



1.0 Objective

The purpose of this procedure document is to communicate the operational guidelines which have been designed to allow the safe re-opening of Riverside Music College, whilst minimising the risk of spread of the novel coronavirus (COVID-19) from contact with contaminated persons, equipment, materials or surfaces.

2.0 Related Documentation

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| <ul style="list-style-type: none">• Covid-19 Risk Assessment• Staff Return to Work Health Questionnaire• 21/22 Course Timetables• COVID-19 Information for Students• COVID-19 Information for Lecturers | <ul style="list-style-type: none">• Re-Opening Training Plan• Infection Prevention & Control Online Training Course• COVID-19 Visitors Questionnaire |
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3.0 Roles and Responsibilities

Principal & Chief Executive

The Principal & Chief Executive has overall responsibility for the health and safety management of Riverside Music College and should ensure that this Operational Guidance document meets both Scottish Government Coronavirus (COVID-19): guidance for colleges and all other legislative requirements and is fully implemented across all aspects of our operations.

Vice Principals

The Vice Principals should ensure that adequate resources are available to carry out the requirements of this operational guidance and review the performance on an ongoing basis and at board meetings against the documented procedural requirements, making changes to methods and reallocate resources, as appropriate. The Vice Principals will ensure this operational guidance is made available to all employees and benefactors and integrate it into all aspects of the working operations.

Senior Lecturers / Management

The Senior Lecturers / Management should understand the contents and requirements set out within this operational guidance document and ensure that it is brought to the notice of all staff. They should monitor the day-to-day activities to ensure social distancing and hygiene rules are being maintained to protect health and reduce the spread of the COVID-19 virus and ensure that all work carried out is done so in accordance with the guidance requirements, bringing to the notice of the Vice Principals any improvements or additions which may be required.

External H&S Consultants

The External H&S Consultants should provide support to the college to ensure that this Operational Guidance document meets both the Scottish Governments Coronavirus (COVID-19): guidance for colleges and all other legislative requirements, and that these are effective to the current requirements college and work activities being undertaken.

Staff

All staff will be expected to implement and follow the procedures within this operational guidance and associated documentation and training received to ensure that Riverside Music College prevent the spread of Covid-19 while in operation.



4.0 Key Principles

In implementing this guidance, we will consider the following in line with the Scottish Governments Coronavirus (COVID-19): guidance for colleges:

- The health, safety and wellbeing of students, staff, clients, visitors, contractors and the wider community will be the priority in decisions relating to reopening the college
- We will review our teaching, learning and assessment to ensure that there is the required flexibility in place to deliver a high-quality experience which allows learning to take place safely
- We will regularly review the welfare and mental health needs of students and staff and take steps to ensure preventative measures and appropriate support is in place and are well communicated as restrictions are eased
- We recognise that students and staff may have been affected by the pandemic in a number of ways (e.g. through bereavement or experiencing anxiety related to the pandemic)
- Following appropriate risk assessment, we will introduce measures specifically designed to protect staff and students throughout the premises, paying particular attention to the practical element of our operations.
- We will engage with staff and students, including student representatives to ensure a safe resumption of college activities
- We will take an equality, human rights and risk-based approach to protect health and safety of staff and students. Student representatives and staff will be fully engaged in this process

Additionally, in planning for the use of facilities, we will consider and plan around:

- The most up-to-date guidance on working from home and other public health measures
- The capacity of spaces and how many students and staff can be accommodated as safely as possible
- The circumstances of staff and students including those with caring responsibilities with contingency plans should individuals be shielding or self-isolating
- Consider that staff and student availability may also be affected by public transport availability and restrictions
- The availability of PPE, other equipment and/or face coverings appropriate to the activity or location
- The organisation of staggered breaks and other flexible working patterns to support physical distancing in accordance with government guidelines
- Protocols to minimise the use of shared equipment, hot desks, and other facilities to ensure safe usage
- Supporting accessible services required in increasing the number of individuals on-site and how they can be provided as safely as possible



- what measures, in addition to those that were in place during the lockdown phase and earlier phases will need to be in place to accommodate additional numbers (including additional cleaning measures and queue management systems where appropriate)

