



PROCEDURE: COVID-19

Date Adopted:	Date of last review:	To be reviewed next before/on:
7 th September 2020	7 th September 2020	30 th January 2021

PURPOSE AND STATEMENT:

DWL is committed to ensuring the health and well-being of all students, staff and volunteers 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:

- Educational settings are remaining open until further notice
- Anyone who is showing symptoms of a cough and/or fever are to self-isolate for 14 days
- Anyone with confirmed COVID-19 are to self-isolate for 14 days
- People who have returned from Category 1 specified countries/areas in the last 14 days should self-isolate. This includes avoiding attending an educational setting or work until 14 days after they return.
- People who have returned from Category 2 specified countries/areas in the last 14 days, are advised to stay at home if they develop symptoms.

While DWL remains able to function and provide classes and workshops we intend to do so.

DISTRIBUTION:

- To ensure distribution to all permanent and freelance staff and volunteers
- To distribute appropriate sections to parents and customers as needed

REVIEW AND MONITORING OF PROCEDURE:

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

Monitoring is part of management procedure and will be enforced by all staff.

THE PROCEDURE IS BASED ON THE BELOW PRINCIPLES:

- The welfare of DWL students, staff and volunteers is paramount
- All staff and volunteers are responsible for ensuring this procedure is followed
- It is the role of every DWL participant to minimise the risk of spreading COVID-19

- DWL is committed to following the advice of the UK Government, NHS and Public Health England

SITE MANAGEMENT:

Branch managers must ensure they have the current disinfectant spray/wipes before every session, or purchase some with petty cash.

All branch management staff must immediately wash their hands for the prescribed 20 second period upon arrival at site.

Branch 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
- Bannisters
- Equipment used in class

Branch managers must also check the quantity of soap and paper towels in bathrooms and contact premises if supplies are low.

Branch managers must ensure the prominent display of hygiene posters (“catch it, kill it, bin it” and hand washing diagrams).

Upon arrival at site, branch managers must ask all attendees to wash their hands.

Between each class, branch managers must ensure teachers and volunteers are leaving classrooms to wash their hands. This may involve chaperoning children in the classroom while awaiting teachers return. Also to ensure that teachers have the correct equipment to clean their classroom between classes.

Branch Managers must also wash their hands at regular intervals, no less than between each class or student group. This includes while moving between classes to supervise.

Branch Managers must also wash their hands before/after eating.

Between each class branch managers AND/OR teachers must again use disinfectant spray/wipes to clean any high contact points, including (but not limited to):

- Door Handles
- Sinks & Taps
- Bannisters
- Equipment used in class

Branch Managers are expected to follow other NHS guidelines to avoid spreading the virus including washing hands before/after eating and reporting any potential symptoms/confirmed diagnoses to the office as a matter of urgency.

TEACHER/VOLUNTEER PROCEEDURE:

All teachers and volunteers must immediately use hand sanitiser upon arrival at site. They must also do this between every class.

Teachers and volunteers are expected to assist branch managers with student hand washing

between lessons, particularly students that are attending more than one class.

Teachers are asked not to conduct any exercises that encourages touch between students. This includes (but not limited to):

- When travelling across the floor (i.e. hand holding)
- Choreography that includes partner work
- Drama games/direction involving physical contact

Teachers must use space thoughtfully, spreading children for exercises across the space as much as possible.

Teachers and Volunteers are expected to follow other NHS guidelines to avoid spreading the virus including washing hands before/after eating and reporting any potential symptoms/confirmed diagnoses to the office as a matter of urgency.

OFFICE PROCEEDURE:

Office staff must stay in regular contact with venues to ensure their opening and current COVID-19 situation (including any confirmed cases who have been present at the building during non-DWL operational hours).

Office staff will send, at minimum, monthly emails to update parents of DWL current stance with regards to COVID-19 including how we are helping the spread of infection and more general helpful links and information from UK Govt./NHS/Public Health England.

All high contact points in office must be disinfected at the beginning and end of each day. These include (but are not limited to):

- Computers (keyboards, mouse and power/screen buttons)
- Kettle and refreshment equipment
- Door handles
- Keys
- Filing cabinets
- Printer

Office staff are expected to follow other NHS guidelines to avoid spreading the virus including washing hands regularly and before/after eating. They are also expected to report any potential symptoms/confirmed diagnoses to the office as a matter of urgency.

PAYE staff will be entitled to sick pay as stated in their contract of employment, and any additional government support as appropriate.

IN THE EVENT A POSITIVE COVID-19 DIAGNOSIS OF A STUDENT

Office staff must alert all parents of students who have attended the same class as the diagnosed.

Office staff must alert all parents of students who have attended the same day as the diagnosed.

Office staff must alert all other staff and volunteers who were present on the same day as the diagnosed.

These email alerts must not include any identifying data.

These emails must also include up-to date information regarding what to do if they suspect a student, or a member of their household is developing COVID-19 symptoms.

Office staff will also alert branch managers and teachers.

IN THE EVENT OF POSITIVE COVID-19 DIAGNOSIS OF A TEACHER/VOLUNTEER/ON SITE STAFF

Office staff must alert all parents of students who were present at the same class as the diagnosed.

Office staff must alert all parents of students who were present the same day as the diagnosed.

Office staff must alert all other staff and volunteers who were present on the same day as the diagnosed.

These email alerts must not include any identifying data, without the diagnosed's permission.

These emails must also include up-to date information regarding what to do if they suspect they, or a member of their household is developing COVID-19 symptoms.

Office staff will also alert branch managers.

BUSINESS CONTINUITY:

In order to make sure DWL's preparedness for business continuity in the eventuality of a force majeure closure, the company is preparing the following:

ONLINE CLASSES:

In order to fulfil our contract of services with users, DWL will provide online lessons. Teachers may provide these from either their home or one of DWL's spaces if appropriate.

The DWL Office will set up Zoom workspace meetings, invite all teachers and students to the meeting and oversee the class.

Example Lesson plans can be provided to teachers upon request.