



URDANG ACADEMY COVID-19 METHOD STATEMENT

Purpose:

The purpose of this document is to lay out the process by which Urdang supports staff and students against the spread and impact of COVID-19. This strategy has been created in line with the Government's guidelines on social distancing and other restrictions at the time of writing and will be reviewed and adjusted accordingly.

Importantly this document is NOT a replacement of the Public Health Policy, common law in the fields of medicine, occupational health, and/ health & safety. It is based on the principle that risk is to be mitigated reasonably and in accordance with Government guidelines.

In line with Government recommendations, Urdang has appointed a COVID-19 Officer. This staff member is responsible for ensuring that all precautions that have been put in place are being implemented and all staff and students are being supported.

Vulnerable staff and students:

Under Government guidelines, it is good practice for companies to ask all staff and students to complete an "At-Risk" form so they can be supported if anyone becomes ill. Therefore, we are requesting all staff and students to complete a "Vulnerability" form that will go to the Covid-19 Officer. Under GDPR this form will be used as a reference and kept in a secure place and destroyed once this emergency is over.

Individuals who identify with being Moderate or High Risk or live with higher risk individuals should work or study from home as much as possible. Urdang will continue to provide support to staff who are working from home. Students who are self-isolating will not have their training interrupted.

INFECTION CONTROL:

- Any member of staff or student demonstrating any symptoms of being unwell (COVID-19 or any condition) must inform Finsbury Town Hall (FTH) Reception and remain at home.
- Under no circumstances should staff or students attend any college campus if they are unwell or suspect they are unwell. They must follow Government guidelines and contact 111 and follow NHS guidelines around Test & Trace. They must also inform the college if they have tested positive or not.

- If a staff member or student suffers symptoms during the day they must advise reception and return home immediately. Once home they should call 111 for guidance. They must then update the college by contacting reception.
- If the college experiences a COVID-19 outbreak it is required to contact the local Public Health Officer and the Health & Safety Executive.
- If a staff member or student becomes ill with COVID-19 senior managers will determine who they have been in contact with. All staff and students who have been in contact (same class groups etc) will be told to self-isolate for 14 days before being allowed back into buildings that form the college campus. Any person who begins to experience COVID-19 symptoms must follow the appropriate guidelines.

Travel:

- The Government advises that the public should avoid public transport where possible.
- Follow local guidelines when using public transport which currently includes mandatory use of a cloth face covering.

Arrival at College:

- All staff, students, and visitors will have their temperature checked when they first arrive at any of the college buildings. A temperature of 37.8 degrees celsius will be considered being caused by fever under any circumstances and therefore access to the premises will be denied. Everyone using the common areas of the buildings must wear masks.

Leaving College:

- When leaving the college premises staff and students should not congregate in areas close by eg. Exmouth Market or the local greens.
- To minimise infection it is best to go home straight away once your last class has finished.

Facilities:

A plan for the safe usage of all college buildings has been produced. The college has also hired 4 extra spaces to ensure that there are enough studios to cater to the COVID-19 program. Plans will be distributed via digital means to all staff and students prior to their return to the college and hardcopy versions placed on walls and given to visitors upon entry.

Please Note: Any plans for the usage of all buildings to mitigate the spread of COVID-19 are subject to HSE and Fire regulations.

GENERAL INFORMATION:

- Two-meter spacing lines placed outside the FTH and Urdang 2 for safe queuing to get into the buildings are in operation. Students and staff arriving for class must do

so in good time before their first class as a queuing system will be in place. Students and staff whose first class is at The Lift will be checked by the staff there.

- Students using Amwell Street will queue in the passage and will be checked upon entry to the studio by the tutor.
 - Students and staff can only enter one at a time and on their first entry of the day.
 - Their temperature will be taken before they are permitted to fully enter the building.
 - Pump sanitisers stationed at the entrance must be used as soon as you enter all buildings. There are sanitiser units placed throughout all buildings and spray disinfectant and paper towel for cleaning hard surfaces.
- All staff and students must leave the building as soon as their work/class has been completed.
- Students and staff must wear masks when walking around college buildings. Students and staff may also be required to wear face coverings during class. This will be on a case by case basis.
- The lifts are out of use unless needed for mobility. Only one person at a time is permitted in the lift. If the person requires assistance the assistant must wear a face mask and gloves. The Day cleaner will sanitise the lift after use.
- When using toilet facilities after washing hands taps, toilet handles and door handles must be wiped with sanitiser provided.

Changing Facilities:

- There will be no access to changing rooms or showers.
- Students must travel with dancewear under street clothing for class.
- Students must only wear the basic uniform for all classes as laid out in the Course Information at the end of this document.
- Staff must also come prepared for teaching without changing.
- Bags must be kept as small as possible.
- On returning home it is strongly advised that clothes must be changed and washed as quickly as possible.

