

# **Covid 19 Policies and Procedures**

**GK Stage Academy (GKSA), Trim, Co. Meath**

16/04/2021

## Covid 19 Policies and Procedures - GK STAGE ACADEMY:

GK Stage Academy are committed to safeguarding children, staff, parents and all visitors to our various locations. Since the Covid 19 pandemic, a list of policies and procedures have been designed and written, in accordance with both Government and HSE guidelines, to ensure that we do our utmost to help stop the spread of the virus and provide a safe and fully compliant space for children, staff and parents alike.

The following policies will outline the role of management, teachers, students, parents and visitors to the Academy in relation to the policies we all must all follow, the procedures in place to ensure these policies are met and the producers to follow in the event of an emergency.

Unless otherwise specifically stated, the procedures below will be in place throughout all of our locations and venues.

- 1A. **Drop off and Collection:** All students must be dropped off and collected from outside the building. No parents will be permitted to enter, and if a message has to be relayed to a teacher in advance of the class, it must be done via text message to 0863566061. There will be a member of staff waiting to receive students at the entrance and a staff member within the building to guide them to their relevant rooms. Hand sanitiser will be provided to each student as they enter and temperatures will be checked each week. The wearing of masks are optional, but encouraged. Students will be also be given hand sanitiser on their departure.
- 1B If a younger student is joining us for the first time, we will leas directly with their parents in advance and, if necessary, we will suggest they be dropped to class ahead of time in order to meet their teacher from their car before the start of class. As far as is possible, we want to eliminate the need for parents entering the building.

**TRIM:** Students will be dropped off at the main club house entrance with a one way system created. Students will be collected from various points in the building, based on the pod group

**KILDALKEY:** Students will be dropped at the back entrance (beyond the gates). Students will be collected from the usual door at the front of the building. Parents will not be permitted to wait in the corridor for the foreseeable future.

1. Within the classroom, students are allocated a coloured dot, which will be their base for the remainder of the class. Teachers will now swap rooms at the half way mark, not the students, as was previously the system. Strict social distancing will be upheld throughout all stages of classes, for all age groups, with a marked off teachers area at the front of the room where students will not be permitted.
2. Snacks / bags / toys of any kind are no longer permitted within the classroom. Students may only bring one drinks bottle (easily opened) which must be clearly marked. Parents are asked to take students jackets / hats / scarves off before entering the building, as far as is possible.
3. Unless absolutely necessary, students will not be assisted in tying open shoe laces. As a result, we encourage parents to ensure students can tie their own laces or wear Velcro or slip on shoes.
4. If a student wants to remove an item of clothing, they will be encouraged to do so themselves. As a result, we would encourage younger students to wear zip up hoodies for ease of removal.

5. If a student falls or becomes injured during class time, they will be helped by a designated member of staff with as little close contact as possible. If appropriate, PPE will be worn by the staff member while aiding the child.
6. At the end of each class, students will be lined up in accordance with social distancing guidelines and brought to the relevant pickup point by a chaperone and kept in their line. No more than six students will be in the stairwell at any given time. As a result, time between classes may be increased to allow for this, and students will not be permitted to be dropped off in advance of their class time. We would also ask that all parents endeavour to be early for pick up, to stop a back up of students waiting.
7. Between each class: all floors and coloured circles as well as all relevant door handles and surfaces are cleaned and sprayed with disinfectant. The cleaning of the building as a whole is the responsibility of the venue management, but GK Stage Academy will work in conjunction with them to ensure all areas we utilise are completely clean.
8. Doors, as far as is possible, will now remain open throughout class time, in order to minimise the use of door handles and allow for proper ventilation.
9. Star of the week trophies will now be replaced with star of the week certificates, which children can keep.
10. No mobile phones will be allowed in class.
11. If a student looks unwell or begins to show any symptoms of Covid 19 throughout a class, they will be removed and isolated in another room. They will be brought on an 'isolation route' to this room, ensuring the risk of spreading the infection is minimised. A chaperone will remain with them, at a distance of 2 meters. (Trim - upstairs external canopied balcony / Kildalkey - backstage of hall) Their emergency contact will be notified and they will be sent home - using a different door to that used to enter and exit the building by other students.
12. All parents will be notified of this via text. If necessary, they will also be informed of a worsening condition of the student in question in the coming days. We actively encourage parents to keep students home if they are in any way unwell. GK Stage Academy reserves the right to refuse admittance of any student deemed to be unwell/fails temperature check.
13. In the case that a student is suspected of having contracted Covid 19 and is isolated during class time, any tissues / wipes they may have used will be double bag and stored for 72 hours before being disposed of, in accordance to HSE guidelines. The rooms utilised by said student will be thoroughly cleaned before the start of the next class.
14. Parents are encouraged to inform us if a student begins to show symptoms of Covid 19 throughout the week in between classes, so other parents can be notified via text. Parents will also be notified if a teacher begins to develop symptoms between classes, via text. The student or teacher in question will never be named.
15. **Bathroom:** We would actively encourage students to use the bathroom at home before coming to class and try to eliminate the use of the bathroom during class time. In the event that a younger student needs to use the bathroom, they will be accompanied by a chaperone, as per the normal regulations. Students will not be assisted in the bathroom at any stage, therefore it is imperative that students are fully competent in all aspects of using the toilet, are appropriately dressed that they will not require help and can affectively wash

their hands by themselves. A step to reach the sink, adequate soap and disposable hand towels along with disinfectant will be provided as well as ensuring adequate bins are available to dispose of all tissues / wipes and cleaning materials. A note of all students who use the bathroom along with the chaperone who accompanied them will be kept during each class, to allow for contact tracing.

16. In the event that classes must be cancelled in accordance with HSE and government advice, any remaining sessions in that term will be moved on line and conducted via zoom. No refunds will be issued in this circumstance.
17. **OUT-DOOR CLASSES** In the event that classes can be conducted outdoor, all of the policies and procedures listed above will apply will relevant. Toilet facilities will be available at both venues but we encourage students to use them before coming to class. In the case that students need to use them, only one child will be permitted in the building at a time. Students will be dropped at one end of a cordoned off area and must be collected from the other. We ask, as always, that parents are prompt for collection to stop too large a build up of people in one space.
18. In the event that outdoor classes have to be cancelled due to weather, a decision will be made a minimum of two hours before the class time. The class will be pushed out to the following week until all classes owed have been conducted. HSE and government guidelines will continually be monitored and classes will move back indoors as soon as it is permitted.

**Signed on behalf of GK Stage Academy**

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**Date:** \_\_\_\_\_

**Grainne Kennedy**