



Identity School of Acting COVID-19 Policy and Operational Plan

Identity School of Acting is committed to the protection of its students, staff and visiting contractors and has developed the COVID-19 Policy and Operational Plan to minimise the effects of COVID-19 within the school.

The COVID-19 Policy and Operational Plan lays out the measures IDSA has taken to protect its students, staff and visiting contractors and to prevent further spread throughout the school and wider community. To ensure a safe environment for all, anyone entering an IDSA site must follow the rules as stated.

The COVID-19 Policy and Operational Plan is set in six categories:

Personal Protective Equipment

1.1. All students, staff and visiting contractors must wear an appropriate nose and mouth coverings at all times when at an IDSA site. They must supply these themselves however IDSA will have an emergency supply on all sites.

1.2. All students, staff and visiting contractors will have their temperature checked on arrival to the building.

1.3. Hand sanitiser stations will be situated throughout all IDSA sites and all students, staff and visiting contractors will be required to use these on arrival and throughout their time on site.

Entering, Leaving and Movement within an IDSA Site

2.1. All students, staff and visiting contractors will enter the building through the main (staff) entrance.

2.2 All students, staff and visiting contractors will follow the one way system implemented within all IDSA sites.

2.3. All students, staff and visiting contractors will leave through the back (student) exit.

Classes

3.1. All class times will be staggered to maintain social distancing inside the building and to avoid queuing outside the building. Students and tutors must not arrive before their given time so there is no loitering outside the building.

3.2. All groups will be limited to 12 students per group at IDSA Brixton and 16 students at the IDSA Theatre, Stockwell.

3.3. Students and tutors must wear the appropriate nose and mouth covering throughout the lesson. They cannot be removed at any time.

3.4. All studios will be split into one metre zones ensuring social distancing while in class. It is essential all students and tutors follow these zones.

3.5. Where possible all windows and doors will remain open to provide adequate ventilation.

3.6. All studios will be cleaned in between every class.

3.7. Students and tutors are permitted to use the toilet facilities on the floor of their studio. Only one person is permitted to use the toilet facilities at any time.

3.8. Students and tutors cannot move between floors during their scheduled class.

3.9. All class end times are staggered to maintain social distancing and avoid unnecessary congestion in the building.

3.10. When exiting an IDSA site all students and tutors must not loiter in front of the buildings and make their way home immediately.

Personal Hygiene

4.1. It is essential more than ever that personal hygiene remains high, particularly when social distancing begins to ease.

4.2. Washing hands regularly for a minimum of 20 seconds with hot soapy water or using hand sanitiser with at least 70% alcohol.

Reporting Symptoms, Diagnosis or Contact with someone who has COVID-19

5.1. If a student, tutor, staff member or visiting contractor develops symptoms, is diagnosed or has had contact with someone who has COVID-19 they must notify the school immediately:

- Students notify the Head of Operations;

- Tutors notify the Head of Acting;
- Staff notify the Head of Operations;
- Visiting Contractors notify the Head of Operations.

5.2. If a student, tutor, staff member or visiting contractor develops symptoms or has had contact with someone who has COVID-19 they will be required to self-isolate for 14 days. They can return to the school after this time as long as they are not presenting any symptoms.

5.3. If a student, tutor, staff member or visiting contractor is diagnosed with COVID-19 they must follow medical advice provided by the medical professional. They will be able to return to IDSA once they have provided a negative test.

5.4. If a student or tutor develops symptoms or has had contact with someone who has COVID-19 all relevant classes will be notified immediately. Their classes will move online for a two week period to prevent any further spread of the symptoms. After the two week period the class will be able to return to the school.

5.5. If a student or tutor is diagnosed with COVID-19 all students will be notified and all classes will move online for one week while a deep clean is carried out at the relevant IDSA site.

5.6. All students who had class with the student or tutor diagnosed will continue classes online for another week. As long as no-one else develops symptoms or is diagnosed with COVID-19 they will return to the school. If someone else does develop symptoms or is diagnosed with COVID-19 classes will continue online until further notice.

5.7. If it is the Tutor who has developed symptoms or is diagnosed with COVID-19 and is unable to teach, the Head of Acting will arrange suitable cover for all lessons until the tutor is able to return.

Cleaning

6.1. IDSA will continue to have all sites deep cleaned daily.

6.2. When IDSA holds multiple classes throughout the day studios will be cleaned in between each class.

6.3. Only tutors will be permitted to touch any equipment used in classes ie. cameras, tvs, remotes etc. IDSA will provide alcohol wipes to be used before and after use of all equipment.