Studios:

- Studio floors will be clearly marked to ensure safe distancing. There will also be marked spaces for bags and jackets. Please leave your masks on top of the bags for easy retrieval in case of an emergency.
- Most studios have wall sanitiser units. As well as these units all teaching spaces will have a station with a sanitiser pump for hand use, spray disinfectant, and blue paper for use to clean ballet barres, sound systems keyboards, and any other hard surface that may require cleaning.
- All used materials and items such as tissues must be deposited in the pedal bins provided in every space.
- Sound systems must be kept at a low level to ensure that Tutors do not shout during classes.

**PLEASE DO NOT PUT HANDS ON THE MIRRORS OR LEAN AGAINST THE WALLS. ○
TUTORS MUST ENSURE THAT ALL STUDENTS LEAVE A STUDIO BEFORE EXITING.**

Student Recreation Facilities:

- These areas will not be available for use.
- Everyone entering the building must bring their own food for the day and all water.
- Water dispensers will be in use. Disinfectant wipes stationed by the units must be used to clean the controls prior to use.
- Vending machines will be in use but the controls must be cleaned before each usage. There will be a sanitiser spray and blue paper beside the Vending machines to clean to control panels with before use.
- In FTH and Urdang 2 there will be some studios set aside for eating with social distancing in place.
- The Lift provides Studios and Toilet space for College staff and students. The Lift personnel will advise on use of the building.

Staff Rooms:

- These rooms will be closed until further notice. There is no facility for making hot drinks and refrigerators will be out of use.

Offices:

- All offices have reduced occupancy to ensure safe working.
- Desks have protective screens.
- Sanitizer stations are in each room and staff must clean their desk and all equipment before usage every day.
- Only 2 staff members are required to share a desk.
- All other staff have designated seating plans.
- Any person (staff/student/contractor) other than Administration staff can only come into an office as far as a safety line set out on the floor. o Administration staff will then decide on the safest way of communicating with any visitor.

Cleaning:

- Day cleaners are on-site in both FTH and Urdang 2 from 8.00 am until 4.00 pm.
- Their duties are to clean hard surface areas in a pre-arranged order and time, clear rubbish bins in all spaces, ensure toilet facilities are clean, and be available for emergencies.
- The FTH cleaner will also regularly check Amwell Street studios.
- The Lift will be providing its own cleaning program.
- At 4.00 pm the evening cleaners take over until the building closes.
- Evening cleaners will complete a heavy clean at the completion of the day. The cleaners will be using fogging machines in FTH and Urdang 2.

FINSBURY TOWN HALL:

- The entrance will be through Garnault Place and Exit through Rosebery Avenue doors.

- A one-way flow system will be in use throughout the building and must be adhered to at all times. There will be increased signage giving full directions. There is a floor plan of the building available showing a one-way flow system and also space usage.

Ventilation:

- As all floors bar the basement have no forced ventilation all doors (even fire doors) and windows should remain open as much as possible. This includes doors with keypads. This is to reduce the need to touch handles and faceplates as much as possible.
- The basement must only be used as a thoroughfare to get from one studio to another or for short term queuing for toilets or Treatment Department. This will be monitored to ensure that Fire Regulations are not being compromised.
- The Staff Room is closed. Staff must bring their own drinks. Staff are permitted to eat and drink in studios until this emergency finishes.
- The Pastoral Care/Study support room will be open as necessary.

URDANG 2:

- The entrance is through Goswell Road. Exit through the fire exit past the staff room and then up the ramp. No-one must remain in the ramp area after leaving the building. THIS MUST NOT BE USED AS A SMOKING AREA.
- As Urdang 2 is not suited to a one-way flow system all corridors have been designated two-way. Everyone must keep to the left, there are marking on the floor.
- Students waiting outside a studio must stay against the walls.

Ventilation:

- Urdang 2 is completely sealed. All air conditioning units will be left to high to gain maximum air circulation. This may mean studios will be colder than usual.
- Students will be permitted to wear Urdang tracksuits if necessary.
- The Staff Room is closed. Staff must bring their own drinks. Staff are permitted to eat and drink in studios until this emergency finishes.
- Pastoral Care Room is closed. The Head of Pastoral Care will be advising where she will be based.

FINSBURY TOWN HALL & URDANG 2 HIRES:

Evening Classes:

- All visitors are to wear a face-covering in the corridors and communal spaces. Compulsory face coverings during bookings will be at the discretion of the tutor/hirer.
- Any visitors feeling unwell, with mild symptoms of Covid-19 or with a temperature of 37.8 or higher must not enter the building.
- Temperatures must be checked on arrival by the tutor/hirer.
- Social distancing must be practiced at all times to ensure the safety of our guests and staff.

