

## Open Stage Return to the Studio Guide

We believe that the health and safety of everyone who attends Open Stage is paramount. As we welcome you all back into the studio for classes, we would like to highlight some of the changes and information you will need to know, taking into account the specific coronavirus (COVID-19) protective measures that we have put in place.

We ask for your cooperation, so that we can all work together in a positive manner as we implement these changes to keep our students, staff and families safe and healthy.

Please ensure you take time to read this guide and please talk to your child about the new rules.

All staff members and volunteers are aware of this guide and of our new safety measures.

**Anyone displaying symptoms of coronavirus must not attend Open Stage.** This also applies if a member of their family has symptoms, or if they have been advised by NHS Test & Trace as 'a close contact' to isolate at home.

The following is our initial plan for the new term and is subject to review and change to suit the needs of the school.

### Getting to Open Stage

There is a limit of **one** adult that can attend Open Stage to drop off and collect a child. Families are encouraged to avoid public transport and to walk, to cycle or to arrange for a household member to drop off your child in a private vehicle. Children should not car share with anyone outside their household (or bubble).

### Entering Open Stage

Entrance is via the main front door **only**. Please adhere to the drop-off time for your child, to avoid overcrowding at the door.

Accompanying adults must not gather at the door. 2 metre spaces will be marked in orange on the wall to the left of the main door to maintain social distancing in the event that a queue does form when dropping off children.

Children under 12 must not queue without an accompanying adult. Open Stage is not responsible for children outside of our premises. We will not accept car drop off; you must park, walk with your child and wait with them until they have been signed in by a member of staff.

**Children aged 4 and under:** in order to maintain social distancing and minimise the risk of infection, only **one** adult may enter the studio to accompany their child for the class, if needs be. Our top door will be locked and there will be no indoor waiting room available. Siblings will not be allowed to wait at Open Stage unless they are registered for the class.

**Children aged 5 and over:** no parent or guardian may wait at Open Stage during class. Our top door will be locked and there will be no indoor waiting room available.

Students should arrive dressed and ready for class where possible – toilets and waiting areas will **not** be available for changing and dressing.

Outdoor shoes will not be allowed in the studio. Shoes should be removed on entry to the building and placed in the area provided.

### Masks/Face Coverings

In accordance with current Government guidance, face coverings are not necessary at Open Stage for children aged 10 and under. Of course, should children choose to wear a face covering, they may do so.

**Children aged 11 and over:** as in schools, face coverings should be worn at Open Stage in corridors and communal areas where social distancing is difficult to maintain. It will not usually be necessary to wear face coverings in the studio, where protective measures already in place mean the risks are lower and they may inhibit teaching and learning.

We appreciate that some individuals are exempt from wearing face coverings and our teachers and other staff will be sensitive to those needs.

### **Hygiene**

Hand sanitiser will be available for everyone to use on entering and exiting the building. Increased hand-washing will be encouraged, particularly before and after using the toilet, in between activities and at any break-times.

Signs, posters and regular reminders will be on display to build awareness of good hand-washing technique, hand-washing frequency and the promotion of the 'catch it, bin it, kill it' approach.

Only one child at a time will use the toilets. Disposable paper towels will be available to dry hands, with more waste facilities and more frequent rubbish collection.

There will be an increased cleaning schedule (especially for areas that are frequently touched, such as door handles, taps, etc.) and the building will be kept as well ventilated as possible.

### **One-Way System**

To minimise contact between students, a one-way system will be in operation in the building, with designated entrance and exit routes.

### **Limited Class Numbers**

As per Government guidelines, children will be in consistent groups of 15 or fewer per class, with at least one staff member. Multiple groups plus staff can use the same shared space, if necessary, with distancing between the groups. We will continue to keep up-to-date records of children attending, their specific groups and members of staff assigned to each group.

The risk of virus transmission is considerably lower outdoors, so Open Stage may choose to run certain classes and sessions outdoors in our secure garden and only when the garden gate is locked. This is dependent on weather conditions.

### **In the Studio**

When classes and sessions are run in the studio, social distancing will be maintained at all times. Spaces will be marked on the benches for student bags and belongings.

Each staff/student member will stay in their own space, marked out on the floor, during the class/session.

If any materials are provided by Open Stage during classes and activities, these will be sanitised before giving them to children. Items will also be thoroughly cleaned after use.

### **Collecting Your Child from Open Stage**

Collection is via the garden gate **only**. We will not allow children to leave the studio to come and find you. You must park and wait at the garden gate. The gate will be unlocked 2 minutes before the end of class. Please do not arrive early and adhere to the collection time for your child, to avoid overcrowding at the gate. 2 metre spaces will be marked along the wall to next to the gate to maintain social distancing in the event that a queue forms.

We will allow **one** accompanying adult into the garden to collect their child. Parents should follow the orange arrows and queue alongside the windows to collect their child from the bottom fire exit only. 2 metre spaces will be marked on the wall next to the windows to maintain social distancing whilst you wait.



## **Covid-19**

**If your child becomes unwell at home:** with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must not attend Open Stage, but should stay at home and you should follow the latest Government guidance:

[www.gov.uk/government/publications/covid-19-stay-at-home-guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)

**If your child becomes unwell at Open Stage:** and displays any of the symptoms above, they will be sent home and you should follow the above guidance. If your child is indoors, they will be moved to wait outside, or to a separate room where they can be isolated behind a closed door and a window will be opened for ventilation, with appropriate adult supervision. If it is not possible to isolate your child or they are participating in an outdoor activity, they will be moved at least 2 metres away from others. All affected areas of the building will be thoroughly cleaned, in accordance with Government guidance.

**If your child tests negative for Covid-19:** they can return to Open Stage and the fellow household members can end their self-isolation.

**If your child tests negative for Covid-19, but is unwell:** they should not return to Open Stage until they are recovered.

**If your child tests positive:** NHS Test and Trace will speak directly to those they have been in contact with to offer advice.

As part of the national test and trace programme, if other cases are detected within the class or group or within Open Stage more generally, Public Health England's local health protection teams will conduct a rapid investigation and will advise on the most appropriate action to take.

### **Further Protective Measures**

In addition to the information in this guide, Open Stage has adapted some of its procedures, introducing a number of protective measures to reduce the risk of virus transmission. Any such changes will be communicated to staff and participants verbally and/or via posters/signs, etc. on display, as appropriate.

### **And Finally...**

We kindly ask that you please:

- ensure that your child brings with them enough drinks and snacks (no nuts in any ingredients of snacks, due to allergies) for the period of time they will be at Open Stage, including their own filled water bottle. The kitchen and merchandise/tuck shop will remain closed for the time being. It will re-open when it is safe to do so. We will always refill water bottles in the meantime.
- adhere to your allocated drop-off and collection time.
- ensure we have your most up-to-date contact details – so we can call you in the event of an emergency, if your child falls ill whilst they are at Open Stage and to make sure our records are correct to support NHS Test & Trace.
- be patient and bear with us while we are putting our new procedures in place.
- be aware that the contents of this guide and the activities operated by Open Stage are subject to change at any time, in accordance with the latest Government advice, any restrictions in the local area and any specific guidance in place covering local lockdowns.

**Thank you for ongoing support and for your co-operation in helping us to keep everyone safe.**

**We look forward to seeing you all in the studio!**

Last Updated: September 2020