

COVID-19 Preparedness Plan for Return to Buildings

Contents

- 1. Introduction 3
- 2. Principles for emerging from Lockdown..... 4
- 3. COVID-19 Preparedness for Return to Buildings Plan 4
- 4. Ensure sick students and staff stay home and prompt identification and isolation of sick persons 5
- 5. Social distancing – Everyone must be at least two meters apart..... 6
- 7. Workplace building and ventilation..... 8
- 8. Workplace cleaning and disinfection..... 8
- 9. Drop-off, pick-up and delivery practices 8
- 10. Communications and training 9
- 11. Additional protections/protocols and manager guidance 10
 - 11.1 Other specific conditions and circumstances related to this plan and addressed in other departmental and faculty specific plans include: 10
 - 11.2 Management Guidance and relevant documentation. 10
- Appendix A – Guidance used in developing Trinity Laban’s COVID-19 Preparedness for Return to Buildings Plan12
 - People at Higher Risk 12
 - <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/> 12
 - Cleaning, hygiene and sanitising..... 12
 - Respiratory etiquette: Cover your cough or sneeze..... 12
 - Social distancing 12
 - Housekeeping **Error! Bookmark not defined.**
 - Students/Staff exhibiting signs and symptoms of COVID-19 13

1. Introduction

- 1.1 Trinity Laban's COVID-19 Preparedness Plan (the Plan) shall establish and explain the policies, practices and conditions we will implement to meet the UK Government, Public Health, England and sector guidance for our business to safely return to our buildings and gradually return to "business as usual" and compliance with appropriate and relevant health and safety standards in the our educational and performance environments and the workplace.
- 1.2 The Plan has the strong commitment of senior management and has been developed in consultation with our union colleagues and the students union.
- 1.3 This Plan will be communicated to staff and students and posted at the workplace in a manner that is accessible for all to view.
- 1.4 This Plan includes and describes how Trinity Laban will implement the following, in compliance with the government, higher education and performing arts industry guidance:
 - policies and procedures that assist in the identification of sick students and staff and ensure they stay home;
 - implementation of protocols for social distancing;
 - student and staff hygiene and source controls;
 - building and ventilation protocols;
 - cleaning and disinfecting protocols;
 - drop-off, pick-up and delivery protections and protocols; and
 - communications and training practices and protocols.
- 1.5 In addition to the above, the plan also includes protections and protocols included in sector guidance applicable to Trinity Laban for circumstances that are typical, unique or specific to our type of business, including the situations where exposure exists for students, staff and all other stakeholders. These additional protections and protocols may include, as provided in the specific industry guidance, the following:
 - additional protections and protocols for contractors, clients, guests and visitors;
 - additional protections and protocols for personal protective equipment (PPE);
 - additional protections and protocol for access;
 - additional protections and protocol for sanitation and hygiene;
 - additional protections and protocols for work clothes and handwashing;
 - additional protections and protocol for distancing and barriers;
 - additional protections and protocols for managing occupancy;
 - additional protocols to limit face-to-face interaction;

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- 1.6 The Plan includes the components listed above and has been developed to fit Trinity Laban's business and the control of the risks of transmission that may be present in our buildings. This Plan should be used alongside UK Government Guidance, Public Health England guidance and HE and performing arts sector guidance. These are identified in Appendix 1 of this document.

