



# LARGS YOUTH THEATRE COVID-19 Policy

## VERSION HISTORY

V1.0 13<sup>th</sup> September 2020  
V1.1 30<sup>th</sup> September 2020

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## 1. INTRODUCTION

### 1.1 Policy Brief and Purpose

Largs Youth Theatre are closely monitoring the situation regarding COVID-19. The following document details the company's response to the recent government information while subsequently ensuring further spread of the virus is controlled. All staff, students and parents/carers are mandated to follow all these rules diligently, to sustain a health and safe place in this unique environment.

The following policy has been prepared in accordance with the Scottish Government's:

- updated route map published on 10<sup>th</sup> July 2020;
- sector relevant guidance document titled "Coronavirus (COVID-19): organised activities for children" published on 24<sup>th</sup> September 2020;
- sector relevant guidance document titled "Coronavirus (COVID-19): guidance for the performing arts and venues sector" published on 21<sup>st</sup> August 2020; and
- sector relevant guidance document titled "Coronavirus (COVID-19): guidance for creative studios and shared workspaces " published on 30<sup>th</sup> June 2020

and may be further updated should further information has been issued.

### 1.2 What is COVID-19?

A coronavirus is a virus that can be transmitted from person to person. Symptoms of COVID-19 specifically are stated by the Scottish Government to include:

- A new continuous cough (a new, continuous cough means coughing for longer than an hour, or three or more coughing episodes in 24 hours. If you usually have a cough, it may be worse than usual.)
- A high temperature (a temperature above 37.8 degrees)
- A loss of, or change in your normal sense of taste or smell

### 1.3 How is Coronavirus Spread?

COVID-19 is a new illness and it is unknown exactly how this spreads from person to person, but similar viruses are spread by droplets in coughs and sneezes, therefore



caution is recommended based on guidance and regulations in place by the Scottish Government.

#### **1.4 How to Avoid Catching Infections like Coronavirus?**

It has been advised by the Scottish Government that you can reduce your risk of getting and spreading respiratory infections by:

- Avoiding direct hand contact with your eyes, nose, and mouth
- Maintaining good hand hygiene – washing hands with soap and water or alcohol hand sanitiser
- Avoiding direct contact with people that have respiratory illness
- Covering your nose and mouth when coughing or sneezing with disposable tissues and disposing of them in the nearest waste bin after use

#### **1.5 Scope of this policy**

This policy applies to all LYT staff, volunteers, contractors, students, and parents/carers of students (“Persons”).

#### **1.6 Communication of this policy**

LYT will communicate this policy and/or its key messages to all Persons via:

- Publication on the LYT website;
- Publication on the LYT social media accounts;
- Publication within the LYT student and parent/carer mobile app “Team App”;
- Publication on the online booking system for class bookings, prior to the booking of classes and acceptance of payment.

#### **1.7 Venue policies and procedures to be adhered to**

LYT does not own its own premises and hires premises at Vikingar!, Largs from KA Lesiure. Specifically the classes will be running in the areas known as Valhalladrome and Hall of the Gods. LYT has worked closely with KA Leisure in the development of this Policy, and this Policy incorporates (where relevant) the mandatory requirements of KA Leisure, to which all Persons must adhere when on the premises.

## **2. MANDATORY PROCEDURES**



## 2.1 BOOKING CLASSES

- (a) All class bookings must be made online and paid for by payment card or bank transfer. No cash, cheques, or manual registration forms will be handled by any Persons.
- (b) All class bookings and registrations must be completed in full prior to physical attendance.
- (c) LYT is complying fully with the Scottish Government recommendations to “track and trace” all Persons present. This means that at the time of booking, and upon entry to each class, Persons will be required to answer “track and trace” questions which shall be recorded by LYT in compliance with its privacy policy (and in any event for a period of 3 weeks following collection of the said data).
- (d) No student will be admitted to class if a place has not been booked and all documentation completed.
- (e) No student will be admitted to class if there is a refusal to provide any information upon entry in respect of “track and trace”.
- (f) No refunds will be given to any student who refuses to comply with the “track and trace” requirement.

## 2.2 STAFF

For purposes of this Policy “Staff” means employees, freelancers and volunteers contracted to provide services to LYT. This part 2.2 applies only to Staff, members of the LYT Board of Directors, and any member of the LYT committee.

