



IRISH BALLET TEACHERS ASSOCIATION

KEEPING BALLET TRAINING SAFE

# A GUIDE TO CHILDREN'S BALLET TRAINING IN IRELAND DURING COVID-19

This document is drafted in accordance to below:

The Government's [gov.ie](https://www.gov.ie) - [Reframing the challenge, continuing our recovery and reconnecting\(www.gov.ie\)](https://www.gov.ie)

The Arts Council's [YPCE COVID-19 AdditionalGuidance.pdf \(arts council.ie\)](https://www.arts council.ie)

The Department of Enterprise, Trade and Employment's [Work Safely Protocol](https://www.dete.gov.ie)

The Department of Health's [COVID-19 \(Coronavirus\): Stay Safe Guidelines](https://www.hse.ie)

All relevant and recent COVID-19 advice from the HSE, HSA, HIQA and HPSC.

*This guidance has been prepared by IBTA in conjunction with the Department. IBTA will continue to keep it under review, ensure it is updated and provide additional detail and clarification as appropriate. As a living document, it is anticipated that the guidance will be regularly updated in response to evolving public health guidance and emerging need. All future versions of the guidance will be circulated immediately upon approval.*

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## Part 1 – Background and Context

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This guidance has been updated in line with the Government's **Reframing the challenge, continuing our recovery and reconnecting**, and the Work Safely Protocol. This guidance should be read in conjunction with those documents, and any future Government advice in relation to COVID-19. Each Ballet School should prepare its own COVID-19 Response plan and organisational plans. These organisational plans should be informed by their own individual circumstances, in keeping with its accountability and governance structures.

### Who we are

The IBTA represents Irish ballet teachers registered with highly respected worldwide organisations: Royal Academy of Dance, Imperial Society of Teachers of Dancing, and International Dance Teachers Association, working with children aged 4-18 years. We undergo extensive years of training and subsequent examinations to be qualified to teach and train ballet students from recreational up to pre professional level in a safe and disciplined environment. IBTA also includes representatives from Ballet Ireland, Ireland's national ballet company which is funded by the Arts Council and Irish National Youth Ballet, Cork Youth Ballet Company and Youth Ballet West. All ballet schools in Ireland are private and teachers are both self-employed and employers, paying significant tax, local charges and rents etc. They are significant contributors to the economy. They are the feeder schools for third level dance education in Ireland, U.K. and Europe.

### Formation of IBTA

In the context of the current situation around COVID-19, the ballet teachers of Ireland have come together to form a new representative body, the IBTA, Irish Ballet Teachers Association.

As part of an Association, our members have a stronger voice together, to lobby the Government for recognition as a sector. Collectively, we can respond as a sector to develop safe protocols for teaching ballet in the context of COVID-19, and to support our members.

IBTA is committed to best practice and has put in place detailed guidelines for our members. Vocational Ballet Schools have always operated to the highest best practice standards and are models of discipline. We believe ballet training is a valuable experience for students, which contributes to their well-being and overall education.

### Safe Practice in Ballet Schools

Ballet schools have worked hard, innovated, and adapted in order to maintain supports, particularly to vulnerable, disadvantaged and marginalised young people, throughout the restrictions. The word dance covers many genres. Classical Ballet is a specialised form of dance. From a COVID-19 perspective, many aspects of a typical ballet class are very safe. For example, social distancing is part of our normal working practice; dancers always maintain distance from one another and require space to move their limbs. The innate discipline that is part and parcel of ballet also serve the classical ballet student well. Also, the majority of our students'

training work is repetitive gentle movements that are non-aerobic. Ballet is danced in verbal silence to classical music. Other aspects of children's training have now been adapted by IBTA teachers to help further prevent the spread of COVID-19, such as working without contact and keeping high energy or aerobic elements to a minimum. Class duration for the child or youth rarely exceeds one hour at a time, so exposure is limited in that regard too.

## How the disease is spread

You can get COVID-19 if you come into close contact with someone who has the virus. There are three main ways COVID-19 can be spread:

- COVID-19 is mainly spread through close contact and droplets that come from the nose and mouth. For example, from someone who is talking loudly, singing, shouting, coughing or sneezing. This happens when people are within 1 to 2 metres of each other and is why keeping a two-metre distance from other people is so effective in reducing the spread.
- COVID-19 can also be transmitted by coming into contact with a contaminated surface although it is a less frequent source of infection compared to above. For example, when someone who has the virus sneezes or coughs, droplets with the virus can fall onto surfaces around them. If another individual then touches that surface and then touches their eyes, nose or mouth, they could become infected too.
- Airborne transmission is the spread of a virus in very tiny respiratory particles. This can happen over a longer distance than droplets, such as across a room. Keep indoor spaces well ventilated. There is a higher risk of transmission within indoor rather than outdoor spaces.

## Signs symptoms

It can take up to 14 days for symptoms of COVID-19 to appear. They can be similar to the symptoms of cold and flu. It is essential to ensure that all workers (permanent and temporary), contractors, and visitors are briefed to be aware of the symptoms of COVID-19 and asked to stay at home and follow recommended guidelines should they display any symptoms.

Further details on the symptoms of COVID-19 can be found here [Symptoms of COVID-19. The main symptoms](#) may include (but are not exclusive to):

- a fever (high temperature – 38 degrees Celsius or above);
- a cough – this can be any kind of cough, not just dry;
- shortness of breath or breathing difficulties;
- loss or change to sense of smell or taste – this means an individual may have noticed they cannot smell or taste anything or things taste different to normal.

If an individual has symptoms of COVID-19, however mild, they should self-isolate and contact their GP who will book a test or book a test online through the HSE portal. If an individual receives a positive test for COVID-19, they should only stop self-isolating when they have had no fever for 5 days **and** it has been at least 10 days since they developed symptoms.

Further information from the HSE on self-isolation is available [here](#).

The HPSC has produced a self-isolation guide:

[For Adults and Children Aged 13 and over](#)

## Prevention

The best way to prevent the spread of COVID-19 in a workplace or any setting is to practice physical distancing, adopt proper hand hygiene and follow respiratory etiquette:

- Hand hygiene
- Respiratory hygiene
- Physical distancing
- Pre-return to work measures

## Part 2 – Overarching Guidance

Ballet Schools must adhere to current Government advice relating to the management of the COVID-19 pandemic. Key priorities for individuals and groups, which underpin every level, are summarised below:

### Summary of protective measures:

<b>Indoor hospitality and events:</b>	<ul style="list-style-type: none"><li>• Requirement for <a href="#">EU Digital COVID Certificate (COVID-19 pass)</a> (vaccine or recovery certificate).</li><li>• Live entertainment - Up to 1,500 patrons standing, any capacity in excess of 1,500 to be seated with appropriate protective measures.</li><li>• No restrictions on capacity for fully seated audiences.</li><li>• No restrictions on capacity for nightclubs.</li></ul>
<b>Measures</b>	<ul style="list-style-type: none"><li>• COVID-19 passes of patrons' status to be checked, to provide proof of immunity status, ID should also be checked. These provisions are subject to the requirements of the Government regulations.</li><li>• A Record should be kept that the pass of patrons has been checked.</li><li>• Unaccompanied minors also need to present a COVID-19 pass and must have photo ID with them to show that the COVID-19 pass relates to them.</li><li>• Social distancing maximised as far as is reasonably practicable especially in shared areas.</li><li>• Maximised ventilation.</li><li>• All indoor venues for the purposes of live entertainment and nightclubs must hold ticketed events only which could incorporate contact details of patrons for the purposes of contact tracing. The requirement for contact tracing is set out in Health Act 1947 (Section 31A - Temporary Restrictions) (COVID-19) (No. 2) Regulations 2021 (SI 217 of 2021).</li><li>• Counter service permitted for food and beverage with effective queue system in place</li><li>• Congregation at counters or bars is not permitted. Patrons may only approach the bar to order, pay for or collect food/drinks.</li><li>• 1m social distancing in the queue and at the bar.</li></ul>