5.0 Guidance

Assessment of Suitability

- Every area of the Riverside Music College premises should be individually assessed in the same manner and should be categorised by services provided (lecture hall, IT suites, production areas, communal areas etc), number of staff and students, access and egress restrictions, suitability of access routes to maintain social distancing paying particular attention to areas of pinch points, such as corridors and stairwells and landing areas.
- The site assessment should be carried out by the Vice Principals along with the assistance of the External Health & Safety Consultant and should be ratified by the Principal & Chief Executive. Feedback will be sought from all staff/lecturers/tutors and student representatives prior to any control measures being implemented. These assessments should be fully detailed and undertaken in conjunction with the Scottish Government Coronavirus (COVID-19): guidance for colleges and this operational guidance document.
- On completion of the risk assessments, the Vice Principals should prepare an updated schedule, highlighting any additional COVID-19 compliance resources required such as signage, hand sanitising stations, PPE and cleaning arrangements.
- The Vice Principals will carry out a full review of the current curriculum to introduce a blended learning experience where possible. Skills classes taking place on the premises will be planned to take on board reduced capacity, increased hygiene and social distancing measures.
- Riverside Music College staff will be brought back to work prior to any planned re-opening in order to fully establish the control measures required and carry out training.
- There may be a requirement for external construction companies to provide a resource during this period ahead of the reopening in order to implement the changes required to signage, sanitising stations, ventilation, screening etc.
- The Vice Principals will be required to undertake a signed off inspection of the re-configured premises prior to reopening to ensure all control measures identified have been fully implemented.

Scottish Government Strategic Framework

- From 9th August 2021, the Scottish Government has moved beyond Level 0, which has removed a number of mitigations previously in place. However, they are still promoting the wearing of face coverings, social distancing, increased cleaning, hand hygiene and good ventilation.
- Riverside Music College will continue to follow the Scottish Government and will change our procedures to conform with the changes to the guidance.



Pre-Mobilising Checks / Tasks

- Management to check premises supplies to ensure appropriate levels of cleaning products, PPE, toilet, and kitchen supplies etc. Any shortages will be ordered through suppliers.
- Legionella - Due to the premises being closed or having reduced occupancy during the COVID-19 outbreak, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Flush all unused systems to remove stagnant water prior to re-opening.
- Utilities / Equipment - Due to the premises being closed or having reduced occupancy during the Covid-19 outbreak it is likely that gas, electricity, and other systems may have been wholly or partially shut down. Ensure prior to reopening that all routine servicing / certification has been carried out by a competent person prior to reuse.
- Cleaners to attend the premises prior to planned re-opening to carry out a full deep clean of all areas.
- Increased cleaning procedure and monitoring system in place – more detail in Cleaning Protocol section.
- Assessment of ventilation / air conditioning throughout the premises to be carried out in line with specialist ventilation contractor. New supply and extract system is being installed throughout the campus where necessary.
- Vice Principals along with the H&S Consultant to walk the premises to determine the location of all signage, pop up hand-sanitising stations and floor markings prior to re-opening.

Staff Return and Fitness to Work

- All staff must complete and sign a health questionnaire prior to being permitted to return to work and to confirm they will not return to work with symptoms of Covid-19. The health questionnaire should be completed following any prolonged absence from the college e.g., following a holiday, period of sickness etc.
- As the pandemic develops there may be times when those who fall under the shielding group (clinically extremely vulnerable) are advised to stay at home as much as possible and not attend work outside of the home. The college will keep up to date with the latest Scottish Government guidance with regard to the shielding group and will support its staff to work from home when advised to do so.
- To support staff returning to the campus after shielding or where they have a vulnerability to COVID-19, we will carry out an individual risk assessment in line with the Scottish Government guidance. These individuals will be asked to take extra care in observing social distancing, hygiene measures and will be helped to work from home where practical. If they must spend time closer than the social distance to others, we will carefully assess whether this involves an acceptable level of risk.
- Any workplace risk must take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found.
- Where staff live with others who are in a high-risk group, they will be advised to adhere to stringent physical distancing and hygiene measures while on campus.



