

Coming to study at NSCD

Supplementary information and guidance
for students surrounding COVID-19



Contents

Checklist for students to complete before commencing studies at NSCD in Autumn 2020....	4
1. Introduction	5
2. Summary of what NSCD has done so far	6
3. About the virus	7
Symptoms	7
Transmission	7
Individuals considered clinically vulnerable	7
What to do if you have symptoms	8
Testing Centres	8
Assessment of risks around Covid-19	8
General Safety	9
4. The practicalities of coming to study at NSCD in the Autumn term 2020	9
Mental shifts: Attitudes, habits, perceptions.	9
Before leaving home (your term time accommodation).....	10
Travel to study	10
Car parking etiquette	10
Outside entrance spaces.....	10
Temperature check on Entry	10
Foyer and reception area	10
The Library	11
Catering arrangements.....	12
Schedules and Timetables	13
Room capacity.....	14
Ventilation and air conditioning	14
Cleaning, Sanitizing and Hygiene	14
Deep cleaning	14
Periodic cleaning	15
Face Masks/coverings.....	15
Dress Code for classes	16
Physical practice (general)	16
Physical practice (Partnering and contact work)	16
5. NSCD Ethos	17
6. Further suggested advice and guidance (outside of studies)	19
Personal and Social Activities	19

Bars and Clubs.....	19
NSCD strategy for preparing if someone was to get sick.	19
Staff and Families of Sick Students of Home Isolation Criteria	19
Isolate and Transport Those Who are Sick	19
Clean and Disinfect	20
Notify Health Officials and Close Contacts.....	20
7. Resources.....	21
Appendices	22
Appendix A: IT specifications – Guide for students	22
Appendix B: NSCD Guidance and assessment of risk for studying remotely in Small spaces	23

Checklist for students to complete before commencing studies at NSCD in Autumn 2020.

Please tick

<input type="checkbox"/>	Read the Guidance document – Covid-19
--------------------------	---------------------------------------

<input type="checkbox"/>	Register with a GP as soon as you can
--------------------------	---------------------------------------

<input type="checkbox"/>	Purchase a face covering
--------------------------	--------------------------

<input type="checkbox"/>	Purchase full body, cotton Lycra dance wear
--------------------------	---

<input type="checkbox"/>	Complete NSCD / CDD Registration Form
--------------------------	---------------------------------------

1. Introduction

All the staff at NSCD hope that you are well and safe, wherever you are and managing to make a daily routine that supports your health and well-being during this global pandemic.

As we look towards the Autumn term 2020, NSCD, along with other Conservatoire school and other National organisations such as OneDance UK and CUK has been facilitating online discussions about if, and how, teachers and students can safely return to their school and studios during this Covid-19 pandemic. These discussions were held via a series of ongoing zoom meetings and webinars featuring panelists and invited guests. Staff at NSCD have been working with colleagues in physical education and dance science, looking at guidelines for both elite sports and the performing arts around building strategies for safely returning to physical practice.

“Shift our collective mindsets to see this as our “moment” to change education policy and practice.” (www.ndeo.org)

Following on from our recent communication and through our commitment to keep you informed and support you to feel the safest that you can possibly feel during this time of Covid-19 ‘relaxation of lockdown’ in the UK. The purpose of this document is to draw together in one place, research, communication and advice that we are able to share with you to help you to feel both informed and re-assured that we have been working hard with colleagues in the sector, to make the school, its curriculum and environment the best we can make it during these difficult times.

The sector and NSCD has considered:

- What promising practices can be identified regarding teaching and learning for all within a variety of learning environments?
- How can we successfully approach blended learning options, with a combination of online and face to face teaching?
- Given the available information about transmission of COVID-19, what modifications will need to be made to ensure the safety of students and staff when we return to face to face teaching?
- What do partnerships look like and how might we make safe and best use of supporting the sector and our dance ecology?

2. Summary of what NSCD has done so far

Though we effectively closed the building to the public and to students from March this year, as required by the UK Government and Department for Health, England, the School has been very much open and delivering its core business through the virtual realm and through its online platform. The summer term offered up new experiences of mixed mode learning as staff have drawn on streamed live classes, pre-recorded material, zoom tutorials, independent and directed study to meet the learning outcomes of each of the programmes modules. What we have learnt is that our programmes are as strong and relevant as they ever were and we were able to maintain the true essence of our curriculum to ensure students met the learning outcomes set out in our documentation and those students who were due to graduate, did so successfully. We want to re-assure you that there have been many successes and we hope that you managed to join us online to view and celebrate these achievements.

During May-July, we have spent a great deal of time working behind the scenes, scenario planning for all eventualities. We will be navigating new situations and grappling with a series of challenging decisions concerning how we can resume many of our on-site activities for the start of the autumn term. The school at all levels of operation is working through the complexity and logistics of these possibilities to manage scenarios that will involve a mix of online and on-campus activities, according to the social distancing and health and safety requirements at this time.

