



School of Elocution, Speech and Drama Covid - 19 Policies and Procedures

1. All students are to be dropped off and picked up from front door, no waiting area. There will be a member of staff/ assistant waiting to receive students and will ensure all hands are sanitised as they arrive. All teachers are required to wear face shields, until in class. Masks are optional for students.
2. Parents of children aged 4 to 6 years are to park and walk students to class (remaining two meters from other families).
3. Parents cannot gather at the hall door, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).
4. Communication will be sought from parent or carer that their child has not been displaying any signs or symptoms of COVID-19 Temperatures will be taken. Older students will be asked for verbal communication on arrival that they feel well.
5. There will be chairs in the hall allocated to each student. This will allow no cross contamination and the staff will be able to disinfect chair areas between each class.
- 6.. Where possible we will use a one way system.
7. Our floors are marked into 2 metre squares areas leaving a blank space in between each student as class sizes are all limited.
8. Each student will remain in the middle of each squared area. (not applicable under 8 but I am observing social distance with all students)
9. All staff will undertake training on the signs and symptoms of COVID-19.
10. Each student will have their own space/chair and remain there for duration of class.
11. At the end of each class will allow 15 mins to follow our cleaning schedule. (We are no longer in a position to leave siblings wait in the venue)
12. Between each class: Contact surfaces including chairs, door handles, floors will be cleaned using precept (hospital approved detergent).
13. Bathroom: There will be disinfectant and santanisers outside of toilets.
14. No mobile phones will be allowed. If a parent must send their child to class with a mobile phone in their bag, it must be in a sealed zip lock bag. Phones are breeding grounds for spreading germs and cross contamination.
15. Staggered timetables will be scheduled to include our new cleaning schedule. This will also help reduce congestion and contact at all times. This timetable will be confirmed closer to our reopening date.
16. If a student looks unwell, we have laser thermometers on hand to check temperatures. . If a student needs to be picked up, they will be waiting in the lobby isolated away from other students and staff. We, of course, will walk them out.
17. Parents please keep any student home if they are sick, have or had a fever in the last 48 hours, if anyone at home is sick etc.
18. At the end of each day, the teachers will wipe down all surfaces (door knobs, door handles, bars, desk etc, and respray all bathrooms/toilets).

19. Going forward we will need to communicate with our parents by email for transparency.
20. All enrolments will be paperless and online. There is a separate GDPR form that must be completed. Payments for classes can be made online or put in envelope with Child's name, age and parents email.