	<ul style="list-style-type: none"> <li>• Employee supervising the queue.</li> <li>• Consumption of food and beverage not permitted at the counter.</li> <li>• Face Mask wearing required for workers at all times indoors.</li> <li>• Face Mask wearing required for patrons indoors, apart from when consuming food/drink and dancing.</li> <li>• Enhanced cleaning measures in place.</li> <li>• Contact tracing required for all individuals onsite. Can be obtained via through digital/mobile ticketing.</li> <li>• Worker arrangements as per Work Safely Protocol. <a href="http://www.gov.ie">www.gov.ie</a></li> <li>• Suspected case response plan in place.</li> <li>• COVID-19 Signage in place.</li> <li>• Hand sanitiser and hand wash facilities provided.</li> <li>• Resumption of normal licensing and operating hours.</li> </ul>
<b>Face masks</b>	<ul style="list-style-type: none"> <li>• Face Mask wearing required for workers at all times indoors.</li> <li>• Face Mask wearing required for patrons indoors, apart from when consuming food/drink and dancing.</li> </ul>
<b>Table service only in hospitality settings</b>	<ul style="list-style-type: none"> <li>• A maximum of 10 adults per table, and max 15 including children</li> </ul>
<b>Collection of contact tracing data</b>	<ul style="list-style-type: none"> <li>• Requirement for COVID-19 pass (vaccine or recovery certificate) for indoor hospitality, events, and activities – In so doing, operators and event organisers should have regard to the lawful basis for accessing such data.</li> <li>• For licensed premises, information on how to check COVID-19 passes for indoor hospitality is available in the Fáilte Ireland guidelines.</li> <li>• For other operators, acceptance of a contractual requirement for the provision of immunity status information could amount to consent as a lawful basis for processing.</li> <li>• Event organisers and operators should ensure at all times that they are complying with data protection requirements and, in that regard, liaise with the Data Protection Commission if necessary.</li> </ul>
<b>Outdoor events</b>	<p>COVID-19 passes, and fixed capacity limits will not apply for outdoor events. However, sectors should ensure appropriate <b>protective measures</b> are in place:</p> <ul style="list-style-type: none"> <li>• Social distancing maximised as far as is reasonably practicable especially in shared areas.</li> <li>• Proof of immunity for entry not required where 2m distancing cannot be maintained.</li> <li>• Mask wearing required for workers.</li> <li>• Masks encouraged but not mandatory for patrons in congested areas, while and when queuing.</li> <li>• Enhanced cleaning measures in place</li> <li>• Worker arrangements as per Work Safely Protocol.</li> <li>• Suspected case response plan in place.</li> <li>• COVID-19 Signage in place.</li> <li>• Hand sanitiser and hand wash facilities.</li> <li>• Resumption of normal licensing and operating hours.</li> </ul>

<b>Religious services and weddings</b>	Religious services and weddings can proceed without capacity limits but with all other protective measures remaining in place
<b>Return to workplaces</b>	Return to workplaces will continue on a phased and cautious basis for specific business requirements.
<b>Booster Vaccines</b>	<p>The National Immunisation Advisory Committee (NIAC) has recommended that a booster dose of Comirnaty® (Pfizer) vaccine be offered to all those aged 60 to 79 years who have completed their primary course with any COVID-19 vaccine. The booster dose should ideally be given six months (with a minimum interval of five months) following completion of the primary vaccination schedule.</p> <p>The Department of Health and the HSE will work to implement these recommendations as soon as possible. NIAC will continue to examine new evidence regarding booster doses in other groups.</p>
<b>Antigen Testing</b>	<p>NPHEAT has recommended that: subject to operational feasibility, the HSE should implement a programme of COVID-19 antigen testing (with PCR confirmation of positive cases) for people who are identified as fully vaccinated close contacts of a confirmed case and who do not have any symptoms</p> <ul style="list-style-type: none"> <li>• the Rapid Testing Expert Advisory Group be requested to provide a view as to the potential utility of voluntary self-testing by asymptomatic individuals who plan to engage in high-risk behaviours and activities, such as going to nightclubs</li> <li>• the Rapid Testing Expert Advisory Group be requested to examine the potential role and feasibility of rapid testing as a component of the COVID-19 pass for those for whom, on medical grounds, it is not possible to get fully vaccinated</li> </ul>
<b>International Travel</b>	<p>The following is the up-to-date guidance</p> <ul style="list-style-type: none"> <li>• to continue pre-boarding obligations placed on travellers to provide evidence of a valid PCR test result, unless exempt (such as vaccinated or recovered or children under 12) and the obligation on carriers to check PCR test results and to deny boarding to passengers who do not have acceptable documentation to continue</li> <li>• those who do not have a PCR test on arrival (unless exempt through vaccination or recovery, for example) will be required to take a test within 36 hours of arrival and present evidence to An Garda Síochána</li> <li>• requirement for completed ePLF (Passenger Locator Form) to continue but that the obligations placed on passengers relating to provision of updated address and contact details be revoked</li> <li>• the mandatory hotel quarantine system is no longer considered necessary and will be wound down</li> <li>• mandatory home quarantine requirements to be removed.</li> </ul>

<p><b><u>Illness Benefit</u></b></p>	<p>The current enhanced illness benefit payment arrangements for COVID-19 will remain in place. This benefit is available at a rate of €350 a week, with no waiting days, for employees and self-employed people who are certified by a registered medical practitioner as diagnosed with COVID-19 or a probable source of infection of COVID-19.</p>
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**From 22 October:** The Current Guidance provides for varying degrees of activity for those who are vaccinated or recovered and Mixed Patrons (a combination of those with and without proof of immunity).

Where indoor activity involves combination of individuals (including participants under the age of 12) the Mixed Patron provisions should be implemented.

For example the use of pod systems for indoor activity.

**Summary of the Measures:** organised indoor training and dance can take place without capacity limits (with appropriate protective measures) where all patrons are immune (fully vaccinated or recovered from COVID-19 within previous 6 months).

Where individuals have mixed immunity status, pods of up to 6 participants will be permitted (excluding adult coaches/instructors). Multiple pods will be permissible subject to protective measures. Number of pods will have regard to the size of venue and substantial social distance between individual pods.

## **Relevant sectoral guidance**

[YPCE COVID-19 AdditionalGuidance.pdf \(artscouncil.ie\)](#) states that: If you are a private school that offers similar activities to those offered in further and higher education settings, such as music tuition and grade exams, **you should observe the same protocols and guidance as are set out for the publicly funded sector, below:** If your activity is relevant to a range of sectors, please ensure compliance with all relevant guidance, with the over-arching aim of ensuring activities are conducted safely for all workers and participants and due diligence is followed to avoid the spread of COVID-19. IBTA teachers are all highly qualified and work to prepare children and students for recognised examinations.

