

## 1. Introduction

This document provides the information and plans necessary to support the staff and students of the Central School of Ballet in their response to the COVID-19 pandemic. The information applies to people on site as well as those working remotely at home.

The plan contains the following:

- Brief Introduction to the Central School of Ballet
- Framework for resuming activities at Central School of Ballet post lockdown
- Key Government Reference Points
- Risk Assessments
- Key mitigations: Face Coverings, Social Distancing, Hand Sanitisation, Cleaning Building
- High Risk, Vulnerable Individuals
- Communications
- Managing Cases & Scenarios
- Misconduct and Disciplinary

## 2. About Central School of Ballet

The Central School of Ballet, a member of the Conservatoire for Dance and Drama, trains 120 undergraduates studying for a Foundation and BA Honours Degree in Professional Performance and Dance, in preparation for a career in the dance industry. Central also offers 4-6 postgraduate students an MA training in Choreography. In addition, the school provides dance classes to children, young people and adults as part of its Junior, Associates, and Central Nights and Central Sundays programmes.

The Central School of Ballet is a Charitable Trust, managed by a Board of Governors (who are Trustees under charity law) chaired by Ralph Bernard. The School is led by Executive Director Mark Osterfield and Artistic Director Chris Marney.

In the academic year 20/21 Central is moving from its current premises at Herbal Hill (HH) in Clerkenwell to a new venue The Countess of Wessex Studios in Paris Gardens, Southwark. It is anticipated that the move to the new site will take place at the end of December for the start of the Spring term. Central will liaise with the Southwark local health director accordingly.

## 3. Responding to COVID-19

### 3.1 The Covid Secure Group

In response to the COVID-19 pandemic Central School of Ballet has established a Covid Secure Group (CSG) which meets weekly (as a minimum) to assess and monitor activity across the School community. The CSG consists of:

Accountable Officer: Mark Osterfield, Executive Director

- Responsible for H&S of staff, students, and other visitors to the premises

Medical Practitioner: Anna Brodrick, Head of Medicine supported by Dr Jonathan Rees, Sports Physician and Rheumatologist

- Supervision of student health
- Overview of daily health questionnaire
- Leads on any suspected cases or confirmed COVID-19 cases and ensures they are managed in line with the management protocols and current government guidance
- Has medical oversight of return to training of any students with suspected or confirmed cases of COVID-19
- Supports the COVID officer with any medical aspects of the risk assessment and mitigation processes.

Covid 19 Officer: Eve Harris, Buildings and IT Manager,

- On site staffing with control of premises and their use, implementing and monitoring; with ability to intervene if actions are not in line with guidance.
- Oversight of all risk assessments and updates in accordance to new guide lines
- First line of communication for Students and Staff on site

### 3.2 Transmission of COVID 19

The coronavirus (COVID-19) pandemic has presented a significant challenge to this country. Everyone's actions, including those of elite athletes and sporting bodies, need to be carefully considered to reduce the transmission of COVID-19 ([www.gov.uk](http://www.gov.uk)) which is highly transmissible between people and immediately spreads to close contacts of infected individuals. The disease can spread from person to person through small droplets from the nose or mouth which are spread when an individual sneezes, coughs or exhales. These droplets land on objects and surfaces around the person. Other people can then catch COVID-19 by touching these objects or surfaces or fomites ([www.nhs.uk](http://www.nhs.uk)), then touching their nose, eyes, mouth. The virus can survive in the air for up to three hours and on a range of surfaces up to 72 hours (New England Journal of Medicine April 2020).

### 3.3 Prevention and mitigation

High standards of hygiene and social distancing reduce the amount of transmission of COVID-19. These measures include frequent and diligent hand washing, physical distancing, and use of alcohol hand sanitiser as well as reducing the amount of people one person interacts with. Fixed teams or partnering is an organisational consideration – (teaching across year groups is not be advisable and should be minimised)

Public education is very important to raise awareness of reducing transmission.

With this in mind Central has reduced its onsite activities, reduced the number of people accessing the building at any one time, and reviewed and changed the activities that take place.

- Priority use of HH has been given to Senior School students.
- Secondary use of the premises for non-professional adult dancers has been introduced for Sundays
- For Term 1 20/21 the Junior, Associates, and Central Nights programmes will not take place on site, with alternative programmes continuing to be delivered online.

### 3.4 Key Government Reference Points

Central is basing decisions and actions on the following government resources

- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>
- <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- <https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-reopening-buildings-and-campuses>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/elite-sport-return-to-training-guidance-step-one--2>

The Stage 2 and Stage 3 advice for elite sport has now been published – and will be considered later in the term once our protocols for Stage 1 practice have been established.

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/elite-sport-return-to-training-guidance-stage-two>

For use of the studios for non- professional classes, guidance has now been published for the use of gyms and leisure facilities which will support our Central Sundays.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

We will remain consistent with applicable guidance from Local Public Health Authorities. We will also work closely with the honorary physician Dr Jon Rees.

### 3.5 Framework of Risk assessments and mitigations

Currently, there are series of Risk Assessments for staff [Appendix 1] and for students [Appendix 2], and a Staff set of guidelines [Appendix 3] and a Student set of guidelines [Appendix 4] to communicate and emphasise the key issues and mitigations.

#### 3.5.1 Face Coverings

Any activity in an enclosed space can increase the risk of infection. Appropriate face coverings may provide some reduction of risk to students and staff alongside physical distancing and hand hygiene and other COVID-19 safety measures. In otherwise healthy individuals wearing a face covering does not produce any clinically relevant changes in circulating O<sub>2</sub> or CO<sub>2</sub> concentrations and does not seem to impact tidal volume or respiratory rate (Int. J. Environ. Res. Public Health 2020). Overall, the paper states ‘the virus reduction and therefore potentially life-saving benefits of wearing a face covering seems to outweigh the discomforts’ (Int. J. Res. Public Health 2020).

Alongside this we acknowledge the government stance on face coverings when performing

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

The World Health Organisation does not currently recommend wearing face coverings whilst exercising. It is important to note, however, that these studies examined very high intensity of exercise, a level likely higher than workouts for most individuals.

http: [www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters](http://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters)

There is no robust evidence for many interventions and this guidance is based on the best available evidence and expert opinion.

Having reviewed the medical evidence Central has decided, alongside a number of other professional dance schools and companies, to request that all students wear face coverings. This is a

further mitigation against the risk of students dancing in a relatively confined space – on top of the request to maintain 2m social distance where possible.

