**GLENGORMLEY SCHOOL OF TRADITIONAL MUSIC**

**COVID-19 GUIDELINES**

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**DOCUMENT CONTROL**

1. **SUMMARY**

The purpose of this document is to provide information on how GSOTM will implement processes to allow face to face tuition in Edmund Rice College in relation to COVID-19 19 regulations.

1. **KEY PERSONNEL**

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1. **DOCUMENT STATUS HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Section** | **Reason for Update** |
| V 0.1 | 08/09/21 | All | First draft issued for Quality Review by GSOTM Committee (QR). |
| V 1.0 | 12/09/21 |  | QR comments |
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1. **DISTRIBUTION**

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| Edmund Rice College | Prinicipal |
| GSOTM Website | www.gsotm.org |

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| CONTENTS | PAGE |
|  |  |
|  |  |
| **1. Introduction** | 5 |
| **2. Purpose** | 5 |
| **3. GSOTM COVID-19 Officer** | 5 |
| **4. Registration Arrangements** | 6 |
| **5. Attendance Registers / Track and Trace** | 6 |
| **6. Classroom Structure & Instrument Cleaning** | 6 |
| **7. GSOTM Tutor Guidance** | 7 |
| **8. GSOTM Student Guidance** | 8 |
| **9. GSOTM Response – Confirmed COVID 19 Case** | 8 |
| **10. GSOTM – Confirmed COVID 19 Case Alert Protocol** | 9 |
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**1. Introduction**

The Glengormley School of Traditional Music (GSOTM) provides tuition in Irish Traditional music to a cross section of adults and children from across Newtownabbey and surrounding areas. In recent years the school has had approximately 200 students, 12 Committee Members and 12 Tutors. The school is based in Edmund Rice College, Hightown Road with lessons taking place every Thursday evening between 7:30 and 9:30.

When the Coronavirus Pandemic first impacted in March 2020, GSOTM suspended all classes. For the remainder of the term some tutorials took place via You Tube videos. For the 20/21 school year approximately 100 students signed up for online classes with interactive lessons provided via Google meet.

As some COVID-19 regulations have been relaxed the GSOTM Committee have agreed to return to face to face tuition in Edmund Rice College. The Headmaster of the college has welcomed the return of GSOTM within the remit of the college’s COVID-19 restrictions.

**2. Purpose**

The purpose of this document is to provide guidance to all students, GSOTM Committee Members, GSOTM Tutors and parents of students on the COVID-19 measures that GSOTM have put in place to recommence face to face classes from September 2021. This document reflects Edmund Rice College COVID-19 regulations and the Education Authority guidelines and specifically [‘Music Unlocked – Guidance for Schools’](https://musicservice.eani.org.uk/schools-teachers/music-unlocked-guidance-schools)

**3. GSOTM COVID-19 Officer**

GSOTM will appoint a COVID-19 Officer. Responsibilities will include

* Ensuring all students, tutors and committee members have been issued with GSOTM COVID-19 guidelines.
* Carrying out a risk assessment of each classroom to ensure that GSOTM COVID-19 guidelines are being adhered to.
* Carry out weekly inspections of each classroom.
* Record that classroom cleaning has been carried out.
* Put into action the GSOTM COVID-19 Case Alert Protocol in response to a positive case. See Appendix A.
* Keep abreast of all current official guidelines regarding COVID-19, update this document accordingly and circulate to distribution list.

Contact details for the COVID-19 Officer will be issued to pupils and displayed on GSOTM website at www.gsotm.org.

**4. Registration Arrangements**

GSOTM uses the online membership and registration service provided by Klubfunder.com. GSOTM guidance for registering for 21/22 is:

* All students must register on-line. There will be no cash transactions.
* All students must register before attending the first class of term.
* All students who register prior to 24/09/21 will be notified by email of GSOTMs COVID-19 policy for students. They will also be advised at this time of what they must do on arrival at Edmund Rice College and the location of their classroom.
* GSOTM committee members will check on Klubfunder if a student has registered before allowing admittance to the school.
* In the event of students arriving without having pre-registered on Klubfunder, a Quick Response (QR) code will be available and students will be asked to register before being admitted to the school.
* In the event of students not being able to register on Klubfunder, students must provide contact details for track and trace purposes, before being admitted to the school.
* Parents are not allowed entrance to the school.

