

# COVID-19 Response Plan



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This is a living document and may be reviewed and amended to take into account new guidance from [www.Gov.ie](http://www.Gov.ie), [www.dbei.ie](http://www.dbei.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie), [www.hsa.ie](http://www.hsa.ie); [www.education.ie](http://www.education.ie) or agreements with education partners as appropriate for post primary schools.

## **1) Introduction**

Our COVID 19 policy has been developed in line with public health advice issued by the Health Protection Surveillance Centre (HPSC) and in compliance with the “Return to Work Safely Protocols” developed by the Department of Business, Enterprise and Innovation and the Department of Health with guidance documents provided by the Health and Safety Authority (HSA). Each workplace is required to have a COVID-19 Response Plan. In addition to being places of learning, dance studios are also places of work. This document sets out the information that we intend to implement within our COVID-19 Response Plan, including a COVID-19 policy, lead worker representative/s (LWR) and a process to deal with a suspected case of COVID-19.

The purpose of this document is to provide clear and helpful guidance for the safe operation of **KNC PERFORMING ARTS COMPANY** through the prevention, early detection and control of COVID-19. It provides key messages to minimise the risk of COVID-19 for staff, students, families and the wider community while recognising the importance of performing arts for the health and wellbeing of students and society as a whole.

This document focuses on the practical steps which can be taken to minimise the risk of infection while recognising that no interpersonal activity is without risk of transmission of infection at any time. This documentation and templates are based off the response plan for returning to school and are supported by the public health advice provided by the Health Protection Surveillance Centre (HPSC) for the safe reopening of schools and educational facilities.

[That report is available here.](#)

One of the key challenges is to balance the need for a practical and sensible level of caution with the need to provide a supportive environment for teaching and learning. This document identifies the steps we can take to do everything practical to avoid the introduction of COVID-19 into our studio and the steps that can be taken to reduce the likelihood of the spread within KNC itself in the event that COVID-19 is introduced to the school.



## **2) What is a COVID-19 Response Plan?**

A COVID-19 Response Plan is designed to support the staff of **KNC PERFORMING ARTS COMPANY** in putting measures in place that aim to prevent the spread of COVID-19 in the studio environment

The COVID-19 Response Plan details the policies and practices necessary for a school to meet the Government's '*Return to Work Safely Protocol*', that will aim to prevent the introduction and spread of COVID-19.

It is important that the resumption of performing arts complies with the public health advice and guidance documents prepared by the Department. Doing so minimises the risk to students, staff and others. The response plan supports the sustainable reopening of our Studios where the overriding objective is to protect the health of staff and student while promoting the educational and development needs of the performing arts students of Ireland. The COVID-19 response plan is a living document and will be updated in line with the public health advice.

In line with the Return to Work Safely Protocol, the key to a safe and sustainable return to work, and reopening of businesses requires strong communication and a shared collaborative approach between staff, students and parents.

The assistance and cooperation of all staff, students, parents, and visitors is critical to the success of the plan.

*Every effort is made to ensure the accuracy of the information provided in this document. However, should errors or omissions be identified, please notify us so that appropriate measures can be taken to rectify same.*

### **3) KNC PERFORMING ARTS COMPANY COVID-19 Policy Statement**

**KNC PERFORMING ARTS COMPANY** is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our students. To ensure that, we have developed the following COVID-19 Response Plan. All staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and students on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the studio facilitate physical distancing as appropriate in line with the public health guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff and students engage with the induction / familiarisation briefing provided by the Department of Education and Government of Ireland
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at KNC
- provide instructions for staff and students to follow if they develop signs and symptoms of COVID-19 during class time
- implement cleaning in line with Department of Education and Government advice

All staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through our KNC directors

Signed: **Katie Conlan** Date: **26-8-2020**

KNC director

Signed: **Niamh Conlan** Date: **26-8-2020**

KNC director

#### **4) Planning and Preparing for Return to class**

KNC aims to facilitate the resumption of KNC PERFORMING ARTS COMPANY classes. The return to the studio must be done safely and in strict adherence to the public health advice and any guidance issued by the Department of Education and the Government of Ireland.

