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## **CORONA VIRUS (COVID-19) POLICY**

### **Policy Brief & Purpose**

This policy includes the measures Jackie Palmer (Academy and Stage School) are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace 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) policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will provide an update as soon as possible.

### **Scope**

This coronavirus policy applies to all of our employees and students (both full-time and part-time) who physically access our premises, Jackie Palmer Studios. Parents also need to make sure they are up-to-date with our procedures and action plans, to ensure we collectively and uniformly respond to this challenge.

### **Premises**

Staff and visitors to Jackie Palmer Studios will be asked to wait at reception to have their temperature checked and to hand sanitize, before being allowed further into the building. Anyone with a temperature of 37.8° C or above will not be allowed to enter the building. A one-way system applies in reception. All staff, students and visitors must adhere to social distancing measures within communal space.

Studios have been allocated to specific classes to ensure minimal cross-contamination between classes. Staff and students **MUST** adhere to their designated timetables and not make any changes without the knowledge and consent of the Academy or Stage School managers. Spaces have been marked within all studios to keep students adhering to social distancing guidelines. It is teachers' responsibilities to ensure students maintain these distances.



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All studios will be thoroughly cleaned between Academy and Stage School classes, to ensure hygiene is kept to a high standard.

Ventilation is maintained in all used spaces within Jackie Palmer Studios.

### **Staff and Student Policy Elements**

Here, we outline the required actions employees and students should take to protect themselves and their peers from a potential coronavirus infection.

#### **1. Sick leave arrangements:**

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, staff will be required to work from home (delivering classes over Zoom, where possible) and students will be asked to not attend.
- If you have a positive COVID-19 diagnosis, you can return to the Jackie Palmer Studios *only after* you've fully recovered: after a 10-day isolation period (from positive diagnosis) or with a doctor's note confirming your recovery.

#### **2. Work from home requests:**

- Staff: if you are feeling ill, but you are able to work, you can request to work from home.
- If you have recently returned from areas with a high number of COVID-19 cases (based on [CDC](#) announcements), staff will be asked to work from home for 14 calendar days and students will not be allowed to attend lessons; you will only be allowed to return if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues/peers during this time.
- Staff: if you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request to work from home. You will also be asked not to come into physical contact with any colleagues during this time. Students will not be allowed to attend lessons.
- If you're a parent and you have to stay at home with your children, request to work from home. Follow up with your manager to make arrangements and set expectations.
- If you need to provide care to a family member infected by COVID-19, request to work from home. You'll only be permitted to return to the Jackie Palmer Studios 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a



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doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues/students during this time.

### 3. Travelling/commuting measures:

- All work trips and events will be cancelled/postponed until further notice.
- In-person meetings should be done virtually where possible, especially with non-company parties.
- If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, we'll ask you to work from home for 14 calendar days. You will also be asked not to come into physical contact with any colleagues/students during this time.

### 4. General hygiene rules:

- Wash your hands after using the toilet, before eating, in between classes and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). You can also use the sanitizers you'll find around the building.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers/students and take extra precautionary measures (such as requesting sick leave).

**Policy Review Date: 04/09/20**

*(Policy to be updated as Government Guidance changes)*

**Next Annual Review Date: 28/08/21**

**Reviewed by: Rebecca Sachdev**