of cross contamination of equipment / surfaces.

- Organise classes to have no more than 15 students / 20 maximum in largest studios (vale) in each class and create student stand points in the classroom to provide clear markings for social distancing spacing.
- Organise studios, learning environments and waiting rooms so that furniture, pinch points and access support provide easy through routes and reduced enclosed spaces where distancing of close contact may be minimized.
- Continually analyse and assess which lessons or activities will be delivered with safety and welfare as priority and provide an updated timetable which can include a hybrid of in person and virtual running classes as and when required.
- Update and test our fire evacuation procedure specifically for COVID-19 risk assessment (this is in additional to our regular fire evacuation and systems tests)
- We will stagger break times and toilet breaks so that all children / members are not moving around the studios at the same time and teachers and assistants are in communications before releasing individuals out of their classrooms.
- We will aim to stagger class finish and new class start times by aiming to provide a customer exchange window to allow customer / students to vacate the building before new clients / students arrive, this will continue with updated class lengths time following easing of social distancing restriction to provide comfortable entrance and exit with our priority being customer service for all.
- We will aim to stager adult - adult contact through the studios when dropping children off by providing a one entry and one exit route into and out of the building. Vale studios will have the exit as the fire door exit and Hollywood and M41 studios will have the exit through the fire exit staircase doorway. The students will be collected from the back of the building before the next classes enter the building. For students waiting to enter the studios, the pavement outside the studios will be marked with 2-meter distancing marker lines to provide a line up - a member of staff will be the social distancing champion for the lineup and communicate with the studio assistants or teachers once the previous class has cleared out of the building to allow admittance for the next class. If there are adverse weather conditions and if it is safe to do so a waiting line up can take place with the studio reception as long as social distancing is abided by.
- In addition, we will aim to keep small groups of children and adults in their own space within the classroom environment and to reduce group work or mixing.
- We will continue with our enhanced existing cleaning and hygiene standards which will continue for the foreseeable future. This will include maintaining a higher frequency of cleaning in line with the current COVID

Risk Assessment which includes the cleaning of all rooms, equipment and touchable surfaces between groups of students and classes, and we will ensure that multiple groups do not use equipment or areas simultaneously completing the quality assurance cleaning checklist sheet every 45 - 60 minutes. In addition, the provision will continue, and everyone will be encouraged to wash their hands regularly.

- We will continue to ventilate all rooms, offices, meeting areas and communal areas.
- We will remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere
- We will remove soft furnishings, soft toys and props that are hard to clean (such as those with intricate parts)
- We will continue with our café service being a table and collection service for take out and staying in. Payment will remain card only.
- We will continue with our clothing and products boutique online through our website shop and our boutique items will continue to be disinfected after being touched.
- We will continue with temperature checking with a contactless infrared thermometer gauge for every cast member, contractor, and student / member coming into class, this will be conducted by our social distancing champions / studio assistants who will also ask if you have any symptoms of COVID-19. If you have symptoms and or your temperature is above 37.8 degrees, you will be asked to go home and seek medical advice. We will also complete an incident form and record the temperature and actions. This will continue until the government instruct businesses to no longer act until caution in relation to COVID-19
- We will also be asking all cast members, contractors and freelance workers to engage with twice weekly testing and to share the results every 3-4 days on a rota system, testing kits can be ordered online free of charge at <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>. Getting tested regularly is the only way to know if you have the virus, we encourage ALL cast members, contractors and visitors to get regularly tested, as identifying positive results and self isolating will help stop the virus spreading and further disruption to our service.
- We encourage all of our workforce and customers to make an informed decision when deciding to take up the offer of a vaccine by paying attention to official information sources such as the NHS
- Cast members and customers are also encouraged to download the NHS app, once set up this app will allow you to access your vaccine passport, further information can be found [here](#) which can provide additional entry into businesses and events if your COVID-19 status is registered as a PASS.
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Communicating Our plans

- Newsletters and social media communications will be issued by the CEO until all business lockdown restrictions are lifted.
- We will inform all customers and visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#)), this will be communicated by our social distancing champions in our verbal, written.
- We will advise parents that the waiting room will have a staggered capacity for sitting in the waiting room on a first come first serve basis or where the most vulnerable persons will be required to wait inside the studios, all visitors waiting will be required to take a seat and not obstruct through routes or exits. The staggered seating and waiting room capacity and timeframes for review will be:
15 visitors from 19th July 21
25 visitors from 1st August 21
30 visitors from 1st September

The maximum for seated capacity currently in the waiting room whilst acting under caution will be 30 visitors. For all other event areas such as show audience seats will return to full capacity pre covid-19

- Members will be made aware of their class start times and encouraged to arrive no more than 5 minutes in advance of the class start time to ensure the previous class and visitors have exited the building to reduce crowded enclosed spaces.
- We will talk to team member about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including completing a task force induction and training on the updated normal operating procedures.
- Discuss with team member the additional cleaning requirements and agree inclusions within rota and role to allow for this.
- We will ensure the processes are regularly reviewed and communicated by our COVID-19 Coordinator who will coordinate customer and team communications along with reporting any findings, queries or implementations to the senior management team / director.