Details for the safe reopening of the KNC are outlined in this document.

Before reopening for the 2020/21 year KNC will have processes in place to include the following:

- Means of keeping up to date with public health advice, changes to any Government plans for the safe reopening of society and Department of Education updates;
- Means of passing on this information in a timely manner to staff, students, parents and others as required through the KNC website and Class4Kids system.
- Ensured that staff have Completed the relevant COVID 19 training
- Provided staff with access to the Return to Work (RTW) form
- Displayed posters and other signage to prevent introduction and spread of COVID-19
- Made the necessary changes to the studio layout to support physical distancing
- Removed unnecessary clutter to facilitate ongoing cleaning of the studio
- Updated the health and safety risk assessment
- Made necessary arrangements to restrict access to the studio and maintain records of contacts to the studio
- Reviewed the building to check the following:
  - Does the water system need flushing at outlets following low usage to prevent Legionella disease;
  - Has equipment and mechanical ventilation been checked for signs of deterioration or damage before being used again;
  - Have bin collections and other essential services resumed.

## **Induction Training**

All staff will undertake and complete COVID-19 Induction Training prior to returning to the class. The aim of such training is to ensure that staff have full knowledge and understanding of the following:

- Latest up to-date advice and guidance on public health
- COVID-19 symptoms
- What to do if a staff member or student develops symptoms of COVID-19 while at class
- Outline of the COVID-19 response plan

Staff will be kept fully informed of the control measures in place in KNC and their duties and responsibilities in preventing the spread of COVID-19 and will be updated with any changes to the control measures or guidance available from the public health authorities.

If a staff member is unsure about any aspect of the COVID-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Directors.

## **Procedure for Returning to Work (RTW)**

In order to return to the workplace, staff must complete a **Return to Work (RTW)** form, which is available electronically or from the directors. A hard copy is attached also at **Appendix**

A RTW form should be completed and returned **3 days** before returning to work.

## **Signage**

KNC STUDIOS will display signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene. We will use age appropriate key health messages – hand washing, sneeze and cough etiquette, wearing of face masks etc. Signage will be displayed in prominent areas such as entrances and exits to studios and toilets.

## **Making Changes to Studio Layout**

Maintaining physical distancing in the studio environment is recommended as one of the key control measures to minimize the risk of the introduction and spread of COVID-19

Some of the changes to the studio layout will include

All studios have been reconfigured to maintain social distancing of 2m between students and 2m between the teacher and students

All rooms have been equipped with floor markings to guide students.

The studios have been reconfigured into pods to minimise social contact.



## **Health and Safety Risk Assessment**

COVID-19 represents a hazard in the context of health and safety in the studio environment.

### **First Aid/emergency procedure**

The standard First Aid/emergency procedure shall continue to apply in KNC. In an emergency or in case of a serious incident, staff should call for an ambulance or the fire brigade on 112/999 giving details of location and type of medical incident. All staff will be trained in first aid

## **Access to School and Contact Log**

Access to the studio will be restricted to staff, students and essential services only, such as service providers and limited to those who have received prior permission from the Directors. Parents can no longer drop into classes without prior contact with KNC directors in the interest of public health.

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace. A detailed sign in/sign out log of those entering the school facilities should be maintained. KNC will maintain a log of staff and students contacts through our online system.

The Data Protection Commission has provided guidance on the data protection implications of the return to work protocols. This advice can be found here:

<https://www.dataprotection.ie/en/news-media/data-protection-implications-return-work-safely-protocol>

## **5) Control Measures - To prevent Introduction and Spread of COVID-19 in class**

One of the key messages to manage the risks of COVID-19 is to do everything practical to avoid the introduction of COVID-19 into the studio. If infection is not introduced it cannot be spread. The risk of spreading the infection once introduced exists in all interpersonal interactions; student - student, teacher - teacher and teacher- student, and must be managed in all settings.

