

NTA WORKSHOPS CIC COVID-19 Update for Parents

Firstly we would like to welcome everyone back during this very strange time. It has taken us some time to work out whether we can realistically return, keeping everyone safe while also keeping rehearsals fun.

Both performing and breaking school bubbles in an inside setting are big areas to deal with when trying to get the children back to rehearsals at NTA Workshops. Because of this we have had to make a number of significant changes to the way we operate. We ask you to please read the following and follow this guidance to help us keep NTA Workshops safe and fun. As you can imagine, we take the health of everyone who attends very seriously.

If anyone has any questions or issues please ask either Chris or Tracy.

Changes to Signing Up and Starting Back

- New Personal Details forms will need to be filled in prior to starting back to make sure we have the correct contact information.
- Any child who wishes to start or have a taster session must arrange this with us at least a day before the next rehearsal. We cannot accept newcomers without arrangement.
- Each rehearsal is limited to a maximum of 15 children.
- We will not be dealing with cash. Any payments that need to be made must be via PayPal, Direct Debit, BACS or by Card.

Changes to Dropping Off and Picking Up of Children

- We ask parents to stay outside as much as possible.
- Please do not enter the indoor premises of rehearsals until we have left the door open or given a signal that we are ready to accept children.
- We will arrive and aim to accept children 15 minutes before the rehearsal starts. Please help maintain social distancing by helping to stagger when children arrive.
- If parents have questions or issues, we kindly ask for you to contact us via the internet before a rehearsal.
- Parents are allowed indoors should they need to, however we ask people to avoid this as much as possible.
- A social distanced queueing system will be in place for children and parents.

- If we cannot operate a oneway system (separate doors for entering and exiting) then please obey the queueing system and allow anyone out first before entering.
- Face masks must be worn by adults or visitors who enter the indoor setting.
- Children who are attending do not need to wear face masks. However we advise them to wear one if their journey to us requires it, and if they want to wear one on entering and exiting the building, as well as break times.
- NHS Track and Trace QR codes should be displayed on the door. This is specific to the venue or school but we encourage any person over 16 who enters the indoor setting to scan as we will not be logging which Parent or Carer enters at any time.
- Staff will be wearing face masks during the period of dropping off and picking up. We will aim to make sure a staff member is available within eye shot of the door to assure parents who drop their child off at the gate that their child has arrived safely in our care.

Changes to Rehearsals

- Children will need to wash their hands when they arrive at rehearsals and before they leave at the end.
- Tracy will administer hygiene gels throughout the session; however we advise children to bring their own if they can.
- The tuck shop will no longer be running as we will not be dealing with cash.
- Any food or drink that children bring must not be shared with anyone else outside their family.
- All litter must be taken home.
- Each child will have their own chair with a name on it. This will be their one and only chair for the rehearsal.
- Children will not be able to share or borrow items such as scripts, pens, pencils etc outside their family. Please could children attend with their own scripts and stationary each week
- Children will be organised into bubbles of 5 or 6 depending on age, school and/or family. These bubbles will have their own space in the hall and will work together towards their show

- Children must stay in their bubbles and not move within 2 metres with anyone from another bubble.
- Children must see Tracy if they wish to use the toilet, as we will only allow one child to go at a time, and also to make sure that each child adheres to sanitising their hands, before and after using the toilet facility, as well as washing their hands with our handwash.
- Performances will be in late Spring/early Summer in 2021. Casting and positioning children in their show will be in line with their bubbles, and social distancing requirements.

If Anyone Shows Signs of Symptoms

- If any child, parent or member of staff has any of the following symptoms, please do not attempt to come to our rehearsals:
 - a new, continuous cough
 - high temperature
 - loss of, or change in, their normal sense of taste or smell (anosmia)
- Should a child have any of the above symptoms, please follow the Government's guidance for Households with possible Coronavirus Infection. They must also contact us to let us know.
- Anyone with the above symptoms must stay away from NTA Workshops until their symptoms have fully cleared up.
- If a child begins to suffer from any of the symptoms while at a rehearsal we will assign a member of staff to move them away from the rest of the group and contact you immediately to pick them up at your earliest opportunity.
- Should any person in the household of a child test positive they must stay at home in isolation for 14 days.
- Should any child test positive please contact us as soon as possible.
- NTA Workshops has a procedure for a child who tests positive. We will contact NHS Track and Trace and Public Health England to see what action we need to take. They will notify us/you if they feel anyone else at NTA Workshops needs to self isolate.
- Anyone who is suffering from symptoms or has to isolate will have their payment frozen and will be dealt with on their return to NTA.

- Should the local authority or NHS Track and Trace require it, NTA rehearsals may need to be cancelled at any time. All payments will be frozen and rehearsals will begin as soon as it is advised for us to safely do so.