As the easing of the pandemic continues Riverside Music College will encourage staff to do lateral flow tests twice a week (Mondays and Thursday's) to help ensure no one comes on campus who may be infected. These tests are free and can be obtained via <https://test-for-coronavirus.service.gov.uk/order-lateral-flow-kits/login-choice>

Student Return and Fitness

- All students must complete and sign a health questionnaire prior to being permitted to return to the college and to confirm they will not return with symptoms of Covid-19
- As the easing of the pandemic continues Riverside Music College will encourage students to do lateral flow tests twice a week (Mondays and Thursday's) to help ensure no one comes on campus who may be infected. These tests are free and can be obtained via <https://test-for-coronavirus.service.gov.uk/order-lateral-flow-kits/login-choice>
- To support students returning to the campus after shielding or where they have a vulnerability to COVID-19, we will carry out an individual risk assessment in line with the Scottish Government guidance. These individuals will be asked to take extra care in observing social distancing, hygiene measures and will be helped to study from home where practical. If they must spend time closer than the social distance to others, we will carefully assess whether this involves an acceptable level of risk.
- Where students live with others who are in a high risk group, they will be advised to adhere to stringent physical distancing and hygiene measures while on campus.
- There may be the requirement to revert back to some level of shielding in the future at either a national or local level if the number of COVID-19 cases rise. The college will keep up to date with the most recent advice from the Scottish Government and will implement relevant changes as required.

Staff and Students Who Need to Self-Isolate

Staff and students who develop either of the following symptoms or live in a household with someone who has symptoms, should follow government guidance, not come to the premises and self-isolate: -

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If the member of staff or student has developed symptoms (however mild) in the last 7 days, they should stay at home for 10 days from the start of their symptoms and arrange to be tested. They should not go to their GP, pharmacy or hospital. They should remain at home until they receive their test result and then follow the advice given to them based on the result.

However, from 9 August, an adult who is identified as a close contact of someone who has tested positive for will no longer be required automatically to self-isolate for 10 days. Instead, if someone is double-vaccinated - with at least two weeks since the second dose – and if they have no symptoms, they should get a PCR test as soon as possible. And if the PCR test is negative, self-isolation can then be ended.



Test & Protect

Test and protect is a public health measure designed to interrupt the spread of coronavirus in the community by:

- identifying people who have the virus
- tracing those who have been in close contact with an infected person for a long enough period of time to be at risk of infection
- supporting these close contacts to self-isolate, so that if they have the virus they are less likely to transmit it to others

Should staff and students be contact traced by Test and Protect they must answer all questions honestly and self-isolate at home as per the guidance. Staff and students who are self-isolating due to being contact traced should notify the college as soon as possible.

Staff should provide the college with an isolation note as proof they need to stay off work as a result of coronavirus. An isolation note can be obtained from the NHS Inform website.

Staff and Students Travelling to and From the College

When travelling to the college, all staff and students should travel alone in their own vehicle. If staff have no option but to share a vehicle, then they should:

- Share with the same individuals and with the minimum number of people at any one time
- Wherever possible maintain a distance of two metres and avoid touching their faces
- If there is more than one person in a vehicle good ventilation must be maintained (i.e. keeping the windows open)
- Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle
- Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey.
- Wear a face covering for the duration of the trip.

Anyone coming to the premises should try to avoid travelling by public transport, however in unavoidable, they should:

- Avoid rush hours and busy times if you can
- Allow more time if the journey involves more than one form of transport.
- Use a face covering
- Cover your cough or sneeze with a tissue, then throw the tissue in the bin.
- Follow advice on staying away from others.
- Wash your hands often with soap and water for at least 20 seconds.
- If soap and water are not available, use an alcohol-based hand sanitiser.



Controlled Access to Campus

Temperature Screening

- Temperature checks must be undertaken by all individuals who attend the college campus. The checks will be undertaken upon arrival each day. If an individual has a temperature of 38C or more, they will be asked to leave the campus. The individual should stay at home for 10 days from the start of developing symptoms and arrange to be tested. However, if the individual has received both vaccinations (and has completed their two-week incubation) and has received a negative PCR test, they will be allowed to return from isolation early.
- Temperature scanning equipment will be located at the entrance to each building on campus.
- Staff and students will be notified of our temperature screening policy prior to attending campus. Individuals will be encouraged to inform the college in advance if they object to temperature screening to help alleviate any concern.
- Signage will be erected to notify and remind all individuals attending the campus that temperature screening is in place.