A range of essential control measures have been implemented to reduce the risk of the spread of COVID -19 virus and to protect the safety, health and welfare of staff, students, parents and visitors as far as possible within the school. The control measures shall continue to be reviewed and updated as required on an ongoing basis.

It is critical that staff, students, parents and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

### ***How to Minimise the Risk of Introduction of COVID-19 into KNC:***

Promote awareness of COVID-19 symptoms

- Advise staff and students that have symptoms not to attend class, to phone their doctor and to follow HSE guidance on self-isolation;
- Advise staff and students not to attend class if they have been identified by the HSE as contact for a person with COVID-19 and to follow the HSE advice on restriction of movement;
- Advise staff and students that develop symptoms at KNC to bring this to the attention of the Directors (or teacher if one of the directors is unavailable) promptly;
- Ensure that staff and students know the protocol for managing a suspected case of COVID-19 in KNC
- Advise everyone entering the building that they needs to perform hand hygiene with a hand sanitiser;
- Advise all relevant parties that visitors to the studio should be by prior arrangement with KNC directors
- Physical distancing of 2 metres should be maintained between staff and visitors where possible.

## **Know the Symptoms of COVID-19**

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. They are:

- ✓ High temperature
- ✓ Cough
- ✓ Shortness of breath or breathing difficulties
- ✓ Loss of smell, of taste or distortion of taste

## **Respiratory Hygiene**

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately and safely into a nearby bin.

By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19

## **Hand Hygiene**

Staff and students should understand why hand hygiene is important as well as when and how to wash their hands.

Studios should promote good hygiene and display posters throughout the studio on how to wash your hands. Follow the HSE guidelines on handwashing:

<https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

Hand hygiene can be achieved by hand washing or use of a hand sanitiser (when hands look clean).

Use of hand hygiene facilities including wash hand basins will be managed so as to avoid congregation of people waiting to use wash hand basins and hand sanitisers.

Hand sanitiser dispensers will be available at exit and entry points of KNC and care should be taken to clean up any hand sanitizer spills to prevent risks of falls.

Wash hand basins, running water, liquid soap and hand drying facilities will be provided in all toilets, kitchens and any food preparation areas.

Hand washing facilities will be maintained in good condition and supplies of soap and towels should be topped up regularly to encourage everyone to use them.

Hot air dryers are an acceptable alternative for hand drying and will be regularly maintained. There is no evidence that hand dryers are associated with increased risk of transmission of COVID-19.

Posters displaying hand washing techniques and promoting hand washing will be placed on walls adjacent to washing facilities.

Hand sanitiser is suitable for use for hand hygiene when hands are not visibly soiled (look clean).

Evidence of effectiveness is best for alcohol based hand rubs but non-alcohol based hand rubs can be used too.

When hand rubs/gels are being used in school care should be taken to ensure that students do not ingest them as they are flammable and toxic.

### **Frequency of Hand Hygiene**

Students and staff should perform hand hygiene:

- On arrival at KNC;
- Before eating or drinking;
- After using the toilet;
- After petting animals;
- After playing outdoors;
- When their hands are physically dirty;
- When they cough or sneeze.



# **Physical Distancing**

Physical distancing can be usefully applied in a studio setting allowing for some flexibility when needed. It must be applied in a practical way to recognise that the learning environment cannot be dominated by a potentially counterproductive focus on this issue. Care should be taken to avoid generating tension or potential conflict and some flexibility in the implementation of measures may be required at time.

It is also recognised that it is not always possible for staff to maintain physical distance from students and it is not appropriate that they would always be expected to do so where this could have a detrimental impact on the student.