What if there should be a second level of smaller localized lockdowns?

Our experience has taught us that should there be a second spike and another lockdown; plan 'b' preparations are being made through the School's Virtual Learning Environment for the delivery of all programmes to go online, utilizing the best content and resources informed by the recent summer term's experiences, during lockdown. We are of course hoping that this will not happen.

Aspiration for the new term ahead:

Realise that we are in a period of forced adaptation and that this new normal is hopefully temporary.

Since March 2020, at the start of lockdown, NSCD has needed to consider:

- What we lose if we chose to return too early before a vaccine or effective antiviral becomes available?
- How much should we change or adapt until that time?
- What will we lose as we adapt to dancing in the Covid era?
- What will we lose if we don't adapt?

3. About the virus

Symptoms

According to NHS UK (<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>)

The main symptoms of coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

Transmission

The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs, sneezes or exhales. These droplets also land on objects and surfaces around the person.

According to the Centers for Disease Control and Prevention (<https://www.cdc.gov/>) it's common knowledge that the coronavirus can be spread by being in close contact with someone who's infected (symptomatic) and then breathing in their respiratory droplets, if that person coughs directly at you, sneezes or projects their breath. Or by touching a contaminated surface and rubbing your eyes, nose or mouth. Recently we have discovered some people without symptoms may be able to spread the virus (asymptomatic).

The most recent research carried out by Onedance UK reminds us that the two main transmission modes for the virus are:

Droplets or aerosols. When an infected person coughs, sneezes, or projects voice, droplets or tiny particles called aerosols carry the virus into the air from their nose or mouth. These droplets are expelled and then 'drop' but may linger in the air under certain conditions like 'aerosol' spray. In most case this drops within an hour in the space. Those at most risk are those in a closer proximity than 2 metres and could inhale these droplets.

Sweat. There is no current research to suggest that the virus is carried or transmitted through sweat or sweat droplets.

Surfaces. Coronavirus can transfer from people to surfaces. It can be passed on to others who touch the same surfaces. Keeping NSCD clean reduces the potential for coronavirus to spread and is a critical part of making and keeping the School 'COVID-secure'.

Individuals considered clinically vulnerable

The UK government has provided guidance for people who are identified as clinically vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

[protecting-extremely-vulnerable-persons-from-covid-19#work-and-employment-for-those-who-are-shielding](#)

Any student who falls into this category or considers they are vulnerable should identify this with Student Services as soon as possible and before commencing studies at NSCD to ensure we can support you.

What to do if you have symptoms

If you have any of the main symptoms of coronavirus:

Stay at home (self-isolate) – do not leave your home or have visitors. Anyone you live with, and anyone in your support bubble, must also self-isolate.

Get a test – get a test to check if you have coronavirus as soon as possible. Anyone you live with, and anyone in your support bubble, should also get a test if they have symptoms.

Testing Centres

To arrange to be tested for Covid-19 you should visit:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

The nearest testing centre to NSCD is Bridge Community Church, a short drive or walk away but all tests are by appointment only and can be booked using the government website:

<https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name>

Assessment of risks around Covid-19

Following the advice from the Health and Safety Executive,

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

We recognise that we must protect people from harm. For NSCD, this includes taking reasonable steps to protect you and others from coronavirus. This is called a COVID-19 risk assessment and it has helped us manage risk and protect people.

We have:

- identified what work activity or situations might cause transmission of the virus
- thought carefully about who could be at risk
- decided how likely it is that someone could be exposed
- acted as responsibly as we could to remove the activity or situation, or control the risk

Practical measures we have considered and implemented include:

- putting in place social distancing measures
- staggering groups to minimize capacity in communal and transitional spaces
- providing additional handwashing facilities

We have attempted to cover all our main working areas and our own practices. Our Health and safety officer (Kirk Worley) created a comprehensive and valid record (Covid-19 Risk assessment) of the general controls / mitigation measures that are currently in force. This Risk Assessment is viewed in conjunction with activity specific risk assessments which have been created or amended considering the current situation. As with all risk assessments, under the prevailing circumstances are kept under ongoing review by NSCD management

team. Please note that this risk assessment has been produced in line with the current Government guidance and advice available at the time of writing (July 2020). The risk assessment will be updated in line with further updates as and when they arise.

General Safety

It is critically important that we make the return to study safely for everyone. There will be far less people in the school than usual.

Please try to ensure that you always keep a safe distance from everybody else. We will continue to monitor the government guidelines on social distancing but intend to operate under the current guidance which is 2 metres or 1 metre with appropriate risk mitigation. There are floor markings and signage to remind everyone of the need to maintain a social distance. We know this can be difficult, but it is important so don't feel embarrassed or reluctant to tell peers if you feel that they are getting too close. Please remember to wash or sanitize your hands regularly. There are extra sanitizing facilities being put in place around the building to help you to do this.

If you begin to feel unwell while at school you should return home and contact Student Services once you have returned home to report the illness.

