



## DAZL Covid-19 Safe Working Practice Policy & Procedures

This is a working document which can be changed if changes to government guidelines happen. This document outlines the policy and procedure the DAZL staff must follow for DAZL to provide a safe environment for DAZL employees and participants considering the ongoing coronavirus (COVID-19) pandemic, we are putting several safety measures in place for all DAZL Community and School Provision:

### SOCIAL DISTANCING

Social distancing measures will be implemented across all community and school setting in which DAZL deliver. 2meters apart unless this changes in line with government guidelines. Practice minimum 2 metres social distancing as soon as you enter the building and whilst deliver any outdoor social distancing dance session.

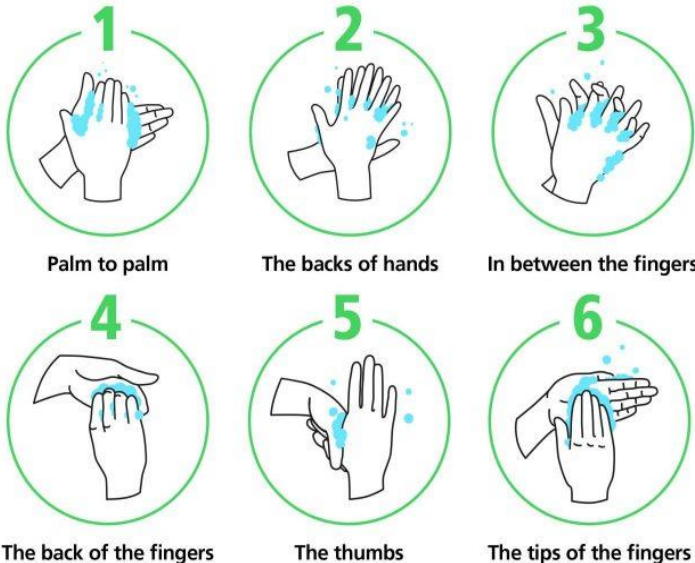

### HAND WASHING

All DAZL employee and participants will be asked to wash their hands with hand sanitiser when entering and leaving the session. Toilets will be stocked with anti-bacterial hand soap provided by DAZL. Stringent NHS hand washing guidelines will be trained out to all DAZL employees as seen below. DAZL will provide hand sanitiser, handwash around the office workplace, in addition to the various bathrooms

### Coronavirus

**Wash your hands with soap and water more often for 20 seconds**

Use a tissue to turn off the tap.  
Dry hands thoroughly.



1 Palm to palm

2 The backs of hands

3 In between the fingers

4 The back of the fingers

5 The thumbs

6 The tips of the fingers

### HAND SANITISERS

Hand sanitizer stations will be provided in all DAZL community dance session for DAZL participants and employees.

### ADDITIONAL CLEANING

Additional cleaning of community spaces has already been assured but DAZL will enhance this cleaning by cleaning and sanitise the high touch points within the centres/ venues.



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### CONTACTLESS & ONLINE PAYMENTS

DAZL will be accepting contactless card payments up to a value of £45 and Apple Pay/Google Pay mobile payments with no limit in most of our community sessions. For those sessions without this facility participants can pay safely by Bank Transfer and the DAZL PayPal account.

### PAYING WITH CASH

For those participants who want to pay cash, the person taking the money will have the necessary PPE and a locked tin which will be wiped frequently. The cash will then be taken to the DAZL Office and put into a sealed money bag for banking.

### SESSION CAPACITY

DAZL has risk assessed all our community buildings for indoor dance/ group exercise activity. We have made the decision to have a blanket approach to this to ensure safety of participants and staff. We will have a maximum of 15 participants per session and 2 tutors. No parents or spectators will be allowed to attend the DAZL and DAZL has put together a COVID19 Safety Video here [https://www.youtube.com/watch?v=0UX\\_N2zbneM&t=93s](https://www.youtube.com/watch?v=0UX_N2zbneM&t=93s)

### TRAINING & PPE

All DAZL employees will receive mandatory Prevent COVID-19 training by virtual college, organised and paid for by DAZL. PPE will be provided to DAZL employees where the risk assessment has deemed it necessary, in line with government requirements and guidelines. This includes any food preparation and distribution.