All Staff:

- (a) should follow the symptom guidance at Part 3 of this Policy Document and should not attend at the premises if displaying any of the symptoms;
- (b) should complete a “track and trace” questionnaire prior to entering the premises;
- (c) will be required to undergo training on the procedures outlined in this policy prior to resuming activities with students;
- (d) shall wear face masks, if required to do so, in accordance with applicable Scottish Government guidance at the applicable time;
- (e) consent to a temperature check prior to entering the premises;
- (f) understand that there will be no facility for food or drinks preparation or purchase at the premises, and must bring own food and drink which does not require to be heated;
- (g) shall maintain at least 2m physical distance from any adults (including for this purpose children aged 12+) present on the premises. At the time of writing, there is no requirement for adults to physically distance from students aged under 2 – 11 (inclusive);



- (h) shall maintain excellent hand washing and personal hygiene, using facilities made available to Staff, regularly wiping any materials or equipment used and touched by Staff in any session;
- (i) shall wear face masks if conducting the entry or exit chaperoning roles.

## 2.3 PROCEDURE FOR ENTERING CLASSES

The times of classes have been amended to allow sufficient time for entry and exit of class groups, with additional breaks to maintain distance between outgoing and incoming groups of students.

### 2.3.1 Queuing, Distancing and Mask Wearing

- (a) Persons queuing awaiting entry to class must maintain 2m physical distance;
- (b) Children aged 5+, and adults must wear face coverings when queuing and entering the premises;
- (c) Only 1 adult may accompany a student for drop off and collection

### 2.3.2 Entrance Door and One Way System

There is a strict one way system in operation.

Entrance to the building is via the former main entry to the swimming pool which is situated outside the building, off of Mansfield Crescent. Persons must queue on the stairs and await the external door being opened by staff. Social distancing must be maintained in the queue and upon entering and masks must be worn for everyone 5+. Only parents of DramaTots will be permitted into class itself. All others must exit via the one way exit system indicated by floor markings in Vikingar!.

### 2.3.3 Pre-entry mandatory checks and routines

- (a) **Temperature checks:** All students and staff will have their temperature taken, a temperature above the normal temperature shall mean the student will not be permitted to enter;
- (b) **Register:** The register of attendance will be taken of students as they enter;
- (c) **Track and Trace:** LYT is complying fully with the Scottish Government recommendations to “track and trace” all Persons present. This means that upon entry to the building on each occasion, Persons will be required to answer “track and trace” questions which shall be recorded by LYT in compliance with its privacy policy (and in any event for a period of 3 weeks following collection of the said data). Failure to answer track and trace questions will result in non-admittance to the venue.

### 2.3.4 Important information related to class times, arrival and collection times

In order to ensure that students receive teaching time, we have amended our arrival and collection times. These must be complied with – do not arrive earlier than the



stated Arrival Time, and do not arrive later than the stated Collection Time. We have built in time to allow students to safely enter and exit class, so these times must be strictly adhered to. If you arrive early, you must wait in your vehicle or elsewhere prior to queuing at the Arrival or Collection Time. You cannot wait anywhere within the Vikingar! Building.

## 2.4 ITEMS PERMITTED INTO CLASS

Parents/Carers please note the following:

- Jackets must be removed prior to entering the venue
- The only items permitted into class are:
  - Water to drink (we do now have LYT bottles for sale if required, please no fizzy juice);
  - Medication or medical equipment e.g. EpiPens (please ensure medication consent and awareness forms are completed in advance)
- At this time no other items are permitted, no toys, backpacks, jackets etc.
- The exception to the no bag rule is LYT issued bags (which are not used for any purpose other than LYT classes, and for Dramatots class, 1 nappy bag).

## 2.5 UNIFORM POLICY

All students must wear the mandatory uniform which is:

- LYT t-shirt (available to purchase, please contact us)
- Black joggers or leggings (preferably plain)
- Flat trainers or plimsolls (no heeled shoes, boots, smart shoes etc.)
- Socks (we cannot have children barefoot inside)
- **For students aged 5+ a face mask is required to be worn entering, exiting and when using the toilets.**

## 2.6 PROCEDURE FOR COLLECTING STUDENTS/LEAVING CLASS

The times of classes have been amended to allow sufficient time for entry and exit of class groups, with additional breaks to maintain distance between outgoing and incoming groups of students.

