



Coronavirus (COVID-19) Policy

Students and Student Family Members

In this policy, you'll find all the essential guidelines students and student family Members should follow whilst attending in person/physical classes at Mad Hatters Theatre School, during the coronavirus outbreak.

Policy brief & purpose:

This policy includes the measures we are actively taking to mitigate the spread of coronavirus within our out of school setting (OOSS). You are kindly requested to follow all these rules diligently, to sustain a healthy and safe education space in this unique environment. It's important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, you will be updated you as soon as possible, by email or phone.

Scope

This policy applies to all students and student family members who attend classes at Mad Hatters Theatre School. We strongly recommend to all family members whom are responsible for attending Mad Hatters Theatre School for pick-ups and drop offs to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

Policy elements

Here, we outline the required actions students and student family members should take to protect themselves, their class mates and staff of Mad Hatters Theatre School from a potential coronavirus infection.

Coronavirus (COVID-19) Awareness

If you the student have coronavirus (COVID-19) symptoms, such as a sudden or continuous cough/fever/loss of taste and/or smell or any other listed symptoms on the NHS website, feel poorly or generally unwell you must:

- Self-isolate for the recommended period as suggested by the NHS.
- Complete a SARS test to confirm.
- If the results to the SARS test are positive please contact and inform *Hollie Milburn*, COVID-19 Designated Lead (COVID-19 DL) so that procedure can be put into place for the affected classes of Mad Hatters Theatre School.
- You can return to classes at Mad Hatters Theatre School *only after* you feel well and if you receive a negative COVID-19 test result.

If anyone in the students household has a positive COVID-19 diagnosis after having coronavirus (COVID-19) symptoms, such as cough/sneezing/fever/loss of taste and/or smell or any other listed symptoms on the NHS website, feel poorly or generally unwell, it would be appreciated that this information be relayed to Mad

Hatters Theatre School so that they are aware. Please follow the NHS guidance and how long to isolate for etc.

If Mad Hatters Theatre School has a positive case of COVID-19 reported by any of its attendees or staff members, ALL AFFECTED CLASSES will be informed of this occurrence.

If there is a national or local lockdown due to COVID-19 then Mad Hatters will suspend all 'in person'/physical classes and replace them with an online schedule.

General Hygiene Rules

Student:

- Will find hand sanitizer stations around the venue.
- Are to use provided hand sanitizer upon arrival at the venue.
- Are to use provided hand sanitizer before and after each class.
- Are to wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20 second hand washing guidance).
- Are asked to cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Are to avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- No student should give a face covering to a teacher or staff member to hold/care for or dispose of. The student is to place the face covering either in a small plastic bag which is kept on their person or in the bin provided. After so, they should sanitize their hands immediately.
- Are to tell a member of staff if you find yourself coughing/sneezing on a regular basis within the venue. In this case you are to avoid close physical contact with classmates and other student family members and staff and take extra precautionary measures (such as wearing extra PPE precautions). Your parents will be called and you will be asked to go home until your symptoms disappear.

Further reading and Resources List:

Symptoms checklist:

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

Hand Hygiene:

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>