



*Aspiration   Inspiration   Dedication*

## Westside Performing Arts COVID SAFE PLAN

Dear Parents, Guardians and Carers,

Thank you for being part of our Westside community. We are returning to Class with renewed focus on the health and safety of all our families and tutors and are grateful for your patience and understanding during this time.

Westside Performing Arts Ltd will be operating within current government guidelines

We have a strong commitment to ensuring our community's health. If you have any concerns or questions about our processes and procedures in this transition period, please don't hesitate to contact us on [info@westsidestageschool.ie](mailto:info@westsidestageschool.ie)

The Westside Team.

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## 1. INTRODUCTION

The COVID-19 pandemic has substantially affected communities all around the world, leading to significant restrictions in all sectors of society, particularly the Performing Arts.

In the field of Performing Arts, all activities ceased completely on the 12<sup>th</sup> of March 2020.

COVID-19 has impacted people in myriad ways with many experiencing degradation to their physical and mental health and significant impact on their financial status.

Resumption of cultural and creative activities will significantly contribute to the re-establishment of normality in Ireland in a post COVID-19 environment, as well as rebooting hundreds of small and medium sized businesses.

To ensure safety of our communities and ourselves, we are faced with complex decisions and must carefully consider how we return to the Performing Arts in the COVID-19 environment and how we engage others.

## 2 . COVID-19

The COVID-19 novel coronavirus is a new strain of coronavirus affecting humans. Some coronaviruses can cause illness similar to the common cold and others can cause more serious diseases such as Severe Acute Respiratory Syndrome (**SARS**) and Middle East Respiratory Syndrome (**MERS**). This novel coronavirus is still new and as such we are still learning more about it.

### **Signs and Symptoms:**

It can take up to 14 days for symptoms of coronavirus (COVID-19) to appear. They can be similar to the symptoms of cold and flu.

Common symptoms of coronavirus include:

- a fever (high temperature - 38 degrees Celsius or above)
- a cough - this can be any kind of cough, not just dry
- shortness of breath or breathing difficulties
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal\*

### **How is Coronavirus Spread:**

Coronavirus (COVID-19) is spread in sneeze or cough droplets.

You could get the virus if you:

- come into close contact with someone who has the virus and is coughing or sneezing
- touch surfaces that someone who has the virus has coughed or sneezed on and bring your unwashed hands to your face (eyes, nose or mouth)

### **Prevention:**

By following [Best Practice Guidance](#).

\*Taken from <https://www2.hse.ie/conditions/coronavirus/symptoms.html>

### 3. BEST PRACTICE GUIDANCE

- Strategies to limit time and person-to-person contact on site will be implemented. **Please note** at this time this means no parent, guardian or carer will be permitted inside Westside Buildings until such time as restrictions are lifted.
- No use of changing rooms or shower amenities.
- Toilets will remain open and will be cleaned regularly.
- Arrive dressed and ready for class or rehearsal wherever possible.
- Arrive on time, leave on time.
- Maintain good hygiene practices.
- Eat off-site where possible.
- All students and personnel maintain at least 2m distance.

#### 3.1 Preparation of Facilities

All facilities will undergo a Risk Review by Westside prior to resumption of activities. The review will consider:

- Availability of sanitation amenities.
- High traffic times internal and external.
- Cleaning protocols.
- Cleaning protocols for shared areas etc.

#### 3.2 Clean Facility

Westside will ensure that there are adequate cleaning protocols in place for controlling the risk of infection within each room/area. Appropriate detergents and disinfection products will be used as required. Cleaning protocols are to include:

- Regular common surface disinfection.
- Disinfection of high-touch points and common use equipment between activities.
- Regular cleaning of bathroom amenities.

### Important considerations:

- Where shared amenities are used for multiple facilities, Westside will confirm adequate measures are in place to sanitise the area. This may require consultation with the landlord or other tenancies within a shared use premises.
- Where Performing Arts activity includes 'Floor Work' clean room/area protocols will include an enhanced cleaning schedule for floor surfaces.

## 3.3 Good hygiene

Good personal hygiene can help prevent the transmission on COVID-19. All students and personal must be encouraged to promote and engage in good hygiene practices such as:

- Not attend activities if feeling unwell.
- Frequent hand washing or using alcohol-based sanitisers .
- Not sharing water bottles or personal equipment.
- Avoid touching their face.
- Limit touching of surfaces.
- Limiting the use of shared equipment or cleaning after use.
- Covering sneezes and coughs as recommended by HSE.

Westside will ensure there is suitable sanitation products available for students, personnel, and guests. Adequate sanitisation may include:

- Bathroom with fresh water, soap and clean paper towels; and alcohol-based hand sanitiser.

## 3.4 Social Distancing

Social distancing is a measure used to limit the transmission of COVID-19 and similar illnesses by reducing exposure between people. The more distance between people and others, the harder it is for viruses to spread.

The basic principles of Social distancing are to maintain as much as practical:

- 2m distance between people when gathering.
- 4m<sup>2</sup> space per person when working or conducting an activity within a shared space.
- Avoid physical greetings such as hugging, kissing or hand shaking.

To comply with Social distancing measures, Westside will:

- Adhere to social distancing recommendations as detailed within the HSE guidelines as much as reasonably practicable.
- Provide visual indication of social distancing measures to assist participants to follow.