- For arts activities taking place in early learning and care settings, please see the guidance for the early learning and care sector here:

<https://first5.gov.ie/guidance>

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/childcareguidance/>

- For arts activities taking place in primary, post-primary and other education settings that operate under the Department of Education, please see the guidance available here:

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/educationguidance/>

<https://www.education.ie/en/covid-19/>

- For arts activities taking place in publicly funded youth work settings, please see the guidance available: <https://www.gov.ie/en/publication/58393-guidance-for-youth-organisations-on-resuming-full-services-after-covid-19/>
- For arts activities taking place in further and higher education settings, please see the guidance available <https://www.gov.ie/en/publication/bcd91-a-safe-return-to-on-site-further-and-higher-education-and-research/>

### Key Priorities - Individually and Collectively

- Frequent handwashing, cough and sneeze etiquette, avoid touching eyes, nose and mouth, regularly cleaning and disinfecting surfaces.
- Adhere to physical distancing protocols, as appropriate.
- Minimise your number of contacts as much as possible and keep a record of your daily contacts.
- Wear face coverings when training.
- Wear a face covering when using public transport, in retail settings or any other indoor setting where physical distancing cannot be maintained.
- Know and self-monitor for the symptoms of COVID-19. If you have symptoms, self-isolate and contact your GP without delay or book a test online through the HSE portal (hyperlink).
- Stay informed of the current situation through trusted information sources and follow official public health advice.
- Download the HSE's [Covid Tracker App](#).
- Developing online systems that allow working from home where possible.

## Ballet Training

Remain vigilant in relation to public health advice, specifically on hand hygiene, cough etiquette, physical distancing, face coverings and, how to identify and respond to signs and symptoms of COVID-19. Effectively communicate such advice to staff, students, and volunteers.

All activities should have regard to all other relevant requirements and good practice e.g. child protection, safety and wellbeing of staff and students. For further guidance on child-protection policies and safeguarding, see resources available at [HERE](#).

Ballet schools may operate from premises that they do not own or control. In these instances, services should liaise with the owner / operators to ensure all necessary guidance is followed to the satisfaction of both parties.

COVID-19 capacity calculated to consider activity type, ventilation, available space, and physical distancing requirements as per government restrictions, at any one time.

Physical Distancing:

A distance in excess of 2 metres should be maintained between individual young people and ballet teachers in a ballet school. Ballet schools may wish to consider the following options to support physical distancing. Detail in table below.

- Reconfigure spaces to maximise physical distancing.
- Utilise and reconfigure all available space in order to maximise physical distancing.
- Review operating times to accommodate staggered classes with breaks to ventilate space between classes and avoid congregating before and after classes.
- Reconfigure groups.
- Consider use of live streaming.
- Where possible mark-up 2m distances or grid floors or side walls to assist teachers follow Physical Distancing.

## Groups

- Where possible, areas should be allocated consistently to the same ballet teachers and students rather than having spaces that are shared, including toilets and welfare areas.
- If a gathering is divided into groups, there should be clear separation of groups to ensure there is no contact between the groups. The objective is to limit contact and sharing of common facilities between people in different groups.
- Information contained in the Plan for Living Framework should be updated in line with government advice.

## Maximum Group Sizes

The maximum size for a service should be calculated having regard to the space available and take account of any other capacity restrictions, which may pertain in accordance with child protection or fire safety requirements.

The maximum size applying to each service in its given venue should be calculated and published on the door or at the entryway to the venue.

All occupational health and safety policies and procedures must be updated to include COVID-19.

## Physical Distancing: Good practice measures

Physical distancing (PD) is one of the most important measures in reducing the spread of COVID-19. It does this by minimising contact between people who may be infected and healthy people.

[Physical Distancing](#) involves:

- Keeping a space in excess of 2 metres between people;
- Avoiding any crowded places;
- Not shaking hands or making close contact with other people, if possible.

There is very little risk if you are just passing someone, but a distance in excess of 2 metres should be maintained as much as possible.

To assist physical distancing protocol around the venue, the following should be considered:

- Reducing movement by discouraging non-essential trips within buildings, for example, restricting access to some areas.
- Remote working and online meetings should be encouraged to reduce face-to-face contact.
- Rehearsal studios and workspaces should be given a revised capacity figure with the capacity indicated on a sign outside the room.
- Stagger break times to reduce congestion in circulation areas and breakout areas. Restricting access and staggering the use of green rooms or kitchen facilities, including holding office and back of house breaks at different times.

Areas of circulation or movement, including corridors and stairwells, where wide enough should have clearly marked and separated direction signs; and, where not wide enough, should be single direction or stop/go with additional measures including:

- Assessment of disability access and identify users, considering access for circulation and access to toilets and lifts.
- Develop new circulation routes, or access around the building, identify points of higher activity – e.g. relocating storage areas, whilst being cognisant of pre-existing security or fire safety or manual handling requirements.
- Internal and external queue management to include physical distancing.

For further information on Capacity Analysis please see Section 9.4 of [Covid-19 Guidance for the Arts Sector](#)

## Hand Hygiene/Hand Sanitising

Good hand hygiene will help to stop the spread of COVID-19. It is important to encourage frequent hand washing using soap and warm water and that everybody is familiar with and follow [HSE handwashing guidelines](#). Between hand washing, the use of hand sanitisers (alcohol (minimum 60%) or non-alcohol based) is recommended. In choosing a hand sanitiser, it is important to ensure that it is effective against Coronavirus (see appendix of [Work Safely Protocol](#)).

In addition to a **No Handshake Policy**, it is recommended to wash hands:

- After coughing and sneezing;
- Before and after eating;
- Before and after preparing food;
- If in contact with someone who is displaying any COVID-19 symptoms;
- Before and after being on public transport (if using it, consider scheduling to avoid rush hour.)
- At the start and end of a work task;
- Before and after being in a crowd;
- When arriving and leaving the ballet school venue;
- Before and after having a cigarette or vaping;
- When hands are dirty (incl. handling money);
- After toilet use.

Encourage everybody to maintain good general hygiene practices whilst in the school:

- Install extra hand washing and hand sanitising dispensing units.
- Keep personal workspace free from clutter to facilitate easier cleaning.
- Provide appropriate cleaning resources for staff to be able to use on their personal workspace.
- Provide additional waste bins with lids in studio, preferably a pedal bin or having a non-touch opening mechanism.
- Everybody should bring in their own drinking bottles, which should be labelled.
- The use of shared hand towels should be avoided.
- Work schedules will need to include cleaning, at the beginning and end of each session, the responsibility should be on all within the working area.
- Consideration should be given to the environmental impact of new COVID-19 related working practices and, where achievable, adopt an environmentally sustainable approach.

The Health Service Executive (HSE) has designed resources including posters and videos which are freely available for employers to encourage preventative measures for the spread of the COVID-19. These resources can be found through the [HSE website](#).

## Face Coverings

COVID-19 is mainly spread through close contact and droplets that come from the nose and mouth. Wearing a face covering reduces the spread of these droplets. It also helps stop the spread of the virus from people who may not know they have it. By law, it is compulsory to wear a face covering on public transport and in shops and other indoor settings including theatres, cinemas and museums.

Face coverings should be used in all Ballet School settings for the following:

- By all teachers, staff and volunteers at all times.
- Ballet students over 13 years when not in their designated training space.
- Visitors including parents and guardians.

Face coverings are not recommended for anyone who:

- Has trouble breathing;
- Is unconscious or incapacitated;
- Is unable to remove it without help;
- Has special needs and who may feel upset or very uncomfortable wearing them;
- Needs to communicate with someone who has learning difficulties, is hard of hearing or deaf.