Please remember to follow the "Catch It, Bin It, Kill It" advice if sneezing or coughing. Keep tissues to hand.

4. The practicalities of coming to study at NSCD in the Autumn term 2020

Some of you may have understandable concerns or questions about returning to a study environment for the first time in quite a few months. These guidelines are designed to hopefully explain and clarify some of the procedures that we have put in place and help to answer any questions that you may have. Programme and module leaders will be discussing this with you before and during induction week to ensure that at the start of your studies you are confident with our new operating procedures and protocols and that you feel safe and assured in coming to the building for the first time.

Mental shifts: Attitudes, habits, perceptions.

Play your part and help NSCD to develop and maintain a culture of enthusiasm, in spite of our present challenges:

- Find value in the new opportunities presented through online, hybrid online and face to face, socially distant in-studio formats.
- Discover ways to communicate that value to each other.
- Share as much as we can together with families and communicate early with staff and student services (don't let things fester and become something more than it needed to be).
- Let us become stronger advocates for the aspects of your training that go beyond physical practice and technique.
- Work with staff to articulate the ways that NSCD's practice fosters creativity, communication skills, citizenship, leadership, and empathy.

- Help our leadership and marketing team to discover new ways to market these benefits and convince all those concerned including, parents, etc. of the importance of what you get as an education, outside of physical practice.

Before leaving home (your term time accommodation)

Please ensure that you actually feel well enough to come into school and do not have any symptoms of Covid 19 or any other illness. If you do have any symptoms or illness please call students services immediately to inform of your situation. We then recommend that you call 111 and arrange to be tested (and start the tracing phase, should outcome be positive). As a precaution we will ask you to self-isolate during this period and ask that housemates do the same, until we have the results.

Travel to study

If you are travelling on public transport, please ensure that you have a face mask handy and that you have already informed student services of your intention to use public transport.

Car parking etiquette

The car park will be open for staff cars only as usual. Please park in the streets around school. It would be a good idea to consider your peers personal space and allow other car users who may be parking at the same time close by, time to get out of their vehicles and enter the building before doing the same.

Outside entrance spaces

We have carefully placed student cohorts in 'bubbles' of 10 for face to face sessions. Please be mindful as you enter the building that you socially distance yourself from others as you are waiting to enter the building.

Temperature check on Entry

NSCD staff will be carrying out temperature checks on all people – staff and students - entering the building on a daily basis using an infra-red thermometer. Any persons showing an unusually high temperature will be asked to return to their homes.

Foyer and reception area

There is a Hand Sanitizer Station in the foyer entrance. Please sanitize your hands before entering the foyer and again on leaving. Maintain our culture for washing hands regularly.



A one-way system has been introduced in the foyer and café area to assist with us all keeping to the social distancing rule. Please do not spend time socialising or meeting in the foyer area as this is unfair to other staff/student members who may wish to move through to their study/workspaces.



The Library

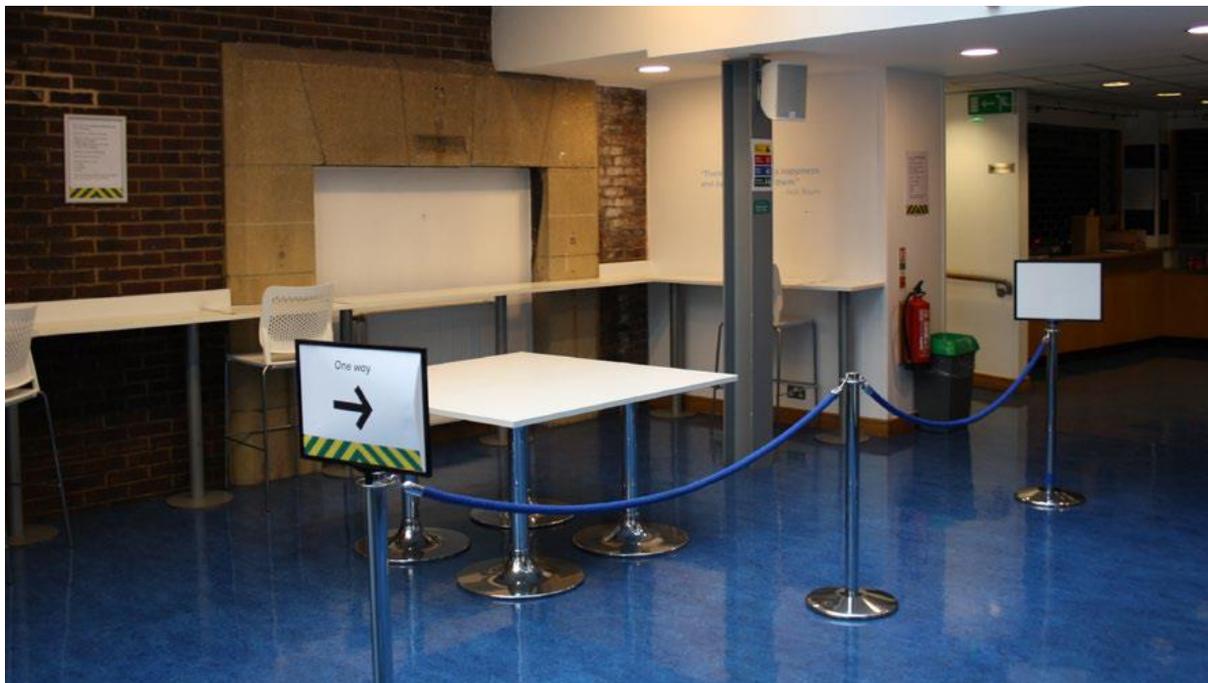
The Library will be offering a full service from the start of term, though there will be no direct access to the physical collections for browsing or to library workstations for a time. Students will be able to access all e-resources via OpenAthens and have full access to the library catalogue online. A click & Collect service will be in place, allowing students to order/reserve

