

Procedure for teachers at 3rd party Covid Safe Venue

1) Check you are allowed to teach face to face lessons:

- If the student/teacher and anyone in their household is considered vulnerable/at risk, face to face lesson with Eximo cannot take place
- You have not been contacted by Test&Trace and haven't had any of the following symptoms, haven't been close to anyone with the following symptoms and are able to check with your household that they haven't had any of the following symptoms in the last 10 days: **Cough, Fever or chills, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhoea**
- If you have a condition/disability that doesn't allow you to wear a mask please provide a 2x1m protective pop up screen
- Please read through the procedures and communicate if extra advice is needed to be able to adhere to all the policies
- Before moving to a full lesson, a 20-30min trial lesson will be arranged to make sure both parties are happy to adhere to all the policies. Every person is different and whilst in theory these measures work, not everyone will find they will work for them until they have been tried out.

2) Send DECLARATION FORM & take a Lateral Flow Test

- 2-3 days **before a day with lessons** fill out the online declaration form to confirm that you and anyone in your household hasn't had any of the above outlined symptoms and you haven't been in close contact to anyone with any of these symptoms outside of your household in the last 10 days. You must check with everyone in your household at that time to confirm.
- Please set reminders for yourself to fill out the declaration form.
- If you/your household/anyone you have been close to develop symptoms after sending the form, please let Eximo know immediately and we will reschedule all lessons. Please get a test asap and let Eximo know your test result. If negative, you can resume teaching when symptoms are gone. If positive, self-isolate for 10 days or once symptoms are gone to resume teaching
<https://www.gov.uk/get-coronavirus-test>
- Take a free lateral flow test on the day of lesson, if not possible on the day, then no more than 3-4 days before the lesson. <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

→ GO TO DECLARATION FORM

3) Get ready to teach / Checklist :

- Wash your hands before you leave
 - Take hand sanitiser with you and use frequently
 - Take wipes with you in case you need to clean equipment
 - Take any lesson material you need
 - We strongly advice to take your own equipment. If unable to do so, inform Eximo with notice to book a keyboard at the venue
 - Check with Eximo whether a live stream is required by parents or whether parents want to stay in the room. Take laptop and send Zoom link if necessary
 - Take a measure tape and masking tape to lessons
 - Do not pack any foods to be taken into the lesson, take drinks in a bottle where it can stay/be put back in during the lesson
 - It might be a good idea to use the toilet before departure to avoid going at the venue
 - Put on your face mask of your choice.
- Both teachers and students must wear a face mask. For face mask use please watch <https://www.youtube.com/watch?v=ciUniZGD4tY> FFP2 masks are a great option

especially for singing. They provide space around the mouth area. You can also read up on the protection evidence here <https://www.hse.gov.uk/coronavirus/assets/docs/face-mask-equivalence-aprons-gown-eye-protection.pdf>

The following are government guidelines in wearing face coverings:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it
- when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands
- change your face covering if it becomes damp or if you've touched it
- continue to wash your hands regularly
- change and wash your face covering daily
- if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste
- You can make face-coverings at home. [Find guidance on how to wear and make a face-covering on GOV.UK](#)

4) Ready to go:

- To get to the lesson please follow government guidelines stating: Avoiding using public transport, and aiming to walk, cycle, or drive instead. If using public transport is necessary, wearing a face covering is mandatory

5) Entering the venue/setting up:

- The venue is responsible for all necessary cleaning, signage, restrictions on visitor numbers and maximum people allowed in rooms. If you find this unsatisfactory, please contact the venue immediately and report back to Eximo. Eximo does not take responsibility for the H&S in the venue. Our extra safety measures are in place for the specific teaching practises happening whilst in the venue to reduce risk of transmission during lesson times.
- Use hand sanitiser when entering
- Please arrive **5min before your lesson** to mark out the space where you and your student will be placed for the lesson.
- For **Piano** lessons, this will be a distance of 1m+ at all times and maintain 2m wherever and whenever possible
For **Singing** lessons this will be a distance of at least 2m apart, where possible 3m or better, as far as possible without compromising the lesson quality.
- Set up live stream if required by parent
- Welcome your student at reception or where agreed at the lesson start time and both use the hand sanitiser. Do not be late as the venue hire is paid for, only for the booked lesson time.

6) Teaching the lesson:

- Socially distanced take your student to the teaching space
- Show the student the marked-out space to sit/stand during the lesson
- When **singing**, do not face each other but either stand side to side or back to back
- If **piano** teachers want to demonstrate something and do not have a separate piano available and only when absolutely necessary, you must wipe the piano thoroughly before and after using it and make sure that whilst swapping over the 1m+ rule will be adhered to at all times and use hand sanitiser before /after touching the piano. You must also use hand sanitiser before touching the piano again.
- Sheet music shall not be shared or handed out. Please make sure that your student knows beforehand what to bring to the lesson
- No foods shall be eaten during the lesson, drinking bottles must not be put on the floor/equipment etc. and must be kept in a personal bag. Hand sanitiser must be used before using taking a drink

- If students/teachers show any of the symptoms outlined above in the lesson, break up the lesson immediately to be rescheduled. The symptomatic person shall return home immediately. Both teacher and students shall arrange to have a test done through the government website as soon as possible and stay home self-isolating for 10 days or until and if the test results come back negative and symptoms have disappeared-
<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>
- If you have multiple lessons a day please wipe any equipment used after each student and wash your own hands

7) Before you leave

- Please pack up all your belonging, where needed give these a wipe first and return any gear you have borrowed from the venue (for BE leave in the green box at the drop off point near the front door).
- Take student to the exit socially distanced
- Clean and disinfect any equipment taken as soon as you arrive home
- You may consider changing out of your clothes you have attended the lesson in and wash these straight away when you arrive back home

8) Enjoy being back teaching face to face

This new normal is not what we are used to and will require compliance by all parties to stay safe but hopefully you will thoroughly enjoy teaching face to face again and feel safe

9) Don't hesitate to get in touch

If you have any questions, worries or need further advice don't hesitate to get in touch, Eximo wants to make this the best and safest teaching experience possible for you