

# COVID -19 Policy & Guidelines

## Pirrie Performing Arts



Pirrie Performing Arts have taken their responsibility to run their classes as safely as possible by following the current guidelines and restrictions advised by the Government and Sports Scotland in regards to indoor activities for Under 12 and 12-18 age group. Our main aim is to prevent the spread of COVID-19 and keep our students, staff and their respective families as safe as possible. We achieve this by;

- Creating a risk assessment for our venues
- Completing training for ourselves and teachers
- Keeping up to date with guidelines and restrictions
- Constantly monitoring and ensuring the guidelines and procedures are being adhered to and adjusting a necessary

### COVID DESIGNATED OFFICER: Sarah Pirrie

#### What we have done;

- Completed a COVID-19 Risk assessment for each venue to assure we comply with Government guidelines which can be found on our website
- Displayed posters promoting hand-washing and hand-sanitising
- Ensured hand sanitisation points are well signed and placed throughout the premises to promote regular use
- Allowed extra time between classes to sanitise all surfaces and to avoid crossover between groups
- Implemented a track and trace system (using our registers and data system)
- Implemented staff training via zoom to go through our risk assessment and procedures
- Ensured all staff have completed a COVID-19 course through British Assessment providing all of the vital information on COVID-19 to help minimise spread
- Decreased class sizes to consider air flow within the premises
- Increased ventilation where possible
- Displayed signage to advise and encourage social distancing
- Assigned someone to verbally check each students health upon arrival
- Created an Emergency plan for dealing with a suspected case
- Made all of our parents/guardians aware of our guidelines
- Continuing to check for Government guidance and updates

#### What we need you to do;

- Watch our 'Back to the Studio' short video showing how to enter and exit the premises and what to expect in class
- Go through the studio guidelines listed below and encourage your son/daughter to follow them
- Inform us immediately if your child has tested positive for COVID-19
- Keep your child at home if they or any member of their household are feeling unwell and/or have a high temperature

#### Studio Guidelines

- Adults are not permitted inside with the exception of pre-school classes
- Adults waiting in the pick up area must socially distance and wear a face covering
- All students entering the venues must wear a face covering until in class
- Please socially distance as you enter the studio and be patient if there is a queue of people to sign in
- Please wash your hands or use sanitiser before entering the studio
- Please do not travel in large groups unless it is immediate family
- Please refrain from using public transport to get to class where possible
- Please bring only your dance shoes, a bottle of water and a jumper to class - no school bags
- You must come dressed ready for class. You cannot change clothes, just shoes.
- Please use tissues to blow your nose and bin them immediately then wash or sanitise your hands
- Use hand sanitiser and wash your hands regularly
- Please let us know immediately if you start to feel unwell
- Please only 2 in the toilets at one time