2. Principles for emerging from Lockdown

- 2.1 The health, safety and wellbeing of students, staff, visitors, and the wider community will be the priority in our decisions relating to the easing of Covid-19 restrictions at Trinity Laban.
- 2.2 Trinity Laban will make appropriate changes to building layouts and infrastructure in accordance – at minimum – with public health advice, including guidelines on social distancing.
- 2.3 Trinity Laban will review their teaching, learning and assessment to ensure that there is the required flexibility in place to deliver a high-quality experience and support students to achieve their learning outcomes in a safe manner.
- 2.4 Trinity Laban will regularly review the welfare and mental health needs of students and staff, and take steps to ensure preventative measures and appropriate support are in place and well communicated as restrictions are eased.
- 2.5 Trinity Laban will develop effective processes to welcome and support international students and staff, including throughout any self-isolation period.
- 2.6 Trinity Laban will regularly review their hygiene and cleaning protocols in all Trinity Laban spaces, and adapt them in response to changing public health advice and risk levels, to ensure students, staff and visitors have confidence in their safety.
- 2.7 Following appropriate risk assessment, Trinity Laban will introduce measures to enable practice and performance to be conducted in a safe and responsible manner, following government guidance on social distancing in facilities and spaces.
- 2.8 Trinity Laban will engage with students and staff, including consultation with recognised trade unions, to ensure the transition from lockdown both protects the wellbeing of staff and students and enables the safe resumption of Trinity Laban activities.
- 2.9 Trinity Laban will work with civic or local partners wherever appropriate.

3. COVID-19 Preparedness for Return to Buildings Plan

- 3.1 Trinity Laban Conservatoire of Music and Dance (Trinity Laban) is committed to providing a safe and healthy workplace for all our students, staff, contractors, customers, clients, patrons, guests and visitors. To ensure we have a safe and healthy workplace, Trinity Laban has developed the following Preparedness for Return to Buildings Plan (the Plan) in response to the COVID-19 pandemic. Directors, Heads of Department, Programme Leaders, Managers and staff are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our students and staff and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

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- 3.2 The Plan is administered by the Director of Strategy and Business Operations and the Principal's Management Group (PMG) maintains the overall authority and responsibility for the plan. However, Directors, Heads of Department, Programme Leaders, Managers and students and staff are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this Plan. Trinity Laban's Directors, Heads of Department and Managers have our full support in enforcing the provisions of this plan.
- 3.3 Our students and staff are our most important assets. Trinity Laban is serious about health and safety and protecting its students and staff. Student and Staff involvement is essential in developing and implementing a successful Plan. We have involved our Students and Staff in this process by a series of workgroups and staff discussion/briefing forums. Suggestions and feedback have been requested and received and these have fed into the Plan and supporting documents.
- 3.4 Trinity Laban's Plan follows and incorporates guidance and mitigating measures outlined by various agencies including but not limited to; UK government, Public Health England, UUK, Association of British Orchestras, OneDance UK etc. It addresses:
- ensuring sick students and staff stay home and prompt identification and isolation of sick persons;
 - social distancing – everyone must be at least one metre plus apart;
 - Hygiene and source controls;
 - Building and workplace and ventilation protocol;
 - Workplace cleaning and disinfection protocol;
 - drop-off, pick-up and delivery practices and protocol (post etc); and
 - communications and training practices and protocol.
- 3.5 The Plan has reviewed and incorporated the guidance applicable to our sector and educational provision in the development of this plan. Other conditions and circumstances included in the sector guidance and addressed in this and other plans that are specific to our business include:
- additional protections and protocols for contractors, customers, clients, guests and visitors;
 - additional protections and protocols for personal protective equipment (PPE);
 - additional protections and protocol for building access and workplace assignment;
 - additional protections and protocol for sanitation and hygiene;
 - additional protections and protocols for work clothes and handwashing;
 - additional protections and protocol for distancing and barriers;
 - additional protections and protocols for managing occupancy;
 - additional protocols to limit face-to-face interaction;

4. Ensure sick students and staff stay home and prompt identification and isolation of sick persons

- 4.1 Students and staff will be informed of and encouraged to self-monitor for signs and symptoms of

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COVID-19. The following procedures are being implemented to assess students and staff health status prior to entering the buildings and for them to report when they are sick or experiencing symptoms.