**5. Attendance Registers / Track and Trace**

* GSOTM will appoint an Attendance Officer who will be responsible for recording weekly attendance of all students, tutors and committee members.
* For the 21/22 school year, GSOTM will use electronic attendance registers. The student attendance register will be built using data contained in Klubfunder.
* In the event of a student attending class but is not registered on Klubfunder the Attendance Officer must record students contact details to comply with track and trace regulations.
* A new attendance register will be built to record Tutors’ and Committee Members weekly attendance.

**6. Classroom Structure & Instrument Cleaning**

GSOTM committee have agreed the following

* The maximum number of students in a classroom environment will be 12.
* To maintain social distancing students and tutors should remain 2 meters apart and should not sit face to face.
* Rooms will be ventilated before and after classes. For classrooms used for 2 consecutive lessons there will be a classroom rest period of 10 minutes and windows and doors will be opened to allow ventilation.
* At the end of each lesson chairs and desks will be cleaned using the anti-bacterial cleaning products available.
* Students should not blow or tip water out of instruments onto the floor of the teaching room. If this is necessary students must use paper towels provided and dispose of them themselves into large bins at front door.
* Hired instruments must receive meticulous cleaning before being allocated to students who must also clean instruments on return after hire period.

**7. GSOTM Tutor Guidance**

The following guidance is for GSOTM tutors:-

* Sanitising/washing hands before and after each class.
* Wear a face covering while in transit through the school building.
* In addition, teaching of post-primary children/adults, a face covering must also be worn in the class room unless demonstrating a wind instrument or singing.
* Ensure the group size is appropriate in line with GSOTM guidance.
* Ensure that students are never face to face during lessons
* Ventilate the room by opening a window or doors where necessary.
* Remain in the classroom for the duration of the session except for bathroom breaks.
* Always maintain a minimum of 2m distance from adults and students.
* Insist that students have access to their own copy of music.
* Clean all touch surfaces with disinfectant wipes between lessons.
* Ensure that the teaching space is vacated before the next student/s enter.
* Ensure that students have washed or sanitised their hands before the lesson commences.
* Avoid touching students' instruments. Where this is unavoidable, ensure that both instrument and hands are sanitised before and after.
* Only play on their own instrument and never share mouthpieces.
* Record name and time of students who take toilet breaks.
* Stop the lesson if a student exhibits symptoms or there is a COVID-19 incident and notify the GSOTM COVID-19 officer immediately.
* Wash/sanitise their hands before leaving the school
* Tutors must not attend class if they are unwell.
* Tutors must not attend class if they have tested positive for COVID-19.
* Tutors are obliged to advise the GSOTM COVID-19 Officer (details available on GSOTM website www.gsotm.org) if they test positive for COVID-19.

**8. GSOTM Student Guidance**

The following guidance is for GSOTM students:-

* All students must ensure they are registered on Klubfunder before attending class.
* Only students are permitted access to the school.
* Students must bring their own hand sanitiser.
* All post primary/adult students must wear a face covering while in transit through the school building and in the classroom if possible.
* All students must go directly to their allocated classroom and not gather in communal areas.
* Students must adhere to social distancing rules.
* Students must remain seated in their allocated place in class.
* Students must not share instruments or music sheets.
* Students should not blow or tip water out of instruments onto the floor of the class room. If this is necessary students must use paper towels provided and dispose of them in large bins at front door.
* Students must keep their instrument cases beside their chair.
* Students must bring their own stationery.
* Students may be requested to sanitise their own chair/desk.
* Students must not attend class if they are unwell.
* Students must not attend class if they have tested positive for COVID-19.
* Students are obliged to advise the GSOTM COVID-19 Officer (details available on GSOTM website www.gsotm.org) if they test positive for COVID-19.

**9. GSOTM Response – Confirmed COVID 19 Case**

If anyone displays symptoms of COVID-19,

* they, and any members of their household within the school setting, will be sent home and advised to follow the PHA guidance for households with a possible COVID-19 infection.
* The COVID-19 officer will follow GSOTM alert protocol as set out below.

If anyone receives a positive COVID-19 result:-

* They must contact the COVID-19 officer.
* The COVID-19 officer will follow GSOTM alert protocol as set out below.

**Appendix A**

**GSOTM – Confirmed COVID 19 Case Alert Protocol**