**However where possible staff should maintain a minimum of 1 m distance and where possible 2m. They should also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.**

Physical distancing falls into two categories:

- Increasing separation
- Decreasing interaction

## ***Increasing separation***

The following measures are being employed to increase separation:

1. Studios have been reconfigured to ensure at least 2m distance between students and between the teacher and students. Pods will be clearly marked.
2. Live streaming of lessons may be required if lockdown is reenacted

## ***Decreasing interaction***

The following measures are being employed to increase separation:

1. Majority of students have been accepted into competition teams. They will train with their team for all classes, minimising contact with other students.
2. Every effort will be made to keep students in pods with students who take the same subjects as them.
3. Movement within studios will be kept to the minimum
4. Sharing of equipment and personal items will be discouraged
5. Physical contact will be discouraged
6. Hand Hygiene will be encouraged
7. Where possible, students will remain in the one studio, and teachers will move.

## **Physical Distancing outside of the Studio**

### ***Drop off/collection***

- Students should head straight to their designated Studio.
- Walking/cycling to school is encouraged as much as possible for older students, with parental permission and/or guidance.
- No congregation of people at the studio entrance where physical distancing requirements may not be respected.

### ***Staff***

- A distance of 2m is recommended for physical distancing by staff. This is particularly relevant to distancing between adults when they are not engaged in teaching such as the Kitchen.
- Face coverings will be worn by all staff on entry and exit to the studios.

## **Use of PPE**

PPE will not be required to be worn within the studio according to current occupational and public health guidance. However, for a limited number of staff, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas. These might include roles such as:

- Performing intimate care
- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff are particularly vulnerable to infection but are not in the list of those categorised as people in very high risk groups, or may be living with people who are in a very high risk category.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.

## **Masks & Face Coverings**

- The wearing of cloth masks staff and students will be required where a 2m social distance cannot be guaranteed and on a staff members instruction.
- Students or staff do not need to wear a face mask when dancing as this may cause an obstruction to breathing. This guideline will be monitored in accordance with health guidelines.

## **Gloves**

- The use of disposable gloves by students or staff is not generally appropriate but may be necessary for matters such as cleaning or intimate care settings. Routine use does not protect the wearer and may expose others to risk from contaminated gloves.
- Routine use of disposable gloves is not a substitute for hand hygiene.

## **6) Hygiene and Cleaning in KNC**

The regular sanitation of studios will take place as soon as practically possible. Students and staff will be required to clean their equipment after certain use. Additional cleaning if available should be focused on frequently touched surfaces – door handles, hand rails, chairs/arm rests, communal eating areas, sink and toilet facilities.

- There will be regular collection of used waste disposal bags from the staff kitchen and toilets.
- Students will be required to take home and rubbish.
- Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.).

### ***Cleaning/Disinfecting rooms where a student/staff member with suspected COVID-19 was present***

- The rooms should be cleaned as soon as practicable possible.
- Once the room is vacated the room should not be reused until it has been thoroughly cleaned and disinfected and all surfaces are dry.
- Disinfection only works on things that are clean. Therefore when disinfection is required it is always in addition to cleaning.
- Person/s assigned to cleaning should avoid touching their face while they are cleaning and household gloves and a plastic apron.
- Clean the environment and furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product (household bleach).



## **7) Dealing with a Suspected Case of COVID-19**

**Staff or students should not attend KNC if displaying any symptoms of COVID-19.**

The following outlines how KNC will deal with a suspected case that may arise. If a staff member/student displays symptoms of COVID-19 while at KNC the following are the procedures to be implemented:

- If the person with the suspected case is a student, the parents/guardians should be contacted immediately;
- The person will be brought to the isolation area keeping at least 2 metres away from the accompanying person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times;
- The person and accompanying person will wear a face mask at all times.
- Assess whether the individual who is displaying symptoms can immediately be brought home by parents.
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and if necessary facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects.
- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used;
- If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a COVID-19 suspect;
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery;
- Arrange for appropriate cleaning of the isolation area and work areas involved
- 

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and student confidentiality is essential at all times.