The wearing of face coverings is required for everyone within the building. Students will bring multiple face coverings to wear throughout the day (minimum of one for each class) and will be taught how to wear and store them hygienically.

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>.

Students will dance wearing face coverings. If a face covering becomes wet the student is encouraged to change it employing high levels of hygiene and hand sanitisation. It is thought looser cloth made with wicking materials that do not hold moisture should improve the comfort during exercise (Int. J. Res. Public Health 2020).

Face coverings can be removed for eating and drinking purposes. Central will hold a stock of face coverings in case anyone should forget. Teachers are permitted to wear visors if absolutely necessary but are made aware that visors do not provide the same level of protection as face coverings that fit tightly around the nose and mouth. Central School of Ballet will provide one visor per teacher but are advising that if at all possible face coverings should be worn instead.

### 3.5.2. Social Distancing

Occupation of the school buildings has been reduced to allow for social distancing, with online learning implemented where physical presence is not necessary. Numbers on site will be pre-arranged and monitored and organised by the CSG with certain staff members prioritised to attend site for both practical and wellbeing purposes.

An email was sent to all students (25<sup>th</sup> August 2020) before returning to site to establish living arrangements and organise working 'bubbles' where possible for onsite learning.

<https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing>

Social distancing signage and markers are in place to remind people to give space when in the building, as well as any other space relevant guidance. A one-way circuit around the building is clearly marked out and explained to all staff and students. Each studio has been divided into 2m2 boxes which are clearly marked and numbered, and students are designated a box for the entire day. The ballet barre has 2m intervals clearly marked and numbered. Students are assigned a place on the barre for the day.

### 3.5.3. Hand Sanitisation

Hand sanitiser stations have been installed throughout the building, and everyone is required to use them upon entering and exiting the building and any room. The stock of hand sanitisation liquid is good and is on repeat order from suppliers.

### 3.5.4. Process of Entering the Building

Before entering the building, every person is required to fill out an online questionnaire for [Staff](#), [Students](#), or [Visitors](#). If anyone answers positively to any of the questions they are instructed to go home and not attend/enter the building. CSG will then follow up with an email and advise the student or staff member to call 119 or go to <https://111.nhs.uk/covid-19/>

On arrival temperatures are checked using an infra-red thermometer in line with Point 4 in the paper below:

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/elite-sport-return-to-training-guidance-step-one--2>

A staff member keeps a record of all people on site as they enter and exit the building. Contact details of everyone entering the building are kept securely and in line with GDPR regulations. The purpose of this is to support Test and Trace procedures.

Shoes are removed before walking to the studio.

### 3.5.5. Cleaning

Central undertook a strict cleaning regime in line with the government advice

<https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-reopening-buildings-and-campuses>

Extra cleaning is in place and performed by an external cleaning company. A 'fogging' technique has been applied throughout the school lasting 24-28 days and is refreshed on this basis. Cleaning products must be authorised by Eve Harris, the Buildings and IT Manager, to ensure compatibility with fogging chemicals. The fogging is carried out by trained individuals as per advice.

<https://www.hse.gov.uk/coronavirus/disinfecting-premises-during-coronavirus-outbreak.htm>

Alongside this there is a daily efficient cleaning of those building spaces that have been used.

The external cleaning company is managed by Eve Harris, the COVID 19 Officer, with all communications passing through them.

### 3.5.6. High Risk Individuals

On 11<sup>th</sup> August 2020 Central sent an email to all staff and students asking for any past medical history that may result in them being classified as clinically vulnerable. We also asked if the staff/student was in close contact with any individuals who may be classified as clinically vulnerable. All responses were dealt with confidentially and advice sought from the Honorary Physician, Dr Rees.

Any high-risk or vulnerable person was then identified and considered during the individual (1:1) risk assessment. Depending on their situation, and following discussion, the individual was then given the option to either work remotely or work on site with extra precautions/measures offered where necessary.

## 4. Inductions

### 4.1 Staff

- An online All Staff meeting took place on Monday 4 September with the Covid Secure Group in attendance. The meeting included a briefing on the risks related to COVID-19, the process of Risk Assessment at Central, the mitigations that had been agreed, and the responsibilities of each staff member, followed by a Q&A led by the Head of Medical. This briefing was recorded and made available to all staff.
- After the All Staff meeting each staff member was sent the Staff Risk Assessment [Appendix 1] and the Staff Guidelines [Appendix 3] by email. The Executive Director then began a cascade of 1:1 meetings between line managers and their staff which aimed to confirm each

staff members' understanding of the risk assessment and related guidelines, and answer any questions or personal or professional concerns they had related to them. The aim was for this to take place before the staff member attended site. A confidential record was kept by each line manager of any concerns raised by staff and fed back to the Covid Secure Group to ensure that these were noted and where necessary, addressed. Staff were informed that if they have any queries or concerns related to the Covid Secure Plans at Central, or with regard to their own health and wellbeing, or their living situation or contact with others who may be vulnerable, they should speak to their line manager or to a member of the Covid Secure Group.

- Staff information related to the need to work on site was fed back to the Building and IT Manager who established a schedule for agreed staff attendance, monitoring numbers according to the limits established through the risk assessments.
- The Executive Director and Head of Medical conducted an onsite Induction and walk through of the guidelines and risk assessments on 7<sup>th</sup> September 2020. This allowed staff to further consider the studio guidelines in the studio itself, to allow them to fully explore how to work in this way before the students were on site.

#### 4.2 Students

- An online welcome and briefing from the Directors and the Covid Secure Group was arranged for each student year group, highlighting the risks related to COVID-19, the process of Risk Assessment at Central, and the mitigations that had been put in place
- Each student received an email with a summary of COVID-19 meetings and general instructions for arrival in the building [Appendix 6] and a copy of the Student Risk Assessment Guidance and protocols [Appendix 4] they were to follow whilst at Central – on site but also in their lives outside the school
- The online briefing was followed with a 1:1 call with each student checking they had received and understood the risk assessment guidelines, and giving them the opportunity to raise any personal issues or concerns
- Each year group was then welcomed to site in a staggered pattern of classes with the Artistic Director and Head of Medical briefing each class on the studio guidelines at the beginning of each session.
- Each year group was divided into 3 groups who are supported by a lead ballet tutor who sees them onsite 4 days a week and online 1 day a week.
- In addition, the students have the contact details of the Senior School Manager with whom they can raise any concerns, as well as those of the Covid Secure Group.
- A series of online meetings are planned for the 3<sup>rd</sup> week of term for each year with the Executive Director as an opportunity to check in with all of the students
- Students received an email (24/09/2020) requesting their consent to Central sharing information with their parent/guardian should they experience illness due to COVID. This is on an 'opt in' to consent basis.

