

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 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 14 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/visor, please inform Eximo and 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 20min 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

- 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 14 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 14 days or once symptoms are gone to resume teaching
<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>

→ GO TO DECLARATION FORM

3) Get ready to teach / Checklist :

- Wash your hands before you leave
- Take hand sanitiser and wipes with you and use frequently
- If you take any equipment with you eg. Keyboard/speakers etc. clean before departure and take wipes with you to clean at the end of the lesson
- Take a bin bag with you to collect any of your used wipes
- Take any lesson material you need
- 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 and keep in a bag where it can stay/be put back in during the lesson
- It might be a good idea to use the toilet before departure, toilet at student's house should only be used if absolutely necessary and student may refuse use altogether.
- Dress weather appropriate as a window for ventilation will be left open
- Put on your chosen face protection!
Both teachers and students must wear a face mask and/or a face shield. Face masks are more likely to protect others than yourself and face shields are more likely to protect yourself than others. Please keep this in mind when choosing just one of the other. For face mask use please watch <https://www.youtube.com/watch?v=ciUniZGD4tY> For visor use please watch <https://www.youtube.com/watch?v=EATqw6m44RY> and follow the instructions in the video. Please check out our blog to read why they are necessary and

how to make it more fun for kids. Please turn up with your protective choice on, ready for the lesson.

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 student's home:

- Do not arrive early as student needs to get the room ready, do not arrive late
- Do not touch any door knobs, light switches etc. if unavoidable clean your hands with wipes/hand sanitiser immediately
- The student has been asked to socially distanced take you to a dedicated teaching room with no interference by other household members that has been aired out. If the window is closed upon arrival please ask for it to be opened during the lesson
- Use the hand sanitiser/wipes to clean your hands when entering the teaching room
- If unsure about the distance the student has measured out, please double check with your own measure tape and mark it for yourself and student if necessary
- 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.
- An assigned adult is supposed to sit next to the child student throughout the lesson to help and control behaviour

6) Teaching the lesson:

- Stay Socially distanced at all times
- When **singing**, do not face each other but either stand side to side or back to back
- If **piano** teachers want to demonstrate something use your own keyboard you have brought
- Avoid touching any surfaces in the house throughout your whole stay
- Sheet music/anything else shall not be shared or handed out. Please make sure that your student knows beforehand what to have ready for 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/wipes must be used before/after 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 as soon as possible and stay home self-isolating for 14 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/>

7) Before you leave

- Please pack up all your belonging, where needed give these a wipe first
- 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