Record of Attendance

- Staff must sign in and out of campus each day.
- Students' attendance on campus will be logged via daily attendance registers.

Visitors

- All visitors must undertake a temperature check prior to being permitted onto the campus.
- All visitors to the college must report to the reception desk and complete the COVID-19 Visitors Questionnaire.

Staff or Student Developing Symptoms Whilst on the Premises & Outbreak Management

- If a member of staff or student develops symptoms of Covid-19 on the premises they must immediately stop what they are doing, inform management where they have been working and surfaces potentially touched and then leave the premises ensuring they do not touch any further surfaces. The same rules will apply for staff or students who have been informed that someone they live with has contracted the virus.
- The infected individual will be sent home immediately from the premises. If they have travelled via their own vehicle, they will return home in that vehicle alone, if they are fit to drive. If they are unfit to drive, have travelled to work in someone else's vehicle or travelled via public transport arrangements will be made with their emergency contact to come and pick them up - they will wait in an isolated room away from anyone else until they are collected. In extreme cases, were an individual takes very unwell an ambulance may have to be called. The infected person should then not return to the premises and self-isolate in accordance with guidelines.



- Records will be maintained of those who are isolating or who develop symptoms on the premises. Investigations will be carried out if the transmission is deemed to be work-related and will be reported under RIDDOR. Appropriate risk assessments and work activities will be reviewed to ensure there are effective controls or if any changes are required.
- Areas of the premises may have to be isolated following a symptomatic member of staff or student being present. The area where the individual was working along with any welfare facilities that may be contaminated will be isolated and deep cleaned (as per NHS cleaning guidance) using an appropriate disinfectant product before being opened back up. Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that have been used will be double-bagged and labelled and disposed of 72 hours with normal collection arrangements. Cleaning to be carried out by a third-party specialist company.
- All emergency contact details for each member of staff or student should be updated if required.

Outbreak Management

- The college will suspect an outbreak if there is either:
 - two or more linked cases (confirmed or suspected) of COVID-19 on the campus within 14 days - where cross transmission has been identified or,
 - an increase in staff absence rates due to suspected or confirmed cases of COVID-19
- If an outbreak is suspected, the Principal will immediately inform our local NHS board Health Protection Team (HPT) Greater Glasgow & Clyde 0141 201 4917 / phpu@ggc.scot.nhs.uk. The college may be then contacted by them, as they may get information from NHS Test & Protect or other sources.
- In the event of an outbreak, we will:
 - continue to follow the general guidance as detailed in this document and associated risk assessment to reduce the risk
 - the local Health Protection Team will undertake a risk assessment and conduct a rapid investigation. They will advise on the most appropriate action to take.
 - staff and students who have had close contact with case(s) will be asked to self-isolate at home. In some cases, a larger number of other staff and students may be asked to self-isolate at home as a precautionary measure.
 - Staff and students who have received both vaccinations and have completed their two week incubation period, may return early if they have received a negative PCR test.
 - depending on the risk assessment outcome, the Health Protection Team may establish an Incident Management Team (IMT) to help manage the situation
 - the Incident Management Team will lead the Public Health response and investigations, and work with the organisation to put appropriate interventions in place



- to control an outbreak the Health Protection Team and Incident Management Team will work with the college to put appropriate interventions in place.
- Other measures may include:
 - enhanced cleaning of the campus
 - wider testing of affected population and staff
 - provide information to ensure that staff (and other relevant people) are aware of what has happened, and the actions being taken
 - closure - may be done following advice from the Health Protection Team and Incident Management Team or the college may make their own decision on closure ahead of this advice as a precaution or for business continuity reasons
 - The Health Protection Team or Incident Management Team will declare when the outbreak is over.