books via the library catalogue. A re-sited and safe collection point will be in operation and a returns point will also be in place to allow the safe return of borrowed items. Students will also be able to book and borrow equipment via email. Library staff will continue to offer 1 to 1 tutorials via video conferencing. These changes have been made to ensure we can offer as wide a range of services as possible whilst following government guidelines on quarantining, cleaning and managing our book collection and equipment.

Catering arrangements

We are continuing to monitor the situation but are expecting to be able to open the canteen to provide for takeaway hot drinks and lunches. We are currently working on more detailed plans which may include a takeaway booking and collection service for meals. Lunch periods will be staggered to maintain social distancing and additional areas will be set aside where meals can be eaten. Students who are using the cafe service may be asked to provide their own re-useable cups, drinking bottles and meal container so that the School minimises the use of single use items.

Please note also that the School café will be fully cashless from September so please do not forget to bring a payment card or contactless payment method with you.



Canteen one-way system



Canteen social distancing

Schedules and Timetables

NSCD has been considering carefully many of the scenarios presented around viral load and the probability this has on the ability to spread the virus. NSCD has taken on one of the many sensible analogies in considering viral load by saturation. In simple terms if viral load is like 'sunburn', the more exposed you are to the 'sun' the more chances to have of being burnt. Face to face classes will be and are an important aspect of conservatoire training. NSCD has looked at a moderate exposure viewpoint and will be offering a maximum of two and a half equivalent days of socially distanced face to face classes, in small cohort sizes over a typical week.

- Students are divided into set groups, with groups coming into the studio and Zooming in from accommodation on alternating days.
- All students will register on all days, but are divided into smaller cohort groups and may work on different learner projects in different locations e.g. one cohort has technique, another in live streaming on zoom, another will be carrying out off-site directed study tasks and another might be working on creative independent research time.
- NSCD at this time has not chosen to offer classes seven days a week, however there may be small increases to some academic hours over a number of days, with some staggered schedules to allow for smaller classes and keep fewer people on campus at one time.
- There will be times when we will offer shorter classes to allow time for cleaning and sanitising between classes.
- NSCD will try to schedule classes so that cohort 'bubbles' can remain in one place for class and break times

- NSCD has Considered both the number of classes and the length of each Zoom session to make sure they are appropriate for the student population being served and to avoid periods of 'zoom burn out'.
- Where absolutely possible, NSCD has timetabled sessions so that times be staggered to minimize overlapping traffic in corridors and common areas.

Room capacity

All rooms have been allocated a maximum capacity with clear signage on all entrance doors, please strictly adhere to these allocations. In each studio we are working with a maximum of 10 persons in the first instance and asking students to respect the need for social distance between each other. We will ask students to work in staggered lines with side-to-side or back to back formation. In corridor junctions where the one-way system is not always possible to enforce, we ask that students pass each other 'back to back' and not facing.

We will continue to monitor the government guidelines on social distancing but intend to operate under the current guidance which is 2 metres or 1 metre with appropriate risk mitigation.

Ventilation and air conditioning

The school complies with all HSE laws and regulations in relation to its air conditioning and ventilation systems. The School does not have any systems which circulate air through different rooms of the building and therefore does not have to make any changes to any of the existing systems to make them Covid19 compliant.

Good ventilation can help reduce the risk of spreading coronavirus, so together we will focus on ensuring we consider our general ventilation, preferably improving the circulation of fresh air, for example, by opening windows and doors (unless fire doors) if the weather allows. Studios will be ventilated to the outside wherever possible. This may result in a small reduction in internal temperature.

Cleaning, Sanitizing and Hygiene

At NSCD, doors, bannisters, buttons and anything that is frequently touched, especially if it's touched by lots of people, is being cleaned more regularly than normal. Areas we are focusing upon are work surfaces like studios, desks, platforms and workstations

- Ballet barres, gym mats and Pilates equipment/bodywork equipment
- handles on doors, windows, rails, dispensers and water coolers
- common areas like toilets, reception, corridors and lifts
- control panels for equipment, control pads and switches
- computer keyboards, printers, touch screens, monitors and phones
- taps, kettles, fridges, microwaves and cupboards
- post and goods coming in or out including Library materials and video resources.