Ballet students under 13 are also not required to wear a face covering.

Visors are not the best option for offering protection from COVID-19. Visors may stop some spread of droplets from the nose or mouth. This is better than not wearing any face covering. But visors should only be worn by individuals who have an illness or impairment that makes wearing a face covering difficult. The visor should wrap around the sides of your face (ear to ear) and extend to below the chin. Reusable visors should be cleaned after each use and then stored in a clean place until needed. Further advice on face coverings and visors can be found [here](#).

Wearing of masks is not a substitute for the Infection Protection Control (IPC) measures outlined (physical distancing, hand hygiene, respiratory hygiene, worker teams' arrangements etc.). If masks are worn, they should be clean and they should not be shared or handled by other colleagues. Advice on how to correctly use a face covering can be found on the [HSE website](#).

A full list of places where masks should be worn can be found on the [HSE website](#).

## Ventilation

Natural (via windows and doors) and mechanical (HVAC) ventilation significantly improves hygiene and better air quality. The ability to adequately ventilate the space, opening windows and doors where possible and the use of Heating, Ventilation and Air Condition systems (HVAC) will significantly inform the assessment for space occupancy, the importance of which cannot be overstated. Refer to [Work Safely Protocol](#).

In particular, attention should be paid to the following:

- Rooms to be ventilated before and after each training session.
- Open windows and doors where available during cleaning.

Further information, refer to:

[HSPC Guidance on Non-Healthcare Building Ventilation during COVID-19](#)

[ECDC Guidance on Heating, Ventilation and Air-Conditioning Systems in the Context of COVID-19](#)

## Cleaning Protocol and Procedures

Hygiene and cleaning recommendations are a fundamental factor in efforts to stop the spread of COVID-19. A nominated person should liaise with departments to ensure necessary changes to cleaning requirements, that cleaning schedules are being followed, and that adequate cleaning supplies and equipment are in stock. The ballet school risk assessment will help determine your cleaning procedures. If an area needs to be disinfected, it should be thoroughly cleaned first. Disinfection should never be a substitute for cleaning.

- A member of management should be appointed with responsibility for implementing and managing the new cleaning processes within the ballet school.
- Cleaning records should be kept and maintained.
- Open windows and doors where available during cleaning.
- There should be frequent cleaning of objects and surfaces that are touched regularly e.g. handrails, light switches, elevator buttons etc., making sure there are adequate disposal arrangements for cleaning products.
- Work areas and equipment should be frequently cleaned between use. Staff should be provided with essential cleaning materials to keep their own workspace and equipment clean.
- Avoid use of items that are not easily cleaned, sanitised, or disinfected, consider removing soft and porous materials in high traffic areas. Attention should be given to soft furnishings and seating, with manufacturers cleaning and disinfectant procedures for auditorium seating.
- Ballet studios will require increased cleaning schedules or the ability for studio users to clean the area themselves. The level of cleaning required will be informed by factors such as the style of choreography, level of occupancy and the duration of rehearsals, it is important to consider the floor as a high touch contact point.
- When the ballet school is open to the public, the cleaning schedule/routine will have to be adapted to take into account the scheduling of events, numbers attending, and areas of your premises in use.
- Waste from areas where suspected cases have been e.g. isolation area, should be put in a plastic rubbish bag and tied. The plastic bag should then be placed in a second rubbish bag and tied. Label the outer bag with the date. Waste should be stored safely for at least 72 hours and then put in with the normal waste.

## Respiratory Hygiene

When coughing or sneezing, the mouth and nose should be covered with either a tissue or the individual's bent elbow. Tissues should be placed into a sealed bin and hands washed. If a person's hands are contaminated and they touch their face, they can then transfer the virus to their nose, mouth and eyes where the virus can then enter their body. This reinforces the necessity for good hand hygiene.

There is an increased risk of transmission, particularly as a result of aerosolisation and droplet dispersal from singing, shouting or having to raise voices, particularly within indoors settings. Schools should risk assess the proposed activity considering the event type, space layout, class duration and ventilation. This may mean refraining from increased amplified noise levels that may encourage shouting or make normal conversation difficult e.g. loud music during dance practice.

## Use of PPE

Under existing Health and Safety legislation, when employers cannot protect staff by either avoiding certain tasks or implementing other measures, then they must provide the necessary PPE as identified through their risk assessment.

With regards to the transmission of COVID-19, risk mitigating measures, such as physical distancing, good hygiene practices and rigorous cleaning should all be in place. The PPE selected must be suitable and fit for purpose and consider the conditions of the workplace, ergonomics, the wearer's state of health, and it must fit the wearer. Information and training on the safe use of PPE should be provided to all staff who are required to use it. PPE is recommended for:

- Specific role-based tasks for example, first aiders and cleaners;
- Situations where physical distancing cannot be observed;
- A potentially infected individual (when moving to isolation or exiting the venue).

The following PPE resources are available:

Health Protection Surveillance Centre (HPSC) website: [Video Resources](#)

## Signage

Appropriate signage should be installed in key locations (entrances, circulation spaces, toilets, etc.) to remind the attendees and workers of their responsibilities. The signage should be placed in prominent positions and be clear and legible.

Signage should be regularly reviewed to ensure it is displaying the latest government guidelines or event-specific protocols. Signage can also include the 'dos and don'ts' for the event.

Signage may take the form of the following:

- Vertical signage prominently mounted in key locations
- Floor markings
- Electronic displays and screens within circulation areas
- Big screens to give instruction to attendees

A notice should be included so that all workers and attendees are informed not to attend if they are experiencing any signs or symptoms of COVID-19, awaiting results, self-isolating or restricting their movements, are a close contact, or have returned from international travel.

To accommodate non-English speaking attendees, all signage to be pictographic where possible.

Ballet schools are responsible for the signage in facilities they operate in. Signage should be displayed on all occasions when the facility is being used. Temporary signs are advised for non-owned facilities.

The use of signage is an essential tool to inform and remind all venue users and visitors to adhere COVID-19 rules. Signage should reinforce key messaging around:

- Physical distancing;
- Face coverings;
- Area and room capacity;
- Good hand hygiene;
- Respiratory etiquette;
- Entry requirements/admission policy;
- Symptoms of COVID-19 and what to do if symptoms are experienced while on the premises;
- Directional signage including one-way systems and entry and exit points.

Floor/lane markings can be used to advise of pedestrian flow routes around the venue. Physical distancing floor markers must be put in place where queuing is likely to occur.

Signage should be displayed at the entrance to each room/area showing the maximum number of people permitted in each area to allow for physical distancing regulations to be adhered to, taking into account what it is being used for, available space, appropriate ventilation, room access, duration of use and cleaning requirements.

Signage Resources:

[HSE Resources](#)

[HSA Resources](#)

## Guidance for Ballet Schools (both rented and owned)

The organisation will consider the specific circumstances of each venue that they use. The flow of people entering and exiting venues needs close consideration because the public health advice is that we must avoid large congregated groups of people. A venue where there is only one entry/exit point may need to start on a smaller scale than a venue where people can enter through one door and exit from another (e.g. Fire Exit – fire doors cannot be propped open).

