



## COVID-19 Policy

Last updated, Tuesday 25 August 2020

### Our COVID-19 Statement

Here at Sound Pop Academy, our dedication is to keep our members, their families, our freelance staff and our service providers as safe as possible during the Coronavirus pandemic. Our main priority is the health and wellbeing of all of our contacts.

Sound Pop Academy will continuously follow and implement the best practices possible. These practices will derive from official government guidance. Practices are likely to change and be updated as and when new COVID-19 research or evidence has been published.

We will fully comply with all government guidance, including working practices and methods as well as providing contact details for track and trace phone calls and in any other way we can to ensure we do our part to keep our community safe.

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, should not attend an out-of-school setting and should follow the [COVID-19: guidance](#).

### Government guidance and our approach here at Sound Pop Academy.

**"Risk can be minimised for children of all ages by ensuring that you are sending them to a provider that has coronavirus (COVID-19) protective measures in place"**

At Sound Pop Academy, we have implemented a number of temporary policies and procedures to ensure that your child remains as safe, healthy and at minimum risk of exposure whilst in our care.

**"We are recommending that providers keep children in small, consistent groups of no more than 15 children and one or two staff members. Group sizes may need to be smaller than 15 children depending on a number of factors such as age of the children in attendance, size of the premises or the type of activity. This means that when your child attends the first session they will be placed in a particular group or class of children and they should remain in that group for future sessions"**

We have increased the size of our rehearsals rooms in Winchester and Hedge End to ensure we can comply with government guidelines.

- Winchester - a new rehearsal venue, with on-site parking and a larger rehearsal space
- Hedge End - a larger rehearsal space, in its own contained building and its own private toilets
- Southampton's rehearsal venue remains large enough to comply with government guidelines and the large doors allow for excellent ventilation.
- Portsmouth's rehearsal venue remains large enough to comply with government guidelines due to the number of children on the Portsmouth books.

We'll also be pausing the recruitment of trial members in Southampton and Hedge End until larger groups are permitted to be together in the same space.

Currently, trials have been paused in Southampton and Hedge End until week commencing 2 November 2020.

Groups will run at the recommended capacity, until the guidance is updated. We'll be monitoring the capacity guidelines regularly and communicate this with members at appropriate times.

### **Extra measures Sound Pop Academy have implemented**

- **Drop off and collection procedure** - a limit of one parent to drop off collect. Children will be released in alphabetical order, by surname. This will help prevent large groups congregating at collection time and for children to leave in an orderly and consistent manner, ready for handover back to parent or guardian. Drop off and collection should happen from an outdoor space, where possible.
- **Temperature Check Screening** - each child will (voluntarily\*) have their temperature checked before entering Sound Pop Academy's rehearsal space This will be taken by a member of the Sound Pop Academy team, using a non-contact infrared thermometer. Children showing a forehead temperature of 38.2°C or more, will be asked to wait for 5 minutes before being screened for a second temperature check. If the temperature check remains at 38.2°C or above, the child should return home and be encouraged to take a COVID-19 test.

The temperature of 38.2°C allows for a variance between the device's internal temperature gauge, children's average body temperature, indoor and outdoor temperatures as well as other factors.

Whilst non-contact temperature checks aren't 100% reliable at detecting fevers, it will give our team another non-contact method to screen for fevers, in which a review of studies found fever was the most common symptom in children and young people under 21 with COVID-19, recorded in 47% of cases.

Among countries that have now returned to school, Japan, South Korea, Taiwan and Vietnam have implemented fever screening. Customer fever screening has also been implemented at large tech companies, such as Apple.

Whilst the use of non-contact infrared thermometers to identify children who could have COVID-19 may not be fully reliable, this tool and the practice of screening, provides a visible and important reminder to our academy team, parents and our members of the risk of COVID-19, and as a reminder for children to remain at home if they're unwell.

\*Temperature check screening should be encouraged, but is ultimately voluntary. If the parent or guardian doesn't wish for their child to be screened for a fever, then we can not enforce this and the child should be able to participate as normal.

- **Bubbles within group** - members will form a 'rehearse bubble', meaning that they will remain in the same group for their whole time with us. Members should not switch 'bubbles', until Sound Pop Academy is at a better place to allow for mixed group rehearsals.

- **Test and trace & medical contact information** - each parent will be required to reconfirm their emergency contact telephone number should their child become ill during a session. This number is also critical for track and trace purposes.
- **Ventilation** - Rehearsal rooms will remain ventilated (doors and windows open throughout session)
- **Sanitation and hygiene** - Sanitiser will be provided at all sessions and members will be asked to regularly sanitise their hands. Children should not be attending if they feel ill, even if it's not considered COVID-19 symptoms. Good respiratory hygiene will be promoted with the 'catch it, bin it, kill it' approach
- **Different approach at sessions** - Children and young people can now engage in singing in line with the protective measures outlined in government guidance. We will ensure 2m distance between each member and we will ensure back-to-back or side-to-side positioning (rather than face-to-face) is used whenever possible. We'll also be monitoring the volume of the singing at sessions.

### **Additional Procedures**

Academies will operate on an individual basis. Any member that is part of an academy that must close due to localised lockdowns, staff isolation or a test and trace phone call will automatically have their membership reduced to the lower £7.00 rate, until in-person sessions are able to resume.

As per our regular terms and conditions of membership, members will not be permitted to switch from one academy to another, should their 'home' academy have to temporarily close. This is for the health and safety of all of our members.

We have signed up to a SMS service to keep members and their families up to date with any last minute changes where emails may be missed or not seen in time. Should there be a temporary last minute academy closure, we will text members of that academy to inform them of this and direct them to check their emails.

Children who return home with a temperature of 38.2°C or who're not able to participate due to illness will not be permitted to any refund or for any missed sessions to be carried over to future weeks. Parents can opt in to the £7 lower membership fee at any point.

**Team members are encouraged to wear face masks at the beginning and end of rehearsals, for member pick-up and collection.**

### **Data Protection**

Under GDPR, information relating to an individual's health or personal life is regarded as "special category data". Such data requires careful handling, and often the individual's explicit consent to processing. However, there are other lawful grounds for using such data, such as the protection of staff, visitors and the wider community.

Therefore, in the event of a global or more localised emergency, we may share your data with local or national government authorities. Data shared may range from names, ages, addresses, contact telephone numbers and email addresses.

An example of how your data may be shared in this way, is the COVID-19 pandemic, where we will fully support and comply with the government NHS Test and Trace scheme.

*If we are contacted by local or national authorities and are requested to share your information (and so long as we deem it to be reasonable to provide this information) we will comply. By joining Sound Pop Academy or by taking part in our classes, workshops and events, you agree to the sharing of your personal information in this way.*