## 8) Staff Duties

**Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. The cooperation and assistance of all staff is essential to reduce the risk of spread of COVID19 and to protect health and safety as far as possible within the school. All staff have a key role to play.**

In this regard and in order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- Adhere to the COVID-19 Response Plan and the control measures outlined.
- Complete the RTW form before they return to work.
- Must inform the Directors if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- Must complete COVID-19 Training and any other training required prior to their return to class
- Must be aware of, and adhere to, good hygiene and respiratory etiquette.
- Coordinate practices and work with their colleagues to ensure that physical distancing is maintained.
- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.
- Not return to or attend class if they have symptoms of COVID-19 under any circumstances.
- Adhere to the procedure outlined above if they develop any symptoms of COVID-19 whilst within the facility. .
- Keep informed of the updated advice of the public health authorities and comply with same.

## 9) Programme for the Return to KNC 2020-21

Tuesday 8th September: provisional start of classes

### **Draft COVID-19 Policy Statement**

**KNC PERFORMING ARTS COMPANY** is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our students. To ensure that, we have developed the following COVID-19 Response Plan. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and students on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt to facilitate physical distancing as appropriate in line with the public health guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff and students engage with the induction / familiarisation briefing provided by the Department of Education and Government
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at KNC
- provide instructions for staff and students to follow if they develop signs and symptoms of COVID-19 during class time
- implement cleaning in line with Health advice

All staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through KNC directors

## Pre-Return to Work Questionnaire COVID-19

This questionnaire must be completed by staff **at least 3 days** in advance of returning to work.

If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to work.

Name: \_\_\_\_\_

Name of studio : **KNC PERFORMING ARTS COMPANY**

Name of directors: **Niamh Conlan & Katie Conlan** Date: \_\_\_\_\_ 蜉

	Questions	YES	NO
1	Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days? 蜉		
2	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days? 蜉		
3	Have you been advised by the HSE that you are <u>you a close contact</u> of a person who <u>is a confirmed or suspected case</u> of COVID-19 in the past 14 days? 蜉		
4	Have you been advised by a doctor to self-isolate at this time?		
5	Have you been advised by a doctor to cocoon at this time?		
6	Have you been advised by your doctor that you are in the very high risk group? If yes, please liaise with your doctor and Principal re return to work.		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating, awaiting results of a COVID-19 test or been advised to restrict my movements. Please note: KNC is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the COVID-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and will be held securely in line with our retention policy.

Signed: \_\_\_\_\_



## Risk Assessment

COVID-19 Risk Template (List identifies COVID-19 as the hazard and outlines control measures required to deal with this risk)

Hazard s	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column
COVID -19	N	Illness	H	Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice		<p>Examples of Actions</p> <p><a href="#">Follow public health guidance from HSE re hygiene and respiratory etiquette</a></p> <p><a href="#">Complete COVID-19 Policy Statement</a></p> <p><a href="#">Return to Work Forms received and reviewed</a></p> <p><a href="#">Undertake Training</a></p> <p><a href="#">Maintain log of staff, student and visitors</a></p> <p><a href="#">Complete checklists as required:</a></p> <p><a href="#">How to deal with a suspected case</a></p> <p><a href="#">Physical distancing requirements</a></p> <p><a href="#">Other specific checklist</a></p>

## Contact Tracing Log

<u>Name of School</u>	KNC PERFORMING ARTS COMPANY		<u>Contact Person</u>	Niamh Conlan	
<u>Address of studio</u>	Newbridge, Co Kildare		<u>Email</u>	kncperformingartscompany@gmail.com	
<u>Name of Visitor</u>				<u>Was the visit pre-arranged with KNC DIRECTORS?</u> Yes No	
<u>Date of Visit</u>	____/____/____	<u>Time</u>	<u>Entry to studios</u> _____am pm	<u>Exit from studio</u> _____am pm	
<u>Visitor Status</u>	<u>Contractor</u>	<u>Parent/Guardian</u>	<u>Other</u> Please complete: _____		
<u>Contact details of visitor</u>	<u>Company Name</u> <small>(if applicable)</small>				
	<u>Address</u>				
	<u>Contact No.</u>		<u>Email Address</u>		
	<u>Reason for Visit</u>				
<u>Who the visitor met (separate line required for each person the visitor met)</u>					
<u>Name of Person visited</u>			<u>Length of time spent with each person in the studio</u>		

## Checklist

This checklist supports planning and preparation, control measures and induction needed to support a safe return to performing arts for students, staff, parents and others.