Equality & Mental Wellbeing

- The college recognises that the pandemic has had an unequal impact across Scotland as different employee groups, students and other individuals have been affected in diverse ways.
- Individual health circumstances and protected characteristics will be considered and discussed with employees, staff and students before prioritising who is asked to return to work and participate in on-campus studies. Consideration of health circumstances and protected characteristics will be given to this as part of the risk assessment process.
- Consideration will be given as to whether any particular measures or reasonable adjustments are required to fulfil duties under the Equality Act 2010. Reasonable adjustments will be made to avoid disabled workers being put at a disadvantage, and the health and safety risks for new or expectant mothers will be assessed.
- The college operates an open-door policy to mental wellbeing and are committed to providing support for all staff and students.
- The college's mental health and wellbeing policy is displayed on the college website and included in the student and staff handbooks.
- The college will run a workshop/seminar on mental health at the beginning of the new term.

Staff Training

- All staff returning to work will require to be re-inducted, including the premises-specific control measures being introduced to reduce the potential risk of COVID-19. Staff will be briefed by the appropriate Vice Principal and asked to resign the revised risk assessment documents noting the COVID-19 risk and the necessary new control measures.
- The revised induction training will include the contents of this operational guidance document, the COVID-19 risk assessments, PPE, revised layouts and class plans.



- Refer the Re-Opening Training Plan and COVID-19 Information for Lecturers document for further details.
- All staff will complete the Infection Prevention & Control online training course prior to returning to work.

Student Communication

- We will engage with student representatives on appointment to review and consider their feedback to planning and implementation of COVID 19 policies and procedures.
- We recognise that some students will have a level of apprehension about how safe they may be when they return to the premises and may require reassurance and evidence that measures recommended in workplace risk assessments have been implemented
- Prior to returning to, or commencing studies at the college, all students will be sent communication regarding the control measures being introduced to reduce the potential risk of COVID-19.
- The communication will contain information on the contents of this operational guidance document, COVID-19 risk assessment, their revised timetables, details on the blended learning experience, what to do if they have symptoms and hygiene expectations (this list is not exhaustive).
- We will ensure that our culture is inclusive, with the aim that every student will feel that they are returning to a supportive, caring and safe environment. By opening up lines of communication with student representatives for feedback we hope to achieve this aim.
- Communication with students will be via a range of media including through our website Microsoft Teams, VLE and email. We aim for our message to be clear and effective and reach all students.
- The communication will keep students up to date on the latest government and public health guidance.
- Refer the COVID-19 Information for Students document for further details.

Monitoring & Review

- All staff and students have a responsibility to follow the additional COVID-19 controls to protect themselves and others while on the premises. Lecturers and Management will enforce the new controls with positive reinforcement however where a member of staff or student continues to flaunt rules, they may be subject to discipline.
- Lines of communication between management, staff and students will be created to ensure feedback is received.
- Feedback from staff and students will be sought to ensure the COVID-19 related control measures and revised procedures are effective. All feedback will be considered and acted upon where necessary.

Test & Protect – COVID-19 Contact Tracing



To comply with the Scottish Governments Test and Protect strategy we will implement the following:

- Staff – staff attendance will be recorded via clocking in/out technology and maintained
- Students – registers of attendance will be recorded and maintained.
- Visitors – all visitors to the college should complete the register and COVID-19 Visitor Questionnaire.

All records must be kept for a minimum of 21 days and in accordance with GDPR 2018.

Blended Learning

- . With the return of in class learning, the college has introduced measures to keep staff and students safe, these are as follows: -
 - Reduce class sizes to ensure 1m social distancing can be maintained.
 - Extend the teaching day to accommodate smaller and increased number of classes as required.
 - Stagger start and finish times of classes to ensure students and staff can move around the premises in a safe and socially distanced manner.
 - Provide socially distanced holding areas for students to wait between classes. Programmes will be drawn up to ensure that there is minimum cross over of classes.

Riverside Music College will continue to allow online access to classes where possible, in the event we may have to return to a fully online delivery model, and so any isolating students can still continue their studies.

Enhanced Cleaning Protocol

- More stringent premises cleaning will be required to ensure that all high-risk areas where staff and students will be active remain hygienic.
- All areas of the campus will be deep cleaned once per day.
- All deep cleaning will be carried out by our third-party specialist cleaning contractor. They will be responsible for providing PPE to their employees.

