

GENERAL PRECAUTIONS

It is your responsibility to ensure you are fully aware of and comply with both SMS procedures and those of any school you visit.
If you are unsure in any way of what is required please ask a member of staff in the school or contact your line manager.

These guidelines have been produced to ensure the safety of all pupils and staff within schools.

If a member of Schools Music Service staff is concerned they have COVID-19 they must follow the latest NHS guidance and if advised to self-isolate at home they must follow the guidance from Public Health England.

They must not attend the work or visit any schools.

Main symptoms of COVID-19 include:

- A high temperature
- A new, continuous cough
- A loss or change to your sense of smell or taste

Ensure that you ring ahead to the school to verify that planned lessons can go ahead.

If a child presents with COVID symptoms during the lesson, notify and a member of school staff immediately so they can be isolated in separate room. Ensure that you remain at least 2 metres from the symptomatic individual, removing yourself from the room if possible. Do not visit any other schools for the remainder of the day.

The system of controls provides a set of principles and if Schools Music Service follow this advice, they will effectively minimise risks:

1. Minimise contact with individuals who are unwell by ensuring that those who have symptoms, or live with someone who does, do not attend school. This applies to children, staff and visitors.
2. Hand hygiene – washing hands thoroughly and more frequently than usual
3. Respiratory hygiene – Catch It, Bin It, Kill It approach to coughs and sneezes
4. Enhanced Cleaning Arrangements, particularly of frequently touched surfaces or shared spaces
5. Minimising contact between individuals and maintain social distancing wherever possible.

Upon arrival at a school you should be requested to complete a 'Visiting Agreement.' This forms part of the Track and Trace Programme. Schools are permitted to not grant access to anyone who does not sign this agreement.

To support schools in managing the risk of transmission, please comply with the school procedures for managing COVID-19 at all times, which should be outlined to you on arrival.

- Ensure that you take minimal personal belongings and resources in to the school.
- It is recommended that clothing is changed in between each visit, where possible.
- At the end of the working day, clothing should be washed on a normal wash cycle. Do not shake clothing prior to putting in the washing machine.
- Bathe/shower as soon as possible after arriving home and change in to clean clothes.
- Vehicles should be disinfected frequently. Sanitiser should be used to clean down seats, gear sticks, steering wheel etc.
- Disinfect any hand held devices by wiping down with a damp cloth and a solution of disinfectant, or antibacterial wipes.

Delivering Lessons in School (Small Groups)

Preparing for the Lesson Delivery:

- Visits to schools must be by prior appointment only.
- Schedule visits to only one school per day if possible. If not, ensure you adopt vigilant hand hygiene and sanitise equipment in between each school if possible. Social distancing must be stringently implemented at each site.
- Take as little equipment as possible with you to deliver the lesson in school.
- Arrange lessons according to established 'class bubbles' if possible
- The room should be laid out to facilitate social distancing between the teacher and students, side by side seating where possible.
- The room should be well ventilated
- Ensure that your timetable for the day allows for breaks in between each session to sanitise furniture and equipment, and enhance ventilation (for example open the doors as well as windows whilst you sanitise)
- Ensure that resources are pre-printed prior to attending the school, or projected for the lesson. The use of shared music books is not recommended. If schools are asked to print resources they must be sent at least 72 hours before they are needed.
- Ensure that there is provision at the school for a dedicated room within which to hold lessons. The room must be well ventilated and furniture should be easy to clean and disinfect. Consider the use of outdoor space for lessons if this is practical.
- Ensure you are aware of access to allocated welfare provision, such as the designated bathroom facilities.
- Ensure disposable paper towels, disinfectant cleaning solution, disposable gloves, tissues and hand sanitiser are readily accessible in the room. These should be provided by the school.
- Ensure there is immediate access to a bin to dispose of used tissues or cleaning materials.

Procedure upon entering the school and for lesson delivery

- Sign in at school and ensure you sanitise your hands. The school should request that you complete a 'Visiting Agreement.'
- Comply with the school procedures for managing COVID-19 at all times.
- The teacher must maintain at least 2 metres distance from students and school staff. Where lessons involve woodwind or brass, at least 3 metres must be maintained between the teacher and the students.
- Children who are within the same bubble do not have to be spaced 2 metres apart, although it would be good practice to do so if space permits. Children from a mix of bubbles **must** be positioned 2 metres away from one another.
- All children must be provided with a designated chair and music stand to be used for the duration of the lesson.
- Individual vocal lessons can take place with at least 3 metres distance maintained between the teacher and student. No group singing or raised voices if the lesson takes place indoors
- Clean and disinfect all furniture and equipment in between each group of children and at the end of the session
- Ensure hands are washed or sanitised in between any physical contact or handling of resources/equipment
- Supervise children to clean their own musical instruments.

