

EJMS Musicianship Teaching Standard Operating Procedures during Covid-19 Version 4.1 (public version 1.1) — 16th September 2020

This is the **first public version** of the Standard Operating Procedures for Musicianship teaching at EJMS in the Autumn term 2020. Due to Covid-19, EJMS Musicianship Classes will operate in a different way in the Autumn Term 2020 compared to how the classes have previously operated.

The actual teaching content will remain broadly the same. This document sets out how EJMS Musicianship classes will operate in a Covid-19 secure environment.

EJMS has as our main priority the safety of our students, their parents, our teachers and staff. Consequently, various PPE and social distancing rules will apply.

Guidance for Parents, Desk Staff and Teachers.

1. Musicianship Classes will be held in the Twyford Performance Centre.
2. Entry for teachers, desk staff, parents and students will be by the external doors outside the Chapel, accessed via the Rear Car Park.
3. The Front Desk (one table) will be placed by the Chapel Doors.
There will be signs and floor markings to remind of social distancing.
4. The two Desk Staff (Stéphanie Radet-Kirby and Christina Alishaw) will be wearing face masks.
5. Parents must NOT attend if they or their child(ren) are feeling unwell, or are displaying Covid-19 symptoms.
6. Everyone entering will be checked with a non-contact forehead thermometer.
(If a high temperature of 37.8°C or above is detected, that person will not be allowed in.)
7. Everyone entering and exiting (teachers, staff, parents and students) must use the hand sanitiser that will be available by the entrance doors.
8. Parents should not congregate in groups of more than six before or after the Musicianship classes to comply with the latest government guidance of 9th September 2020.
9. Parents must wear face masks throughout.
10. A parents who is exempt from wearing a face mask for medical reasons should NOT bring their child to EJMS, as EJMS staff are not in a position to determine if the claimed exemption is valid.
11. The Musicianship teachers will NOT wear masks in lessons as long as they maintain social distancing. Teachers must however wear masks in one-on-one interventions where social distancing is not possible.
12. The Desk Staff will tick off students attending on pre-printed registers and then give them to the Musicianship Teachers. (These registers will also act as our records of attendees should they be needed by the NHS 'Test and Trace' programme.)

13. Where parents arrive early, they and their child(ren) will be asked to wait outside if fine weather or inside if wet. 2-metre social distancing must be observed at all times.
14. Where possible, only ONE parent/carer should bring their child to Musicianship. Please do not bring siblings unless unavoidable.
15. When the lesson time arrives, parents and children will be allowed access into the Performance Centre. Children will be directed by our teachers Fenella Norman and Yolande Williams to sit on socially-distanced mats on the floor. Parents will be directed to sit on the rack seating in the Performance Centre, socially distanced.
(With an expected half-hour class size of some 8-10 children per class, there will be a limited number of parents present, all of whom can be safely socially distanced on the rack seating.)
16. Parents must leave with their child(ren) as soon as the class is ended.
17. The EJMS Café will not be open.
18. If a child requires to use the toilet, the parent must take their own child.
When returning, the hand sanitizer must again be used by both child and parent.
19. If a child or a parent displays any signs of Covid-19 symptoms during the classes, they must leave EJMS and return home.
20. EJMS will use 12th September 2020 as a trial run for the two teachers and two staff only.
21. Musicianship Classes will formally commence on 19th September 2020.
22. Invoices will be issued by EJMS shortly before or after the start of term. Invoices must be paid online by direct bank transfer. The two Desk Staff cannot take payments.
23. Where a student is unable to attend on the day, the parent should notify EJMS via the normal Saturday number 07939 550497. EJMS will then notify the Desk Staff.

Specific Guidance for Teachers and Desk Staff

24. Teachers and Desk Staff must NOT attend if they are feeling unwell or are displaying Covid-19 symptoms. If this occurs, Janine Neye (General Administrator) must be notified as soon as possible. A replacement will then be substituted.
25. Staff and teachers setting-up initially must bring and use their own hand-sanitizer immediately before entering the building.
26. The Musicianship Teachers will set up the student mats on the floor in such a way as to observe social-distancing for students and themselves.
27. The Desk Staff/Teachers will get what they need from the Musicianship cupboard before the first lesson, and return it to the cupboard after the final lesson.
28. It will not be realistic for the teachers to wear face masks during the lessons. But face masks should be worn while setting up and putting away if social distancing is not possible. And also if one-to-one interventions are required during a lesson.

This document may be updated, as EJMS gains experience of this new method of operating.

Covid-19 Symptoms, Testing Positive, Isolation, and Test & Trace.

To ensure the safety of everyone at EJMS, please do NOT attend EJMS if

— you or anyone in your household has symptoms of COVID-19 or has tested positive in the last two weeks.

—if NHS Test and Trace has asked you to self-isolate.

—if you have returned from abroad and been asked to self-isolate.

Here is an extract from the government's Test and Trace guidance:

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

Part 1: for someone with symptoms of coronavirus

1. **Isolate:** as soon as you experience coronavirus symptoms, medical advice is clear: you must self-isolate for at least 10 days. Anyone else in your household must self-isolate for 14 days from when you started having symptoms
2. **Test:** get a free NHS test immediately to check if you have coronavirus or call 119 if you have no internet access
3. **Results:** if your test is positive, you must complete the remainder of your 10-day self-isolation. Anyone in your household must also complete self-isolation for 14 days from when you started having symptoms. If your test is negative, other household members no longer need to self-isolate. If you feel well and no longer have symptoms similar to coronavirus, you can stop self-isolating (unless you have been contacted separately by NHS Test and Trace as a contact of someone who has tested positive).
4. **Share Contacts:** if you test positive for coronavirus, the NHS Test and Trace service will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited. It is important that you respond as soon as possible so that we can give appropriate advice to those who need it. You will be told to do this online via a secure website or you will be called by one of our contract tracers. If NHS Test and Trace contact tracers are unable to contact you for 24 hours, they may pass your case to your local authority to follow up by phone or in person.

John Hudson
Chair of Trustees
Ealing Junior Music School

16th September 2020