Teaching Areas

- Cleaning and disinfecting shall be increased in line with the enhanced cleaning programme with an emphasis on frequent contact with hard non-porous surfaces. High touch points within all teaching areas such as shared equipment, will be deep cleaned each day.

Communal Areas – inc Rest Areas & Toilets

- Cleaning and disinfecting shall be increased in line with the enhanced cleaning programme with an emphasis on frequent contact with hard non-porous surfaces. These



areas will include, but are not limited to, reception areas, door handles, public bathrooms, handrails and all seating areas.

Offices

- Cleaning and disinfecting shall be increased in line with the enhanced cleaning programme with an emphasis on frequent contact with hard non-porous surfaces. High touch points such as photocopiers, will be deep cleaned each day.
- Staff should not share office equipment such as pens, calculators, rulers etc with one another.

Hygiene

General Hygiene

- Good hygiene is vital to the reduction of transmission. All handwashing should always be in line with Government guidelines regarding method and length of washing.
- All staff and students will be encouraged to wash or sanitise their hands when arriving on the premises, as well as before handling or eating food, or after blowing noses, coughing or sneezing, using shared equipment or going to the toilet. Signage will be provided throughout the premises to remind staff and students of this requirement.
- Communications will be sent to the staff and students to remind everyone of their responsibilities.
- Hand sanitiser will also be placed in multiple locations throughout the premises in addition to washrooms to help promote good hand hygiene.
- Catch it, bin it, kill it. Staff and students will be encouraged to catch all coughs and sneezes in a tissue or in the crook of the arm.

Additional Hygiene in Teaching Environments

- Students will be asked to bring their own headphones, USB drives and musical accessories, i.e., instruments, cables, drumsticks, plectrums, pop shields etc to reduce the risk of cross contamination.
- Microphone shield covers will be provided for singers.
- Students will be asked to clean down shared equipment (where applicable) with anti-bacterial wipes pre and post use.

Waste Disposal

- Additional waste bins that preferably do not require hand contact will be provided throughout the premises to encourage staff and students to dispose of their own waste. This will reduce the need for cleaning teams to touch items that have been left or touched by staff/students, as well as reducing littering on and around the premises.



- Contact will be made with waste removal contractor to advise them of increased frequency of collections.

Social Distancing & Other Specific Mitigations

Social Distancing

- Staff and students will be encouraged to practice social distancing with their colleagues and peers while on the premises – details provided throughout this operational guidance on how this will be achieved.
- Maximum occupancy limits for the campus as a whole and for each room within the campus have been calculated to ensure social distancing can be maintained.
- Maximum occupancy signage will be displayed outside each room within the campus. Occupancy will be monitored for compliance.
- Close working will be risk assessed and kept to a minimum prior to being permitted on the premises. The hierarchy of control will be considered (Eliminate, reduce, Isolate, Control, PPE).
- Staff will be regularly briefed on safety measures to ensure the new procedures are being effectively managed and implemented.

Face Coverings

- Staff and students will be required to wear face coverings in all communal areas on campus including in classrooms.
- The college recognises the Hidden Disabilities Sunflower Face Covering Exempt Card and supports individuals who cannot wear a face covering due to underlying health problem.
- Students and staff will be provided with instruction on how to put on, remove, store and dispose of face coverings to avoid inadvertently increasing the risks of transmission. The key points are as follows:
 - face coverings should not be shared with others
 - before putting on or removing the face covering, hands should be cleaned by washing with soap and water or hand sanitiser
 - make sure the face covering is the right size to cover the nose, mouth and chin
 - when temporarily storing a face covering (e.g. during classes), it should be placed in a washable, sealed bag or container. Avoid placing it on surfaces, due to the possibility of contamination
 - re-usable face coverings should be washed after each day of use at 60 degrees centigrade or in boiling water
 - disposable face coverings must be disposed of safely and hygienically. Staff and students will be encouraged to place their face coverings in the general waste bin. They are not considered to be clinical waste in the same way that used PPE may



be

Close Working – Under 1m

Where it is unavoidable, the following additional precautions should be observed together with face coverings as listed below:

- The default for staff and students should always be to maintain a minimum distance of 1 metre apart from each other.
- We will plan the tasks to minimise contact between staff and students with an emphasis on avoiding skin-to-skin and face-to-face contact.
- Distancing demarcation signage / painted lines to be prominently provided at all areas where skills classes are to take place.
- Temporary screens / adaption of existing screens will be provided in the following areas where social distancing cannot be achieved: -
 - Front reception desks – existing windows will be replaced to allow staff to stay behind the screen while communicating with students or taking payment for services.
 - IT Suite – temporary screens to be erected between desks where students would sit face to face with each other.
- Performance and rehearsal rooms – temporary moveable screens will be provided to allow students and staff to work within an isolated area. It will be mandatory for staff to wear face shields and face coverings and for students to wear face coverings in all situations where 1m social distancing cannot be maintained.
- Re-usable PPE should be thoroughly cleaned after use and not shared between staff.
- Single use PPE should be disposed of so that it cannot be re-used
- Ventilation will be increased and improved throughout the premises.

Singers & Wind & Brass Instruments

- The college recognises that singing and playing wind and brass instruments, especially in groups, are considered higher risk activities because of the potential for aerosol production and the absence presently of developed scientific analysis to assess this specific risk.
- We have risk assessed our rehearsal rooms and have taken all reasonable mitigations to ensure the safety of our staff and students – more detail on control measures adopted can be found in the associated COVID-19 risk assessment.
- We accept that there may be further guidance issued by the Government when there is sufficient scientific evidence to support a move.

Creative Learning for School Age Children

- Riverside Music College's creative learning and teaching activities are regulated through its accreditation with various organisations including the Scottish Qualifications Authority, ABRSM, Trinity College London and Rock School UK. All staff are fully disclosed to carry



out regulated work and follow the same guidance, control measures and practises in the delivery of creative learning activities at the campus.

Signage

- Visible and prominent COVID-19 signage and distance markers will be displayed around the reception area, toilets, and any other areas of high footfall/places students/staff are likely to queue. Such areas shall be clearly marked with appropriate physical distancing markers, and where possible, encourage one-way flow with marked entrances and exits.
- Signage within the communal areas will include:
 - General COVID-19 controls in line with latest government guidance
 - Staying Covid-19 Secure signage
 - Sanitiser station signage
 - Staircase & corridors - direction of travel, priority to those going up and passing points
 - Maximum occupancy signage on the doors to all rooms.
 - Temperature screening machines.
 - Cleaning guidance within teaching areas – pre and post cleaning instructions for shared equipment.
- Floor markings within the communal areas will include: -
 - Marker tape (at 1m distances) to encourage students to wait at a safe distance from the main entrance door both inside and outside
 - Marker tape to show the direction of travel on staircases and corridors
 - Marker tape (at 1m distances) to encourage students to wait at a safe distance from internal doors.

Public Toilets

- Access to the WC Units / Toilet Facilities will be restricted to ensure social distancing. The premises will determine the maximum occupancy for public toilets and display this on the door.
- Where access is restricted to 1 person, a lock will be installed on the main access door to alert users that the toilet is engaged or vacant.
- Usage will be monitored on a regular basis to ensure compliance with social distancing requirements.
- Toilet areas will be regularly monitored and disinfected including frequent disinfection of high-frequency touch points in bathrooms and toilet areas as part of our enhanced cleaning protocol.



- The premises will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.

Teaching Areas

- Restrictions will be made to the number of people permitted in each area while maintaining social distancing. Signage will be provided on all doors to display maximum occupancy.
- Tables and chairs will be spaced out to accommodate social distancing.
- When accessing the lecture theatre students should fill the seats from back to front and vacate in the opposite manner.
- Signage and floor markings will be provided to direct students and staff.
- Moveable temporary screens will be provided within all performance and rehearsal rooms to allow students to work within a segregated area.
- Disinfectant spray and paper towels will be provided in all teaching areas to allow students to clean down the table, chairs and shared equipment pre and post use.

Rest Areas

- Restrictions will be made to the number of people permitted in the rest areas while maintaining social distancing.
- Tables and chairs will be spaced out to accommodate social distancing.
- Disinfectant spray and paper towels will be provided to allow students to clean down the table and chairs pre and post use.