NSCD has increased its onsite cleaning provision and put in place measures to clean surfaces and objects after each use where possible.

NSCD has followed Health and safety Executive guidelines <https://www.hse.gov.uk/coronavirus/cleaning/index.htm> to support two types of cleaning regimes.

Deep cleaning

Deep cleaning is a thorough clean of all frequently touched surfaces at least twice per day.

Periodic cleaning

Periodic cleaning is cleaning at different times throughout the day. Periodic cleaning focusing upon cleaning items immediately after use as well as cleaning surfaces on a regular basis throughout a single day. As part of this we include regular gaps in the timetable where the studio floors can be cleaned thoroughly by our machines. We are providing cleaning solution for staff and students to use in the studio (for additional confidence cleaning of barres etc).

The cleaning staff use cleaning products which have been approved for use on the right surfaces and environment at this time.

Face to face study: Procedures that we ask students to follow when entering the building for study

- There will be no access to changing areas, lockers, and limited access to toilet facilities (one in one out).
- Students must arrive dressed in their dance clothes.
- Students should bring one bag into the school. We would urge students to purchase a drawstring washable swimming bag/dance bag e.g. (https://www.amazon.co.uk/BagBase-Budget-Resistant-Drawstring-Fuchsia/dp/B00IB4HLHM/ref=sr_1_13?dchild=1&keywords=washable+swimming+bag&qid=1594565811&sr=8-13) to keep change of clothing and used clothing in. Bags must be kept in designated areas of the studio. Students may not access bags during class. We recommend that these are laundered regularly.
- No street shoes may be worn in the studio (these should be stored in the show racks outside of the studios) or shoes must be removed and put into the dance bag before entering.
- No sharing of water bottles, dancewear, props or teaching tools, cell phones etc.
- Students must sanitize and/or wash hands before entering the studio.
- Staff, students, and parents must agree to follow guidelines for health and safety.
- Students should be aware that all staff are aware of the health, safety, and sanitation policies.
- No parents, family members, or guests (i.e. the public) may accompany students into the building.
- Students must be checked for symptoms at the door this will include temperature checks. You will acknowledge that when registering to attend you are acknowledging that you do not have any of the Covid-19 symptoms.
- Students should not come to class if they or any member of their family or household have been sick within a set period of time or are believed to be showing symptoms of having covid-19

Face Masks/coverings

It is an expectation that students should wear face masks or coverings as much as possible – on public transport and in communal areas of the school, whilst walking in corridors, in the canteen and foyer etc. or when meeting with staff and other students. We ask that students have their own Washable / Reusable face masks. Current guidelines are still unclear around whether these should be worn when dancing, however we will say this is voluntary but we must place the protection of others at the heart of what we do and this should be discussed openly and agreed within your study ‘bubbles’. However, please be aware that that the government guidelines on wearing face coverings could be made mandatory before term starts

Dress Code for classes

It is expected that students will come into the building for timetabled classes and then leave immediately afterwards.

- Students should wear socks or ballet shoes, even in those classes that are normally practiced barefoot. Students should take notice of the additional risk assessments when wearing socks
- We would expect students to keep as covered up as possible for classes with no bare limbs. We recommend that where possible students choose dance clothing made from natural fibres e.g. cotton or those with a high natural fibre mix e.g. cotton lycra. Students should wear this 'outfit' for one day only and ensure that this is washed regularly. The best fabric is that which can be washed at a minimum of 40 degrees, using biological washing powder. This plays its part in helping the School to maintain high levels of hygiene in the studios.

Physical practice (general)

NSCD tutors have been working hard over the last few months to consider the following aspects of your physical practice:

- We have considered keeping the dancers in one place as much as possible to maintain physical distancing.
- We will limit across the floor work and locomotor progressions to the very bare minimum to avoid hazard or increased chance of transmission.
- We are considering the planning around work that leads to a high rate of exertion that is often expected from dance students. This is in context that heavy or forceful breathing, where we want to avoid any increased chance of transmission.
- In some classes where we cannot avoid expansive use of space or need for vigorous activity, 2m of distance may not be enough to prevent droplet transmission through breath. We may in these instances reduce the group size further or where possible for example in fitness classes choose to take these outside (weather permitting).
- Consider reducing or eliminating floor work, as skin contact and breath on the floor may lead to increased chance of transmission.
- Consider reducing or eliminating the use of equipment and props, mats and fitness gear.

Physical practice (Partnering and contact work)

NSCD is considering the following in relation to teaching and learning.

- Consider the teaching of choreographic and creative practice in the first instance as a solo practice where possible.
- With time, NSCD may consider some of the "safer" partnering practices. These might include where students could be required to work with a person who is inside their circle of contact, such as a friend or roommate, or be assigned a set partner from within the class, and limit their physical contact in class to that person. Students taking an online or hybrid online and in-person class could practice with a household member at home if one is available, willing and in the same class 'bubble'.