#### 4.3 Students who are vulnerable and accounting for cultural difference

- As indicated above both staff and students were contacted by the Head of Medical before they returned to Central to establish whether they had underlying medical issues which increased the risk of COVID-19. The Head of Medical then liaised with them to establish any additional measures that were needed and continues to monitor them.
- Central has a number of international students with a large cohort from Japan. In order to ensure that the new 1<sup>st</sup> year Japanese students were able to understand the Covid Secure

guidelines, a Japanese agent who supports their recruitment in Japan, joined the online briefing and followed up with translations where needed.

- The additional 1:1 gave ample time for those students who had English as a second language and also had an interpreter available to facilitate.
- Students who require further support, are vulnerable or are from different cultural backgrounds have been identified, and are supported by the academic (contextual) studies team. Different strategies appropriate to the students' needs are then employed to ensure all students receive and understand the relevant information.

## 5. Ongoing Communication

Communication is of paramount importance both to express the new guidance and also to optimise compliance, confidence and safety. It was important for the school to reset expectations and behaviours for those returning to the premises.

### 5.1 On site communications

- Welcome staff at the reception meet all people entering the building, communicate to students and staff to use the one-way system and direct them to the appropriate studio for the day
- Signage and directional markers have been installed to reinforce key messages and the onsite protocols

### 5.2 Staff Communications

- A review of the staff's experience in the studios took place in the Artistic Staff meeting on Wed 30 Sept with the Head of Medical and the Artistic Director. The review sessions will continue at regular intervals with the next planned for 14 October 2020. The purpose of these sessions is to listen to staff feedback and respond to concerns. The briefing was recorded and an update of key messages and feedback sent to all relevant staff by the Executive Director on 2 October 20.
- Every Monday all staff are invited to an online Staff Update with the Executive Director. This includes an update on the work of the Covid Secure Group as well as the opportunity for staff to raise issues, questions or concerns. This is recorded and distributed to all staff by email.
- A bi-weekly staff bulletin goes to all staff and includes key messages as well as a reminder to contact the Covid Secure Group if needed.

### 5.3 Student representation

- The Student Voice Committee meets twice a term with the Learning Development Manager, with the Executive Director regularly in attendance, in which the Covid Secure guidelines will be a standing agenda item.
- The student reps are encouraged to raise issues or concerns between meetings by email, with responses co-ordinated by the Learning Development Manager, or the Covid Secure Group as appropriate
- Central students also have elected representation at the Conservatoire of Dance and Drama's Student Advisory Committee where they meet with representatives of the 6 member schools.

### 5.4 A open culture of dialogue

The COVID Secure Group is committed to having constant dialogue with all staff to allow issues to be raised and changes to be made to ensure everyone is kept, and feels, safe and supported. This will occur formally on a weekly basis via a remote meeting (Zoom), but in a relatively small staff team will be supported by regular check-ins by the Executive Director and Senior Management Team. Students will receive regular updates through their dance tutors, as well as through regular contact with the Student Representatives. Communication will be prioritised to ensure standards are maintained alongside giving the opportunity for questions, concerns and feedback.

<b>Name of Meeting</b>	<b>Frequency of Meeting</b>	<b>Attendance at Meeting</b>
Covid Secure Group	Once/week	CSG: Covid Officer Head of Medical Executive Director
EMT/SMT	Once/weekly, Covid Update standing agenda item	Executive Management Team Senior Management Team
Student Covid-19 Feedback	Once/term	Whole Year Group Memberx2 of CSG
CDD - School Safe Return Group	Fortnightly	COVID officers from affiliate schools
Student Voice Meeting	Twice/Term Covid update standing agenda item	Student rep from each year group, Executive Director, Learning Development Manager
Artistic Staff Meeting	Once/Week, Covid Update standing agenda item	Artistic Staff, Head of Medical, Head of Contextual studies, Head of Widening Participation
Staff Updates	Once/week, Covid Update standing agenda item	All Staff

## 6. Managing Cases

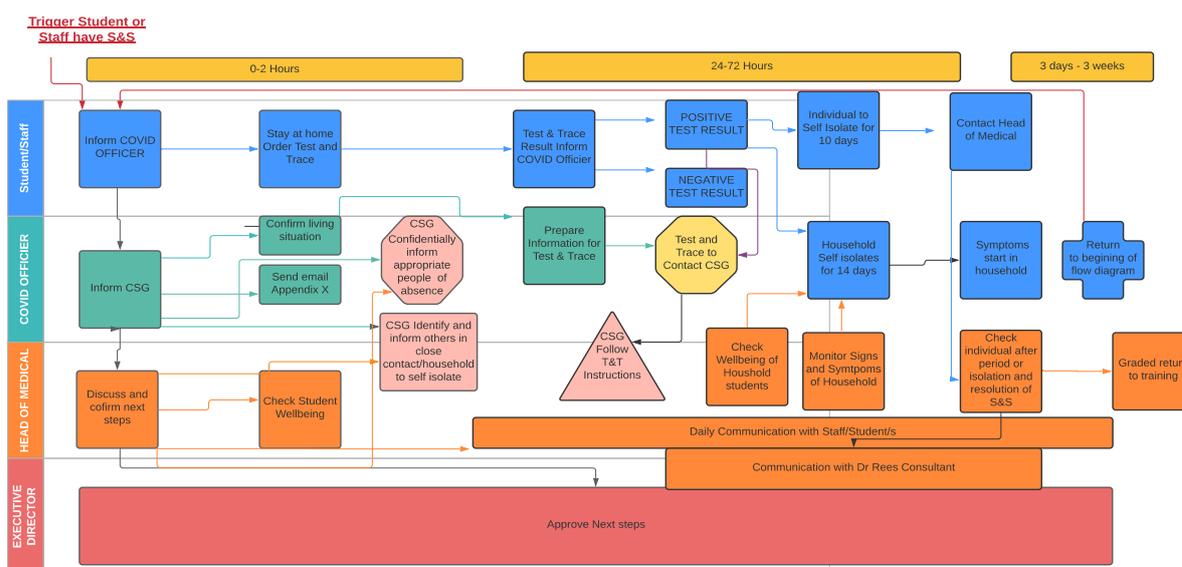
### 6.1 Responding to suspected and confirmed cases

- Should a member of the School (student or staff) present with symptoms of COVID-19
  - a new continuous cough
  - a high temperature
  - a loss of, or change in, your normal sense of taste or smell (anosmia)

they must stay at home and follow the guidelines:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>.