**For completion by the agreed person with overall responsibility of managing the implementation of the COVID-19 Response plan.**

### Planning and Systems

1. Is there a system in place to keep up to date with the latest advice from Government and DES, to ensure that advice is made available in a timely manner to staff and students and to adjust your plans and procedures in line with that advice?
2. Have you prepared a KNC COVID-19 response plan and made it available to staff and students?
3. Have you a system in place to provide staff and students with information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them?
4. Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?
5. Have you told staff and students of the purpose of the COVID-19 contact log?
6. Have you a COVID-19 contact log in place to support HSE tracing efforts if required?
7. Have you informed staff on the measures that have been put in place to help prevent the spread of the virus and what is expected of them, and provided a system for them to raise issues or concerns and to have them responded to?
8. Have you reviewed and updated risk assessments in line with Department advice to take account of any controls to help prevent the spread of COVID-19?
9. Have you updated emergency plans, in particular to take account of the COVID response plan?

### Staff

10. Have you made available to each staff member a COVID-19 return-to-work form to be completed and returned 3 days before they return to the workplace? (**Template attached**)
11. Have you advised staff and students they must stay at home if sick or if they have any symptoms of COVID-19?
12. Have you told staff and students what to do and what to expect if they start to develop symptoms of COVID-19 while in class?

### Training and Induction

13. Have you advised staff to partake in training materials which are available online?
14. Have first aiders, if available, been given updated training on infection prevention and control re hand hygiene and use of PPE as appropriate?

### Buildings / Equipment

15. If you have mechanical ventilation does it need cleaning or maintenance before the school reopens?
16. Does your water system need flushing at outlets following low usage to prevent Legionnaire's Disease?
17. Have you visually checked, or had an appropriate person check, all equipment in the school for signs of deterioration or damage before being used again?
18. Have you arranged for the building including all equipment, desks, benches, doors and frequently touched surfaces points, been thoroughly cleaned before reopening?

### Control Measures in place

#### Hand / respiratory hygiene

19. Have you accessed supplies of hand sanitizers and any necessary PPE equipment?
20. Are there hand washing/hand sanitising stations in place to accommodate staff, students and visitors adhering to hand hygiene measures in accordance with Department guidance?
21. Have arrangements been made for staff and students to have regular access to hand-washing/hand sanitising facilities as appropriate?
22. Are hand sanitisers easily available and accessible for all staff, students and visitors – e.g. at entry and exit points to buildings?
23. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?
24. Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?
25. Have you informed staff and students about the importance of hand washing?
26. Have you displayed posters on how to wash hands correctly in appropriate locations?

27. Have you told staff and students when they need to wash their hands or use hand sanitiser? This includes:
- before and after eating and preparing food
  - after coughing or sneezing
  - after using the toilet
  - where hands are dirty
  - before and after wearing gloves
  - before and after being on public transport
  - before leaving home
  - when arriving/leaving the studio/other sites
  - after each class
  - after touching potentially contaminated surfaces
  - if in contact with someone displaying any COVID-19 symptoms
28. Have you told staff and students of the importance of good respiratory measures to limit the spread of the virus, including?
- avoid touching the face, eyes, nose and mouth
  - cover coughs and sneezes with an elbow or a tissue
  - dispose of tissues in a covered bin

#### **Physical Distancing:**

29. Have you identified all available space to be used to maximise physical distancing?
30. Have you where possible and practicable assigned students to pod to minimise the risk of infection from COVID-19?
31. Have you made arrangements to limit interaction on arrival and departure from class and in other shared areas?
32. Can you provide a one system for entering and exiting the building, where practical?
33. Have you a system to regularly remind staff and students to maintain physical distancing?
34. Have you advised staff and students not to shake hands and to avoid any physical contact?