### 2.6.1 Queuing, Distancing and Mask Wearing

- (a) Persons queuing waiting to collect students must maintain 2m physical distance;
- (b) Children aged 5+, and adults must wear face coverings when queuing and exiting the premises;
- (c) Only 1 adult may accompany a student for drop off and collection



## **2.6.2 Entrance Door and One Way System**

There is a strict one way system in operation.

The adult collecting the student must wait outside of the front entrance of Vikingar! At the ramp side of the building. Students will be brought out to adults by LYT staff. Distancing should be observed when waiting outside, and masks must be worn by all age 5+

## **2.7 STUDENT SOCIAL DISTANCING IN CLASS**

All students aged 12+ will be required to social distance in class, and must be capable of following tutor instructions to remain in allocated spaces.

Students aged 11 and under will not be required to social distance (subject to Scottish Government requirements).

Tutors will maintain a safe distance from ALL students regardless of age, as much as possible, and this will be mandatory for tutors with children 12+. Classroom assistants may require to not observe distancing for children age 11 and under due to care needs.

If any parent/carer feels that a student will not be able to comply with these requests and instructions, please contact us to discuss options to ensure the student is able to safely participate in classes.

## **2.8 STUDENT FACE COVERINGS IN CLASS (ONLY AGE 5+)**

At this time, wearing of face coverings is not required by students in class, **but** a face covering is required for students age 5 + when using the toilet facilities, and entering and exiting the venue. Please ensure every student age 5+ has a face covering upon arrival to the venue. LYT face coverings are available for sale, please contact us.

## **2.9 HANDWASHING AND GOOD HYGIENE**

### **For students:**

- Hand sanitiser will be available upon entry to be used
- Hand washing with soap and water will be required when using toilet facilities
- Regular hand washing and hand sanitising will be encouraged through the class
- Hand sanitiser will be available for students prior to exiting the venue.

### **For staff and LYT personnel:**

- Hand sanitiser will be available upon entry to be used
- Hand washing with soap and water will be required when using toilet facilities



- Regular hand washing and hand sanitising will be encouraged throughout the class and after touching any surface or object
- Hand sanitiser will be available prior to exiting the venue.

## **2.10 TOILET FACILITIES**

All Persons will require to use the swimming pool foyer toilets only and only one person may enter the toilets at a single time. Good hygiene will be encouraged and adults should remind children of the need to wash hands thoroughly after using the toilets.

## **2.11 CLEANING PROCEDURES**

KA Leisure maintains responsibility for regular and enhanced cleaning of public areas of the building.

LYT will ensure that prior to, and after each class, all high touch points and surfaces will be wiped and cleaned with anti-bac products. Any equipment handled by staff or children will also be thoroughly cleaned between use.

## **3. PROCESSES IF ANY STUDENT OR STAFF MEMBER HAS SYMPTOMS OF COVID-19**

All Persons must observe the Scottish Government rules regarding what to do if you are symptomatic – if any Person or any member of Person's household is displaying symptoms that Person must not attend class.

Adequate provisions have been put in place to ensure appropriate staff cover is available in the event that a member of staff is unable to attend, however, if there may be times when no staff will be available and this will be communicated to all Persons in event of class cancellation, via Team App and email (sometimes at short notice).

LYT makes no guarantee for the well being of any Person, and all Persons must comply with guidance to protect themselves.

### **Government Advice to Managing COVID-19**

- If you have symptoms of COVID-19 or have received a positive test, you must self-isolate at home for at least 7 days from when your symptoms started. All other household members who remain well must 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 becomes ill. Follow the COVID-19 Decision tree to determine what steps to take
- If someone becomes unwell in the class, the unwell person should be removed from the area and should remain at least 2m away from other



people. Emergency contacts of students will be contacted to collect their children if their children display symptoms.

For further information regarding COVID-19 measures please visit the Scottish Government website <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

LYT will at all times follow Scottish Government guidance with respect to outbreak management, if applicable.





## COVID-19 Decision Tree