- If the person is on school premises when presenting symptoms they will be asked to return immediately to their accommodation or in the case of staff to their home.
- Students should return to their student accommodation – and NOT return to their family homes due to the risk of spreading infection.
- In each case the school member must inform the Covid Duty Officer on reception or email/call Eve Harris [eve.harris@csbschool.co.uk](mailto:eve.harris@csbschool.co.uk) (whose inbox will be diverted to the Duty Manager and Reception if they are absent).
- The Covid Officer will immediately inform the CSG.
- An email response will ask the individual about their signs and symptoms, answer any questions and address any immediate concerns. The Covid Officer will then follow the flow diagram steps below.



- The CSG will issue the school member with the *Guidance for those with Covid 19 symptoms* [Appendix 5]
- The school member must call 119 to book a test or use the link <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/>
- If they need medical advice the school member should call NHS 111 and not contact their GP. In a medical emergency they should dial 999.
- The person with symptoms should self-isolate for 10 days after which if they still have a temperature they should continue to self-isolate and seek medical advice. They do not need to self-isolate after 10 days if they only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone.
- If they test negative for COVID-19 and are no longer unwell they can return to school.
- If they are not experiencing symptoms but have tested positive for COVID-19, they need to self-isolate for at least 10 days, starting from the day the test was taken. If they develop symptoms during this isolation period, they should restart their 10-day isolation from the day they developed symptoms.
- If they live in a private household with others, all other household members need to stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken. If anyone else in the household starts displaying symptoms, they need to stay at home for at least 10 days from when their symptoms appear, regardless of what day they are on in their original 14-day isolation period.
- If they have [symptoms](#), they should try and stay away from other members of their household. It is especially important to stay away from anyone who is clinically vulnerable or clinically extremely vulnerable with whom they share a household.
- If they live in student accommodation and are not sharing facilities e.g. bathroom, toilet, kitchen, with others, other students in the building do not need to self-isolate. However, if the student tests positive they should inform the accommodation provider who will assess what further measures need to be taken. Many of our students stay with the following providers:  
Chapter Living: <https://www.chapter-app.com/en/page/62428>  
IQ: <https://www.iqstudentaccommodation.com/self-isolation-guidance>  
Unite: <https://www.unitestudents.com/Help/Covid-19>
- Following a positive test result, they will receive a request by text, email or phone to log into the NHS Test and Trace service website and provide information about recent close contacts.
- The School will be in touch to check that they have everything they need and they will be advised to contact Carol Been on [carol.been@csbschool.co.uk](mailto:carol.been@csbschool.co.uk) for any additional support.
- If they are feeling unwell they should rest during this period and stop any exercise or dance classes; if they feel well enough you can follow the contextual studies classes online – but they can also decide to rest and stop for this period.
- If they are not showing any symptoms or are self-isolating because of contact with others they should follow the online contextual studies classes. The School may also be able to arrange a daily online ballet class depending upon tutor availability.

## 6.2 Procedures for managing a suspected or confirmed case

- Eve Harris, the Covid 19 Officer is onsite 5 days a week; when they are not present the Receptionist acts as Duty Manager with responsibility for overseeing Covid Secure practices and processes
- The Covid Secure Group will follow the guidance above ensuring personal contact is made with the school member and sending Guidance for those with Covid 19 symptoms or living with those who display symptoms [Appendix 5]
- The Head of Medical will check the school member against the data held on underlying health conditions or other Covid related concerns.
- The CSG will ensure the school member is getting a test and self-isolating and that they understand the terms of self-isolation and have access to food and supplies
- The CSG will check whether they are living with others who also need to self-isolate
- They will confirm the classes and sessions they have attended onsite in the last 48 hours – against the school timetable. This will ensure all contacts will be traceable and movements around the building tracked,
- The CSG will check in with the school member on a daily basis
- The following information will be captured and stored confidentially by Central in-line with Test and Trace and shared as appropriate:
  - Details of the case (name, DOB, address of residence, contact number, email)
  - Student or Staff?
  - Details of course studied/taught/job
  - Date the case was reported
  - When the individual(s) became unwell
  - When was case tested?
  - When was test result known?
  - Was case present on campus in the 48 hours before symptoms started (or from positive test if no symptoms). If so when?
  - Number of people with which the individual(s) had close contact including details of their household contacts if resident in university owned or managed accommodation
  - Details of control measures taken
- Once the information is no longer required it will be destroyed in accordance with GDPR guidelines.
- In the case of a positive test result Central will continue to liaise with the school member in self-isolation checking whether the school member has been contacted/responded to the Test and Trace contact and provide relevant information to the Test and Trace scheme
- In the case of 1 positive result in the school the CSG will review the baseline decision to continue to operate as normal based on an assessment of the risks and the school mitigations ( 2m social distance, face-coverings, fogging and hand sanitisation). In the event that the school member has revealed that they have broken these protocols, the CSG will ask them to report incidents to the Test and Trace and seek advice on whether other members of the school need to self-isolate.
- The data will be stored with password protection in the Covid Secure Group folder on the S Drive. The CSG will manage access to this data and it will be password protected.
- The CSG meets weekly. The meeting reviews individual cases as well as the wider processes and protocols related to being Covid Secure.