These may include (but not limited to):

- Floor markings.
- Wall markings.
- Spacing of furniture or materials.
- Installing physical barriers in high traffic area.

Westside will actively promote the practice of social distancing for all students, personnel, participants and guests.

### 3.5 Controlling the flow of participants

The 'flow of participants' is the term used to describe controlling students and personnel movements on their way to, moving between, or leaving class to limit the possibility of gatherings and reduce exposure.

Westside implement measures to control the flow of students within the building. Westside will also consider the effect participant traffic may have on the immediate area around their premises or facilities. Measures will be put in place such as:

- Staggering of activity times where multiple rooms/areas are in use to limit traffic or gatherings in common spaces.
- Established arrival times to minimise gathering while waiting for Class.
- Coordination by personnel with the exit of classes.
- We will ensure separate entry and exit points to each room/area and use visual guides such as arrows to coordinate the flow.

## 4. Safety Promotion

Safety promotion is how you communicate your safety measures and best practice behaviours to anyone engaging in activities at Westside. Safety promotion will include visible display of safety procedures, best practice guidance and business compliance inside Westside. Promotion may include posters, printed material or online instructions.

Examples of safety promotion may include:

- Activity times
- Requirements for entering and exiting room/area
- COVID Safe Compliance Signage
- Markings for physical distancing in waiting zones.
- Participant behavioural expectations in relation to good hygiene and social distancing.
- Instructional posters on hand washing, hand sanitisation, social distancing and COVID-19.

## 5. Business Practices

General business practices are to be modified as required to limit the risk of exposure to COVID-19.

- Non-contact payment methods for services are preferred.
- It should be requested that deliveries to the premises/facility provide prior notice to arrival or provide contactless delivery service with a designated delivery area.

***PLEASE NOTE: During the pandemic we advise Parents, Guardians or Carers that they may not enter the Westside Building without giving Prior warning to Westside Management.***



## 6. Check-in procedure

Check-in procedures will provide first point of contact protection by identifying, and preventing entry to, individuals who may be infected with COVID-19 and thus preventing transmission within Westside.

### **Westside will have a check-in procedure for personnel and students:**

- Back to Class/Work forms should be completed and returned to Westside.
- Personnel responsible for check-in have appropriate training to identify signs or symptoms of COVID-19.
- Any persons with signs or symptoms of COVID-19 will be isolated and a guardian will be contacted for their collection.
- Non-Contact temperature testing will be available and will be used only if there is suspected signs of symptoms of Covid-19.

### **As per Government guidelines the temperature of individuals should be measured using:**

- Infra-red forehead thermometers which require no contact with the body.

### **Results of temperature testing are to be interpreted as follows:**

- Temperature of 37.5°C or greater is considered High
- Temperature of 37.3°C or 37.4°C is considered borderline
- Temperature of 37.2°C or below is not considered elevated

### **Any person presenting with an elevated temperature should:**

- Will be immediately brought to an isolated area until they can be collected.
- Follow the guidance for suspected COVID-19 cases as detailed by the HSE.

### **Any person presenting with a borderline temperature should:**

- Have their temperature re-checked after resting for 10 minutes in an isolated area.
- If the recorded temperature remains borderline, they should be considered as having an elevated temperature and follow the guidance above.

**All elevated and repeat borderline temperature measurements will be recorded on an incident report for further monitoring and risk review by Westside.**

## 7. Attendance Records

Attendance records for all individuals visiting Westside should be maintained to assist with contact tracing if required.

**Attendance records must be kept securely for at least One Full Term (12 weeks) and should contain the minimum of:**

- Full Name of student and parent or guardian Phone or Mobile number
- Date and time of visit
- Activity/Purpose of visit
- Record if a person is a minor, If so carers name and contact details must be included.

## 8. Personnel Practices

Westside will ensure that personnel are informed, protected and aware of their responsibilities regarding their safety and the safety of others during the activities of Westside. And will have also completed the 'Back to Work Form'.

### Responsibilities

Personnel must:

- Present fit for work. i.e. individuals experiencing signs or symptoms of COVID-19 must not attend Work and follow the advice from the HSE.
- Monitor the health of participants before, during and after class.
- Ensure participants maintain good hygiene and physical distancing practices and model these behaviours for others.

### Education and Training

Education for personnel in Westside about COVID-19 risk mitigation strategies is crucial and records of training in relation to COVID-19 will be kept.

Personnel will have completed training in the following areas:

- Hand and respiratory hygiene
- Physical distancing
- Signs and symptoms of COVID-19
- Measures to take in the event of a confirmed or suspected COVID event.

## 9. Staying informed

Westside has an obligation under the Industry COVID-19 Safe Plan to stay informed of any issue or development that may increase the risk to their Students, Participants, Personnel or Guests including:

- Changes to regulations or restrictions.
- Outbreaks or clusters in their area.
- Contact with individuals who may be infected.



**These guidelines do not indicate an exclusive course of action. Westside accept no responsibility for the success or failure of any recommendation provided. And would like to take this opportunity to remind all Studio users (students and tutors) and visitors that it is the sole responsibility of each individual to prevent the transmission of infections.**

