

COVID-19 Response Plan for The Dancer's Academy

including Protocols for Safe Reopening 2020

With reference to:

- [Return to Work Safely Protocol: COVID-19 Specific National Protocol for Employers and Workers](#)
- [IBTA - The place of the Ballet teacher in re-opening Ireland Roadmap](#)
- *Risk assessment specific to **The Dancer's Academy - (DAPA)***

1. Procedures for arrival and pick-up

Students should not present for class if they are feeling unwell

- On entering & leaving the building, dancers are required to use hand sanitiser
- Dancers will be required to arrive in practice clothes
- Wearing of face covering is optional for ages 12+
- Changing room and toilet access will be minimised
- A one-way system will be in place at main entrance to facilitate either drop or pick-up.
- Dancers should arrive exactly on time. Early arrival cannot be facilitated as cleaning and sanitising of the studio must take place between classes
- Teachers will wash hands and use hand sanitiser between classes
- Children will be escorted to exit for pick-up
- Parents/Guardians and non-dancers are not allowed to enter the building and must wait outside
- Parents/guardians must pick-up on time to avoid any congregation of students outside buildings
- Parents/guardians should maintain social distancing outside the studio while waiting for children

2. Procedures during class

- Restricted numbers in classes
- Within the dance class, spacing will be marked out at the barre and in the centre
- There will be a 5 minute break between sessions so that the barres can be wiped with disinfectant and the room can be aired
- Dancers are requested to bring their own bottles of water to class

3. Procedure in case of non COVID-19 emergency

- A first aid box with gloves, ice-packs and medical equipment is available with the teacher.
- The designated first-aider using this area must first wash hands, then put gloves & face mask on before attending to a dancer needing attention.

4. Lead representative re. COVID-19 measures

- **Katy Wallace**

5. Employer-worker engagement, communication and training

- The key to a safe and continued return to work requires strong communication and a shared collaborative approach between employers and workers
- Workplace controls to comply with infection prevention measures included in this protocol should be communicated and explained to all relevant workers and others
- As noted above, an employer will appoint at least one lead worker representative whose role is to work collaboratively with the employer to assist in the implementation of measures and monitor adherence to the measures to prevent the spread of COVID -19. Every workplace will however, have at least one worker representative in place to address these COVID-19 requirements. The worker representative should, together with the COVID-19 response management team, support the implementation of the

measures identified in this national protocol. Such a person or persons should be clearly identifiable in the workplace and receive the relevant and necessary training by their employer.

6. Implementing the COVID-19 prevention and control measures to minimize risk to teachers and students

Policies and procedures for prompt identification and isolation of workers who may have symptoms of COVID-19. The prompt identification and isolation of potentially infectious individuals is a crucial step in protecting the worker involved, their colleagues, customers or others at the workplace.

- **DAPA** will keep a log of all classes held to facilitate contact tracing
- **DAPA** will inform workers and others of the purpose of the log
- Each teacher will keep an attendance roll to facilitate contact tracing
- **DAPA** will display information on signs and symptoms of COVID-19
- **DAPA** will provide up to date information on the Public Health advice issued by the HSE and Gov.ie
- **DAPA** will provide instruction for workers to follow if they develop signs and symptoms of COVID-19 during work

Our staff will:

- Make themselves aware of the signs and 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 signs or symptoms
- Report to principal immediately if any symptoms develop during the shift

The Dancer's Academy will:

- Make available the necessary public health advice from the HSE and other sources as appropriate to our staff
- Agree through negotiation with workers any temporary restructuring of work patterns that may be required to implement the COVID-19 prevention measures in the workplace
- As information about the virus is evolving, public health advice is being updated on a regular basis, and it is important for employers and workers to recognise that flexibility will be required on the part of employers and workers in meeting the measures to reduce the spread

7. Return to work

- Before returning to work, the following pre-return to work steps should be put in place and completed by both employers and workers
- **DAPA** will establish and issue a pre-return to work form for workers to complete at least 3 days in advance of the return to work
- This form should seek confirmation that the worker, to the best of their knowledge, has no symptoms of COVID-19 and also confirm that the worker is not self-isolating or awaiting the results of a COVID-19 test

8. Dealing with a suspected case of COVID-19 in the workplace

While teachers/students should not attend work if displaying any symptoms of COVID-19, the following steps outline how employers should put in place a response plan in advance and also deal with a suspected case that may arise during the course of work.

- Designated isolation area – **Back Porch or Outside Area.**
- Other students will not have any access to the isolated person
- Student’s parent(s) will be contacted and they will be taken home immediately
- Carer (i.e. ballet teacher) will maintain 2 metre distance
- Both will wear facemask
- The teacher should avoid touching people, surfaces and objects

- Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided
- Assessment of the incident will be undertaken, which will form part of determining follow-up actions and recovery
- Appropriate cleaning of the isolation area and work areas involved will follow
- **DAPA** will provide advice and assistance if contacted by the HSE

9. Information on public health and occupational health and safety

Health & Safety Authority: <http://www.hsa.ie/>

The Health and Safety Authority Workplace Contact Unit at wcu@hsa.ie and Tel: 1890 289 389

The Health Service Executive, HSElive at Tel: 1850 241850 <https://www.hse.ie/eng/hselive/>

10. Information on Business Continuity and Supports

NSAI Workplace Protection and Improvement Guide: <https://www.nsa.ie/covid-19workplaceprotection/>