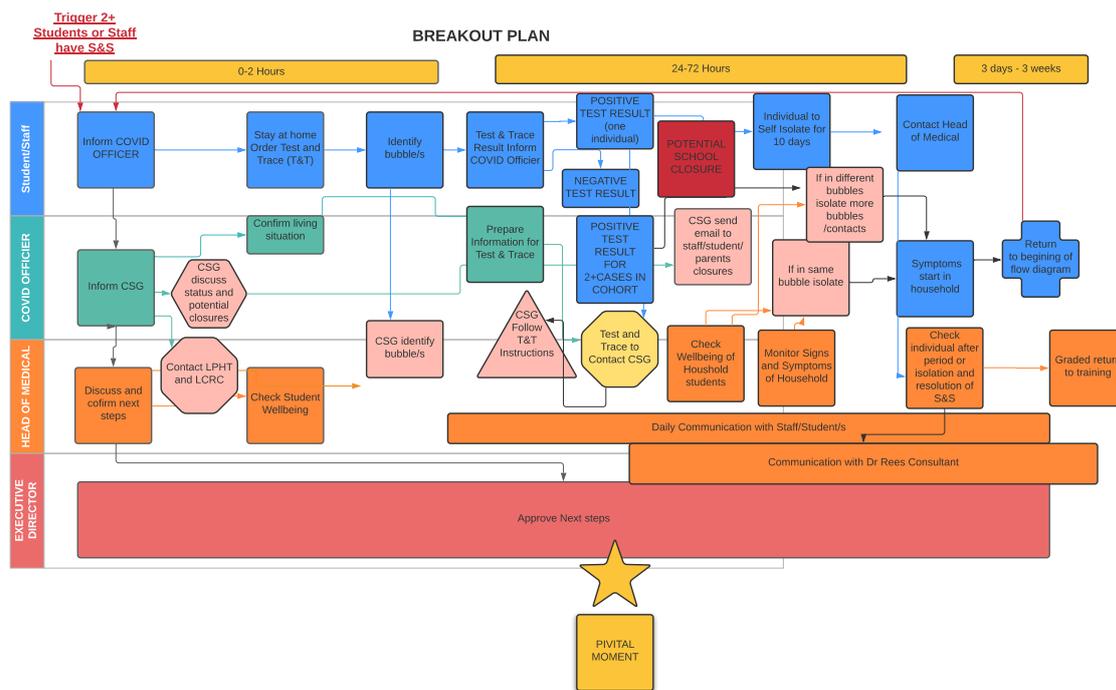
### 6.3 Students or staff who need to quarantine after travel

- If students have been instructed to self-isolate after travelling they should self-isolate in one place for the full 14 days, where they can have food and other necessities delivered, and should stay away from others unless they travelled to the UK with them. They must self-isolate at the address they provided on the public health passenger locator form.
- They should not have visitors, including friends and family.
- They cannot go out to Central or visit public areas. They can only leave their accommodation in limited circumstances and will be asked to speak to the staff at Central if going out is required/essential
- They will be asked to email Josh at [josh.yeardley@csbschool.co.uk](mailto:josh.yeardley@csbschool.co.uk) to let Central know that they need to quarantine.
- The School will be in touch to check that they have everything they need – they can ask friends, family or Guardians to leave food for them outside their door, or they can order food online.
- If they need extra help or support they should contact Carol on [carol.been@csbschool.co.uk](mailto:carol.been@csbschool.co.uk)
- If they are well and asymptomatic they can join online classes where able
- For more government information on how to manage they will be directed to :

<https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk>

### 6.4 Managing 2 or more cases (a possible outbreak)

- As higher education settings have a greater risk of outbreak due to the movement of young people from across the country, we will be extra vigilant in our enforcement of rules around the building and alongside this we will emphasise social responsibility to all young people whilst they are not on site.
- If more than 1 positive case is linked to Central, the CSG will convene an emergency meeting and set into play the following procedure. See Break Out Flow Chart below for step by step guide.
- The CSG will seek to identify any links between the confirmed cases and isolate bubbles and cohorts accordingly.
- The CSG will immediately notify the London Coronavirus Response Cell (LCRC) on 0300 303 0450 or at [LCRC@phe.gov.uk](mailto:LCRC@phe.gov.uk)



- The CSG will seek advice from [www.gov.uk/health-protection-team](http://www.gov.uk/health-protection-team)
- In the event of 2 or more confirmed cases at Central, the school will also inform the Camden and Islington local Public Health team by emailing [CIPHAdmin@islington.gov.uk](mailto:CIPHAdmin@islington.gov.uk)
- The CSG will liaise with the LCRC responding asap to requests for information, reviewing the risks, and establishing any additional measures that will be required to mitigate against further cases or contain the spread of the virus within the institution.
- Guidance will be sought from local public health authority and CDD if a whole school closure as opposed to isolating certain cohorts of students is required
- Staff, students, and parents will be emailed with information to update them on the outbreak situation and measures in place (see Appendix for template email)
- The whole School community will be regularly and clearly updated on the outbreak control and support and guidance for all staff and students will be available.
- Information on further control measures that will enable the School to re-open will be sent to the whole School community and any concerns listened to and addressed.

### 6.5 Management of isolation in student accommodation

- Students at Central do not live in accommodation provided by the school. The majority live in privately-run student accommodation such as (IQ, or Unite), some live with relations, and others in privately rented flats and houses.
- Those students living in privately run student accommodation can also draw on the COVID-19 plans and guidelines provided by the accommodation company. **Central has a specific contact at each of the privately-run student accommodations, should the need to liaise arise.**

<https://www.chapter-living.com/information/our-chapter-commitment>  
<https://www.chapter-app.com/en/page/62428>  
<https://www.iqstudentaccommodation.com/update-centre>  
<https://www.iqstudentaccommodation.com/safe-welcoming-homes>  
<https://www.iqstudentaccommodation.com/self-isolation-guidance>

<https://www.unitestudents.com/Help/Covid-19>

- Central has compiled a list of students, where they live, the type of accommodation, as well as details of whether/and how they share that accommodation.
- Central acknowledges the advice that those sharing in shared hall type accommodation should self-isolate only if there has been a positive test result of one of those they are in contact with, but that those in small privately rented flats/houses should self-isolate at symptom onset of any household member. This is also true for staff members.
- However, in recognising our students may live in accommodation which does not clearly fall into these two categories (student halls or private rented house/flat), the CSG will make a judgement on whether students should self-isolate and not come into school, based upon the data we have gathered on their individual living situation.
- Whilst Central has a duty of care to all of its students and will liaise closely with them to ensure their wellbeing, its staff resources are limited, and so in the event of students not having access to food and supplies, it may be necessary for them to contact the NHS Volunteer Responders who can help with things like collecting shopping and collecting medicines and prescriptions.
- Students will be advised to call 0808 196 3646 (8am to 8pm, everyday) to arrange help from a volunteer.