- Additional venue requirements/procedures may be required for consideration.
- COVID-19 informational signage and instruction in place.
- Robust cleaning procedures in place and available on request.
- When spaces are shared, plan time to deep clean all common areas and surfaces.
- Venue has to maximise ventilation opportunity – open doors, windows etc.
- Use of toilets to be made available. It is recommended that toilets with restricted access or reduced availability have a 1 in, 1 out rule. Suitable hand washing facilities must be available.
- Hand sanitiser available at entrance to the building and principal areas of work.
- Regular disinfection of heavily used areas and surfaces.
- Separate entrance and exits (if possible) to studio and main building clearly signed.
- COVID-19 symptom checker/poster at the entrance.
- Available PPE for medical emergency and staff with knowledge on how to apply first aid.
- Control measures will need to be in place to avoid the potential for Legionnaires' disease. Further advice on the [HSA website](#).

## COVID-19 Risk Assessment

A safety risk assessment must be completed by all ballet schools and should consider all stakeholders including staff, participants and volunteers. The risk assessment should be regularly updated as necessary. COVID-19 Risk Assessment should focus on risk of exposure and transmission of the virus as a result of activities. Considerations include:

- Review of existing and normal work arrangements.
- Workspace assessment as regards layout, space and ventilation.
- How might individuals come into contact with other people while in the ballet school, how frequently and for how long?
- Assessing tasks where there is close proximity and customer facing roles for either staff or public.
- How do staff travel to and from work?
- Identifying which staff are in the higher risk groups.
- Considering minimum safe level of staffing: how would absenteeism affect the Ballet School?
- Putting arrangements in place for if someone becomes unwell on the premises, including designating an isolation area and facilitating the provision of first aid.
- The need for regular reviews of the risk assessment.
- Establishing home working arrangements.

The welfare and safety of those working from home, current information here from [Citizens Information](#). The NSAI '[Workplace Protection and Improvement Guide](#)' offers guidance on how to complete a COVID-19 Risk Assessment.

Risk assessment template with the [appendices](#).

## Part 3 – Organisational Guidelines

### The Ballet School as an Employer

In keeping the COVID-19 plan up to date, the Ballet School should ensure that where work practices have been changed or modified, that staff are not inadvertently exposed to additional occupational health and safety hazards and risks, and that there is regular engagement about COVID-19 infection prevention and control (IPC) measures in the workplace.

The Ballet School as the Employers should provide up to date information and guidance to workers. The type of information should include:

- The signs and symptoms of COVID-19;
- How COVID-19 spreads;
- Advice about hand and respiratory hygiene and physical distancing;
- The importance of not going to work if displaying signs or symptoms of COVID-19 or feeling unwell;
- Use of face coverings/masks, Personal Protection Equipment (PPE);
- Cleaning routines and waste disposal.

Procedures and steps to be taken in the event of a suspected or positive case or outbreak in the Ballet school and the role of public health authorities in managing an outbreak should also be made clear. Employers will also need to provide COVID-19 induction training for all workers, after the re-opening of the workplace following a closure. In addition, given the fact that COVID-19 is equally an issue in the wider community, general advice in relation to measures the staff should follow when not at work, including safe travel to and from work.

A key role in each workplace is that of the Lead Worker Representative (LWR). Each workplace will appoint at least one LWR charged with ensuring that COVID-19 measures are strictly adhered to in their place of work. Further details on this role are provided in the section below.

Employers will also communicate with safety representatives selected or appointed under Occupational Health and Safety legislation and consult with workers on safety measures to be implemented in the workplace. For further information on the role of Safety Representative, [visit the HSA website](#).

The employer can also use a competent person responsible for managing health and safety (internally or externally) as required to ensure the effective implementation of changes to work activities and the implementation of IPC measures at the place of work.

Employers should review their sick leave policies and provide information on how those employees can receive illness benefits or other Government COVID-19 supports.

In keeping the COVID-19 response plan up to date, Employers will continue to:

- Develop and/or update their COVID-19 Response Plan.
- Develop plans in consultation with workers and communicate once finalized.
- Facilitate the appointment of at least one lead worker representative for the workplace, which shall be done in consultation with the workers and/or representatives.
- Review and update their occupational health and safety (OSH) risk assessments and safety statement.
- Address the level(s) of risk associated with various workplaces and work activities in their COVID-19 business plans and OSH risk assessments. For example, where, how and from what sources might workers be exposed to COVID-19? Consider also exposure to/from the public, visitors, co-workers etc. In this regard, particular locations (canteens, washroom facilities, access/egress points), where staff congregate can be particular hotspots for transmission.
- Ensure that where work practices have been changed or modified to prevent the spread of COVID-19, workers are not inadvertently exposed to additional occupational health and safety hazards and risks.
- Take into account workers' individual risk factors (e.g. older workers, whether a worker is considered very high risk or high risk due to the presence of underlying medical conditions).
- Include measures to deal with a suspected case of COVID-19 in the workplace.
- Include the controls necessary to address the risks identified.
- Include contingency measures to address increased rates of worker absenteeism, implementation of the measures necessary to reduce the spread of COVID-19, changing work patterns, etc.
- Include in the plan any specific communication measures that are required for workers whose first language may not be English. In such workplaces, employers should identify leads who can act as communicators to particular groups. Such leads may also be nominated as the lead worker representative. The HSE have provided [translations](#) of their COVID-19 Resources.
- Include in the plan any specific measures or response for dealing with an outbreak of COVID-19.

## Lead Worker Representative

Each workplace will appoint at least one Lead Worker Representative (LWR). Their role is to work together with the employer to assist in the implementation of and monitor adherence to the Infection Prevention and Control (IPC) measures in this guidance document to prevent the spread of COVID-19 in their workplace. The number of representatives appointed will ideally be proportionate to the number of workers. The LWR, together with the COVID-19 response management team, should support the implementation of the IPC measures identified in this Protocol. The identity of the person or persons appointed should be clearly communicated to staff. They should also receive the relevant and necessary training by their employer. Further information and a short online course on the role of [Lead Worker Representative](#) can be found on the HSA website.

## Staff Management

All organisations must consider the following procedures with regards to staff management:

- Develop risk-based plans for the preparedness and implementation of measures during each level.
- Update the organisation's COVID-19 Response Plan.
- Ballet schools must implement COVID-19 prevention and control measures to minimise risk to staff, ballet students and volunteers.
- Before moving to any new level, a risk assessment process should be established and completed by management in consultation with staff, ballet students and volunteers accessing the premises. At a minimum, this should address the following two queries:
  - Is there a real and pressing need for the person to access any of the premises for any period? – outline the reasoning.
  - Are there any underlying health conditions or additional risks, which would make it inappropriate for the individual to access the building?
- Staff and volunteers should complete a self-declaration return to work form on initial return to work, and additionally after any sick or travel absence.
- A contact tracing log should be developed, updated, and made available to staff.
- Staff and volunteers must adhere to physical distancing and other rules set out in Government guidance documents.
- Face coverings should be utilised in line with Government protective measures guidelines from 22<sup>nd</sup> October 2021. Face masks are required for workers at all times indoors.
- In the event of a suspected case in the organisation, all Government advice should be followed as appropriate.
- Employers have an obligation to provide relevant training to staff on COVID-19 issues.

## Returning to work

In advance of returning to work, staff and volunteers are required to complete a 'Pre-return to Work Form' or the first time after a workplace closure-to confirm to the best of their knowledge that they:

- Have no symptoms of COVID-19;
- Are not awaiting the results of a COVID-19 test;
- Are not self-isolating or restricting their movements;

While the pre-return to work form itself does not need to be resubmitted, employers may request staff to reconfirm that the details in the pre-return to work form remain the same following an extended period of absence from a workplace (e.g., following annual leave) or staff may only access the workplace infrequently.

A sample Return to Work Safely Checklist is available from the [HSA](#).