- Trinity Laban will operate “welcome stations” at each buildings main entrance in order to identify who will be in our buildings on any day. Students and staff will be required to:
 - ✓ Undertake a thermal temperature check before being permitted to enter the building
 - ✓ Register contact details (name and phone number)
- Trinity Laban’s leave policies promote students and staff staying at home when they are sick. During COVID-19 these policies will extend to include situations when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.
- All staff returning to the buildings will be required to complete an Individual Risk Assessment. Those with underlying medical conditions or elevated risk for other reasons must discuss any appropriate adjustments to working with their line manager who must reasonably consider appropriate adjustments to working patterns and workplace locations if necessary.
- If students and/or staff become ill and suspect they have COVID-19 symptoms they will be expected to inform Trinity Laban through two dedicated email addresses (one for students and one for staff). These will be monitored by Registry and People Services Departments on a regular basis throughout each day.
 - If you are a student, please immediately email COVIDstudentabsence@trinitylaban.ac.uk
 - If you are staff, please immediately email COVIDstaffabsence@trinitylaban.ac.uk
- Trinity Laban will also endeavour wherever possible to inform students and staff if they have been exposed to a person with COVID-19 at their workplace and require them to quarantine for the required amount of time. <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>
- In accordance with General Data Protection Regulations the privacy of student and staff health status and health information is strictly confidential information.

5. Social distancing – Everyone must be at least two metres apart

- 5.1 Social distancing of at least two metres will be implemented and maintained between everyone in the buildings through the following administrative controls: blended learning (online and socially distanced onsite teaching), homeworking, flexible work hours, staggered shifts and rotated shifts to reduce the number of staff in the workplace at one time.

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- 5.2 During the first few months occupancy will be kept to the minimum required to deliver the curriculum and ensure the provision of an excellent student and staff experience. Access to buildings will be restricted to those staff identified by managers as being essential to working on site. Those continuing to work at home will only be permitted entry to the buildings following their line managers approval and advance notification to Estates and Facilities.
- 5.3 One-way systems will be implemented to control the flow and interactions of students and staff throughout the buildings in order to ensure adequate social distancing.
- 5.4 Appropriate signage, markings and instructions are being used to address social distancing.
- 5.5 Managers will be required to complete checklists to confirm compliance with appropriate measures and ensure health, safety and welfare of students and staff.

6. Staff hygiene and source controls

- 6.1 Basic infection prevention measures are being implemented at our workplaces at all times. Students and staff are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their working day, prior to any mealtimes and after using any lavatories.
- 6.2 All students, staff, contractors, customers, clients, patrons, guests and visitors are required to wash or sanitize their hands prior to or immediately upon entering our buildings. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in each building and distributed around the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.
- 6.3 Estates and Facilities will keep and maintain a well-supplied stock of handwashing and sanitiser facilities which can be requested by students and staff at various points around the buildings.
- 6.4 Source controls are being implemented at our workplaces at all times. Where students and staff (and any other stakeholder) require the use of face coverings and gloves these will be provided on request and at various control points throughout each building. (e.g. reception points, welcome points etc).
- 6.5 Students, Staff, contractors, customers, clients, patrons, guests and visitors will be instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands.
- 6.6 Students, Staff, contractors, customers, clients, patrons, guests and visitors are expected to dispose of tissues in provided rubbish bins and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters throughout numerous locations (including notice boards,

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reception areas, teaching rooms and offices and supported by making tissues and trash receptacles available to all and in numerous locations around each building.

7. Workplace building and ventilation

- 7.1 Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air-conditioning (HVAC) systems.
- 7.2 The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people.

8. Workplace cleaning and disinfection

- 8.1 Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

The regular cleaning schedule will be published by Estates and Facilities.

