**MBArt’s Covid-19 Class Guidance**

**Updated 10th November 2020 14:40**

**In line with current Scottish Government youth work guidance, we have implemented some changes that you now need to follow to help keep yourself and others safe when attending MBArts classes. We ask that all parents/guardians and, where appropriate, young people make sure you have read through this page before attending an MBArts class.**

**Before attending MBArts**

* If any Drama Llama has any symptoms of COVID-19 (<https://www.nhsinform.scot/self-help-guides/self-help-guide-coronavirus-covid-19>) they must NOT attend class.
* If any Drama Llama has been asked to self-isolate for any reason, they must NOT attend class.
* If a Drama Llama has a cough but is otherwise well and **has had a negative COVID test result**, then they can still attend their session. You must contact MBArts to inform us of this **before** attending.

**Entering and leaving class**

* Parents/guardians please drop off students at the clearly marked area outside of the hall. (Sandwich Board)
* Please follow current social distancing rules during drop off and collection.
* To avoid any group crossover and to ensure that cleaning can take place in between classes it is important that Drama Llamas are dropped off and collected on time where possible.
* We understand that unavoidable situations can happen. If you are going to be late please contact us via Facebook Messenger or WhatsApp: 07931366481 and we will arrange to meet you at the sandwich board.
* All door handles and surfaces that will have come into contact with Drama Llamas will be cleaned between sessions and regularly throughout the session. Hall doors will be opened for ventilation.
* Before entering the hall, all Drama Llamas MUST have their temperature’s taken. If a Drama Llama has a temperature of 38°C they will regrettably be refused entry to the class and a Covid-19 test should be arranged. It is for this reason that the adult dropping the Drama Llamas off SHOULD NOT leave the area until the temperature check has been completed.

**Moving around the building**

* Once inside, Drama Llamas must follow current COVID procedures and there will be signs reminding you to do so.
* ALL Drama Llamas will be asked to sanitise their hands before entering or re-entering the hall.

**During class**

* Please consider what your Drama Llamas brings to your class – the fewer unnecessary items the better.
* Drama Llamas must wear comfortable clothing they can move around in. Bring lots of warm layers as the hall will be colder due to ventilation!
* Primary school age Drama Llamas do not need to socially distance from each other during class.
* MBArts leaders will wear masks while moving around the building and during sessions. MBArts leaders will endeavour to keep a 2-metre distance from young people at all times during the sessions. If there is a need to come into prolonged closer contact with a young person, leaders will wear PPE.

**Parents/Visitors**

* + We would ask that parents/guardians do not enter any of the buildings unless necessary. The only exception is for Pre-school Llamas– if the child needs a parent to stay with them, we ask that only one parent enters the building.
  + If a parent does need to come into the building, you must wear a face covering and follow COVID guidance for the venue. Depending on the length of the visit, parents may be asked to provide details for Test and Protect.
  + If you wish to speak to a staff member about your child, we now ask that you contact us by phone 07931366481 or Email [mb\_arts2019@outlook.com](mailto:mb_arts2019@outlook.com) . If MBArts needs to speak to a parent about a child, we will contact you by email or phone, UNLESS the issue needs addressed before the Drama Llama leaves for home.
  + All class registration is done online via our website booking; [www.mbarts.org](http://www.mbarts.org)

**Food/Drink/Bathrooms**

* Food only allowed for classes that run **longer than 60mins. NO PENUTS** are allowed to be consumed or brought into the hall at ANY TIME.
* Please make sure your Drama Llama brings their own water bottle with them, as we are not able to provide cups from the kitchen for our Drama Llamas to drink from.
* Toilets will only be accessible to one person at a time. Hands should be washed for at least 20 seconds and following current guidance.
* Tissues must be discarded immediately after use into a bin and hands sanitised before continuing with class.

**Illness**

* Any requirement for First Aid will be dealt with in line with our current policy and First Aiders will be wearing PPE.
* If a Drama Llama within the class is complaining of or displaying any of the COVID symptoms they will be taken to the venue isolation room (Stage Side) and a parent/guardian will be contacted to arrange collection of the young person as soon as possible. You will be given an information leaflet to take home. PLEASE ENSURE YOUR EMERGENCY CONTACT DETAILS ARE UP TO DATE.
* If a Drama Llama is ill but not displaying or complaining of any COVID symptoms they may be able to remain in the room (keeping a 2-metre distance) until a parent/guardian can be contacted to arrange for collection.

**Online alternative**

* In the eventuality of a lock-down or whole class needing to self-isolate all affected classes will move online to resume via Zoom.

**Important information**

* **In the result of any positive COVID test you MUST inform Test and Protect (TAP) if you have recently attended an MBARTS class.** If we are contacted by Test and Protect, we will follow their guidelines, which may include passing on details as required by the law to the relevant bodies.
* As this situation is continually changing, we will regularly review the current government and health guidelines and send you any updates as required to ensure the safety of our Drama Llamas and staff. We will endeavour to give as much notice as possible of any changes.

**Following these guidelines, MBArts will be able to stay open while East Lothian is in protection level 3 and 4.**

**If you have any questions, please contact** [**mb\_arts2019@outlook.com**](mailto:mb_arts2019@outlook.com) **with subject Covid-19 Question.**