

RISK ASSESSMENT AND ACTION PLAN FOR COVID-19

JACK STINTON DANCE COMPANY - (JSDC)

Risk Assessment to cover all entering the building, teach or join in dance classes. Including those waiting for classes or collecting. Below outlines clear actions JSDC will be taking to minimize these risks and requests JSDC will be making to all to help reduce the spread of COVID-19. We ask that all students participating within any classes are made aware of these steps.

1. Studio windows and doors to be open before classes to allow new air inside and then remain open if the weather allows
2. If the weather does not allow this, windows will be left slightly open to allow circulation of air to continue. During this time, we ask students to bring extra layers to allow this to happen and allow students to be as warm as possible.
3. Air con units will NOT be used.
4. No students or parents are to use switches, doors or any JSDC equipment in class (including but not limited to fans, radiators, lights, iPads, speakers)
5. Ballet barres are to be wiped down by the teacher before and after each ballet class.
6. Children are to be dropped off at the class studio door. Parents are then asked to leave, parents will not be allowed to watch class and are asked to observe social distancing when dropping off/collecting their children. (Different rules for pre-school classes are detailed in the pre-school section)
7. Parents and Adult learners are reminded that social gatherings of 6+ are not allowed and this includes car parks after class.
8. Each studio has been measured and marked so we can ensure every student has the required space to be distanced in each class. This has meant strict guidance on numbers in each class. Please check the detailed advice below for exact numbers on class sizes. Booking is required to make sure we don't go over this number.
9. No use of changing areas. Students are asked to arrive already dressed in suitable dancewear.
10. If you need to speak to a teacher after class, please do so with a facemask, the teacher will wear a facemask after class as well.
11. All payment methods are welcome. You're able to pay via bank transfer, card, cash or cheques; please provide cash or cheque in an envelope with the name and class clearly written on.
12. All students are required to complete a medical and media form and a parent or carer must sign the form and the Covid-19 section stating you

have read this document. Please return to JSDC as quickly as possible, forms can be downloaded from the website on the forms page or can be collected from class. Please return, again in an envelope.

13. Gaps between class times have been staggered. To allow teachers the chance to clean and prepare for the next group,
14. Students, for the time being, will not be asked to do floor work.
15. For classes that would normally be in bare feet, students are required to wear Ballet Shoes, Jazz Shoes or Trainers. Socks alone will not be allowed due to risk of slipping.
16. We advise that you make your way to the studio using your own transport. Access to any of the car parks at the schools is now strictly controlled.
17. No temporary staff will be used to cover illness.
18. Please be aware that as teachers we are taking every step to minimise any risk but we are mixing across school and social bubbles.
19. Please be aware that open classes will bring together students from different school and social bubbles.
20. Please ensure that you/your child is fit and well and not displaying any symptoms of Covid-19 before coming to the studio. In line with government guidelines, students must stay at home if they or any member of their family are showing symptoms or have been contacted by the Government's test and trace app.
21. All classes will continue to be accessible through our Zoom account these classes will remain password protected to keep them as secure as possible.
22. When arriving or moving around any studio/location, when inside you are required to wear a face covering (if you are able to do so). You're then able to remove the face covering when class commences. This applies to anyone over the age of 18.
23. Test & Trace. When arriving and entering any building you must either, scan the QR code for the building or leave a mobile number with the teacher. Students under 18 are covered through our register systems and are not required to use the QR code or leave a number with the teacher.

Student Requests:

1. Students will arrive dressed ready for class. Please do not bring anything extra with you.
2. As students arrive any personal items will be left lined up at the back of the studio.
3. Students will be invited into the studio one at a time and will fill up the spaces in the studio. These will be marked with either spots or taped out squares on the floor.

4. Water bottles can be kept close to the student when dancing.
5. Students are asked to not touch any equipment in the studio while there.
6. No physical corrections shall take place during class. This will mean no floor work or contact work.
7. If ballet barres are used these will be sanitised before and after each class by the teacher.
8. Students will be invited in through the designated entrance and then asked to exit through the designated exit one at a time to maintain social distancing.
9. As students enter the studio there will be hand sanitizer for them to use.
10. Students are requested to use the toilet before coming to class. Toilets at all venues remain open; each venue has designated ones for the class. Students will be asked to sanitise hands upon their return to class and doors will be opened by the teacher.

