



## Pointe Works

Jessie Hughes Village Hall, Royal Lane, Eaton, CW6 9XR

### PROCEDURE: COVID-19 SITE MANAGEMENT

**Date Adopted:**

**Date of last review:**

**To be reviewed next  
before/on:**

7<sup>th</sup> September 2020

1/11/22

1/9/23

### PURPOSE AND STATEMENT:

Pointe Works is committed to ensuring the health and wellbeing of all students and will continue to follow the advice of the UK Government, NHS, Public Health England, and our local Health Protection Team.

The current (summarised) advice is:

1. Ensure good hygiene for everyone
2. Maintain appropriate cleaning regimes, using standard products such as detergents
3. Keep occupied spaces well ventilated
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19
  - Children and adults should not come into the setting if they have symptoms of Covid 19 – High Temperature, cough, loss or change to smell or taste.
  - Children and adults should not attend the setting if anyone in the Household has COVID-19
  - Children and adults should not attend the setting whilst waiting for PCR test results for anyone in the household, or until they are negative.

### DISTRIBUTION:

- To distribute appropriate sections to Parents, Customers and Venues as needed

### REVIEW AND MONITORING OF PROCEDURE:

Pointe Works will continue to review and update this procedure as more information becomes available.

Monitoring is part of procedure and will be enforced by Principal Nicolle Higgins.

### THE PROCEDURE IS BASED ON THE BELOW PRINCIPLES:

- The welfare of Pointe Works students, staff and volunteers is paramount
- Principal Nicolle Higgins is responsible for ensuring this procedure is followed
- It is the role of every attendee of Pointe Works classes to minimise the risk of spreading COVID-19
- Pointe Works is committed to following the advice of the UK Government, NHS, and Public Health England

**SITE MANAGEMENT:**

Max Teacher: Student Ratio = 1: 12

Groups of no more than 12 students will be supervised by 1 teacher.

Students will be encouraged not mix and barres will be cleaned between each group.

Children should be dropped off at the Main front doors and be collected at side doors on the balcony wherever possible.

First Steps Students may have one adult accompany them to the lesson.

Upon arrival, all students are to sanitise their hands.

Any student or family member who tests positive for COVID-19 before any class date must immediately inform Pointe Works.

Students should not attend lessons if they test positive for COVID-19 until the 5 day isolation period has ended. Students must have 2 days of negative Lateral Flow Results before returning to Pointe works.

Students should also not attend whilst awaiting PCR test results for themselves or anyone in the household.

**SITE MANAGER: Nicolle Higgins**

The Site manager must ensure they have disinfectant spray/wipes before every session. Site manager must also ensure that they have the full PPE equipment to be able to administer first aid.

The site manager must immediately wash their hands for the prescribed 20 second period upon arrival at site and deep clean all rooms and equipment (if this has not already been done by The Jessie Hughes).

Site Managers then must use disinfectant spray/wipes to clean any high contact points, including (but not limited to):

- Door Handles
- Sinks, Taps and hand dryers
- All Equipment used in class

Site managers must ensure they are regularly washing their hands, especially when handling Pointe Works venue and personal equipment, no less than between each class.

Between each class Site Managers must clean any equipment used in class.

Site Managers are expected to ventilate classes as much as possible, including opening doors and windows to encourage air flow.

Site Managers are expected to follow other NHS guidelines to avoid spreading the virus including reporting confirmed cases to the Jessie Hughes Management Committee and the Parents of the affected group.