



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. As the situation regarding Covid-19 is ongoing, this policy allows modifications to our actions according to risk assessments made in conjunction with the most up to date government advice. Where this is the case it is clearly 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 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 at Brixton and through the main entrance at Stockwell. Class start times will be staggered to avoid mixing of groups but FOH and visitors should be mindful to sustain social distancing at all times.

2.4. All in-person staff, students and tutors must provide evidence of 2 negative lateral flow tests per week. Tests are freely available from local pharmacies or to be ordered online <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

2.5. All test results should be reported to IDSA utilising the assigned google form. They should also be reported on the government website <https://www.gov.uk/report-covid19-result> which will provide an email and text confirmation.

2.6. Students should show their most recent email or text confirmation of a negative test, to FOH when they sign in.

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. Provided appropriate social distancing measures and ventilation is in place, students may remove their masks *whilst performing*, for less than 15 minutes.

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 the designated amount of days, according to current government advice. 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 and they have completed the appropriate self isolation according to current government guidelines.

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. In the case of those with symptoms, their classes will move online for the designated self isolation period to prevent any further spread of the symptoms. In the case of those students, staff or tutors coming into contact with someone who has COVID-19 a risk assessment will take place to ascertain if this is close contact.

In the following cases the whole class will need to go online for the designated isolation period:

If a student or tutor in the class has tested positive for COVID-19

If a student or tutor in the class is manifesting symptoms of COVID-19

If the person has been instructed by any government or medical professional to self isolate because they have symptoms

In the following cases a risk assessment will take place to ascertain if the whole class will need to go online for the designated isolation period and/or what other measures need to take place:

If a student or tutor in the class has been contacted via Test and Trace and told to self isolate

If a student or tutor is notified in any way that they have been in contact with someone who has tested positive.

Purpose and likely outcomes of the risk assessment The purpose of the risk assessment is to ascertain the likely risk to the student, tutor and staff body. The Head of Acting and/or the Operations Manager will seek information regarding whether the person concerned has been in close contact, according to the latest government guidelines and seek confirmation of negative lateral flow tests. In the event that close contact was likely, then the whole class or classes will be placed online. After the designated self isolation period the class will be able to return to the school.

5.5. If a student or tutor is diagnosed with COVID-19 all relevant students will be notified and all relevant classes will move online for the designated period and 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 the designated period and will be required to provide evidence of a negative test when they return to IDSA. As long as no-one else develops symptoms, tests positive or is diagnosed with COVID-19 they will return to the school. If someone else does develop symptoms, tests positive 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.