On returning to, or starting work, every worker must undergo an induction training programme. The training should include current advice and guidance on public health. The HSA have issued an Employees Checklist to inform staff of their individual responsibilities in helping to stop the spread of the virus. This sheet can be given to employees as part of their induction training - [HSA Employee Responsibility Form](#).

Recommended content of the training should include:

- Good hygiene practices including correct hand washing technique, respiratory etiquette and other details of the IPC measures at the workplace.
- Physical distancing guidelines and how to adhere to them, including no shaking hands policy.
- [Symptoms of COVID-19](#)
- Changes that have been implemented in the workplace including operational and physical changes.
- What to do if they (or someone around them) is displaying symptoms of COVID-19 both when in work and outside of the school. The use of the isolation area and the procedures in place.
- When they can return to work following suspected/confirmed case COVID-19.
- Who to contact in the workplace if they have any concerns or queries in regard about new working practices?
- Reinforcing of pre-existing safety protocols, procedures and sector specific advice.
- The responsibilities of the employee to other employees and the employer, as stated in the [Safety, Health and Welfare at Work Act 2005](#)
- Identify the points of contact for the employer and the Lead Worker Representative.
- Highlighting the [Covid Tracker App](#) and encouraging staff and students to download it.
- Information on how to receive illness benefits and other Government COVID-19 supports should be made available, [link here](#).

## Health

Consideration will need to be given to the mental health and well-being of all your staff. A support plan for workers should be put in place by:

- Health screening should be implemented.
- Providing ongoing communication to all workers and affected stakeholders.
- Having an open-door policy for staff to be able to discuss any concerns they may have.

The HSA website provides general information and advice on [workplace stress](#) and [work related stress during COVID-19](#).

## Contact Log

The [Contact Tracing system](#) is run by the HSE and is the process of identifying persons who may have come into contact with a person infected with COVID-19 and the subsequent collection of further information about these contacts. The '[Work Safely Protocol](#)' advises that all organisations appoint a case manager/designated contact person(s) for dealing with a suspect case and to keep a contact log to facilitate contact tracing in the event of a confirmed case of COVID-19 case. This may be through the use of sign in sheets, visitor logbooks and as a minimum should include name, address and contact number.

The information gathered for the purposes of contact tracing and Public Health must be deleted or destroyed after 28 days.

## Visiting Contractors/Others

A controlled access process should be in place for the ballet school including adherence to IPC measures and a system for recording visits by contractors/others should be maintained by the employer and completed by workers as required (contact log).

Induction training for contractors, visiting workers etc. should be provided. The HSA offer a free online course [Return to Work Safely Induction](#) which can also be used. Any specific advice related to the Ballet School should be in addition to this general induction.

## Staff, ballet students and volunteers in higher risk categories according to HSE guidelines

Special arrangements should be put in place for staff, ballet students and volunteers in higher risk categories according to HSE guidelines e.g. young people with underlying conditions, or living with people with such conditions, should be informed of their right not to undertake face-to-face work. There are two level of higher risk groups:

- Very high risk (also called extremely vulnerable);
- High risk.

There is different advice on how to protect each group. The HSE has produced a list of those who are considered to be in the [very high risk and high risk](#) groups.

Anyone in the higher risk groups who has to attend the workplace, should be preferentially supported by management regarding the 2-metre physical distancing protocol. They should pay close attention to infection prevention and control guidance regarding personal protective equipment and hand washing. A risk assessment should be carried out to ensure all possible controls are in place.

## Response plan if somebody presents with symptoms

The key message is that nobody should not attend the Ballet School if they are displaying any signs or symptoms of COVID-19 or are feeling unwell. The message above can be communicated to the different groups in several ways, including training, information sheets, social media, and signage.

However, while an individual should not attend if displaying any symptoms of COVID-19, the following outlines the steps organisers should put in place to deal with a suspected case that may arise during the course of the working day or the event.

Event organisers should develop their plan based on the following concept:

1. **Assessment** Consider the symptoms and compare with HSE contact tracing guidelines [www.hse.ie. https://www2.hse.ie/conditions/covid19/contact-tracing/close-contact](https://www2.hse.ie/conditions/covid19/contact-tracing/close-contact)
2. **Information** Instruct the individual on what to do next.
3. **Advice** Provide guidance on how best to manage their return home safely.
4. **Assistance** Provide PPE, medical assistance and/or transport as appropriate in the circumstances.

Organisers must also consider actions required if there is an outbreak as a result of their activities. An outbreak of COVID-19 is when two or more cases of the disease are linked by time, place, or person. An outbreak of COVID-19 is managed by the local Departments of Public Health to enable the outbreak to be brought under control as quickly as possible. It also requires close engagement and cooperation between the employer, event organizers, LWR, the workers, attendees and, in particular, the individual(s) affected.

Outbreaks in a single workplace that are not managed and brought under control quickly can rapidly spread to other workplaces and/or the wider community.

Event organisers and employers must cooperate with the local Department of Public Health if a case of COVID-19 and/or an outbreak is confirmed in their workplace and implement any follow up actions required.

### **Initial Response**

The first aider, or other pre-designated responder, should be contacted if an individual feels unwell and is displaying recognised symptoms. The symptomatic individual should be allowed to make their way home if they are feeling well enough and can do so safely. If not, the designated responder should escort them to the isolation area, remaining 2 metres away from the patient and ensuring that all other individuals on the premises maintain in excess of 2 metres distance.

The patient should be given a disposable facemask, if not already wearing one, whilst walking to the isolation area and when exiting the building and advised not to touch any surfaces, objects or people.

Once in the isolation area, the first aider can assess the individual to see if they are well enough to return home, contact their GP by phone from home and isolate there. If the person is not well enough to travel home, then they should contact their GP by phone (preferably using their own mobile phone) to discuss the next steps. Further information is available at <https://www2.hse.ie/conditions/covid19/contact-tracing/close-contact>. Anyone showing symptoms of COVID-19 should not use public transport and an alternative method of transport should be organised.

Procedures and steps to be taken in the event of a suspected or positive case or outbreak -one or more linked cases- in the Ballet School and the role of public health authorities in managing an outbreak should also be made clear. Employers will also need to provide COVID-19 induction training for all workers, after the re-opening of the school following a closure. In addition, given the fact that COVID-19 is equally an issue in the wider community, general advice in relation to measures the staff should follow when not at work, including safe travel to and from work.

Communications challenges – both in terms of the range of information required, language barriers and access to appropriate channels of communication for non-English speakers should be considered.

Specific requirements for personal protective equipment or specialist infection control supports – particularly in workplace settings.

If the individual displaying symptoms is a member of the general public who is visiting the Ballet School they may be accompanied by other individuals, who may also need to be considered as suspected cases.

Organisers should consider:

- Are they from the same household?
  - Have they travelled together?
  - Are they considered a close contact?
- Are they displaying symptoms?

Note: See Appendix 5 – Patron Screening in [Covid-19 Guidance for the Arts Sector](#)

## Reporting Requirements

Currently there is no requirement within the non-healthcare sector for an employer to notify the Health & Safety Authority if an employee contracts COVID-19.

## Isolation area

A suitable isolation area should be identified in advance of it being required. This will be the location where a person experiencing symptoms of COVID-19 can be brought in order to isolate the individual and minimise the risk of contact with others on the premises. The isolation area/room should be easily accessible, bearing in mind it may need to be accessed by members of the public as well as employees, and be accessible for those with disabilities.

