



MATRIX ARTS CENTRE

**Covid-19 coronavirus information for parents, students and other visitors.**

We have completed a risk assessment and this document details the results.

Please DO NOT come to Matrix if you or another family member become unwell with

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

We have phoned Public Health England and they have approved our classroom setup and hygiene measures so we believe it is unlikely that test and trace will be in contact with anyone as result of a visit to Matrix. However, we will, of course, always follow the advice of our local health protection team.

**TRAVELLING to and from Matrix**

Try to avoid travelling by public transport.

Try to avoid car sharing with those outside of your household or support bubble.

**ARRIVING and ENTERING MATRIX**

Aim to enter the building on time (not early or late).

All four front doors will be used (more details below).

If a queue forms, keep 1 to 2m apart. If it is raining, queue inside keeping the same distance apart OR stay in your car until the queue has cleared.

Lindsay will supervise comings and goings on the first Saturday of term (5<sup>th</sup> September). Procedures will be reviewed at the end of the day and altered if necessary.

**WHICH ENTRANCE?**

Study the building plan to check which entrance and exit to use. Where a one-way system is not possible, the circulation rule is keep left.

Diamond Room – use door A to enter and exit. The waiting room opposite will be closed

Main Hall – enter door B, exit door A

Art Room – use door D to enter and exit

Red Room – enter door D, exit door C

Garden Room – closed to groups (except Apple), individual students enter door B, exit door C

Practise Rooms 1 to 4 on the first floor – enter door B, exit door C

Practice Room 5 (opposite loos) – not in use, but we have allocated different rooms for lessons usually in this room. Your teacher will let you know which room.

## HYGIENE CONTROL

An extra cleaning regime is in place – more frequent and detailed.

Parents should wear face coverings in the building (unless exempt). We do not expect students to wear face coverings. Individual singing, woodwind and brass students should check arrangements with their teacher.

We have a supply of reusable face masks if needed. Please put in a laundry basket by the loos after use.

Teachers may wear a face shield, but, as in schools, this is not compulsory: [link](#)

Hand sanitiser is provided at the entrances and in each room.

Keyboards and other shared contact points will be cleaned after each lesson. Group lessons will be 55 minutes and there will be a 10 minutes break between each group to allow for cleaning.

Individual Yamaha piano lessons will last 28 minutes, and the last two minutes are for cleaning. Other individual music lessons will follow suit unless you hear from your teacher.

Tissues are available in each room.

‘Sneeze screens’ are available in the practice rooms.

Teachers have been briefed on reminding everyone to follow *‘Catch it, Bin it, Kill it’* and to avoid touching face, eyes, nose or mouth with unclean hands.

Music students should bring their own pencil and rubber.

Art students will be provided with their own set of materials that will be kept in a named container.

Windows will be opened to increase ventilation. Please ensure adequate clothing for this, especially as the weather becomes colder.

Shoes – we need to change our policy (sadly), to ‘please check your shoes for mud (and peacock poo) and take off and carry if dirty’. Each classroom has a shoe rack inside by the door. Practice rooms 1 to 4 should use the rack at the top of the main stairs.

Toilets will be open but please ask children to go to the bathroom before coming to minimise numbers and reduce risk. Only one person (or family) in each bathroom at a time. Teachers will remind students to wash their hands thoroughly. We have one-use small towels that should be put in the laundry basket after use. These will be washed at 60+ degrees.

## SOCIAL DISTANCING

Some measures have already been mentioned (circulation, entry/exit, queuing).

Unaccompanied children will be reminded to keep their distance when going to the loo or leaving the classroom for any reason. Teachers have been briefed.

Extra people (e.g. older siblings, visiting relatives) should not be in the classrooms.

Classrooms have been arranged to allow distancing.

Keyboards face forward in all classrooms.

To help keep numbers down we will use just four of our five Saturday group classrooms. Teachers will take it in turn to teach online via Zoom.

The kitchen is closed (open to teachers only).

The waiting room is closed except by arrangement, always maintaining an appropriate distance.

The ballet changing/waiting room is closed. When ballet resumes, students should come ready for lessons.

The garden will be open in good weather. As always, children must be supervised by an adult and everyone should practise social distancing.

## GROUP MUSIC and ART LESSONS

There will be some changes in the way we deliver the group music lessons.

Music students (and parents) should stay at their keyboard (chair) whether sitting or standing. Please do not move any furniture.

Art students should stay at their tables and not move around.

The current government policy regarding singing is to sing softly. We will discourage loud singing or shouting: [Singing](#)

We will continue to use the google classroom for the Yamaha lessons but in a less directed way.

[Latest government advice for music dance and drama in schools](#)

## OTHER

We have a digital thermometer next to the first aid kit in the kitchen.

Government information:

<https://www.gov.uk/coronavirus>

Guidance for parents and carers of children attending out-of-school settings during the Coronavirus (coivid-19) outbreak:

[Guidance for parents and carers](#)