5. NSCD Ethos

NSCD's Ethos to keep students at the heart of the learning experience

We are supporting staff and students to:

- Regularly check in: Look at what is needed in terms of physical practice, emotional support, and creative expression?
- Recognize and acknowledge that everyone's needs will change throughout the term, so this question will need to be asked often.
- Remind each other about what we want to take away from this new experience?
- Reflect upon how we are all adjusting to new ways of learning, thinking about the art form, and how individually they are 'read' by the teacher and other students?
- Ask students to contribute fully to the aspects of the student voice - What feedback do you have in terms of class content, delivery, and assessment? When possible, other staff will sit in on or take online or socially distanced classes to see what they are like from the student perspective.
- We will invite students to contribute to the curriculum design, lesson planning, delivery strategies and assessment methods.

How NSCD will support students to work with us and find agency through their learning experience:

- Use of small group or one-to-one tutorial sessions
- In evenings and weekends whilst some students undertake self-directed or directed study in the studio, others use recorded materials or independent research from home
- Directed independent studies, in which students design and implement their own learning experiences.
- Increased focus on student reflection through journal writing, discussion, draft essays, and movement experiences
- Increased student involvement in assessment through collaboratively designed evaluation processes, self and peer assessment, and alternate approaches to summative and formative assessment.

Equality, Inclusion and access to learning and support during the Autumn term at NSCD

Student services and the Academic staff at NSCD has been working on strategies which are thoughtful and open at this unprecedented time. These include information, communication and practices related to how we can we support students who may be disproportionately affected by the pandemic:

- NSCD has hardship fund to support all students at specific times of hardship. This is supported by funding from the Leverhulme Trust for undergraduate students.
- Using our virtual learning environment (NSCD-Moodle) to build lessons with distinct learning strategies that teach and support all students how to be successful in online or hybrid online and in-person learning environments
- NSCD is able where possible, to make online options or special exceptions (mitigation/condonement) available for students with health and wellbeing conditions who are at high risk and may need to take extra precautions.

- NSCD is considering access equity issues that arise when teaching online and hybrid online and in-studio classes that rely on at-home resources and support.

NSCD recognises issues and supports students with access, IT and environment issues that are associated with online hybrid learning:

Please refer to IT Specification Guidance (Appendix A)

- We realise that students may not have access to technology and equipment needed for successful online learning, including laptop, access to high speed internet, and private space within the home for learning. Speak with student services to see how the school may adjust expectation and assessment practices accordingly.
- In few instances we realise that students (living at home) may be taking on new responsibilities at home, such as caring for siblings. Synchronous learning experiences may be difficult at times under these circumstances. Speak with staff early to consider if there are options for fulfilling coursework that are asynchronous and flexible.
- NSCD realises that students may be uncomfortable sharing their home on camera or may not have family support at home to help. In these instances, student services will hold frequent check-ins with students, one on one (via zoom) where possible to support learning frameworks.
- NSCD recognises that Covid-19 and study can create levels of **increased anxiety**. Student services and the well-being team will support you and family with well-being support resources.
- NSCD recognizes that all students, but those especially who have been disproportionately affected by the crisis, may display behavioural issues, obvious or less obvious signs of stress, lack of focus and motivation, and other symptoms of trauma. NSCD will negotiate and discuss with you ways to include emotional growth and learning into your coursework.
- NSCD recognises that students may be uncomfortable sharing their home spaces via video, and that doing so may expose issues such as poverty, abuse, or neglect. NSCD will work with you around fulfilling coursework that does not expose you in such a manner.

Please speak to Student Services for advice and support.

How NSCD may take advantage of new opportunities for local, national, and international connections within the dance field, broader dance industry and arts community:

- Share resources with other teachers, programs, or institutions in CDD or in the sector.
- Create new opportunities for networking and engagement, both for ourselves and our students.
- Collaborate digitally with other schools or studios, including joint choreography projects, sharing of performance work, pedagogical exchanges, and other opportunities to connect online.
- Explore new ways to share our students' work through outdoor, site-specific, and streamed performances and dance on film.

- Encourage students to take advantage of opportunities to take online classes with other instructors in a range of dance genres and across cultural practices.
 - Encourage students to explore the wealth of digital dance content now available online.
 - Make it a priority to invite guest tutors and lecturers from various backgrounds, perhaps connecting with dancers, choreographers, and educators who are unemployed due to the pandemic
-

6. Further suggested advice and guidance (outside of studies)

Personal and Social Activities

The Centre for Disease Control and Prevention offer some really sensible advice on their website surrounding common everyday instances and practical ways in which you can stay safe. <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/personal-social-activities.html>

These include:

- Dining at a restaurant
- Social gatherings and meals with friends
- Using Gyms and Fitness Centres
- Going to a nail salon
- Going to a library
- Travelling overnight
- Visiting parks and recreation sites

Bars and Clubs

You may well have seen in the news and press coverage of the relaxation in the opening of bars and pubs etc over recent weeks. We are asking NSCD students to be very cautious in visiting these venues. Although we can do all possible to advise and keep you safe within the microclimate of the school, we rely on every student to do their part. Placing yourself at harm, will place the school at harm too.

