



# DAVID STINSON THEATRE SCHOOL

## Coronavirus (COVID-19) Plan

### Hand Hygiene

It is our policy from 05/03/2020 until further notice that all persons must:

1. Upon entering the Theatre School building use hand sanitiser
2. Before eating wash their hands or use hand sanitiser
3. After breaks or playing wash their hands or use hand sanitiser
4. After using the toilet wash their hands
5. Before and after using shared items wash their hands or use hand sanitiser
6. After coughing or sneezing wash their hands

Failure to follow these will result in the person (child or/and adult) being required to leave. Hand sanitiser will be available at the main reception area of the Theatre School and in the lunch area.

The toilet will be checked every 1 hour to ensure that there is a sufficient amount of hand soap. Where there is a need for replenishment this will be done.

### Coughs and sneezes

Good hygiene practices must be followed.

Catch it in a tissue, then bin the tissue and then wash hands thoroughly.

Children must be reminded of this.

Tissues will be available from the reception area of the Theatre School.

If there are no tissues available, the cough or sneeze into the crook of the arm preventing ejection or distribution of the cough or sneeze. Hands should be washed immediately and the arm if it is a bare arm.

### Feeling Unwell

If a person becomes unwell prior to attending the Theatre School and display the symptoms of the coronavirus, typically flu like symptoms, then they should not attend the Theatre School but should inform David Stinson that they have symptoms and when they first noticed the symptoms.

If a person is unwell whilst at the Theatre School this must be reported IMMEDIATELY to David Stinson. If you believe that you or a person has contracted the coronavirus then you contact the NHS on 111, or if it is an emergency on 999.

# Theatre School Plan

This plan is to help prevent, manage, and mitigate the risk of Coronavirus (COVID-19).

## Prevent

1. Staff should follow the good hand hygiene outlined above
2. Posters informing of the Coronavirus risk, and good hygiene practices will be displayed
3. Surfaces will be cleaned before and after use using a suitable cleaner
4. Staff should ensure that children are following good hand hygiene practices
5. Staff should raise any concerns immediately
6. Toilet areas to be checked every hour, soap replenished if necessary and cleaning conducted if required
7. Door handles will be wiped down every hour
8. Staff should challenge any person not following good hand hygiene practices
9. Parents will be asked to wait outside of the Theatre School reception when collecting their child
10. Staff should remain up to date with the latest developments of the Coronavirus
11. Staff should inform David Stinson if they have been or are at risk/contact with Coronavirus
12. Staff should inform David Stinson if they have to self-isolate

## Manage

1. If a person becomes unwell isolate the person, telling them to remain where they are to use a toilet, the route and class should be moved to an area where there are no other people and not pass through another class.
2. Inform David Stinson or the person in charge immediately
3. The appropriate medical services must be contacted for the person feeling unwell
4. Do not allow anyone to use the rooms the person has been unwell in
5. The Caretaker of Invicta must be consulted regarding cleaning
6. Cleaning as per the outcome of the discussion, if appropriate to do so
7. All waste from cleaning and any rubbish that might have come into contact with the person who is unwell should be double bagged and disposed inline with NHS/Public Health England advice.
8. The Executive Headteacher and School Business Manager for Invicta must be informed
9. The School will remain open, or close if specifically advised to do so by the NHS or other government organisation. At present the advice is to remain open until testing confirms if a person has the coronavirus/COVID-19.
10. If the case is confirmed, a risk assessment with Invicta, and relevant authorities will be undertaken to establish the best action to take.
11. If anyone has been in contact with the person confirmed as having the coronavirus (COVID-19), they must self-isolate for at least 14 days, and if they feel unwell should seek medical help. The definition of a contact includes:
  - a. any pupil, student or staff member in close face-to-face or touching contact including those undertaking small group work (within 2 metres of the case for more than 15 minutes)
  - b. talking with or being coughed on for any length of time while the individual is symptomatic
  - c. anyone who has cleaned up any bodily fluids of the individual
  - d. close friendship groups
  - e. any pupil, student or staff member living in the same household as a confirmed case, or equivalent setting such as boarding school dormitory or other student accommodation
12. If someone contracts coronavirus, parents and staff will be informed about the risk and steps to take.