Pre-school Classes

1. One Parent/Guardian is welcome to join the child in class
2. The Parent/Guardian is asked, if they are able, to wear a mask while entering and moving around the building
3. When arriving at the studio please use either the QR code or sign the form to help keep us up to date with the Test and Trace effort from the government
4. Hand sanitizer stations are available as you arrive; please use this on yourself and your child as you first enter the building.
5. JSDC tutors will wear a mask/visor while moving around the building.
6. The Parent/Guardian and student will be invited to the studio, where the Parent/Guardian will be asked to sit on a chair (that has been cleaned previously) and is socially distanced around the room.
7. Your child will be provided with a spot on which they're able to dance around and on, classes are specifically designed to allow social distancing of students to be achieved and maintained.
8. The JSDC tutor will remove their mask/visor to teach
9. Should you need to leave the room to go to the loo or help your child go to the loo, please put your mask back on
10. At the end of the session please sanitize your hands as you leave the studio and put your mask back on.
11. JSDC will not be using any soft toys or props during the current pandemic, we ask Parents/Guardian to not bring soft toys with them to the lesson.

What If

JSDC is aware that a student could potentially begin to show symptoms during a class, below outlines the steps JSDC will take to minimise the risk to others and inform everyone as quickly as possible. The key symptoms to be aware of:

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

JSDC will follow the steps below to reduce and minimise the risk of further spread.

- The student that feels unwell will be asked to make their way outside of class and to a safe area
- JSDC teachers will put on a mask to go and check on the student, while maintaining increased social distancing
- The student's emergency contact will be immediately contacted and asked to come and collect them informing them of what has happened.
- To reduce concern the students in class will continue with class, while the other member of staff make contact with all parents of the students in class to say there is a potential case of Covid-19
- All parents and students are then required to follow government guidelines on self isolation while a Covid test is taken by the student showing symptoms
- JSDC will cancel all remaining classes for the day
- JSDC will inform the venue and request a deep clean of all the facilities
- Once the outcome of the test is received JSDC will inform all in that class. Teachers and students in that class are all asked to get a test and follow the test and trace guidelines, if the original test is positive
- Symptoms of Covid-19 can take up to 14 days to display, you can still have Covid-19 and not display symptoms, (Asymptomatic). The tests that are currently available work if you are displaying symptoms of Covid-19. This is why the 14-day self-isolation is key to helping stop the spread of Covid-19. We ask you to wait for us to receive the outcome of the test before getting tests for yourself and child.

Infection Outbreak

If a student, member of their family or any person they have contact with, displays any symptoms of Covid-19 the people they have had contact with at a JSDC class will be informed immediately and asked to self-isolate for 14 days. If a student, member of their family or any person they have contact with, receives a test & trace contact, all people they have come into contact with at a JSDC class will be informed immediately and need to self-isolate for 14 days. Should any student or member of their family have a positive test or receive a test & trace contact, please email immediately to jack@jackstintondancecompany.com with 'Covid-19 Test' in the subject line to enable JSDC to act on this as soon as we can.

This advice is being constantly updated and developed; JSDC will notify all as and when the advice changes and any further actions required on the student or parents behalf.

Venue Specific Guidance

Advanced Technique (AT) (Monday) & Junior Scams (JS) (Saturday)

Location: Cottenham Village College, Dance Studio

Time: AT: 5.30pm – 6.30pm & JS: 9.45am – 10.45am

Student Limit: AT 10 & JS 10

Entering: Please arrive through the main reception area for the Sports Centre, you are required to wear a face covering when doing so.

Exiting: The fire door at the back of the studio. Please queue up, socially distanced, along the wall with large glass window.

Hand Sanitizer station is inside the studio.

No changing area.

Toilets are down the corridor and the first one is allowed to be used.

No Spectators allowed.

These classes mix social and school bubbles

Senior Scams (SS) (Saturday)

Location: Cottenham Village College, Large Gym (Front of School)

Time: SS: 10.50am – 11.50am

Student Limit: SS: 15

Entering & Exiting: The main studio door. Please queue up, socially distanced, along the car park.

Hand Sanitizer station is inside the gym.

No changing area.

Toilets are down the corridor and the first one is allowed to be used.

No Spectators allowed.

This class mixes social and school bubbles

Over Primary Street Dance

Location: Over Primary School, School Hall

Time: 3.35am – 4.15pm

Student Limit: 20

Entering & Exiting: Main entrance to Hall. Parents are requested to wait at the main gate at the front of the school, please remember social distancing. At the end of class all students will be brought to the front of school and let go one at a time.

Hand Sanitizer station is inside the hall.

Changing in classrooms or in the hall.

Only the disabled toilet is to be used.

No Spectators allowed.