- Directional, instructive and social distancing signage will be installed throughout the building to assist and instruct guests. Floor and flow markings must be adhered to at all times.
- All Urdang staff will be provided with the necessary PPE and training to allow them to carry out their role safely.
- Spaces in use will be deep cleaned before and after every booking.
- Sanitisers will be available throughout the building.
- Covid-19 is a notifiable disease and you will, therefore, be asked for your contact details upon arrival. Records will be kept for 14 days.
- The lift is out of use unless needed for mobility. (Please let the Venue Manager know in advance whenever possible.) In the case that the lift is required, a cleaner will operate the lift and sanitise after use.
- All equipment, props and deliveries are to be agreed by the Venue Manager and must be cleaned prior to entering the building.
- Only spaces agreed in writing with the Venue Manager are to be used.
- All food must be brought with. Water fountains are in use, but will need to be sanitised by the user after each use.
- Toilets will be in use. Taps, locks and handles must be sanitised by the user after each use.
- A guidelines and disclaimer form must be signed by the tutor/hirer before entry.
- All hirers must send over a risk assessment.
- Our policy is subject to change as and when we see fit to ensure the safety of all.

Events and Weekend Hire:

- Wedding ceremonies may currently take place up to a maximum of 30 guests, where social distancing is possible. Wedding receptions are currently not allowed. This will be updated as more information becomes available.
- All visitors and suppliers are to wear a face-covering in the corridors and communal spaces.
- Any visitors feeling unwell, with mild symptoms of Covid-19 or with a temperature of 37.8 or higher must not enter the building. Temperatures will be checked on arrival and our staff reserve the right to refuse entry as they see fit.
- Social distancing must be practiced at all times to ensure the safety of our guests and staff.
- Directional, instructive and social distancing signage will be installed throughout the building to assist and instruct guests. Floor and flow markings must be adhered to at all times.
- All Urdang staff will be provided with the necessary PPE and training to allow them to carry out their role safely.
- Spaces in use will be deep cleaned before and after every booking.
- Sanitisers will be available throughout the building.
- Covid-19 is a notifiable disease and you will, therefore, be asked for your contact details upon arrival. Records will be kept for 14 days.
- The lift is out of use unless needed for mobility. (Please let the Venue Manager know in advance whenever possible.) In the case that the lift is required, a cleaner will operate the lift and sanitise after use.

- All equipment, furniture and deliveries are to be agreed by the Venue Manager and must be cleaned prior to entering the building.
- A risk assessment must be carried out by all suppliers and caterers.
- Only spaces agreed in writing with the Venue Manager are to be used.
- Water fountains are in use, but will need to be sanitised by the user after each use.
- Toilets will be in use. Taps, locks and handles must be sanitised by the user after each use.
- A guidelines and disclaimer form must be signed by the tutor/hirer before entry.
- Our policy is subject to change as and when we see fit to ensure the safety of all. Student

Bookings:

- Are currently unavailable.

AMWELL STREET HIRE:

- The entrance is through the passageway.
- Exit through the car park.
- The staff member on-site will be responsible for ensuring students adhere to social distancing and keeping safe. Students are not permitted to stay around Amwell Street unless arriving for a class or leaving after class.

THE LIFT:

- The Lift will be monitoring all staff and students entering and leaving the building.
- All staff and students must wear face coverings whilst in the communal areas
- Please refer to the Studio section of this document for use of studios

COURSES DELIVERY:

Urdang staff have worked to create a comprehensive timetable of classes to ensure that students are receiving the best possible training within the restrictions of Government Guidelines.

The timetable is a mixture of face to face and online classes with an average of 35-40% being online.

- Face to Face classes are being videoed then will be made available for students. This ensures that no students miss their training.
- The Prop Store will be unavailable. If items are needed for acting, students will have to provide. Tutors will need to bear this in mind when making requests.

As there are no changing facilities at present all students will wear the same uniform for both dance and all MT classes. Following is the full breakdown:

MT Uniform for COVID-19:

Girls

Black tights
Black leotard
Black T-shirt
Black Sweatshirt
Black tracksuit bottoms
Black practice skirt

Boys

Black leggings
Black T-Shirt
Black Sweatshirt
Black tracksuit bottoms

All footwear as per the normal uniform list

Dance Uniform for COVID-19:

Girls

Black tights
Black leotard
Black Sweatshirt
Black tracksuit bottoms

Boys

Black leggings
Black leotard
Black Sweatshirt
Black tracksuit bottoms

All footwear as per the normal uniform list

THE MOST IMPORTANT THINGS TO REMEMBER ARE:

- WASH YOUR HANDS REGULARLY
- WEAR FACIAL COVERING IN COMMUNAL AREAS AND IF WORKING CLOSELY WITH OTHERS
- KEEP TO 2M SOCIAL DISTANCING