

## GSC Drama Club Covid-19 Protocol

As the Prime Minister confirmed in his announcement on 23 June, providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children can operate over the summer holiday, subject to the science and with safety measures in place.

The Department for Education recognise the important role out-of-school settings (OOSS) play in providing enriching activities, giving children the opportunity to socialise with others outside their household and promoting their wellbeing. They also recognise the importance of these settings in providing additional childcare options to parents and carers, particularly those with younger children, who may need to return to or continue to work during the school holidays.

In line with the advice from the Public Health England and NSPCC we have put in place the protective measures below. This is to minimise the risk to children, staff and parents who attend our clubs by reducing the risk of infection and transmission of the coronavirus (COVID-19).

### IMPORTANT: Covid-19 protocols for staff and students to minimise transmission of virus

	<b>Staff</b>	<b>Students and Parents</b>
1. Travel	Ideally you should walk, cycle or use a private vehicle. If unable to avoid public transport please wear a mask, sanitise hands after touching surfaces and maintain good social distancing.	Ideally you should walk, cycle or use a private vehicle. If unable to avoid public transport please wear a mask, sanitise hands after touching surfaces and maintain good social distancing.
2. Attendance	Staff are not permitted to attend if they, or a member of their family bubble, have experienced symptoms or if they know they have come in contact with someone with virus symptoms. <i>If in doubt, tell Francesca McNally, Education &amp; Outreach Manger and stay at home.</i>  Only designated staff are allowed on premises. Any other staff members or parents will be turned away.	Students are not permitted to attend if they, or a member of their family bubble, have experienced symptoms or if they know they have come in contact with someone with virus symptoms. <i>If in doubt, tell a member of the GSC team and stay at home.</i>  Only student are allowed to enter the premises. Parents must stay at the allocated drop off and pick up points.
2. Arrival	Please park in the main car park (the gate in front of	Students and parents must follow the one way system

	<p>GreenArk will be shut at all times). Please enter through the front of the building (Maps provided). If it is necessary to wait outside, please ensure you keep at least 2 metres distance from others outside.</p> <p>When entering the rehearsal room, you must sanitise your hands using the dispenser provided.</p> <p>Go straight to the rehearsal room .</p> <p>On every entry and exit to the rehearsal room it is compulsory for you to sanitise your hands using the dispenser provided.</p>	<p>(Maps provided). They must wait outside the front entrance, using the 2 metre markers. A member of staff will meet you and escort your children to the rehearsal room.</p> <p>Nobody may enter until advised to do so. Parents must not come into the building unless absolutely necessary - i.e. in an emergency.</p> <p>Communication can be done via the phone number emailed to you a week before the first session.</p> <p>On every entry and exit, it is compulsory for students to sanitise their hands using the dispenser provided.</p>
<p>3. Movement around premises, and between rooms</p>	<p>Staff will stay in their assigned rehearsal room and will not go into other spaces unless required to.</p>	<p>Once in the rehearsal room students will be designated a chair. They must remain in their chair throughout the session unless instructed to move by the facilitator.</p>
<p>4. Social distancing</p>	<p>Staff must stay at least 2 metres apart from each other, and from students, at all times. The rehearsal room will be marked out and chairs arranged so that Teachers and students are 2m + distanced at all times.</p>	<p>Students must stay at least 2 metres apart from each other at all times. The rehearsal room will be marked out and personally designated chairs arranged so that Teachers and students are 2m + distanced at all times.</p>
<p>5. Tissues &amp; their disposal</p>	<p>Staff to bring their own disposable tissues. Dispose of all used tissues in the bins provided</p>	<p>Students to bring their own tissues. Dispose of all used tissues in the bins provided</p>
<p>6. Distancing whilst supervising</p>	<p>Please only support students with work etc from a distance. Basic blocking to be decided before the rehearsal to allow for correct social distancing.</p>	<p>N/A</p>

7. Ventilation	Windows will be open in all rooms used. Adjust the heating if you are cold. Also make sure you are suitably dressed.	Rooms will be well ventilated so parents please ensure students are suitably dressed for ambient outside temperature
8. Toilets	Use disabled toilets only. Only one person at a time. Wash hands thoroughly with soap and running water for 20 seconds. Staff to clean toilets with detergent and bleach twice a day, whilst wearing the correct PPE.	Students will only be allowed to visit the toilet one at a time. They must wash hands thoroughly with soap and running water for 20 seconds. Correct handwashing posters are displayed in the toilet area.
9. Personal effects, food etc.	Please do not bring anything you don't need to the workshop. Bags and coats to be stored outside of the rehearsal room. Mobile phones will be necessary for communication and registration, but must be kept away at all other times.	Please do not bring anything you don't need for the workshop. Please bring your own water bottle and food that does not need to be kept cold, as there will be no access to a fridge. Mobile phones are discouraged, and not to be used in the building except in an emergency.  Any items brought will be stored outside of the rehearsal room in a designated space. Access to this area will be one person at a time.
10. Isolation for any student displaying possible symptoms	If any staff experiences symptoms of the virus (persistent cough and/or high temperature) they will place themselves in the kitchen area. They will call another member of staff and contact parents to collect their children ASAP.	If any student experiences symptoms of the virus (persistent cough and/or high temperature) they will be placed in the kitchen area. We will contact parents to collect them ASAP and deep clean their area.
11. Cleaning	GSC will ensure all rooms are subject to intensified cleaning, particularly of all surfaces, and prominent areas of communal contact (handles, light switches, chairs, doors, etc.)	N/A



12. First Aid	There will always be a first aider on site. Training on updated C19 First Aiding information will be provided.	N/A
13. Safeguarding	A designated member of staff will be responsible for safeguarding onsite. Please reread our safeguarding policy. Refresh training on child protection and new issues arising from C19 will be provided.	Go onto GSC website to read our safeguarding policy.
14. End of class procedures	Staff will dismiss students one at a time, which will allow them to exit the building whilst maintain good social distance and avoid a bottle neck. Exit is by the rear door. (see map)	Parents meeting their child after class will need to wait in the car park at the back entrance (see map).  Parents must wait using the 2 metre marks, or remain in their vehicles. Please drive carefully.
15. Fire Alarm	All students and staff will congregate at the car park behind the building, observing distancing. Designated teacher will roll call.	All students will be guided to congregate at the back of the building, observing distancing.
16. Further questions and honing procedures	Please email Francesca McNally, <a href="mailto:eo@guildford-shakespeare-company.co.uk">eo@guildford-shakespeare-company.co.uk</a> or Ant Stones, <a href="mailto:education@guildford-shakespeare-company.co.uk">education@guildford-shakespeare-company.co.uk</a> if you have any questions or changes you feel we can make.	Please email Francesca McNally, <a href="mailto:eo@guildford-shakespeare-company.co.uk">eo@guildford-shakespeare-company.co.uk</a> or Ant Stones, <a href="mailto:education@guildford-shakespeare-company.co.uk">education@guildford-shakespeare-company.co.uk</a> if you have any questions or changes you feel we can make.

Many thanks for your understanding and cooperation. We will continue to ensure that our workshops are engaging and entertaining whilst ensuring that we do everything we can to ensure the safety of our students, their families and staff. We will review our protocols document weekly, in line with up-to-date Public Health England and Department for Education guidelines. We will inform students, parents and staff of any changes.

**Francesca McNally, GSC Education & Outreach Manager.**

**15/07/2020**