### Personal Protective Equipment Provided by DAZL:



Disposable Gloves



Disposable Apron



Face covering/mask

### DISPOSING OF PPE SAFELY

On completion of the DAZL activity which requires PPE such as food preparation and distribution, practice minimum 2-metres social distancing and immediately remove all PPE except gloves (as close to the exit of the building). Double bag PPE in disposable rubbish bags. Leave the building, remove gloves, and place in the rubbish bags and securely tied and disposed of in the usual waste bins.



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### **FOOD PREPARATION AND DISTRIBUTION ACTIVITIES**

All DAZL employees, volunteers, must wear the provided PPE equipment and maintain a 2meter social distance whilst packing food parcels. Mask and glove must be worn when deliver food parcels to the community. Food should be left of the step and DAZL employees should maintain a 2-meter social distance. DAZL employees will undertake Level 2 Food Safety and hygiene for food preparation and volunteers will undertake Level 1 Food Safety and Hygiene by the virtual college prior to any food preparation or distribution activities. This training will be organised and paid for by DAZL and is a requirement for any food preparation work. If a DAZL employee is using their vehicles for food pick up or delivery you should frequently clean. Sanitiser should be used to clean down seats, gear sticks, steering wheel etc.

### **DAZL COMMUNITY BUILDINGS KEY HOLDERS**

If DAZL is the main Key holder you need to sanitise and wipe the door handles once you have left the building. Disinfect any handheld devices by wiping down with a damp cloth and a solution of disinfectant, this also includes the keys, iPod, docking station and any other digital equipment used in the session. Wash hands thoroughly as soon as you arrive at the next building, session, or home.

**DAZL EQUIPMENT FOR DANCE SESSION** All equipment provided by DAZL or that of a DAZL employees own for them to be able to carry out their duties and deliver a safe dance session but be clean, sanitised. There must be no sharing of docking stations, iPods, phones, or other digital equipment from staff members with anyone else. All electrical devices should be PAT-Tested in line with the DAZL health and safety policy. The devices and equipment should all be cleaned frequently. There will be no use of general use pom poms, if young people want to bring own pom poms to session they must not be shared or used by any other member of the group. The air tracks and dance mats should be sanitised each time it has been used by a new person. They should only be used if safe to do so and there is time for cleaning during the session.

### **DAZL COMMUNITY ACTIVITY**

All dance one-hour dance sessions will be 45min long and any longer scheduled session or activity will be reduced by 15min to allow cleaning before next session, or cleaning before DAZL staff leave the building. If a community building has their own cleaning policy in place the DAZL team will be flexible to ensure both our policies and procedures are met.

If activity is been delivered outdoors by the DAZL staff the social distancing measures should be adhered too. Risk assessments for outdoor working in line with DAZL health and safety policy.

### **PARTICIPANTS INDOOR AND OUTDOOR DAZL ACTIVITY**

As from the 8<sup>th</sup> July 2020 DAZL following guidance from the government on indoor physical activity and dance. Outdoor physical activity allows sixteen participants from separate household to meet and participant in outdoor dance at a 2-meter social distance. DAZL Garden Groovers doorstep dance ensures all participants on the street follow social



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distancing guidelines. The DAZL staff stay in a safe area to deliver dance activity ensuring social distancing measures are followed.

### **DAZL FIVE STEPS TO WORKING SAFELY**

DAZL is committed to our staff's safety and wellbeing. Please make sure you read all the following steps in relations to your role and activity in the DAZL workplace.

#### **1. Carry out a COVID-19 risk assessment**

- DAZL will carry out risk assessments in line with the government for all dance activities with additional emphasis on the prevention on COVID-19
- DAZL employees will undertake DAZL COVID-19 mandatory prevention training.
- DAZL will share the results of the risk assessment with DAZL team and partners.

#### **2. Develop cleaning, handwashing, and hygiene procedures**

- DAZL will provide hand sanitiser, handwash around the workplace, in addition to the various bathrooms
- frequently cleaning and disinfecting objects and surfaces that are touched regularly
- Setting clear use and cleaning guidance for toilets
- Provide hand drying facilities – either paper towels or electrical dryers

#### **3. DAZL Staff working from home**

- DAZL will discuss and agree home working arrangements.
- DAZL will ensure staff have the right equipment, for example remote access to work systems and laptops.
- DAZL staff will be included in all necessary communications via email or the team WhatsApp group.
- DAZL will support the team to look after their physical and mental wellbeing

#### **4. Maintain 2m social distancing, where possible**

- DAZL will put up signs to remind employees, participants and visitors of social distancing guidance
- DAZL employees will avoid sharing workstations
- DAZL will arrange a one-way traffic through the as many of our workspaces, community building as possible
- DAZL will switch to seeing visitors by appointment if in office space via zoom to reduce mass contact.