An isolation area should ideally be a room where the door can be closed and has a window for ventilation. Where a closed-door area is not possible, an area away from others could be used. Only the minimum amount of furniture should be placed in the room to facilitate easier cleaning and disinfecting when the room has been used and should contain the following:

- Tissues;
- Hand sanitizer;
- PPE including gloves and surgical facemask;
- Disinfectant and/or wipes;
- Waste bags or waste bin with lid (pedal bin or non-touch mechanism).

There is also the possibility that more than one isolation room/area may be needed at any one time and a contingency plan should be in place should this occur.

## COVID-19 Contact Tracing Log for Suspected Case

A COVID-19 log should be completed as part of your COVID-19 response policy, managed by a designated contact person/case manager. Child Safeguarding should always be taken into consideration when dealing with minors.

The tracing log should be filled in if a person presents themselves as feeling unwell at your venue and treated as someone presumed to have COVID-19. It is not intended to be a substitute for First Aid Patient Report form.

The aim of the contact tracing log is to identify who has been in close contact and the areas of the venue that may be affected. Inclusions and functions are:

- Teachers / Staff / Ballet Students / Volunteers – who have potentially been exposed and what impact it may have on the operations of the venue.
- To assist the HSE contact tracing process.
- To obtain critical information for post incident actions required for your place of work to remain functioning.
- To provide detailed records for the enforcing authorities (HSE, HSA) should they require further information.

Logs should be held for twenty-eight days, after which time they can be disposed of in accordance with GDPR.

## Cleaning Guidelines after the presence of a Suspected Case of COVID-19

The following are recommendations for cleaning/disinfecting a room after the presence of a suspected or confirmed case of COVID-19 for example following the use of an isolation room:

- As soon as the suspected case has left the room, keep the door to the room closed for 1 hour.
- Carefully clean all surfaces and furniture in the room with a neutral detergent, followed by decontamination of surfaces using a disinfectant effective against viruses. Disposable cleaning cloths are recommended. Open the window in the room while cleaning is in progress.
- Staff responsible for cleaning after a suspected or confirmed COVID-19 person was present should wear disposable single use non-sterile nitrile gloves and a disposable plastic apron and should avoid touching their face during the cleaning procedure. If an area has been heavily contaminated, such as with visible bodily fluids, from a person with COVID-19, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron. Avoid creating splashes and spray when cleaning.
- Do not allow anyone to use a potentially contaminated room until it has been cleaned/disinfected, and all surfaces are dry.

Further information on cleaning in non-healthcare settings is available from the [ECDC website](#).

## First Aid/Medical Provision

On-site first aiders will need to provide initial treatment as necessary, or until the emergency services arrive. Management should ensure first aiders receive any necessary training updates and are confident that they can help someone injured or ill.

- Review all first aid procedures to adapt in line with current COVID-19 guidance. The Pre-Hospital Emergency Care Council (PHECC) have issued an update in regards to [COVID-19 and First Aid Provision in the Work Place](#).
- Ensure sufficient resources are available to deliver first aid including adequate supplies of PPE - single use nitrile gloves, disposable plastic aprons, surgical face masks and eye protection.
- Good hand hygiene should be practised during any first aid situation including hand washing with warm water and soap or the use of hand sanitiser before and after providing first aid treatment.
- Understanding of the venue specific response plan for how to deal with a suspected case of COVID-19.
- Identify a suitable isolation room where a suspected case of COVID-19 can be brought. As outlined above, the isolation room should be a separate area to the first aid room. However, your first aid room may need to become an isolation area if a patient receiving first aid treatment shows symptoms of COVID-19 while being examined by the first aider. Contingency plans should identify alternative suitable areas for the provision of first aid should the main first aid room become unavailable.
- If a responder encounters an individual with suspected COVID-19 within the workplace, the patient should be given a disposable mask to wear.

Further information:

[PHECC website](#).

[HSA website – Dealing with a Suspected Case of COVID-19](#)

## Communications

- Ballet schools should ensure that they have in place a plan to communicate the IBTA guidance, return to work procedures, and additional public health measures required in line with the most recent Government guidelines to their stakeholders.
- The key to a safe and continued return to work requires strong communication and a shared collaborative approach between staff, ballet students and volunteers.
- Tailored communications for young people and their families should be developed.
- Information for ballet students and parents should be provided to inform them of changes to classes.

## Obligations of Ballet Students & Parents

All Parents/Guardians are required to ensure that they are fully aware of the IBTA protocols.

Parents/Guardians must share this information, in an age-appropriate manner, with their child including awareness as to the signs and symptoms of COVID-19 and of social/physical distancing guidance.

<https://www2.hse.ie/conditions/coronavirus/symptoms.html>

The following must be adhered to:

- A ballet student or parent displaying any of the COVID-19 symptoms must not attend.
- Seek medical advice if their child has underlying health conditions before returning to activity.
- Ensure that a staff member / teacher is made aware of any medical condition that their child may have including any medication the child may be required to take during the day or any changes in their child's medical condition.
- Ensure if any relevant information, including the parent's contact details, change from day to day.
- Continue to monitor their child's temperature before each session.

- Inform the staff member / teacher of any change of their child's temperature or health.
- Ensure their child has washed their hands prior to arriving.
- Ensure their child arrives appropriately dressed and ready for activity. Dressing rooms will not be available for this purpose.
- Ensure their child has their own water bottle, marked with the child's name.
- If deemed appropriate, provide their child with their own hand sanitiser (at least 60% alcohol).
- Travel with child/children where possible to the venue – and must abide by IBTA protocols.

## Appendix 1 – Risk Assessment Sheet

This template risk assessment must be considered alongside the organisational Health and Safety documents. The risk assessment process will be subject to continual review. It is the responsibility of the COVID-19 Coordinator to ensure that this risk assessment remains up-to-date and in line with current HSE and Government guidance.

Organisation Name:	COVID-19 Coordinator:
Date of Review:	Venue:
Assessment carried out by:	Date assessment carried out:

Risk mitigation:

- Use fixed pods or individual pods
- Minimise size of groups
- Stagger group classes
- Rehearsal rooms adequately assessed
- Robust COVID-19 response plan in place

RISK ASSESSMENTS ON FOLLOWING PAGES

Each assessment includes a risk factor to identify where considered existing control measures may be insufficient and further controls implemented, checks made, or work needs to be more closely monitored.

Low Risk	Control measures normally sufficient– Local additional checks may be required – work to be monitored
Medium Risk	Additional control measures to be implemented as detailed or referred to in other documents – work monitored and reviewed continuously
High Risk	Control measures insufficient – activity requires redesign or significant additional controls put in place

What are the risks	Who might be harmed	Risk Factor	Controls Required	Additional Controls	Residual Risk Factor	Action by Who	Done
Infection being passed from person to person – poor practice or awareness of COVID-19 protocols	Students and teachers	High	<ul style="list-style-type: none"> <li>• Social distancing rules apply</li> <li>• All attendance documented.</li> <li>• Attendees are advised before leaving their home, that they should check that they do not have a temperature, do not have a persistent cough, they should check that they do not have a high temperature, they have not lost their sense of taste and/or smell, they have not been in contact with a person with confirmed COVID-19 within the past 48 hours, they have not been advised to self-isolate as per HSE guidance.</li> <li>• Worker inductions and student information provided through briefings, signage etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Students advised only to attend when well.</li> <li>• Students arrive dressed and ready to train.</li> <li>• Regular breaks and ventilation of room.</li> <li>• Regularly wash hands and use alcohol based hand rub.</li> </ul> <p>When at class all attendees reminded of the following:</p> <ul style="list-style-type: none"> <li>• No bodily contact including handshakes or hugs.</li> <li>• No sharing of equipment.</li> <li>• Wash hands thoroughly for 20 seconds after going to the toilet and use alcohol based hand rub.</li> <li>• No congregating once classes have ended.</li> </ul>	Low		