When The Studios Are Open

- We will ensure that all students / members are reducing the mixing of same groups and in of no more than 15 students during term time classes and no more than 30 for holiday workshops.
- We will ensure that the same teacher(s) and other staff are assigned to each group in person and virtually and, as far as possible, these stay the same during the whole class.
- We will ensure that wherever possible members and students use the same room or area of a setting throughout their class, with a thorough cleaning of the rooms before each new class and day.
- We will encourage members, visitors and cast members to wear masks in crowded or enclosed spaces or where they feel it appropriate to act with caution and reduce the risk
- We will encourage all members, visitors and cast members to confirm their COVID status where they feel comfortable in order to reduce the risk and acknowledgment of isolation exemption.

For cleaning and hygiene:

- We will follow the [COVID-19: cleaning of non-healthcare settings guidance](#) and company quality assurance documents.
- We will ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitizer in classrooms.
- We will clean surfaces that are being touched, such as equipment, barres, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal
- We will ensure that all adults and children:
 - Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the [guidance on hand cleaning](#)
 - Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing
 - All persons encouraged not to touch their mouth, eyes and nose
 - Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- Ensure that help is available for children and young people who have trouble cleaning their hands independently
- Consider how to encourage young children to learn and practice these habits through games, songs and repetition
- Ensure that bins for tissues are emptied throughout the day

- Where possible, all spaces should be well ventilated using natural ventilation (opening windows / doors).
- Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation
- Ensure the facilities are well stocked up of hand cleaning, general cleaning and disinfectant supplies, ventilation, air purifiers and CO2 detection alarms.
- There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting

Reduce mixing with other groups by:

- Accessing rooms directly from outside where possible
- Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time
- Noting in the account registers (marked with a Red First Aid Suitcase) that some children and young people will need additional support to follow these measures (for example, routes around the studios to support them in understanding how to follow rules)

Reduce the use of shared resources:

- by limiting the number of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff
- by seeking to prevent the sharing of props and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently
- We will encourage our students and members to bring their own equipment such as yoga mats, blocks, straps.
- although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between classes

Physical Contact

In relation to the teaching of education / dance / performing arts / fitness it may be at times necessary for teachers and assistants to make physical contact to advise of correct technique or to prevent injury.

This naturally places the staff member in a position of not social distancing, the physical contact during the pandemic should be limited as much as safely is possible and where the social distancing is not able to be maintained the PPE is encouraged to be worn.

Actions to be taken if COVID-19 Symptoms / concerns are identified:

- a) A member of the team will notify the Principal or manager on site of any concerns immediately if anyone becomes unwell with a new, continuous cough, loss of or change to taste or smell, or a high temperature in our setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).
- b) If a student / customer is awaiting collection, they should be safely moved, if possible, to a room where they can be isolated behind a closed door, all children should be under adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 meters away from other people.
- c) If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
- d) PPE should be worn by the team member caring for the customer / team members while they await collection if a distance of 2 meters cannot be maintained (such as for a very young child or a child with complex needs).
- e) In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care center or a hospital.
- f) If a member of the team has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the customer subsequently tests positive

(see 'What happens if there is a confirmed case of coronavirus in a setting?' below).

- g) They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

See the [COVID-19: cleaning of non-healthcare settings guidance](#).

What happens if there is a confirmed case of coronavirus in a setting?

- a) When a member, student or team member develops symptoms compatible with coronavirus, they should be sent home and advised to follow medical

advice for self-isolations - if a team member is well enough to do so they will be authorised to work from home virtually.

- b) Where the member, student or team member tests negative, they can return to their setting and the fellow household members can end their self-isolation.
- c) Where the members, student or staff member tests positive, the rest of their class or group within our setting will be made aware and encouraged to take a test and self-isolate for 10 days if they test positive and to report to track and trace. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms, if a team member is well enough to do so they will be authorised to work from home virtually.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

In the case of the setting being required to quarantine we will continue our services virtually as experienced during the lockdown procedures reverting to the virtual class timetable.

Personal protective equipment (PPE) including face masks

Wearing a face covering or face mask in schools, education settings or leisure is no longer mandatory however it is expected in areas where you are enclosed or in crowded space. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. We will ask all team member to wear face coverings and visor where they feel it to be appropriate. Social distancing will be encouraged for organisational purposes and comfort for all, team members and members will not be permitted to wear face covering during their physical activity.

Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask were

instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work which would normally include unless they are unable to maintain a social distance.

- **Own disposable gloves for cleaning**
- **own apron for cleaning or areas of hygiene / cross contamination**
- **regular handwashing**

PPE is only needed in a very small number of cases including:

- children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn
- If coming into contact with external persons such as adults and where social distancing measures are not possible. Such as if working together but not 2 meters apart you should stand shoulder to shoulder and not face to face whilst wearing a face shield / mask.

Social Distancing Champion

The social distancing champions will be the members of the team who educate, control and implement the below as part of their normal duties:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the studios.
- Temperature and symptom checking all members / students before arrival into the building.

- cleaning hands more often than usual and upon entering and exiting the building- wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach every 45-60 minutes within change over periods and the completion of the Quality Assurance cleaning checklist sheet.
- minimising contact and mixing by altering, as much as possible, the environment (such as studio layout) and staggering the entrance and exit periods for classes, students, parents and guardians along with control of entrance and exits, floor markings and changing access and exit times whilst communicating with team members and customers.
- no waiting in the waiting area unless for vulnerable adults and offering a take-out service
- clothes / gifts orders to managed online to ensure no cross contamination over materials or products.