## 7. Manage Scenarios, student and staff support

### 7.1 Class or cohort needs to self-isolate

- If a student has COVID-19 symptoms, both they and the students they live with may need to self-isolate depending upon their living circumstances.
- If more than one student tests positive, the Covid Secure Group will review the associated risks in consultation with the LCRC and inform the Camden and Islington Public Health team. See above.
- In this situation it may be decided that the full class which the student attends needs to self-isolate.
- Once a decision has been made a list of students/staff who need to self-isolate will be drawn up and individually contacted by the Senior School Manager under the instruction of the Covid Secure Group.
- Each student or staff member will be asked to self-isolate and sent the Guidance for Students or staff with Covid symptoms or those living with someone with Covid symptoms [Appendix 5]
- In the covering email it will be re-iterated that students will need to remain in their student accommodation and not travel to family or friends; that they should email Eve Harris [eve.harris@csbschool.co.uk](mailto:eve.harris@csbschool.co.uk) or call her if they develop symptoms; and that they should contact Carol Been [carol.been@csbschool.co.uk](mailto:carol.been@csbschool.co.uk) by email if they need any additional support.
- Students and staff (assuming they have no symptoms) will continue with the online timetable, and the tutors for that group will adapt and deliver their classes in online format where possible, following the onsite timetable.
- The online timetable for this cohort will be reviewed and revised according to the staff and students involved by the Head of Senior School and CSG and signed off by the Artistic Director.

- The cohort lead tutor will lead a session five days a week and will be briefed by the CSG to update students if any general further information is available on the outbreak.
- Any information or instruction which is essential to each student or staff member self-isolating, will be emailed to them individually.
- After 14 days members of the cohort will be able to resume their onsite classes as long as they or those they live with have not developed any symptoms.

## 7.2 Central Herbal Hill Studios need to close due to a school- based outbreak or a local or national lockdown .

- See Flow diagram Covid-19 Outbreak Plan for step by step and timeframes
- The following Action Card will also be followed  
<https://coronavirusresources.phe.gov.uk/reporting-an-outbreak/resources/Education-Action-Cards/>
- In the event of a significant outbreak the school will liaise with the LCRC and inform the Camden and Islington Public Health team. With their advice a decision will be made on whether or not the school should close, and the length of self-isolation.
- It is anticipated that in this scenario all staff and students will be asked to return to their accommodation immediately and will self-isolate for 14 days.
- It will be emphasised that students should not travel or return to their homes but rather continue to stay in their student accommodation.
- If they live in a private household with others, all other household members need to stay at home and self-isolate for 14 days. If anyone else in the household starts displaying symptoms, they need to stay at home for 10 days from when their symptoms appear, regardless of what day they are on in their original 14-day isolation period.
- If they have [symptoms](#), they must stay as far away from other members of their household as possible. It is especially important to stay away from anyone who is clinically vulnerable or clinically extremely vulnerable with whom they share a household.
- If they have symptoms the school member must email/call Eve Harris [eve.harris@csbschool.co.uk](mailto:eve.harris@csbschool.co.uk) who will immediately inform the CSG.
- The CSG will issue the school member with the Guidance for those with Covid 19 symptoms [Appendix 5]
- The school member must call 119 to book a test or use the link <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/>
- If they need medical advice the school member should call NHS 111 and not contact their GP. In a medical emergency they should dial 999.
- In they test negative, they no longer need to self-isolate unless they are living with other students for the 14 day self-isolation period who have not been tested. If they stop self-isolating, they should have no physical contact with those who are.
- Following a positive test result, they will receive a request by text, email or phone to log into the NHS Test and Trace service website and provide information about recent close contacts.
- During the self-isolation period all members of the school are required to stay in their accommodation.
- Whilst Central has a duty of care to all of its students and will liaise closely with them to ensure their wellbeing, its staff resources are limited, and so in the event of students not having access to food and supplies, it may be necessary for them to contact the NHS

Volunteer Responders who can help with things like collecting shopping and collecting medicines and prescriptions.

- Students will be advised to call 0808 196 3646 (8am to 8pm, everyday) to arrange help from a volunteer.
- To support the students learning during this period, Central will revert to an online programme of teaching on the model of the Centrally Connected summer term programme. As all students will be in this country, the timetable will be simplified to operating in Greenwich Meantime.
- Training and support will be given to new staff who did not work in this way with us last term. Class sizes can potentially increase allowing time for new staff to be trained and set up.

#### 8. Misconduct and Disciplinary

Failure to comply with the plan and advice from the government will result in the Non-Academic Misconduct policy being utilised. We will also mobilise the Code of Behaviour 2019-2020 Policy. Both of these documents can be found on the school website.

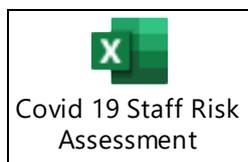
<https://www.centralschoolofballet.co.uk/centralschoolofballetpoliciesandproceduresforstudents.php>

#### 9. Conclusion and Review

This is a working document which will be formally reviewed on a monthly basis by the Covid Secure Group. However, the procedures and processes are constantly being refined as the Central team adjusts and responds to the needs of the school during the pandemic. The staff team and student cohort at Central are small which presents challenges in the documentation and administration of those processes, but allows for the more immediate hands on management of our response to COVID-19.

Appendices:

**1. Appendix 1 - Covid 19 Risk Assessment - Staff**



**2. Appendix - Covid 19 Risk Assessment – Students**



**3. Appendix - Covid Secure All Staff Guidance V.2                      8 Sept 2020**

1. Make sure you know what the symptoms of Coronavirus or Covid 19 are (a new, continuous cough, high temperature, loss or change in the sense of taste or smell)
2. If you are unwell do not come to work – stay home and get a test. Call 119 or go to <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/or>

If you do test positive you must isolate at home for 10 days – anyone you live with must isolate for 14 days. You MUST not come to work.

