

# POLICY FOR THE PREVENTION OF CONTAMINATION FROM CORONAVIRUS (COVID-19) & OTHER VIRUSES

Implementing protective measures in the

Studio One (DCPA) Ltd &

The Dorset Foundation College for Performing Arts setting

## **STATEMENT OF INTENT**

This policy is designed to promote the health, safety and welfare of Students, Members, Staff and visitors through the provision of correct Cleaning Equipment & preventative procedures - with trained personnel in accordance with the requirements of Gov.UK

Studio One (DCPA) Ltd & the Dorset Foundation College for Performing Arts have drawn up this **Cleaning Policy** to meet the requirements of the new Corona Virus. Following Government Guidance under the Control of Substances Hazardous to Health Regulations (COSHH) 2002

### **The Aims of the Policy**

To ensure **Effective Infection Protection & Control & Continual Environmental Decontamination** of areas used by Staff/Students/Parents/Members/Visitors

All members of Staff will follow hygiene and infection control procedures & will be instructed in how to take precautions to avoid contamination

Staff nominated will clean down all Zones between each set/group/class of Students/Members, using disposable gloves, cloths & aprons & where applicable PPE

Staff will minimise contact with individuals who are unwell by ensuring anyone with Corona Virus symptoms, (or someone in their house who does) does not attend Studio One (DCPA) Ltd

Cleaning hands more often than usual – washing hands thoroughly for 20 seconds with running water and soap – or using an alcohol rub or sanitizer ensuring all parts of the hands are covered

Written records of any diseases or dangerous occurrences are maintained

Regular Refresher Training and reiteration of Staff competence is crucial.

All staff will follow basic hygiene procedures

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## **Management of Environment & Equipment**

### **Care of the Environment & Equipment**

1. Using a Decontaminant e.g. detergent or disinfectant On Frequently touched surfaces such as Ballet Barres / Toilets / Door Handles / Desks / Sound Equipment / Tables / Computer keyboards / Hand Sanitizers. All must be cleaned at least twice each day – but preferably between every Class/Group
2. The building is divided into Zones. Each Zone has its own allocated cleaning equipment
3. Cleaning is performed from top to bottom e.g. Shelves, Desk Tops, Window sills, tables, floors.
4. Non-disposable cleaning equipment such as mop handles/ bucket / vacuum cleaners must be cleaned before leaving the Zone and put away
5. Environments are kept clear and clutter-free. Non-essential items such as magazines, toys, leaflets have been removed. Essential leaflets must be laminated for ease of cleaning. Only cleaning fluids provided by the establishment shall be used.
6. Staff are to be trained in the appropriate use of cleaning equipment
7. Staff to be trained in the use of PPE when cleaning. Prior to cleaning hands should be washed thoroughly, then gloves & aprons used.

### **Body Fluids**

Any Staff Member cleaning up body fluids (Blood/Urine/Vomit) must use the correct PPE (Gloves, Apron & Mask). Take all cleaning equipment and a bag to dispose of used equipment, into the Zone. The bag must be tied up and taken to an outside bin. Ensure windows are opened and doors are closed during the clean.

### **Linen**

Towels & Cloths used must be regularly replaced. Washing collected from the zone and put into a sealed bag before leaving the zone. Linen should not be rinsed shaken or sorted. Washing of Linen (Hand Towels/Tea Towels / Cloths) is at a minimum of 60 degrees in detergent.

### **Waste**

Bins are emptied into bags and taken to the main bin. Waste is removed from the premises daily.

### **Kitchen**

The kitchen has its own separate cleaning equipment and cleaning products. It is a Staff Only Area and should **not** be used by Students/Parents/Members/Visitors. The kitchen door is kept closed with a Staff Only Sticker clearly on display.

### 3.

Class Sizes will be kept to a minimum & Pods within Nursery Class, Tiny Dancers, Tiny Tumblers, Class 1 & Class 2 will be created.

Each Pod will be a smaller group within the main Class / Group where one Staff Member or Class Assistant is significant to the Pod.

Pods will be colour coded Red, Yellow, Blue & Green & Students will be allocated Pod stickers in their Colour. Students will remain in the same Colour Pod with the same Staff member each week.

A One Way System is clearly marked around the building. The Front Entrance will be for arrivals & the Car Park door is for those leaving the building.

We will encourage Social distancing guidelines where possible & discourage any congregating in groups, hugging, touching others, hand-holding, handshakes etc

Parents are not permitted in the building unless they wish to come to the Main Reception, Office or Shop where we are providing Cough Screens for everyone's welfare.

An appointment System is in place for those wishing to use the Shop – please contact our Main Reception to book.

Hand Sanitizer is in place throughout the building for everyone's convenience.

Each Student / Member is asked to Sanitize their hands as they enter the building

Students are instructed to bring own drinks bottles & a hand towel & No sharing food or drinks

Ensuring good respiratory hygiene by promoting the CATCH IT, BIN IT, KILL IT !!!

Boxes of paper tissues are readily available throughout the building.

All areas will be well ventilated with doors open where possible.

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### **Core actions for Staff cleaning Zones**

1. Collect all cleaning equipment and take to Zone as per Policy
2. Use disposable Mop/Cloths as per Policy
3. Take rubbish bags to Zone to empty bins into as per Policy
4. Take bag into Zone to collect any used towels as per Policy
5. Take fresh supply of cleaning product as per Policy
6. Perform hand hygiene as per Policy
7. Put on PPE if required for task as per Policy

### **On entering the room**

1. Only take equipment necessary
2. Keep windows open and door closed as per Policy

### **Perform cleaning Process**

1. Perform the clean as per Policy
2. Clean any equipment as per Policy
3. Clean top to bottom as per Policy

### **On leaving the Zone**

1. Clean and dry all cleaning equipment and put away as per Policy
2. Dispose of Cloths / Mops / Disposable Gloves /Aprons as per Policy
3. Wash hands thoroughly with soap & water as per Policy

### **Cleaning of communal areas**

All areas to be kept clean as per Policy with a minimum of 2 x cleans each day, but preferably between each class/Group.

Hand Washing is to be undertaken after each task

**What happens if there is Suspected Case in our setting?**

If a Student / Parent/ Member/ Visitor displays symptoms of Covid-19 – the case should be segregated from others.

PPE is to be worn by Staff Members dealing with the case & Parents informed where the case in a minor.

The case should leave the premises quickly & asked to isolate for 7 days.

Their fellow householders should isolate for 14 days.

Where a suspected case of Corona Virus has been in a communal area e.g. Reception, Studio, and Toilet facilities, these areas should be cleaned with detergent/diluted bleach as per Policy.

Others in the Class / Group should be informed immediately of the suspected case and must self-isolate until it is ascertained whether the suspected case is a positive or a negative and we can then issue further guidelines on action to take.