

Information for Parents/Carers and Pupils

COVID 19 procedures for Tri-borough Music Hub (TBMH) Classes April 2021

Our plans below are based on classes being able to return in person in April, as per Step 2 of the government's roadmap. We will monitor guidance closely and inform you of any changes as we closely follow the changing guidance.

The TBMH is committed to ensuring the highest level of protection and prevention of COVID 19 during music classes and is adhering to the government's [Protective measures for holiday and afterschool clubs, and other out-of-school settings during the coronavirus \(COVID-19\) outbreak](#) guidance.

Below are the procedures the TBMH is implementing to mitigate risk in relation to COVID 19 for classes. A full risk assessment concerning all areas of the TBMH reopening will be available on the TBMH's website prior to classes commencing in April 2021. If further restrictions mean that classes cannot go ahead in person, the decision to teach online or offer a refund will be offered.

Testing

- All TBMH pupils should be symptom-free and feeling well before attending an activity at the Lyric.
- As with the current practises across all schools, the TBMH requests that all pupils attending TBMH activity participate in the Lateral Flow Test (LFT) programme of testing ([HERE](#)), receiving at least 2 LFTs per week, with a gap of 3-4 days between tests. If a pupil tests positive they must self-isolate, book a PCR test, and inform the TBMH of this outcome.
- If a pupil is displaying Covid-19 symptoms they must not attend any TBMH activity.

Arriving at Lyric / Prior to Classes

- Parents and carers will be required to drop off young people and collect them outside the Lyric's main entrance. (Flexibility will be considered for parents and carers who are registered disabled)
- Young people will be asked to enter the Lyric no more than 10 minutes prior to class start time
- Young people are to arrive at the Lyric dressed and ready for class, no changing facilities will be provided on site
- Young people must wear face coverings (unless exempt) prior to entry to the Lyric and the covering should remain on, until asked to be removed when inside designated activity space
- Young people will be required to sanitise their hands upon entry
- Young people will be encouraged to use the NHS Track and Trace App when entering the Lyric.
- Young people will be asked to wait outside the Lyric (socially distanced) until collected by one of the TBMH team and escorted directly to class limiting contact with all other building users.
- A one way system will be followed when escorting young people across the building.
- Activity spaces for classes and surfaces will be cleaned prior to class
- Activity spaces for classes will be ventilated prior to class

During Classes at the Lyric

- All activity planned and delivered will adhere to social distancing at 2 metres
- All activity planned and delivered will encourage side to side or back to back working, where possible
- A 2m x 2m grid will be marked out in the majority of spaces
- Activity spaces will only be used that have capacity for 2M social distancing.
- Young people will participate as part of a consistent small bubble of 15 participants per class
- All classes will have a minimum of two members of staff/practitioners.
- Two consistent practitioners will teach classes for all 10 weeks of term.
- Where possible windows will remain open and/or space will be ventilated during class using the Lyric's air handling and air conditioning systems.
- Furniture will be designated to each space, limiting in its use across other areas of the building.
- Minimal shared resources will be used during classes
- Young people will have designated toilets for each class. For obvious reasons, we will be limiting the use of toilets and therefore we encourage pupils to use toilet facilities prior to arriving for classes.

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After classes at the Lyric

- Young people must wear face coverings (unless exempt) prior to leaving the class and the covering should remain on until they have left the Lyric.
- Young people will be asked to sanitise their hands before accessing other parts of the building
- Young people will be escorted directly to meet their parent or carer outside the Lyric's main entrance after class, limiting contact with all other building users.
- A one way system will be followed when escorting young people across the building.
- The Lyric will designate a socially distanced, ventilated waiting area for young people whose parents or carers are running late, but we must insist on prompt collection at the agreed time
- After use, activity spaces will be cleaned before used again
- After use, activity spaces will be ventilated before used again

Emergency building evacuation

- TBMH Activity Leaders will always have a secure 'grab bag' containing key information about the pupils in classes. In the case of a building evacuation, this will be taken with the TBMH Leader to the external meeting point and contact details used if needed.
- All children and young people will be calmly escorted via the nearest evacuation route to the muster point where they will be counted and kept safe

Singing and Choirs

- Pupils will take their belongings (coats) to their own seat area and keep these to themselves. Only the pupils should move/touch/carry their own belongings.
- We will consider singing outdoors if we can, weather and other conditions, permitting
- Singers should not be encouraged to sing loudly or over-accentuate words
- We will use microphones where available, and appropriate
- Each singer must have their own music or words must be projected onto a screen
- 2-metre distancing will be in place
- Singing should be quiet with consideration that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space
- Accompanists should be 3-5 metres away from the first singer
- Teachers will remain in a fixed position (where possible) at a distance of 3 meters from the first singer
- Teachers may wear face masks
- Pupils may consider wearing face masks

Instrumental Classes

- Consider use of bell masks for brass and woodwind
- Pupils will take their belongings (coat/instrument) to their own seat area. Only pupils should move/touch/carry their own instrument and instrument case.
- Instruments should be cleaned by the pupils playing them, where possible
- Cleaning of surfaces, stands and instruments must take place between use by different pupils
- Staff (and pupils) should consider use of moisture guards/bell masks e.g. <https://www.moistureguard.co.uk/> to further reduce risk; however, this is not compulsory.
- Players should be discouraged from holding their bell high as droplets may fall back into the mouth
- Any excess particles on the floor must be cleaned by the student who distributed them
- Accompanists should be 3-5 metres away from the first instrumentalist
- Teachers will remain in a fixed position (where possible) at a distance of 3 meters from the first instrumentalist
- Teachers may wear face masks
- Pupils may consider wearing face masks, according to the logistics of each instrument

Information for Parents/Carers and Pupils

The Lyric and TBMH will:

- Ensure group sizes do not exceed 15 and remain consistent
- Ensure all classes are booked per term
- Encourage young people to walk or cycle to the Lyric, if they can
- Discourage and restrict young people booking for multiple classes.
- Ensure classes start and finish times are staggered to limit physical contact between groups
- Implement a one-way system across the Reuben Foundation Wing
- Remove sofas from the Reuben foundation wing to limit loitering.
- Require Young Lyric hosts to wear face shields
- Ensure updated COVID 19 and Safeguarding training is delivered to Young Lyric hosts
- Designate a ventilated isolation and containment space
- Ask young people and staff to stay at home if displaying symptoms or advised by NHS Test and Trace to self-isolate
- Use young people's contact details for NHS track and trace
- Maintain all internal ventilation systems (air handling and air conditioning)
- Restrict performances from classes at the end of term
- Update all First Aid kits
- Ensure hygienic signage is visible throughout the Lyric
- Ensure all spaces are cleaned and ventilated prior to, in between, and after classes

The Lyric expects Parents and Carers to:

- Encourage their child to walk or cycle to the Lyric or travel using a private vehicle rather than taking public transport
- Avoid using public transport to get to the Lyric, particularly during peak times
- Discourage their child from mixing with different peer groups outside of their chosen activity.
- Send their child to the same setting and activity consistently, in order to prevent them from mixing with multiple different groups of children.
- Choose activity at the Lyric because it is local to them.
- Comply with government guidance on isolating anyone who has coronavirus (COVID-19) symptoms, such as a raised temperature, a new continuous cough, or a loss or change to their sense of smell or taste, and should follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection.
- Understand their child should not attend the Lyric if they are showing symptoms and accept the Lyric's discretion to send any child home if symptoms develop during activity or attendance at the Lyric