



PRACTICAL CONSIDERATIONS BEFORE RESUMING LIVE TEACHING

These recommendations are based on the current 2 metre distancing restrictions in place in the UK and so should be adjusted as appropriate to your reality (1 metre/1.5 metre or equivalent) and the rules that apply where you are

1. **Where possible have separate entrance and exits to your building** so that traffic flows more easily, you minimise person to person contact and you may speed up getting people in and out of the facility

2. **Whenever possible, parents and other visitors should not enter the building**
 - Request that parents drop off their children at the door and do not open internal areas for waiting parents or family unless you can ensure appropriate social distancing space
 - Clear drop off and collection procedures should be put in place and communicated – Parents/guardians should be required to drop students at the entrance to a building safely, but not to enter the premises
 - Students should be directed not to arrive early and to wait outside until instructions have been given that it is safe to enter
 - Following the class, safely return students to the entrance of the building (or pick up location if different) for collection. You want to make sure everyone is aware of your arrangements about how pick up will take place in a timely manner
 - There should be no parent observation of classes

3. **Establish clear pathways through the building**
 - Mark pathways with arrows if needed
 - Arrange to have an assistance accompany younger students to ensure they follow spacing and other protective measures
 - Review all signage to ease navigation and finding places

4. Reduce the number of share facilities where possible

- (Reception, stairwell, corridors, toilets, changing rooms, water fountains, fridges etc.) and manage them wisely to ensure social distancing
- Keep dressing rooms and communal showers closed
- In your toilets make sure that you can maintain social distance and sanitization
- Tape of waiting lines
- If appropriate close a few stalls to decrease amount of people in any given space
- Make sure everyone understands your policies on this and it is reinforced with signage
- Turn off communal water fountains

5. All students should arrive and leave dressed and ready for class in their dance clothes

- Any tasks that *can* be done at home *should* be done at home (hair, makeup, dressing etc.)
- Make sure the dancers are not wearing ballet shoes outside of the studio. Outdoor shoes should be taken off and left outside of the classroom. Ballet shoes should be put on immediately before entering the studio and removed immediately after class
- If you use street shoes as part of the your class, ideally you should ask your students to have a second pair that they did not arrive in, reserved to change into for dancing
- Clearly identify (mark the floor if you can) where students place their belongings so that they do not touch each other's belongings. It could be a separate area from the studio or you could create a "home base" at the barre for each student during class
- Students should not wait in the classroom/studio if it is not their class

6. Students should be advised to bring only the essential items with them

- Individual towels should be clearly marked
- Water bottles should be discouraged except in very hot temperatures or for classes of long duration
- Do not share props for dances, please ask each dancer to provide their own (if this is a difficulty, please note there are dances at each grade that do not require props)
- If personal items are not removed at the end of the class, they should be disposed of immediately. Remind students at the end of each lesson and put signage up to ensure it is clearly communicated to avoid complaints

7. Ensure availability of hand soap at sinks and hand sanitiser in studios and other areas

Ensure the sanitiser you choose is effective against the virus and is suitable for use by children. Be aware of any allergen advice. Remember that anti-bacterial is not anti-viral, so this will not replace the efficiency of a proper hand wash using soap and water

8. No eating food, or drinks other than water on site

9. Mark your floors and barres so that those entering your studio understand how to space themselves

- Barres should be clearly marked with tape to allow dancers at least the required separation, allowing for extra room near walls
- For centre practise mark the floor to allow at least a 2 metre square per person (including teacher, accompanists and others who may be required to be in a room) You may like to use tape to assist with this, or consider rubber floor circles
- If you are alternating groups you must also have safe areas marked for dancers to wait at the side of the room
- Electrical tape will not damage floors and is inexpensive and colourful. Harlequin floors have a black PVC tape suitable for marking on vinyl floors which you can order on line. Scotch Blue Painters tape is another option that does not leave a residue
- Rather than number spaces, consider naming them after well-known dancers, ballet positions or other creative names

10. Ensure studios have appropriate cleaning products to hand but secure from young students

11. Staff safety and rights

For anyone regularly engaging freelance teachers, we ask that you respect the rights of freelancers who may be unable to work at this time due to being part of a protected group, or unable to travel to work due to government advice or policies. There are anti-discrimination laws in the UK that under these circumstances, seek to protect employees and the self-employed from losing their employment/contract. Please consult the applicable UK government publications for more information

12. Keep as many administrative procedures as possible online (billing, payments, communications etc.)

- Where class payments are required, direct debits payments can be arranged although cash is acceptable
- Make sure you have safe office practices for those who may be working in your offices. Update your terms and conditions to reflect the new reality
- In reality many younger students **will not** be able to follow social distancing guidelines. Think very seriously about the age ranges that you can successfully work with under the new reality. Always put safety first

Useful links for information & resources:

<https://www.nhs.uk/conditions/coronavirus-covid-19>

NHS physical distancing information Guidance for Education settings

Government cleaning guidelines for non-healthcare settings

Staying safe outside your home – includes information about masks

How to write a Health & Safety Policy

NHS hand hygiene information

Wet, soap, wash, rinse, dry poster

Catch it, bin it, kill it poster

Safe coughing and sneezing etiquette