- 8.2 Trinity Laban is ensuring that the products use to clean, sanitise, disinfect are fit for purpose and that the following schedule of cleaning and disinfection is maintained throughout the buildings:
 - studios are cleaned after each teaching/rehearsal session
 - toilets are cleaned and disinfected every hour by our cleaning contractors
 - Musical instruments are cleaned by students following use (Faculty of Music will provide further guidance)
- 8.3 Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

9. Postal delivery practices

The following steps should be considered and taken to ensure safe delivery, drop off and pick up

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practices:

- Minimising unnecessary contact at main delivery entry points. For example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking.
- Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.
- Where possible and safe, having single workers load or unload vehicles.
- Where possible, using the same pairs of people for loads where more than one is needed.
- Enabling drivers to access welfare facilities when required, consistent with other guidance.
- Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.

10. Communications and training

- 10.1 This COVID-19 Preparedness Plan will be communicated via staff and student bulletins and Trinity Laban intranet. Appropriate induction to the new protocols and, where necessary, relevant training will be provided.
- 10.2 Additional communication and relevant training will be ongoing. Induction will be provided to all staff who did not receive the initial training and prior to initial return to buildings.
- 10.3 Instructions will be communicated to all students and staff, including employees, casual staff, independent contractors, subcontractors, vendors and outside technicians and, where appropriate, customers, clients, patrons, guests and visitors about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off, pick-up, delivery; 3) practices for hygiene and respiratory etiquette; 4) recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by first aiders.
- 10.4 Any student/ staff member experiencing symptoms of COVID-19 must stay at home and follow the self-isolation guidelines.
- 10.5 Directors, Heads of Departments and Managers are expected to monitor how effective the Plan has been implemented and identify successes, challenges and deficiencies. All management and staff are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary.

This COVID-19 Preparedness for Return to Buildings Plan has been certified by Trinity Laban's Principal's Management Group and the plan was posted throughout the workplace and made readily available to

employees 17th July 2020. It will be updated as necessary by the Director of Strategy and Business Operations.

11. Additional protections/protocols and manager guidance

11.1 **Other specific conditions and circumstances related to this plan** and addressed in other departmental and faculty specific plans:

- ❖ additional protections and protocols for students and staff (teaching, practice, rehearsals);
- ❖ additional protocols to limit face-to-face interaction (1-1 tuition and small-medium group onsite teaching);
- ❖ additional protections and protocols for personal protective equipment;
- ❖ additional protections and protocol for access and assignment;
- ❖ additional protections and protocol for sanitation and hygiene;
- ❖ additional protections and protocol for distancing and barriers;
- ❖ additional protections and protocols for managing occupancy;

11.2 **Management Guidance and relevant documentation.**

These documents can be found on the intranet by following this link: [COVID-19 intranet page](#)

1. COVID-19 Return to Buildings Plan
2. Return to Buildings TL Managers Checklist
3. Health & Safety Operational Plan
4. Departmental Risk Assessment
5. Staff and Reopening Flowchart
6. Individual Risk Assessment
7. Induction and Protocols to follow on Return to Buildings
8. TL General Risk Assessment
9. Estates & Facilities Checklist

Approved by Principals Management Group and Certified by:

Professor Anthony Bowne

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Principal and Chief Executive

Date

Appendix A – Guidance used in developing Trinity Laban’s COVID-19 Preparedness for Return to Buildings Plan

UK Government and other public agencies

Workplace safety

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>

Social Distancing

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

Health & Safety Executive (Working Safely)

<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

Coronavirus outbreak FAQs: what you can and can't do

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

HE Sector specific

<https://www.universitiesuk.ac.uk/policy-and-analysis/reports/Pages/principles-considerations-emerging-lockdown-uk-universities-june-2020.aspx>

People at Higher Risk

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/>

Cleaning, hygiene and sanitising

<https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm>

Handwashing

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

Respiratory etiquette: Cover your cough or sneeze

Social distancing

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

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Students/Staff exhibiting signs and symptoms of COVID-19

NHS information and advice about coronavirus (COVID-19) – includes Testing, Self-Isolation, People at Higher risk, Social Distancing etc

<https://www.nhs.uk/conditions/coronavirus-covid-19/>