3. If you are contacted by the Test and Trace (by email, text or phone call) and told you have been in close contact with someone who has tested positive for Covid 19 you must self-isolate, at home, as instructed for 14 days. Do not come to work, just let us know as soon as possible. You may claim a special note which will allow you statutory sick pay here. <https://111.nhs.uk/isolation-note/>
4. Understand how Covid 19 is spread, through breathing out the virus and droplets on surfaces or for others to breathe in – just like any other contamination. Keep your distance – 2m or 1m+ with extra precautions is still the Governments guidance.
5. Please keep up to date with government guidance on travel, local lockdown restrictions and other related advice, and observe the requirement to quarantine where necessary, keeping the school informed of the length and reasons for the quarantine.
6. Make sure you read and understand our risk assessments.
7. Staff are encouraged to work from home where possible. Your line manager will speak to you about your pattern of work, homeworking needs, and any concerns you have about the impact of Covid 19 on you, your work, and those you are in contact with.
8. If you cannot walk or cycle to work, please follow the government guidelines on using public transport avoiding the busiest times where possible <https://www.gov.uk/guidance/coronavirus-covid-19-safer->

travel-guidance-for-passengers (wear a face covering; maintain social distance where possible; wash your hands/sanitise regularly)

9. Before coming to Herbal Hill, you are required to fill out a daily online health questionnaire, and will have your temperature tested on arrival. If either raises concerns you will not be admitted to the building and need to follow the procedure in No 2 above.

10. All visitors are required to wear a face covering at Herbal Hill. Please see the World Health Organisation's advice page on how to wear face coverings safely

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

11. Wash your hands when you enter the building, and often and thoroughly through the day, and use sanitiser too when you pass the dispenser.

12. Work to the principle that a face covering is necessary when in the building but can be removed when you are working at a safe distance from others, e.g. alone in an office.

13. Numbers in staff areas are restricted: Kitchen (1); Staff Room (3); Main office (5;2;2); Directors Office (2). If you are not part of the core Duty team or on the timetable to teach, please discuss with your line manager about when you would like to work onsite, and they will liaise with the Buildings Manager to confirm desk availability.

14. You are encouraged to bring in a packed lunch and eat at your desk if possible; the Library will be available as a back-up staff room.

15. When at HH a one-way system will be in operation. Please minimise your circulation of the building and close contact with other staff.

### **Guidelines for teachers and pianists**

16. If teaching, please come in your teaching kit; the changing room will be limited to 1 person at a time and you will need to wipe down surfaces after use.

17. Pianists need to wear a face covering. You may wear a face visor as an alternative if necessary, but you should be aware that they face visors do not protect as effectively as face coverings that fit tightly around the nose and mouth. Where they can be tolerated, face covering should be used. You will be required to wipe down the touched areas of your piano when finishing your session. Perspex screens are placed in front of the pianos.

18. Teachers will need to lead students in a strict adherence to the following guidelines:

- Studio windows should be left open
- Wear face coverings for whole class
- Restrict individuals to use of their own 2m section of the barre
- Students should place their 1 bag, coat and outdoor shoes beneath their barre
- Students should remain in their own 2m2 box during floor-work

- Reduced groups or alternative groups for some floor-work activity
- Oversee breaks and lunches in their 2m2 box and ensure students maintain social distance and leave area clean

19. You will need to avoid shouting (or singing) and should demonstrate exercises facing away from students where possible

20. There should be no physical contact.

*If you have any concerns or queries, please speak to your line manager, or contact Eve Harris, Buildings & IT Manager, Anna Brodrick, Head of Medical, or Mark Osterfield, Executive Director.*

#### **4. Appendix - Central School of Ballet – Risk Assessment Guidance for Students 11 Sept 2020**

During the Covid 19 pandemic we are all at risk from catching and passing on the virus through:

- droplets coming out of someone's nose and mouth or
- picking up or passing on the virus by touching a contaminated surface

*Wash your hands, cover your face, make space.* These are the three most effective ways we can all control the spread of the virus.

In addition, Central students should follow these rules:

- Make sure you know what the symptoms of Corona virus or Covid 19 are (new continuous cough, raised temperature, loss or change in the sense of taste or smell).
- To stay as safe as possible maintain a social distance of 2m from others where possible - or 1m plus in confined areas.
- Wear a face covering at all times in the School and on public transport and in other indoor venues
- Wash or sanitise your hands regularly.
- Every day before coming to School fill out this online health questionnaire – [Students](#) - If you do not fill out the questionnaire you will not be allowed into the School. If you answer 'yes' to any of the questions you will be asked to stay home and contact Eve Harris, the Buildings and IT Manager [eve.harris@csbschool.co.uk](mailto:eve.harris@csbschool.co.uk) .
- If you are unwell or have been close to someone who has contracted the virus you will need to stay at home. The School will then tell you what you need to do, and will support you in the next steps.
- If you have recently travelled you may need to go into quarantine. Please check the following link <https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors> for more information. If you have come from an area of the UK with local lockdown restrictions, please let the school know before coming to Herbal Hill.
- Please put on your dance uniform before you come to school as there are no changing facilities on site. Please bring a bag which can hold all your things and be placed behind the barre in your studio
- Bring a set of disposable or washable face coverings with you to school. You will be shown how to put them on and remove them safely. Bring a plastic bag to store used face coverings.
- Bring a water bottle, plus any food you will want during your session (lunch/tea/supper etc)

- If you cannot walk or cycle to school, please take care when using public transport (wear a face covering; maintain social distance where possible; wash your hands/sanitise regularly)
- There is no space for storing of bicycles on site
- Please arrive on time with your student group (not too early and not too late!) and queue on the street maintaining 2m social distance from the person in front of you.
- On arrival you will have your temperature checked. If your temperature is above the normal, you will be asked to return to your accommodation and the school will contact you there.
- Wash or sanitise your hands immediately on entering the building and regularly through the day
- Once you have been registered, please take off your shoes in Reception and proceed directly to your studio and to your 2m section of the barre, then get ready for class putting your shoes, jacket etc. in your bag and placing your bag behind the barre.
- Avoid moving around the building unless you need to as well as close contact with other students or staff.
- You should wear a face covering at all times, unless a staff member tells you that you can take it off. You can remove your face covering to eat and drink
- You should aim to maintain 2m social distance whenever possible; where this is not possible (e.g. in the corridors) maintain a 1m+ distance and spend as little time as possible in these areas.
- Please adhere to the one-way system around school clearly noted by stickers on the floor
- Avoid going to the toilets in groups where possible; queue with social distance; wash your hands thoroughly; and sanitise once out of the toilet.
- When in class you will be given your own 2m section of the barre and a 2m 2 floor box to work within. You should generally keep to this area, only moving out when directed by your teachers.
- Initially all physio sessions will be held online by appointment only. There will be no access to the ice machine during this period.
- There will be no access to the student changing rooms or showers, the kitchen and green room, or the library or IT facilities.
- It is important that you leave as soon as your classes finish and do not gather in groups inside or outside the school, maintaining social distance at all times.
- REMEMBER the School can help you stay safe on site, but you will need to look after yourself and each other when travelling or in your accommodation.
  - When you are not at School, it is illegal to gather in groups of more than 6 inside or outside.
  - You do not have to maintain social distance with the people you live with but with anyone else including your friends who you do not live with always maintain a social distance of 2m (or 1m+ in confined areas)

The staff at Central are here to support you. If you have any worries or concerns please get in touch with Josh, the Senior School Manager, on [josh.yeardley@csbschool.co.uk](mailto:josh.yeardley@csbschool.co.uk), or telephone reception on 0207 837 6332

### How to avoid spreading the infection

It's very important to do what you can to reduce the risk of you and other people getting ill with coronavirus.