#### **Visitors to Schools**

35. Have you identified the activities that involve interacting with essential visitors to studios, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible?
36. Are there arrangements in place to inform essential visitors of the measures to help prevent the spread of infection?
37. Have you a system in place for all visitors who do need to come to the studio to make appointment, arrange to contact a central point and to record their visit using the contact tracing log?

### **Checklist for dealing with a suspected case of COVID-19**

#### **Isolation Area**

1. Have you identified a place that can be used as an isolation area, preferably with a door that can close?
2. The isolation area does not have to be a separate room but if it is not a room it should be 2m away from others in the room.
3. Is the isolation area accessible, including to staff and students with disabilities?
4. Is the route to the isolation area accessible?
5. Have you a contingency plan for dealing with more than one suspected case of COVID-19?
6. Are the following available in the isolation area(s)?
  - Tissues
  - Hand sanitiser
  - Disinfectant/wipes
  - Gloves/Masks
  - Waste Bags
  - Bins

#### **Isolating a Person**

7. Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them?
8. Are staff familiar with this procedure?
9. Have others been advised to maintain a distance of at least 2m from the affected person at all times? (it is intended that this will be dealt with as part of DES online training)
10. Is there a disposable mask to wear for the affected person while in the common area and when exiting the building?

#### **Arranging for the affected person to leave the studio**

11. Staff – have you established by asking them if the staff members feel well enough to travel home?
12. Student – have you immediately contacted their parents/guardians and arranged for



13. The affected person should be advised to avoid touching other people, surfaces and objects.
14. The affected person should be advised to cover their mouth and nose with disposable tissue(s) when they cough or sneeze, and to put the tissue in the bin.
15. Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?
16. Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?
17. Has the affected person been advised they must not use public transport?
18. Has the affected person been advised to continue wearing the face mask until they reach home?

#### **Follow up**

19. Have you carried out an assessment of the incident to identify any follow-up actions needed?
20. Are you available to provide advice and assistance if contacted by the HSE?

#### **Cleaning**

21. Have you taken the isolation area out-of-use until cleaned and disinfected?
22. Have you made arrangements to clean and disinfect any classroom space where the staff or students were located?
23. Have you arranged for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building?
24. Have the cleaners been supplied with the appropriate PPE?

### **Checklist for Cleaning**

1. Have you a system in place for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that advice is made available in a timely manner to staff and students and to adjust your cleaning procedures in line with that advice?
2. Have you explained the need for the enhanced cleaning regime to staff and students?
3. Are you aware that cleaning is best achieved using a general purpose detergent ad warm water, clean cloths, mops and the mechanical action of wiping and cleaning, following by rinsing and drying?
4. Have you sufficient cleaning materials in place to support the enhanced cleaning regime?
5. Have you made arrangements for the regular and safe emptying of bins?
6. Have you in place a system for regular cleaning of the following frequently touched surfaces?
  - Door handles,
  - Hand rails
  - Chairs/arm rests
  - Communal eating areas
  - Sinks
  - Toilets facilities
7. Have you provided cleaning materials to staff and students so that they can clean their own immediate workspace?
8. Have you advised staff that they are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks? E.g. mobile phone laptop and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed.
9. Have you advised staff and students to avoid sharing items such as cups, bottles, cutlery, pens
10. Have you put in place a written cleaning schedule to be made available to cleaning staff including:
  - Items and areas to be cleaned
  - Frequency of cleaning
  - Cleaning materials to be used
  - Equipment to be used and method of operation
11. Details of how to clean following a suspected case of COVID-19 are at **Section 7 of**
12. If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning?
13. If cleaning staff have been instructed to wear gloves when cleaning are they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves?
14. Have you a system in place for the disposal of cleaning cloths and used wipes in a rubbish bag? *Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having COVID-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.*
15. Have you ensured there is a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?
16. Have you ensured there is a system in place to ensure that equipment such as