#### **5. Where people cannot be 2m apart, manage transmission risk**

- DAZL will consider whether an activity needs to continue for the organisation to operate
- Keeping the activity time involved as short as possible
- DAZL will encourage using back-to-back or side-to-side working whenever possible in the office space.
- DAZL will stagger arrival and departure times
- DAZL will reduce the number of people in the office at no more than 2 until government guidelines on 2-meter social distancing rule changes.



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### **DAZL IN THE STUDIO OR COMMUNITY SPACE**

- Managing risks is the main priority of DAZL, social distancing continues to be the most important element.
- Ensuring adequate timing when coming into the building, dance studio and designated spaces marked out for participants where possible.
- Regular cleaning of the hands, onsite sanitising stations and reducing contact time (shorter sessions Adopt a get in get out policy not after session or before session chats to minimise sessions contact time for parents, participants, and staff.
- Side by side delivery continues to be less at risky than been faced to face. If the space has a mirror, then facing and delivering to the mirror and away from participant to reduce risk should happen.
- Maximum of 12 participants

### **WEARING A FACE COVERING**

For those sessions where a two-meter distance from the participants is not fully manageable the DAZL delivery staff will deliver activity with a face (face shield) covering and head mics will be used if wearing face covering. Asthmatic participants where the condition is server should reframe from indoor activity if two-meter distance cannot be obtained. They should not attend if they are clinical vulnerability as the face covering will challenge breathing.

### **VENTALATION OF THE STUDIO/ COMMUNITY BUILDING**

Ventilation od the studio, dance space is key and should were possible be done by opening windows rather than using air conditioning, encourage face covering in the dance studio by staff. Having natural ventilation rather than air circulation systems, this is where you can open the window.

### **CLEANING THE STUDIO, COMMUNITY SPACE**

Wipe downs, antibacterial cleaning is key.

- If people are working together regularly this is a fix group (BUBBLES) which should always be the same, no swapping in and out of this group. This is for staff and young people to reduce risk of transmission and keep numbers of people interacting with each other low.
- We have joint responsibility if hiring a building, they must supply DAZL with a risk assessment, and they are responsible for deep clean and the change over from other groups which isn't DAZL responsibility. If DAZL has other groups back to back, DAZL must leave sufficient time between to clean and clear the air.



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- COVID-19 does not transmit in sweat, skin water droplets its only respiratory which means the more intense the activity respiratory drops so more social distancing is needed, to minimise this this face coverings are advised to reduce risk.
- Update all dance session risk assessment including covid-19 and acquire all external building, studios hire for their risk assessment. DAZL will also provide with a DAZL risk assessment so the risk management goes both ways.
- Deep cleaning for different groups in between and thinking of Regular clean of common touch point. No bare feet as an additional precaution but factor in wearing socks in risk assessment.
- The tutor must stay at social distance throughout if they are travelling to different groups to ensure there contact with people is minimised as much as possible.
- Limit numbers in building/ studio, the space size depends on how many people can in the space safely which can range from 6-15 people.
- More upright classes for dance and group exercise rather than floor, touch, contact improvisation until virus is more under control
- Outdoor is dramatically safer, and dance/ dance fitness outdoors will be delivered as much as possible with the dependence of the weather until government guidelines change.
- After school and holiday clubs can happen if above measures are put into place, schools will have their own safeguarding, health and safety, risk assessment. DAZL will follow the national guidelines for out of school and after school activities.

### **More information**

- We are awaiting measures for further information on indoor performing arts activity and live performances. DCMS has created a performing arts guideline.



## DAZL Covid-19 Safe Working Practice Policy & Procedures

### Policies and Procedures Staff, Volunteer and Freelance Signature List

Name of Document: **COVID-19 - DAZL Safe Working Policy and Procedures for staff**

I acknowledge that I have read and understood the information relating to the above document and I confirm that I will work in accordance with this; informing the DAZL Director should I require further clarification or training on this subject.

<u>DAZL Team Member</u>		<u>Signature</u>	<u>Date</u>

This document was agreed by the DAZL Board on \_\_\_\_\_

Agreed by \_\_\_\_\_ DAZL Board of Trustees, Signed \_\_\_\_\_

Agree by Ian Rodley DAZL Director, Signed \_\_\_\_\_

This policy will be review bi-weekly throughout the COVID-19 Pandemic