You can spread the virus even if you do not have symptoms.

#### Do

- try to stay at least 2 metres (3 steps) away from anyone you do not live with (or anyone not in your support bubble)
- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available

- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

### Don't

- do not touch your eyes, nose or mouth if your hands are not clean

## 5. Appendix - Email for Students of Staff with Covid 19 Symptoms or those living with someone displaying symptoms.

Dear XXXXXXX

Following our conversations this morning, below is the information I told you about.

### 1. Students or staff with Covid symptoms or those living with someone with Covid 19 symptoms

Advice for:

- students or staff with symptoms of COVID-19 who are waiting for a test result, or who have not been tested and do not require hospital treatment
- students or staff who have received a positive test result of COVID-19
- students or staff living in households with someone who shows symptoms of or who has received a positive test result for COVID-19

If you have [symptoms](#) of COVID-19 however mild, self-isolate for at least 10 days from when your symptoms started. You should arrange to have a test to see if you have COVID-19 – go to the link below to arrange. DO NOT GO to a GP surgery, pharmacy or hospital.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/>

If you are not experiencing symptoms but have tested positive for COVID-19, self-isolate for at least 10 days, starting from the day the test was taken. If you develop symptoms during this isolation period, restart your 10-day isolation from the day you developed symptoms.

After 10 days, if you still have a temperature you should continue to self-isolate and seek medical advice. You do not need to self-isolate after 10 days if you only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone. See the ending isolation section below for more information.

If you live with others, all other household members need to stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken. If anyone else in the household starts displaying symptoms, they need to stay at home for 10 days from when their symptoms appear, regardless of what day they are on in their original 14-day isolation period. The ending isolation section below has more information.

If you have [symptoms](#), try and stay as far away from other members of your household as

possible. It is especially important to stay away from anyone who is clinically vulnerable or clinically extremely vulnerable with whom you share a household.

Reduce the spread of infection in your home by washing your hands regularly for 20 seconds using soap and water, or use hand sanitiser, and cover coughs and sneezes.

Consider alerting people who you do not live with and have had close contact within the last 48 hours to let them know you have [symptoms](#) of COVID-19.

Following a positive test result, you will receive a request by text, email or phone to log into the NHS Test and Trace service website and provide information about recent close contacts.

If you feel you cannot cope with your symptoms at home, or your condition gets worse, then use the [NHS 111 online](#) COVID-19 service. If you do not have internet access, call NHS 111. For a medical emergency dial 999.

If you develop COVID-19 [symptoms](#) again at any point after ending your first period of isolation (self or household), follow the guidance on self-isolation again. The section below has further information.

Central guidance :

- If you show symptoms go home or stay at home and email [eve.harris@csbschool.co.uk](mailto:eve.harris@csbschool.co.uk)
- Tell you housemates that they also need to stay at home or return home.
- The School will be in touch to check that you have everything you need – you can ask friends, family or Guardians to leave food for you outside your door, or you can order food online.
- If you need extra help or support please contact Carol on [carol.been@csbschool.co.uk](mailto:carol.been@csbschool.co.uk)
- If you are feeling unwell you should rest during this period and stop any exercise or dance classes; if you feel well enough you can follow the contextual studies classes online – but you can also decide to rest and stop for this period.
- If you are not showing any symptoms or are self-isolating because of contact with others you should follow the online contextual studies classes. The School may also be able to arrange a daily online ballet class depending upon tutor availability.

For more information on how to manage

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Please let me know if you have any questions.

## **6. Appendix - Email to students before arrival on site at the beginning of the Autumn Term.**

Hi all,

Happy Friday! I hope this email finds you all well. It's nearly time to welcome you all back into the building! There is a lot of information in this email but please do ensure you read through thoroughly and of course, don't hesitate to let me know if you have any questions.

### **Onsite Timetable for Next Week**

Please find attached our onsite timetable for next week.

### **Online Timetable / Meeting Details**

As I am sure you are already aware, an element of your training this term will be online. Please refer to your 'Online Autumn Timetable' attached. For meeting details, please refer to 'ZOOM 3rd Year Autumn 2020'

### **Covid-19**

Please find attached the '*Student Risk Assessment Guidance*'. Please ensure you read through this thoroughly and don't hesitate to let us know if you have any questions or concerns.

A couple of things to note:

- Students are only permitted to be in the building when they have onsite classes. Please do not arrive any earlier than 15 minutes prior to your first class each day. You will not be allowed on site unless you have a scheduled class.
- Your temperature will be taken upon arrival into the building.

### **Online Briefing and Covid 1:1s**

You will see in the timetable we have scheduled an 'Online Briefing' and 'Covid 1:1s'

**Online Welcome and Covid Briefing:** The Zoom Meeting Details for this session are below:

Meeting ID: XXXXXXXXXXX

Passcode: XXXXXXX

**Covid 1:1s:** Please find attached the '*Covid 1:1s Schedule and Meeting Details*'. Very simply, please find your name and time. Underneath, you will find the meeting details for this session. You do not need to prepare anything for these meetings. It's simple an opportunity for you to ask any questions and inform us of anything you feel we might need to know. Please ensure you have read through the Student Risk Assessment Guidance which you can find attached.

### **Groups**

As you are aware, we have split each year group into three groups, taking into account accommodation. Please find the list of groups attached.

### **Health Questionnaire**

A gentle reminder to please ensure you have completed your health questionnaire before you enter the building. Our Building Manager, Eve Harris has sent this over to you via email.

We look forward to seeing you at your online welcome session at XXXXX on Zoom on Monday 14<sup>th</sup> September 2020.