

GENERAL PRECAUTIONS

It is your responsibility to ensure you are fully aware of and comply with both School Music Service 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.

It remains the case that any individual who meets any of the following criteria must stay at home and self-isolate in line with national requirements:

- **They, someone they live, or member of their support bubble have symptoms, of COVID-19**
- **They or someone they live with receives a positive LFD Test result, or is awaiting results from a PCR Test.**
- **They, someone they live with, or a member of their childcare or support bubble has tested positive through a PCR test**
- **They have been instructed by NHS Track and Trace or the Local Public Health Team, to self-isolate**
- **They are awaiting COVID-19 test results**
- **On return from abroad, where applicable**

They must not attend the work or visit any schools.

National guidance must be followed (see link below):

[Guidance for Households with Possible or Confirmed Coronavirus \(COVID-19\) Infection](#)

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. Wear a face covering at all times when moving around the school, such as in corridors or communal areas where social distancing is difficult to maintain
3. Hand hygiene – washing hands thoroughly and more frequently than usual
4. Respiratory hygiene – Catch It, Bin It, Kill It approach to coughs and sneezes
5. Enhanced Cleaning Arrangements, particularly of frequently touched surfaces or shared spaces
6. Minimising contact between individuals and maintain social distancing wherever possible.

You must comply with school instructions regarding the wearing of face coverings. Visitors must wear a face covering whilst moving around the site, such as in corridors or in communal areas where social distancing is difficult to maintain.

To reflect the latest Schools Coronavirus (COVID-19) this safe system of work has been updated to reflect the current position on the wearing of face coverings. This will be reviewed on an ongoing basis. This does not apply to individuals who have an exemption. In such cases staff must strictly adhere to distancing measures.

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.

You should ensure you are also familiar with the ERYC COVID 'Visitors to Schools' safe system of work

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.
- If clothing has become contaminated by bodily fluid during the visit, change your clothing prior to visiting another school
- Fluid repellent face masks must be disposed of after one session of use. Face coverings must be washed regularly.
- 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, hand brake, door handles, window mechanisms, 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 of at least 2 metres must be stringently implemented at each site.
- Take as little equipment as possible with you to deliver the lesson in school.
- You must have a clean face covering
- Arrange lessons according to established 'class bubbles' if possible
- The room should be laid out to facilitate distancing, and seating side-by-side wherever possible. There must be **at least** 2 metres between the teacher and the students, particularly if a face-to-face position is required. There should be 2 metres between the students.
- 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 in advance.
- 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 for visitors, 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.
- Put on your face covering. Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.
- The teacher must maintain at least 2 metres distance from students and school staff. Where lessons involve woodwind, brass or singing, 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. Records must be maintained of all participants.
- For lessons involving non-blown instruments (string instruments, piano, etc) a face covering must be worn by staff and students for the duration of the lesson. For blown-instrument and singing lessons a face covering must be worn until staff and students are positioned the required distance from one another. The face covering can be removed only at this point when instruments are being played or singing is taking place
- Where there is any contact of less than 2 metres, face coverings must be worn.
- 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.

- The room must be ventilated at all times. Between each lesson, maximise ventilation by opening all available doors and windows to 'purge' fresh air into the room.
- 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 both before and after 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 ✓ Wear a face covering at all times when moving around the school 	<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 ✗ 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 (Bubble) 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.
- You must have a clean face covering
- 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 in advance.
- Arrange lessons according to established 'class bubbles' if possible.
- Ensure there are sufficient instruments for one per child to avoid sharing if at all possible
- 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, with students seated side by side where possible.
- The room should be ventilated at all times.
- Do not use brass or woodwind instruments for whole class lessons, unless additional safety precautions are considered and implemented.

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.
- Put on your face covering to move around the school site. Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.
- The teacher must maintain at least 2 metres distance from students and school staff. Where lessons involve woodwind, brass or singing, at least 3 metres must be maintained between the teacher and the students.
- A face covering must be worn for the duration of the lesson. It may only be removed to play a blown instrument or when singing, and strict distancing measures must be followed whilst the face covering is not worn.
- The room must be well ventilated
- Musical instruments that cannot easily be cleaned after use must be secured by the school and remain out of use for 72 hours.
- As much as possible, discourage loud singing in favour of quality of sound in quiet singing. Activities which encourage greater aerosol generation should be avoided wherever possible.
- 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 both before and after 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 <u>at least</u> 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 unavoidable
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Instrument Changeover

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

Preparing for Lesson Delivery

- 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 before and 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 at least 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

Delivering Online Learning

The Schools Music Service may need to continue to deliver online music tuition as part of a blended offer to schools.

This may involve working from home, or from an identified site suitable for use, and which will be separately risk assessed to ensure it is COVID Secure.

Preparing for Lesson Delivery:

- Keep your electronic diary up to date with locations, and times of lessons recorded to support in time management, and thus wellbeing
- Confirm ahead of the scheduled lesson that participants are aware of the details of the lesson (contact parents/carers)
- Provide electronic copies of music to participants ahead of the lesson if possible (pdf, etc)
- Plan your day to ensure you leave sufficient time to prepare for delivery of online lessons so you are ready in advance
- Plan to deliver online lessons within your contracted working hours. Alternatively discuss and arrange with your line manager to adjust your timetable to reflect any lessons you are required to deliver outside of your normal working hours.
- Identify a suitable location from which to deliver the online lessons. Ensure you have access to a spacious room, and a suitable chair which provides back support.
- Ensure you have access to appropriate IT hardware and software to facilitate online lessons
- Ensure that resources required are easily accessible without need to stretch or stoop
- Ensure that the monitor height is at eye level (use a stand or even books to raise the height as appropriate)
- Adjust the sound settings on your computer to reduce the volume level. This can be done by going to 'Settings' – 'System' – 'Sound' and ensure the volume is no higher than volume 85.
- Review the environment to ensure it is a comfortable temperature, is ventilated and lighting is adequate for the task. Consider any glare from windows and close blinds/curtains if required.
- Allow a sufficient amount of time with the students prior to the beginning of the lesson to allow you to test sound, picture and connectivity quality. This time will enable you opportunity to adjust your own volume settings to achieve a comfortable audiometric balance.

Completing and Finishing Task

- Ensure you can see the participants using their instrument and use of their hands to observe playing technique
- If practical, alternate between standing and sitting during the lesson to avoid being seated for too long.
- Continually monitor and adjust the volume settings as necessary throughout the lesson
- Maintain notes throughout so you can provide feedback at the end of the lesson.
- At the end of each lesson ensure you stretch and walk around to improve musculoskeletal health

<p>Potential Hazards and Injuries</p> <ul style="list-style-type: none"> ■ Musculoskeletal Issues ■ Wellbeing Concerns 	<p>Do:</p> <ul style="list-style-type: none"> ✓ Plan ahead – allow yourself sufficient preparation time prior to each lesson ✓ Allow some time at the beginning of each lesson to ensure your own comfort at the computer, ✓ Continually monitor volume settings throughout the lesson 	<p>Don't:</p> <ul style="list-style-type: none"> X Stay seated for too long – ensure you stretch and walk at regular intervals X Suffer in silence – if you have difficulties with either equipment, time management or your own wellbeing speak to your line manager in confidence
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