<p>Potential Hazards and Injuries</p> <ul style="list-style-type: none"> ■ Contact with bodily fluids and droplets. ■ Spread of infection due to poor practices. 	<p>Do:</p> <ul style="list-style-type: none"> ✓ Use outdoor space for lessons if practical ✓ Ensure the room is well ventilated with access to cleaning and sanitising provision ✓ Maintain appropriate distance between children and the teacher at all times 	<p>Don't:</p> <ul style="list-style-type: none"> ✗ Use shared resources such as music books – printed sheets for an individual or PowerPoint is preferable ✗ Sing or shout within indoor spaces ✗ Mix class bubbles if at all possible ✗ Use the mouth piece of anyone else's blown instrument ✗ Share or play an instrument that belongs to another pupil.
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Whole Class Lessons

Preparing for the Lesson Delivery:

- Visits to schools must be by prior appointment only.
- Schedule visits to only one school per day if possible. If not, ensure you adopt vigilant hand hygiene and sanitise equipment in between each school if possible. Social distancing must be stringently implemented at each site
- Take as little equipment as possible with you to deliver the lesson in school.
- Arrange lessons according to established 'class bubbles' if possible.
- Ensure there are sufficient instruments for one per child to avoid sharing.
- Ensure you have appropriate cleaning resources readily available, including warm soapy water or disinfectant wipes, disposable paper towels, and disposable gloves. The school should provide these.
- The room should be laid out to facilitate social distancing between the teacher and students, side by side seating where possible.
- The room should be well ventilated
- Do not use brass or woodwind instruments for whole class lessons, unless additional safety precautions are considered and implemented. Group size should be no more than 15 (assuming adequate distancing is possible).

Procedure upon entering the school and for lesson delivery

- Sign in at school and ensure you sanitise your hands. The school should request that you complete a 'Visiting Agreement.'
- Comply with the school procedures for managing COVID-19 at all times.
- The teacher must maintain at least 2 metres distance from students and school staff
- Musical instruments that cannot easily be cleaned after use must be secured by the school and remain out of use for 72 hours.
- No singing or raised voices during indoor lessons unless in groups of 15 or less.
- The cleaning table below will help plan for cleaning resources required, and must be adopted stringently if used by more than one child:
 - Pianos/Keyboards – Wipe keys before and after each change of player with disinfectant wipes. Use a dry cloth to remove residue. Dispose of all cleaning materials.
 - Recorders or other plastic instrument – Submerge in hot soapy water, or run through a dishwasher
 - Stringed Instruments including guitars – Wipe chinrests, neck and fingerboard of the instrument and lower end of the bow with disinfectant wipes. Dispose of cleaning materials.
 - Percussion or Drums – Handles, straps and beaters must be cleaned before and after each change of player using either disinfectant wipes or warm soapy water. Use a dry cloth to remove residue. Dispose of all cleaning materials.
 - Drum kit students must bring their own sticks to the lessons
 - Touch points on auxiliary equipment such as ICT equipment, amplifiers or CD/MP3 players should be wiped clean using disinfectant wipes.
- Ensure hands are washed or sanitised in between any physical contact or handling of resources/equipment

<p>Potential Hazards and Injuries</p> <ul style="list-style-type: none">■ Contact with bodily fluids and droplets.■ Spread of infection due to poor practices.	<p>Do:</p> <ul style="list-style-type: none">✓ Maintain 2m distance from children and school staff wherever possible✓ Ensure wherever possible that children use their own instrument, rather than share✓ Ensure you have ample and appropriate cleaning materials✓ Wash/sanitise hands before and after touching any equipment	<p>Don't:</p> <ul style="list-style-type: none">✗ Share any instrument, particularly those which have a mouthpiece✗ Touch a child's instrument unless avoidable
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Instrument Changeover

Schools may receive instruments from children for return to the Schools Music Service.

Preparing for the Task:

- Schools should identify an area where musical instruments can be stored prior to handover to the Schools Music Service.
- Instruments should be quarantined for 72 hours prior to handover to Schools Music Service, or the cases be wiped down with warm water and detergent prior to handover.
- Maintain an electronic record of items received rather than rely on hard copy documentation.

Completing and Finishing Task

- Do not enter the school building wherever possible when retrieving instruments.
- Maintain at least 2 metres from school staff.
- Wash or sanitise your hands after handling the instruments.
- Ensure that instruments are not handled for 72 hours after return if they have not been quarantined at the school – secure them, clearly stating the date at which quarantine began.
- Disinfect your vehicle after visits have been concluded for the day. This includes disinfecting the steering wheel, gear stick, handbrake and any other touched surfaces.

Potential Hazards and Injuries

- Contact with bodily fluids and droplets.
- Spread of infection due to poor practices.

Do:

- ✓ Maintain 2 metres distance from children and school staff wherever possible
- ✓ Wash/sanitise hands before and after touching any equipment

Don't:

- ✗ Enter the school building if you do not have to
- ✗ Rely on hard copy documentation – do this electronically if possible

