



Blue Butterfly Studios

Unit 1, The Swan Centre, Eastleigh, SO50 5SG

PROCEDURE: COVID-19 SITE MANAGEMENT

Date Adopted:

20th July 2020

Date of last review:

15th April 2021

**To be reviewed next
before/on:**

21st June 2021

PURPOSE AND STATEMENT:

Blue Butterfly Studios 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 open for select year groups, and opening for all year groups in September
- Out Of School Settings can open from the beginning of the school summer holidays
- Social distancing is 2m (or 1m+ if 2m is not possible or with risk mitigation)
- 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
- Face masks were confirmed as being mandatory in shops in England from 24th July but are not compulsory in Gyms and Leisure Facilities.

DISTRIBUTION:

- To ensure distribution to all permanent/freelance staff and volunteers
- To distribute appropriate sections to parents and customers as needed

REVIEW AND MONITORING OF PROCEDURE:

Blue Butterfly Studios 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 Blue Butterfly Studios students, staff and volunteers is paramount
- All staff and volunteers are responsible for ensuring this procedure is followed
- It is the role of every Blue Butterfly Studios staff member and external hirer to minimise the risk of spreading COVID-19
- Blue Butterfly Studios is committed to following the advice of the UK Government, NHS and Public Health England



SITE MANAGEMENT:

All current social distancing measures will be implemented throughout this procedure.

Groups of no more than 15 children/30 Adults will be taught by 1 or 2 teachers. For the purposes of child-friendly and age appropriateness Blue Butterfly Studios will call these groups “bubbles”. Spaces will be deep cleaned between each group’s use.

To attend classes, parents/students must ensure they are well enough to attend and are not displaying any COVID-19 symptoms.

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 compulsory for children under 11 years to wear masks in the communal studio areas however face masks must not be worn during physical activity/classes. Students over 11 years must wear masks in the reception/communal areas.

No parents will be allowed on site; they must drop off and collect outside the studios no earlier than 5-10 minutes before class. Staggered drop off and collection times to ensure no over-crowding.

Upon arrival, all students are to immediately wash their hands/use hand Sanitizer and have their temperature taken through our infra-red thermometer. Student’s should arrive in uniform and bring suitable dance shoes in a clearly named bag.

Any child with a fever must be immediately isolated and collected by their parents.

Students will then be taken to the space used for their classes where they will have been allocated a 2m² space to use throughout their session.

Students will also bring their bags in to this space, be allowed to change shoes and we can conduct lessons and activities. Bags will then be placed in each child’s 2m x 2m Box during class. If sessions are longer than 1 hour in length, there will be a staggered break to wash hands/use hand sanitizer. Increased handwashing is encouraged particularly before and after eating or using equipment.

Food and Drink are not allowed on the premises with the exception of a named bottle of water which each student may bring to class in their bag.

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 of ‘one student at one time’ and a one-way corridor system.

Singing is now permitted at the studios however, students should be socially distanced and not facing each other.

Any student/teacher or family member who is tested positive for COVID-19 up to two weeks post event dates must immediately inform Blue Butterfly Studios management. The bubble that is affected will immediately be notified including students/parents/teachers. Should this occur whilst classes are running, the bubble affected will be shut down and spaces will be deep cleaned immediately following government guidance “COVID-19: cleaning in non-healthcare settings”.



If a student is incapable of following new rules within the studio, Blue Butterfly Studios has the right to remove the student from classes. This will be on a case-by-case basis and no refund will be offered.

Parents must arrive on time to collect their child outside the studios main entrance.

Class bookings must be made and paid for via our website or via our Pay Monthly system. We no longer accept cash payments.

BLUE BUTTERFLY STUDIOS STAFF/VOLUNTEERS PROCEDURE:

Staff must ensure they have disinfectant spray/wipes before every session, or purchase some with petty cash. Staff must also ensure that they have the full PPE equipment provided by Blue Butterfly Studios to be able to administer first aid.

All staff must immediately wash their hands for the prescribed 20 second period upon arrival at site and deep clean all rooms and equipment (if this is not done by the venue). They must also be testing regularly each week using lateral flow tests.

Staff must wear face masks when greeting students in the Reception area of the studio.

Staff must then use disinfectant spray/wipes to clean any high contact points, including (but not limited to):

- Door Handles, Door Frames and Studios Doors
- Sinks, Taps and hand dryers
- Bannisters
- Equipment used in class

Staff must also check the quantity of soap and toilet rolls and contact the management if supplies are low.

