



## **COVID 19 POLICY & PROCEDURES**

### **INTRODUCTION**

As you will all understand, practices and procedures need to be put into place at Galway Art Academy to prevent the spread of COVID-19. To ensure I am following the highest infection control measures I have completed the DCYA / NYCI Covid-19 Induction Training for the Phased Resumption of Full Youth Services in the Youth Sector. I am also closely following updates from the Health Service Executive (HSE), Health Prevention Surveillance Centre (HPSC), World Health Organisation (WHO) and the European Centre for Disease prevention and Control (ECDC).

### **PROCEDURES**

- The rear entrance to Arus building will be used for entry and exit of the building to minimise contact with other people.
- Hand sanitisers will be available at the entrance to the classroom and students will be asked to sanitise each time they enter/exit the room.
- Parents are asked to accompany their child to the classroom door but not to enter the classroom.
- Parents are asked to wait outside the building to collect their child at the end of class.
- Wearing of masks is not mandatory but students can wear a mask if they wish to do so.
- Students will be advised to use good cough and sneeze etiquette within the building.
- Disposable paper towels will be provided for hand washing and cleaning art equipment.
- Students will be allocated a seat and are asked to remain there for the duration of the class.
- Art materials are assigned to each table and are only used by students at that table to minimise the risk of spreading infection.
- My hands will be sanitised at the beginning and end of each class and throughout as I move between different students.
- All paperwork is completed electronically to minimise handling of paper/pens to avoid the spread of COVID-19.
- All payments are to be made electronically through bank transfer and receipts will issued via email. Please avoid cash payments if at all possible.

### **IMPORTANT NOTE**

If I am notified of any Galway Art Academy student displaying symptoms following possible exposure to COVID-19 or they have tested positive for COVID-19 I will make contact you immediately. I will ask you to seek medical advice and get tested as a precaution. I shall self-isolate and cancel all classes until I get tested myself.

Kind Regards,  
Dee Deegan  
Galway Art Academy

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