## Mitigate

1. It might be the case that Invicta school and consequently the Theatre School, or solely the Theatre School decide or be required to close to minimise the risk to students and staff

2. If the Theatre School is made aware of the coronavirus in a particular educational setting or club from which its students are from, we may make the decision to ask them not to attend. Likewise, this is the case for staff too.
3. In the case that the Theatre School is closed, in order to provide a meaningful continued engagement, we will provide three hours of online tuition for young people to follow through an online learning environment/web service such as Skype/Canvas or other provider. This will ensure students are still receiving tuition and helping ensuring the sustainability of the Theatre School.
  - a. If this is the case, then we will advise students and their parents when this will commence and instructions of access
  - b. If this is the case, this would be led by David Stinson and staff advised if they are required
  - c. If this is the case, we would seek to schedule, if viable and no longer delivering via online platform, a further in person session for Saturday 25<sup>th</sup> July in order to enable staff to recoup any potential loss of income whilst they were not working for us during the online period of delivery.
  - d. Additionally, if this is the case, staff would be offered further opportunities of employment (if viable) during summer holiday clubs
4. Staff and students will be advised of when the recommencement of the Theatre School at Invicta
5. Contingency planning will take place to seek an alternative venue if it were needed due to continued closure of Invicta School
6. To sustain and mitigate risks staff should continue to use this policy to remind themselves of ongoing good working practice and measures to take in relation to coronavirus.

## Holiday Clubs Plan

As you may be aware, the coronavirus has led to outbreaks of COVID-19 across the world. The David Stinson Theatre School continues to follow the advice and legislation related to the coronavirus. It should be stressed that we intend to remain open unless we are required to close. We have a coronavirus plan in place and effective from 05/03/2020 and until further notice, the measures set out in this plan must be complied with.

Parents/carers and their child/ren must follow the advice and direction of the Theatre School staff, including but not limited to good hand and respiratory hygiene. Measures including advice, hand sanitising and hand washing, increased cleaning and toilet checks are in place. Parents/carers should stay up to date with information from the Theatre School and Government Agencies, particularly Public Health England.

Where we are required to close due to an order made by Public Health England, or other Government Agency, or due to the closure of Invicta Primary School (our venue); due to the risk this poses to our business, we will transfer your booking to an alternative Holiday Club week in 2020. We appreciate your understanding with this policy.

Where you wish to cancel due to concerns with the coronavirus, our cancellation policy still stands as stated in our Terms and Conditions.

Where you or your child have been ordered to self-isolate by a government agency, evidence of this must be emailed to [david@davidstinsontheatreschool.com](mailto:david@davidstinsontheatreschool.com) The option to transfer your booking to an alternative future Holiday Club week will be offered. In exceptional circumstances we may offer a refund.

Where there are concerns about whether you or your child/ren have come into contact with another person with coronavirus or feels unwell you must inform us immediately and seek our decision over whether attendance is permitted.

We reserve the right to refuse entry/attendance to any person who is unwell or we have reason to believe that you present a risk of spreading coronavirus.

In order to reduce risk, we reserve the right to make alternative arrangements for show days. This may, and is likely to be, recording of the show without an audience and then sending a link to for parents/carers to view the show at their own leisure.

## Useful Contacts

David Stinson (Principal & Qualified First Aider)

Email: [david@davidstinsontheatreschool.com](mailto:david@davidstinsontheatreschool.com)

Mobile: 07955 288 303

Adam Tate (Designated Safeguarding Lead & Qualified First Aider)

Email: [adam@davidstinsontheatreschool.com](mailto:adam@davidstinsontheatreschool.com)

Mobile: 07922 505 559

## Useful Links

UK Government Website – Coronavirus Updates

<https://www.gov.uk/government/publications/covid-19-track-coronavirus-cases>

UK Government Website – Useful Links

<https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>

NHS Advice

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Public Health England – Information Poster

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/869250/Coronavirus\\_advice\\_for\\_educational\\_settings\\_poster.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/869250/Coronavirus_advice_for_educational_settings_poster.pdf)