What are the risks	Who might be harmed	Risk Factor	Controls Required	Additional Controls	Residual Risk Factor	Action by Who	Done
Infection being passed from person to person – Poor room or space management	Students and teachers	High	<ul style="list-style-type: none"> <li>• Use of face masks is a condition of entry for all aged 13+</li> <li>• Hand sanitiser available at the entrances to the building and in the rehearsal room and on stage – applied regularly.</li> <li>• Suitable hand washing equipment available in toilets and dressing rooms.</li> <li>• Contact work allowed only within Pods.</li> <li>• Students always maintain social distance.</li> <li>• Open any doors and windows that are in the dance studio if possible, to ensure maximum ventilation and reduce aerosol spread.</li> <li>• Heavy cardio work inside avoided unless necessary, regular airing breaks within a work session.</li> <li>• Consider taking intense cardio sessions outside.</li> </ul>	<ul style="list-style-type: none"> <li>• The teacher manages each class to ensure social distance is maintained at all times.</li> <li>• The teacher ensures that the class content is non-aerobic and non-contact.</li> <li>• The teacher keeps all windows and doors open to maximise ventilation.</li> <li>• Continual review and class feedback from teachers and students.</li> </ul>	Low		

What are the risks	Who might be harmed	Risk Factor	Controls Required	Additional Controls	Residual Risk Factor	Action by Who	Done
Infection being passed from person to person	Students and teachers	Medium	<ul style="list-style-type: none"> <li>Limited occupancy within the room.</li> <li>Fixed pods used for all work.</li> <li>Remain in same pod for school term.</li> <li>Increased ventilation within the space.</li> <li>Regular cleaning of floor and high touch points.</li> <li>Only students and teachers present. no other person or parent allowed into building.</li> <li>Strict social distancing, face masks and other IPC's in place.</li> </ul>	<ul style="list-style-type: none"> <li>All students and workers to be sent the IBTA guidance in advance.</li> <li>Strict criteria regarding suspect cases, where all close contact restrict movement until test of suspect case and result is known.</li> </ul>	Low		

What are the risks	Who might be harmed	Risk Factor	Controls Required	Additional Controls	Residual Risk Factor	Action by Who	Done
Infected surfaces in the building e.g. door handles, chairs	All	Medium	<ul style="list-style-type: none"> <li>Pre and post class cleaning.</li> <li>Cleaning time will be allocated twice a day for organisational members to clean their surrounding areas when working indoors.</li> <li>Regular disinfection of heavily used areas and surfaces.</li> <li>Hand sanitiser available in the rehearsal room/stage and entrance to the venue. Use separate entrances and exits to the rehearsal room, where possible.</li> </ul>	<p>All attendees reminded to:</p> <ul style="list-style-type: none"> <li>Avoid touching high contact surfaces e.g. door handles, chairs etc.</li> <li>Use hand sanitiser frequently during rehearsals.</li> </ul>	Low		
Infected equipment e.g. water bottles, props, towels	All	Medium	<ul style="list-style-type: none"> <li>All ballet students to bring their own equipment e.g. water bottles, mats, pens, massage equipment, towels etc.</li> <li>If props are used, they will be thoroughly cleaned and disinfected by the user before and after use.</li> <li>No rehearsal costumes unless brought by ballet students.</li> <li>Ballet students should manage own props or rehearsal equipment.</li> </ul>	<p>All attendees reminded to:</p> <ul style="list-style-type: none"> <li>Not share water bottles, towels or any other equipment.</li> </ul>	Low		

What are the risks	Who might be harmed	Risk Factor	Controls Required	Additional Controls	Residual Risk Factor	Action by Who	Done
Infection control- areas of congregation leading to likely spread e.g. Toilets and Dressing rooms	All	Medium	<ul style="list-style-type: none"> <li>• Dressing rooms with COVID-19 capacities marked outside, no occupancy beyond this figure.</li> <li>• Rooms cleaned regularly.</li> <li>• Suitable hand washing. equipment available in toilets and changing rooms.</li> <li>• 1 in, 1 out rule where toilets have restricted access.</li> <li>• Increased ventilation.</li> </ul>	<p>Attendees reminded to:</p> <ul style="list-style-type: none"> <li>• Arrive in rehearsal gear ready to work.</li> <li>• Avoid prolonged time in the toilets.</li> <li>• Avoid showering or changing in the venue where possible.</li> <li>• Wash hands thoroughly for 20 seconds and use an alcohol based hand gel after going to the toilet.</li> </ul>	Low		
Increased risk to individuals with underlying medical conditions or higher risk groupings	Those with underlying medical conditions	High	<ul style="list-style-type: none"> <li>• The organisation should ensure any participants within a high risk group have all risk assessment information available so they can make an informed choice about joining rehearsals.</li> <li>• Vulnerable or high-risk members will need to provide a medical certificate in advance of classes/rehearsals.</li> </ul>	<ul style="list-style-type: none"> <li>• Medical assessment</li> </ul>	High		

What are the risks	Who might be harmed	Risk Factor	Controls Required	Additional Controls	Residual Risk Factor	Action by Who	Done
Social distancing not being adhered to due to first aid and injury treatment required.	All	Medium	<ul style="list-style-type: none"> <li>• First Aider to ensure face mask is worn and hands and equipment are sanitised before and after treatment.</li> <li>• Waste disposed of safely.</li> <li>• Accident form completed.</li> </ul>		Low	First Aider	
Detriment to mental health	All	Medium	<ul style="list-style-type: none"> <li>• The organisation to promote mental health and well-being awareness.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular communication of mental health information and an open-door policy to those who need additional support.</li> </ul>	Low		

## Appendix 2 - Pre-Return to Work Questionnaire COVID-19

This questionnaire must be completed by staff, ballet students and volunteers in advance of returning to the place of work. If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning.

Name of staff member / ballet student / volunteer: \_\_\_\_\_

Date: \_\_\_\_\_

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3.	Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)?		
4.	Have you been advised by a doctor to self-isolate at this time?		
5.	Have you been advised by a doctor to cocoon at this time?		
6.	Have you been advised by your doctor that you are in an at risk group? If yes, please liaise with your doctor regarding return to work.		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test. Please note: The organisation is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the COVID-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and will be held securely in line with our retention policy.

Signed: \_\_\_\_\_

## Appendix 3 - Return to Work Induction Meeting

Name of staff member / ballet student / volunteer: \_\_\_\_\_

Date: \_\_\_\_\_

	Wellbeing & Health and Safety	Comments
1.	General update: How are they doing, how did the pandemic affect them?	
2.	How are they feeling about returning to the workplace?	
3.	Discuss their self-care and how they are/can protect their wellbeing.	
4.	Discuss current situation in relation to sick leave policy (if relevant).	
5.	Discuss local response plan/ new measures to address risk of COVID-19 (including current advice on PPE, physical distancing)	
6.	Discuss changes to health and safety practice and levels of responsibility, including what to do if a worker/young person becomes unwell.	
7.	Discuss if there are any other circumstances relating to COVID-19, not included, which they need to disclose / ask to allow their safe return to work.	

