



Staff/Student Briefing

We are doing everything within our power to ensure your health and safety so that you can continue training in the safest possible environment. Below, in consultation with Health & Safety advisors and other educational facilities, we have set out how TBA can resume the physical aspect of our training in the classroom.

There will be a lot of changes whilst we adapt to get everything back to 'normal' and we will require you to play your part to keep yourself – and the rest of the TBA family – safe!

Your safety is of paramount importance to us and we will not consider any options that may place any member of our faculty or student body at risk.

Please remember that it is everyone's responsibility to comply with these new procedures and keep our TBA Family safe.

What is COVID-19?

- COVID-19 is a disease believed to spread largely through respiratory droplets from coughing and sneezing, and it seems to spread easily. It may also be possible to become infected by touching a contaminated surface or object and then touching one's nose or mouth. It is recommended that staff/students should:
 - Stay home if you have one of the following symptoms:
 - a new continuous cough
 - a high temperature
 - a loss of, or change in, your normal sense of taste or smell (anosmia)
 - Let the teacher/head of campus know immediately if you develop these symptoms while at the college – you will need to go home at the earliest opportunity that is NOT via public transport.
 - Shield coughs and sneezes with a tissue, elbow, or shoulder (not bare hands).
 - Wash hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitiser.

What should I do if a student/colleague tests positive for COVID-19?

Should a student test positive for COVID-19 everyone in that student's "bubble" and any staff members in close contact with that student on the day symptoms developed must self-isolate for 10 days as per government guidance.

Should a staff member test positive for COVID-19, any students taught must self-isolate for 10 days as per government guidance.

Staff members should always be socially distant from each other at this time to avoid the possibility of contamination between staff members.

For more information refer to the TBA COVID-19 | Emergency Action Plan.

What provisions are available to reduce the risk of infection?

- As hand-washing is one of the most effective defences, these facilities will be kept well stocked with anti-bacterial soap and paper towels.
- Alcohol-based hand sanitiser stations will be set up outside every campus entrance, studio and communal area. Sanitising wipes are also available to wipe down rooms/equipment at the end of each class.
- All frequently touched surfaces, such as ballet barres, handrails and door handles, are to be routinely cleaned.
- Bins will be provided in each classroom (for used wipes only) and will be emptied into a central bin at the end of every day.

The arrangements for social distancing are:

Class sizes have been reduced in guidance with the government recommendations and in consultation with our Health and Safety advisors. This will create college "bubbles" to help prevent the spread of the virus should any of our students become symptomatic.

Class times have been staggered so that only one group will be on a break at any one time.

Timetables have been organised so that no student "bubble" will cross paths with another "bubble" throughout the course of a single day.

Teachers must not under any circumstances come into physical contact with any students and where possible maintain a distance of 2 metres.

The arrangements for cleaning are:

A professional cleaner will be employed to perform a thorough clean of all studios at every campus on a daily basis.

Hand sanitiser will be provided at the main entrance and also the entrance to each studio as well as each communal area.

Adequate supplies of hand soap and paper towels will be provided by each hand washing facility.

Sanitiser wipes will be provided in each studio – each studio and its equipment used are to be wiped down after every class (by students)

For a full in depth view of TBA cleaning arrangements please read: [TBA COVID-19 | Cleaning Procedures](#)

The rules regarding lunches and break times are:

The timetable will be staggered to ensure that no two “bubbles” are on a break at the same time. Students are free to congregate outside the classroom within their bubbles but must be compliant with social distancing.

The following amendments have been made to first aid provisions:

Should a student/staff member start displaying symptoms they must be sent home immediately if it is safe to do so. The symptomatic person must NOT use public transport under any circumstances for their journey so if travel arrangements need to be made they must go to the isolation point (locations below.)

Should the symptomatic person require immediate medical help:

- Isolate them (if possible)
- Call 999 – under no circumstances should the symptomatic person visit or be taken to a GP, pharmacy or hospital
- Wear PPE if it is not possible to maintain a 2 metre distance from the symptomatic person. Full PPE will be provided and advice on how to correctly use can be found at: [TBA COVID-19 | How to correctly use PPE.](#)

The symptomatic person must ask for a test within 3 days either via home testing or a drive through testing facility.

The students in the symptomatic persons bubble and the staff member can carry on as normal unless they start to display any COVID-19 symptoms.

However, should the symptomatic individual produce a positive test result, the symptomatic students “bubble” and the teacher of that class are required to self-isolate for 10 days as per current government guidance.

Isolation Points:

Preston Park – Singing Room (behind communal area)

London Road – Singing Room (next to printer room)

Hove Campus – Singing Room (adjacent to communal area)

Please refer to the [TBA COVID-19 | Emergency Action Plan](#) for more information.

The following amendments have been made to fire safety provisions:

We will be using a NEW sign up system via an APP on your smart phone. This replaces the need for any physical registers.

Each bubble will have their own individual fire meeting point in the event of an evacuation.

It will be the responsibility of the teacher of the class to ensure that all students are present at the meeting point and to report anyone missing to the Head of Campus.

The Head of Campus will inform each bubble when it is safe to return to the campus. This will be staggered to ensure that each bubble remains isolated from each other and does not come into contact with one another.

The following provisions have been made for contractors and visitors:

At present there will be no external contractors or visitors allowed on campus within college hours unless the need is essential.

In this instance, the contractor/visitor will have to adhere to the TBA COVID-19 policies and sign an agreement with the head of campus before entering the building.

If work is needed to be carried out inside a studio during class hours – it may be desired that the classroom is vacated before the contractor can enter. If this is the case, the classroom would need to be wiped down before any class could recommence.

The rules regarding transport and vehicle use are:

TBA actively encourage all staff and students not to travel via public transport where possible. Any bikes/scooters are not allowed onto any of the college campuses without having been cleaned down with a sanitiser wipe and only on approval of the college Principals.

TBA Principals and Admin Team