



Health management, Hygiene and Cleaning Policy

Until there is reliable and regular testing, treat yourself and anyone you meet like an asymptomatic carrier. Assume that you are an asymptomatic carrier and could therefore infect others, just as others could be asymptomatic carriers and could infect you and your family.

This thinking is not to make you paranoid, but is a perspective to use when reviewing each action in your workday and figuring how to decrease the risk of infecting each other.

Screening measures before students enter.

BE.Dance will issue a health checklist document and disclosure to be completed by each parent and handed in before they return.

Ask the students the following questions as they arrive, such as:

- Has the person had a fever in the last two weeks?
- Do they have a cough or breathing problems?
- Have they lost or noticed a change in their sense of taste or smell within the last 14days?
- Do they have increased fatigue?
- Has anyone in the family that you live with shown any of the above symptoms within 14days?
- Do you have a known exposure to someone diagnosed with Covid-19 within the last 14days?

Consider using a touchless thermometer to take and record temperatures when people enter your facility.

Basic hygiene procedures for those entering the facility

- Students and teachers will be asked to sanitize their hands immediately on arrival and when leaving the class
- Have hand sanitizers available on entering the rooms, in other communal areas, and for use after using high touch surfaces
- Students will be asked to bring minimal belongings, ideally just a water bottle.
- Ensure coughs and sneezes are covered by a tissue or a flexed elbow; tissues should be disposed of in a closed bin and hands sanitised following sneezing/coughing.
- Encourage people to speak up if a student or faculty member is feeling unwell.
- Regular Hand washing is still highly recommended

- Every hour and/or between classes. Identify hand washing facilities and alert everyone to their location and encourage their regular use.
- In bathrooms ensure availability of hand soap and paper towels and a touch-free bin.

Basic hygiene measure in all public spaces (when and how to clean)

Cleaning Procedures

BE.Dance have established a policy that encourages everyone to participate in cleaning studios and halls between classes and at the end or beginning of each day.

- Wipe down the barre, stereo, ipad, floor spots and door handles before and after each use.
- All items left in a studio after a class should be disposed of immediately.
- There should be no lost property.
- Empty bins that contain used tissues from that class, using disposable gloves, double bagged and into a central lidded bin that can be cleared out at the end of the day.
- Encourage staff to regularly clean their own personal equipment, including sunglasses, water bottles, mobile phones, iPads and computers, and to wash their hands.
- Consider keeping a damp mop supplied with cleaning liquid, or a steam cleaner, to sanitize floors after a class that requires dancers to be on the floor or where students have sat or waited.
- Wash hard surfaces with warm, soapy water using a disposable cloth. Usual household cleaners can then be used if required.
- Cloths should be disposed of in refuse bags in lidded bins. [UK government cleaning guidelines for non-healthcare settings](#)
- Ensure studios and halls have cleaning supplies available, but out of reach of young children.
- It is crucial to establish similar policies for daily cleaning all other areas of our facilities and equipment shared by more than one person including high-touch surfaces such as floors, barres, handrails, switches and plugs, bathrooms, grab bars, and office equipment.
- Disposable gloves should be “on hand” for use when touching discarded items, other’s property or cleaning. It is also advised to wash your hands with soap and water afterwards
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To what extent to monitor people as they enter classes

- BE.Dance will keep a record of all teachers, students and staff in the building for the purposes of identifying close contact with infected persons in the event of an outbreak of COVID-19.

- For safeguarding and health purposes, registers will be taken using the Dancebiz on a phone or Ipad.
- All parent and child information is stored securely on Dancebiz and BE.Dance are able to send group emails and texts and call parents if needed.

What to do if someone displays symptoms

- If, during class, a student feels unwell, has a new and persistent cough or high temperature, parents will be called and ask to collect their child
- If a child is awaiting collection, they will be moved to an area, which is at least 2 metres away from other people. Whilst it would be better practice to move them to another room, this is not always possible in our venues and for safeguarding reasons we would need to keep them where we are able to see them.
- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else
- If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

What to do if someone identifies as contracting COVID 19

- When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 7 days and arrange to have a test to see if they have COVID-19.
- They can do this by visiting NHS.UK to arrange or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days.
- All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus (COVID-19), and are encouraged to get tested in this scenario. BE.Dance will contact the parents of students in this class to make them aware of the situation.
- Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.
- Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. Again, BE.Dance

will contact parents to make them aware. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

- **As part of the national test and trace programme**, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

Communication and reviewing the policy.

BE.Dance will make clients aware of the Health Management, Hygiene & Cleaning Policy through the following means

A email to customers about these arrangements will be produced and will be accessible upon request.

This policy will be reviewed Rebecca Carter and Amy Morris every year and when there are changes in legislation.

Rebecca Carter and Amy Morris have overall responsibility for health and safety.^[1]_[SEP]

BE.Dance teachers have day-to-day responsibility for ensuring this policy is put into practice.

This policy was last reviewed on _13_/_7_/_20_

Name: Job Title: Signature: Rebecca Carter

Name: Job Title: Signature: Amy Morris