NSCD strategy for preparing if someone was to get sick.

Staff and Families of Sick Students of Home Isolation Criteria

Sick staff members or students should not return until they have met the criteria provided by Public Health England and the NHS to say that they are safe and well enough to return to School.

Isolate and Transport Those Who are Sick

Make sure that staff and families know that they (staff) or students (families) should not come to school, and that they should notify student services if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.

Immediately isolate anyone with Covid Symptoms and contact 111. Individuals who are sick should go home immediately, contact 111 and arrange to be tested.

NSCD will establish procedures for safely transporting anyone who is sick to their home or a testing centre. If you are calling an ambulance or going to the hospital, try to call first to alert them that you may have COVID-19.

Clean and Disinfect

NSCD will close off areas used by a sick person and will not use these areas until after cleaning and disinfecting

NSCD will wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.

Notify Health Officials and Close Contacts

In accordance with regulations, student services will notify relevant health officials, staff, and families immediately of any case of COVID-19 while respecting confidentiality.

7. Resources

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

Elite Sport Guidance: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/elite-sport-return-to-training-guidance-step-one--2>

Performing Arts Guidance: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

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

NHS Test & Trace:

There are a number of different routes and offers for people to access testing in Leeds. The standard route is for a person experiencing symptom of COVID-19 symptoms to phone 119 or access the national online portal www.nhs.uk/coronavirus

Through this route people will be offered an appointment at a testing centre or if available a home testing kit.

Leeds Outbreak Control Plan:

<https://www.leeds.gov.uk/docs/Leeds%20outbreak%20plan.pdf>

The Outbreak Control Plan is a live document that will be regularly updated. It also interfaces with other supporting documents that can be found here: <https://www.adph.org.uk/wp-content/uploads/2020/06/Guiding-Principles-for-Making-Outbreak-ManagementWork-Final.pdf>

Centers for Disease Control and Prevention

<https://www.cdc.gov/>

Health and Safety Executive

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

Appendices

Appendix A: IT specifications – Guide for students

We have included below some suggestions for students to consider in preparing for the online delivery of some elements of the course at Northern School of Contemporary Dance in 2020/21.

If you are concerned about finances relating to any of the suggestions below you should contact studentservices@nscd.ac.uk who can advise on potential hardship bursaries.

To be able to get the best experience from online classes we strongly advise that you access Zoom on a computer/laptop rather than a mobile device.

Minimum requirements:

- 13 inch screen or bigger
- 3.6 Ghz dual core processor (Intel i3 or i5)
- 4gb of RAM
- Integrated HD webcam and microphone
- Ideally a HDMI output or adapter to allow you to connect to a television for a larger picture
- A network port or network adapter so you can hardwire into the household router
- Cat5 Cable
- A Broadband connection speed of at least 30Mbps is recommended.

Tips:

- You can download a broadband speed test app on your phone to see what actual speed you get in the room you plan to use to take class.
- Plugging your device directly into your router using a CAT5 cable helps connectivity.

If you have specific queries relating to IT or need further advice please contact Glenn Glidden IT Manager on: glenn.glidden@nscd.ac.uk

Appendix B: NSCD Guidance and assessment of risk for studying remotely in Small spaces.

As we move to a period of remote online study, we want you to be aware of guidance we have prepared for you and to think about any risks that you may be taking whilst participating in any type of online study. The list of points below is not exhaustive, and you may think of other points as you look around and prepare your spaces. These points should help you to identify the obvious risks and assess direct hazards.

Take time to acclimatise yourself to the information we are providing you with to identify how safe your working space is at home. Work through the following checklist to identify risk, seek answers or explanation and generate actions which need to be addressed. If you are one of our under 18 students, you should ask a parent or guardian to complete this assessment of risk with you.

Please note that once you are enrolled, you will be expected to complete this read through of guidance and risk assessment as an online interactive activity.

<https://moodle.nscd.ac.uk/mod/scorm/view.php?id=5510>

Section one: Your Workspace (Physical space)

Comfortable workspace
Do you have an adequate space to work comfortably, to undertake movement work, creative exploration or mindfulness? For example 2m x 2m?
Is your working environment warm and well-lit with the facility for it to be well ventilated?
Is your working area clutter free to enable you to focus upon your studies? Clear of boxes, paper, electrical wires and waste?
Are there any trailing cables around your work area that need to be moved away or tied up out of the way?
Is there anything hanging on your walls or from the ceiling that to may dislodge? E.g. pictures or ceiling light/lampshade?
Are all items that you need for your movement work within easy reach?
Are all floor coverings within your dance space clear and without hazards e.g. remove loose rugs does carpet need taping down? Have you checked for loose floorboards or nails which are exposed?
Are you near a door or walkway where someone could knock into you?
Do you have a drink within easy reach to keep hydrated that is sealed to avoid spillages?
Is there another person within the house in case you have an injury? Or is your mobile phone close to hand?
Do you have access to first aid supplies or equipment if required?
Are stairways and corridors clear of trip hazards?
Have you ensured that there are no hot drinks in your space whilst carrying out movement work, to avoid spillage and burns?