Staff must ensure the prominent display of hygiene posters (“catch it, kill it, bin it” and hand washing diagrams) and use low-contact electrical tape to mark 2m sections in spaces to be used including in bathrooms.

Upon teacher arrival at site, staff must ensure all teachers wash their hands and are temperature checked (which is recorded). Teachers must also be briefed daily. They must also complete a teacher health questionnaire.

Upon student arrival at site, staff must ensure all parents have completed the student health form before allowing their child(ren) on to site. Attendees then must wash their hands/use hand sanitizer and have their temperature checked (which is recorded).

Staff must ensure teachers are regularly washing their hands, especially when handling Blue Butterfly Studios personal equipment.

During operation, any communal space for adults (i.e. the staff room) must be cleaned down between teachers. While it is the teacher’s responsibility to conduct this cleaning after each use, staff must ensure it is conducted.



Staff must also wash their hands at regular intervals, no less than between each class or moving between student groups. This includes while moving between classes to supervise.

Staff must also wash their hands before/after eating.

Between each class staff must again deep clean any space used and use disinfectant spray/wipes to clean any high contact points, including (but not limited to):

- Door Handles, Door Frames and Studio Doors
- Sinks & Taps
- Bannisters
- Equipment used in class
- The 'cubbie' areas after each use

Staff are expected to ventilate classes as much as possible, including opening doors to encourage air flow. Doors will be kept open where possible to avoid contact.

If a student is incapable of following social distancing guidelines or any new rules established to make Blue Butterfly Studios COVID-19 secure, the teacher/staff must use their discretion in order to control the situation. This could include behaviour management and/or result in the child's removal from classes. In this instance management must be continuously updated.

Staff are expected to follow other 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.

TEACHER/INSTRUCTOR PROCEDURE:

All teachers must immediately wash their hands for the prescribed 20 second period upon arrival at site. They must also do this between every class. They must also be temperature checked (which is recorded). They must also complete a teacher health questionnaire.

Teachers are expected to assist staff with student handwashing between lessons

Teachers must wear face masks whilst in the Reception area of the Studios. It is not a requirement for teachers to wear face masks during classes.

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.

If teachers/volunteers are teaching at schools other than Blue Butterfly Studios, a meticulous log of these sessions must be kept in order to assist NHS track and trace and Blue Butterfly Studios in safeguarding students.

If a student breaks new social distancing rules, or any other rule implemented by Blue Butterfly Studios to safeguard students, site management must be immediately informed.

Teachers are expected to follow Blue Butterfly Studios procedures, 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.



HIRERS PROCEDURE

- Please ensure that your teachers/instructors are well enough to teach their class and are not displaying any COVID-19 symptoms. We encourage everyone to make use of the lateral flow tests now available.
- Please ensure your students use hand sanitizer when they enter the building.
- Please take your students temperatures by contactless infra-red upon arrival and keep a record.
- Any students over 11yrs should wear face masks in the Reception/communal areas of the studio.
- Please keep a detailed log of who is attending your class to be referred to if we ever need to provide information to The NHS Track and Trace Service.
- There is Antibacterial Spray provided in each studio- please use them on all surfaces you touch- including sound systems, ballet barres and floor. This is to help protect our staff.
- Please ensure you bring Hand Sanitizer to use during your class if needed.
- Please do not touch the studio mirrors and limit your touch to surfaces such as piano and sound systems.
- Keep 2 metres distance, using studio floor markings.
- If the maximum studio capacity has been breached, or if anyone in the booking has Covid-19 symptoms you will be asked to leave and no refund is eligible.
- Cover your mouth with a tissue to cough or sneeze, and throw away used tissues. Use hand sanitiser immediately afterwards.
- For members with block bookings of consecutive sessions; It is the responsibility of the teacher/instructor teaching the session to allow adequate time for participants to vacate the studio, and wipe any areas that may have been touched using the provided cleaning materials.
- As a hirer and visitor to our studios, you agree to take full responsibility for your personal health, hygiene and assuring the safety of others in attendance, including high risk participants.
- We strongly advise that those deemed as high risk avoid attending the studios.
- Attending is at your own risk and all visitors over the age of 11yrs must wear masks in communal areas, and wipe surfaces in the studios using the products provided, as described above.
- Our staff will be in charge of maintaining cleanliness around the communal areas. We are cleaning the studios between each use but also ask you to help protect our staff as well by wiping surfaces before and after studio use