Staircases

- We will encourage all staff and students to comply with the following controls when using the communal staircases to help minimise contact and the spread of the virus: -
 - Keep to the left going up or down the staircase. Directional floor markings will be provided on the ground to remind you to keep left
 - Give priority to those going down the stairs.
 - Use the landing areas as passing points.

Ventilation

- Where possible and not at the expense of the fire action plan, we will open doors and windows to provide increased natural ventilation. Where the activity is mainly sedentary the temperature should normally be at least 16°C. Where considerable physical activity takes place (such as in the workshops) the temperature should be at least 13°C.
- We will continue to comply with health and safety at work law, including keeping the temperature at a comfortable level.



- Where there is poorer ventilation, e.g., corridors, stairwells, waiting areas, ventilation issues in these areas will be addressed by adding desk or ceiling fans, or through the use of vents or opening windows or doors.
- It is recognised that in the autumn and winter, it will be impractical to be able to keep external doors and windows open as often, or for as long, as in warmer weather periods. Potential approaches, may include:
 - partially opening doors and windows to reduce draughts while spaces are occupied
 - opening high level windows in preference to low level to reduce draughts
 - purging spaces by opening windows, vents and external doors while spaces are unoccupied (e.g. between classes or during breaks) taking into account any security considerations
 - adjusting indoor heating to compensate for cold air flow from outside (e.g. higher system settings, increased duration).
- Enhanced air conditioning by means of a new supply and extract system will be provided throughout the campus to improve air quality and flow where necessary.
- Mechanical ventilation systems should wherever possible be adjusted to full fresh air. If this is not possible while maintaining appropriate internal conditions, systems should be operated to achieve normal statutory requirements as a minimum.
- Additional points to assist with the practical delivery of this approach include:
 - Where ventilation units have filters present enhanced precautions should be taken when changing filters. Additional advice on filters can be located in the CIBSE guidance or REHVA COVID guidance.
 - Ventilation systems will be checked or adjusted to ensure they do not automatically adjust ventilation levels due to differing occupancy levels.
 - Start mechanical ventilation ahead of staff and students arriving in the building and allow it to continue after classes have finished.

Payment Transactions

- The college will promote the use of cashless transactions by encouraging contactless and chip and pin payments.
- Reception staff should avoid touching bank cards and clean hands following processing transactions.
- The chip and pin machine will be cleaned with anti-bacterial wipes pre and post use.

Smoking Areas

- Maintain 1m separation at all times within smoking area. Floor markings to indicate 1m distancing.
- All staff and students to ensure that the cigarette butt is placed within disposal receptacle
- After smoking and vaping all staff and students to wash hands
- Erect signage in this area to remind of social distancing and hand washing.



Emergency Situations

First Aid

- First Aiders must ensure to thoroughly wash their hands before and after treating a patient.
- Avoid person to person contact where possible, if the person is not seriously injured allow them to clean the wound and apply plasters themselves
- Where the injury is more serious, the First aider should ensure that they have adequate protection including gloves to stop bodily fluid passing from the injured party to them. COVID19 transfers from one person to another via body fluid and water droplets expired during breathing / coughing / sneezing therefore depending on the seriousness of the injury will determine the level of protection required
- For most minor injuries (cuts / bruising) ask the injured party to wear a face covering and the first aider should also wear a face covering and surgical gloves.
- For significant loss of bodily fluid disposable gloves, a disposable plastic apron, a fluid repellent surgical face mask and disposable eye protection (such as face visor or goggles) should be worn.
- Clean and disinfected all equipment used after use

CPR & Resuscitation

- Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.
- Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999.
- If there is a perceived risk of infection, rescuers should place a cloth/towel over the victim's mouth and nose and attempt compression only CPR until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast.
- Disposable gloves, a disposable plastic apron, a fluid repellent surgical face mask and disposable eye protection (such as face visor or goggles) should be worn.
- After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water or sanitise with alcohol-based hand gel. They should also seek advice from the NHS 111

Fire and Emergency Evacuations



- Follow the evacuation procedure as noted within the premises Fire Plan documentation, ensuring that all personnel assembled at the muster point continue to observe the 1m social distancing guidelines.
- Evacuation procedure to follow the nearest and safest route, even if this contravenes COVID19 one-way/keep left systems in buildings.