Section Two: Preparing your Workspace (moving heavy items)

Clearing a space to work (manual handling)
Do you know how to correctly pick up, carry and lower heavy items e.g. furniture
Have heavy items been moved off of high shelves to avoid things falling due to vibration from moving? And have these been stored away safely?

Section Three: Your computer workspace (desk space)

Desk or table work space
Do you have an adequate space to work comfortably, somewhere like a table or desk where a computer or laptop can be situated?
Is there enough space underneath the desk/table for you to stretch your legs?
Do you need to add in additional light, such as a desk lamp to improve lighting?
Is your computer/laptop or mobile device secure so that it will not fall over and cause injury or hazard?
When accessing external online practical classes- do you know the person leading the class? Are you confident of their capability in leading the class?
(Under 18s) Have you asked parents or guardians to check the type of external online materials prior to commencing for safeguarding reasons?
Do you have an appropriate chair in which to sit comfortably with your feet flat on the floor?
Do you have enough surface space when using a computer to work comfortably?
Is the keyboard and mouse clean and within easy reach, without having to stretch?
Can you easily reach everything that you need without awkwardly twisting or straining your body?
Is your screen/display clean and positioned so there is no glare from a window or light?
Have you positioned your computer screen so that it is level with your eyes and not causing any discomfort to your neck or head?

Section Four: Fire and Electrical safety

Fire and electrical safety
Are smoke detectors and carbon monoxide detectors working and checked regularly?
Do you regularly dispose of waste including papers from your study area to prevent build-up of fire fuel?
Does any electrical equipment you will use for study show signs of sparking or burns and so needs removing from use?
Are any cables or wires which are attached to any equipment you will use for study, damaged or frayed and so need removing from use?
Do you switch off equipment when not in use?
Do you have emergency arrangements in place in case of a fire?
Are you confident that your landlord provides you with an annual gas safety check and that all electrical safety checks have been carried out and certificates issued?

Section Four: Lone working, Stress and Welfare

Lone working, Stress and Welfare
Do you know the name and mode of contact (phone/email) of student services or a tutor who you can get in touch with easily during usual school hours?
Do you have a system for regularly checking in with the school if you are not visibly online each day?
Is your home secure and do you feel safe to work there every day?
Do you take regular breaks away from your workstation (including access to another physical space to be in another room)?
Do you carry out regular stretches during period of sitting at your desk and computer?
Do you check your posture to regularly monitor any effects of online studying?

Towards the end of the period of remote working. NSCD would recommend that you have your eyes tested as part of a routine annual health check. Have you considered your eye health maintenance?

Lone working can be a disembodied and sometimes lonely experience, especially when you are used to face to face teaching and learning in the studio as part of a group experience, along with your peers. This is natural in adjusting to studying remotely. Have you made contact with student support to help you with this? Or do you have access to another person, friend or family member to talk to?

Section Five: Privacy and data protection

Privacy and data protection

Are all settings on your computer/laptop/mobile device set to the appropriate privacy settings when taking part in online learning activities?

Is your antivirus software up to date so that you can avoid viruses, malware and hackers?

Do you log out of school systems e.g. moodle so that no one else is able to access your work or that of your peers?

Can you ensure that if you set up a youtube account for the purpose of being able to upload work for study that this is set to private and only those with a link can see this work?

You must not share any work (video or otherwise) uploaded by staff or peers as part of your study with anyone else – any resource created by staff or students for study is **strictly copyrighted. Do you agree to keep online resources private?**

The purpose of using moodle is so that information is seen by only those who need to see it e.g your module class cohort. Do you support this ethos by ensuring that no other person will have access to your log in information or computer whilst it is in use and that no other person can gain access to what you see on Moodle?

When using shared devices, can you confirm that you have separate log in usernames and that no passwords are saved on shared devices?

As part of your remote learning NSCD's preferred video conferencing software will be **Zoom**. NSCD is ensuring that its settings are set to private, or we may operate strict 'session joining admission' time slots for live streamed events, so that sessions remain private to the outside world. Do you agree to support NSCD privacy requirements and make every effort to? Join sessions promptly when asked to do so?

When setting up accounts on Zoom, this should be just your name and NSCD email address – Please do not use any other pseudo name, as staff will use this to ensure that the right people are in attendance. Do you agree to this?

To keep your information safe when logging into systems e.g. zoom – Do not log in through face book, google or other social media platforms, only your NSCD email and password (you have chosen) that way zoom will not collect any of your data! Do you agree to this?

Disclaimer: [insert disclaimer here for student to agree to]