



# **COVID-19 SECURE WORKPLACE**

**A safe place for music  
lessons, for both our  
customers and our team**

**Tips and advice for staying safe**

# YOU CAN HELP KEEP OUR MUSIC SCHOOL SAFE

## PRACTICE GOOD HYGIENE



Stop hand shakes and use non-contact greeting methods



Clean hands at the door and schedule regular hand washing reminders



Disinfect surfaces like doorknobs, tables, music equipment, screens and desks regularly



Avoid touching your face and cover your coughs and sneezes



Increase ventilation by opening windows and doors (when not teaching)

## LIMIT SOCIALISING

Use online videos to talk with others instead of face-to-face

Stay within your doorway when talking to others in the school.

Do not stand in the door way when students are in Reception



## STAY HOME IF...

- You are feeling sick
- You have a sick family member at home



## TAKE CARE OF YOUR EMOTIONAL & MENTAL WELL- BEING

Outbreaks are a stressful and anxious time for everyone. We're here to support you! Reach out to us at anytime.

# Prevent the spread of COVID-19 in 7 STEPS

- 01** Wash your hands frequently
- 02** Avoid touching your eyes, nose and mouth
- 03** Cover your cough using the bend of your elbow or a tissue
- 04** Avoid crowded places and close contact with anyone that has fever or cough
- 05** Stay at home if you feel unwell
- 06** If you have a fever, cough and difficulty breathing, seek medical care early — but call 111 first
- 07** Get information from trusted sources



SOURCE: WORLD HEALTH ORGANIZATION

# PHYSICAL DISTANCING 101

STAY WITHIN YOUR DESIGNATED AREA  
WHEN IN THE SCHOOL

STAY AWAY FROM MASS GATHERINGS.

KEEP A DISTANCE OF 2 METERS – ABOUT ONE BODY  
LENGTH – AWAY FROM OTHER PEOPLE.

AVOID TOUCHING OTHER PEOPLE, AND THAT  
INCLUDES HANDSHAKES.

PHYSICAL DISTANCING  
SLOWS DOWN THE  
SPREAD OF THE  
CORONAVIRUS,  
WHICH KEEPS  
OUR RESOURCES  
AVAILABLE  
TO THOSE  
IN NEED.

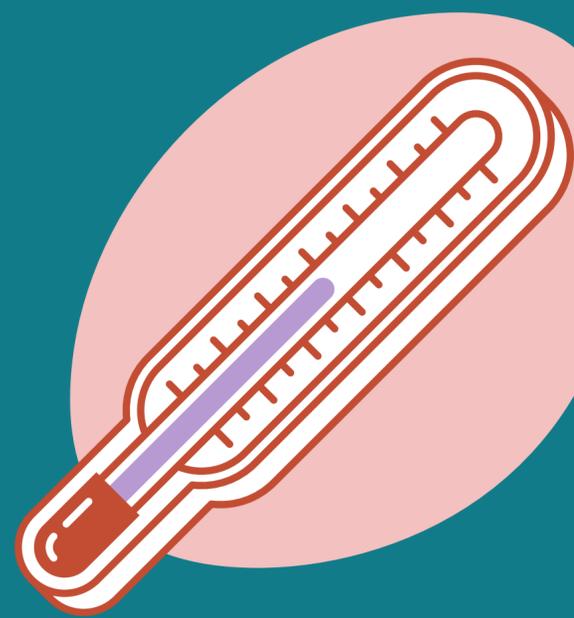


# BEFORE YOUR LESSON . . . .

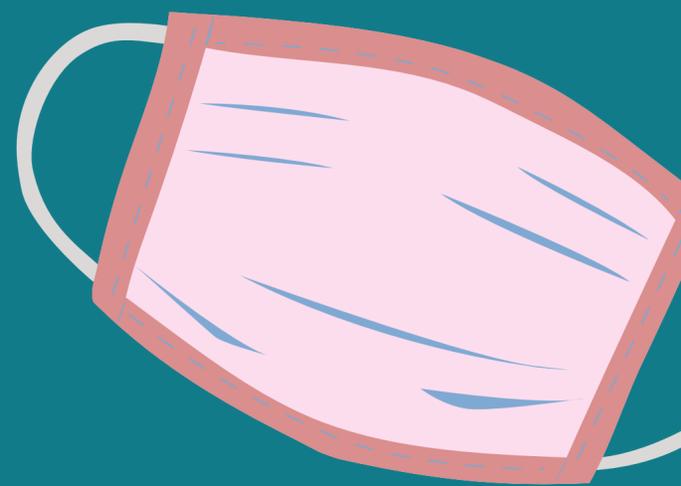
Please sanitise your hands



Take your temperature

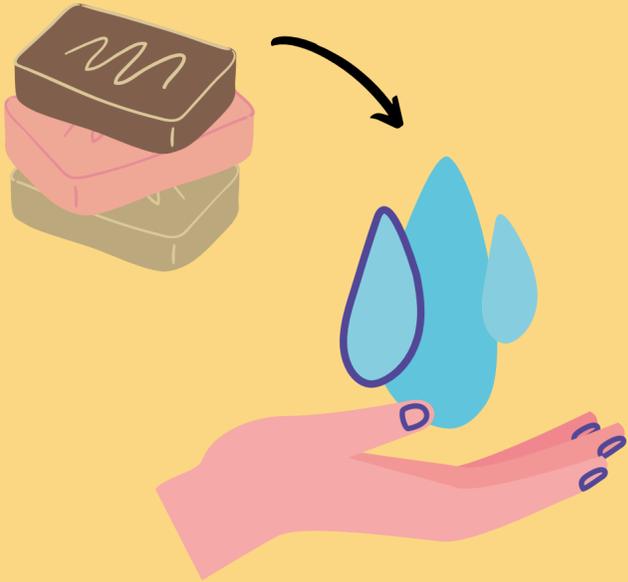


Put on your mask or visor



Thank you

# A GUIDE TO MASK USE



Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.



Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.



Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.



To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water.

## #STOPTHESPREAD

Proper hygiene stops the spread of the virus.

# HANDWASHING 101

*Source:  
World Health  
Organization*

### 01

Wet your hands before applying soap.



### 02

Bring your palms together and rub soap all over the palms and backs of your hands, including between the fingers.



### 03

Wash your hands for at least 20 seconds  
Song of your choice!.



### 04

Wipe your hands with a clean towel or paper towel and avoid rubbing too vigorously.





# KNOW THE COVID-19 SYMPTOMS

The following symptoms may appear 2-14 days after exposure:

- Fever
- New Persistent Cough
- Shortness of Breath
- Loss of Taste and Smell

Seek medical advice if:

- You develop worsening symptoms
- You have been in close contact with a person known to have COVID-19
- You live in or have recently been in an area with ongoing spread of COVID-19



FOR MORE INFORMATION, VISIT [NHS 111 ONLINE](#)

# PROCEDURES FOR SELF-QUARANTINE UNDER COVID-19

Self-quarantine is recommended for individuals who have been directly exposed to the Coronavirus.

## If you're unwell Stay at home.

Ask others to get your food, medicines or other essentials.



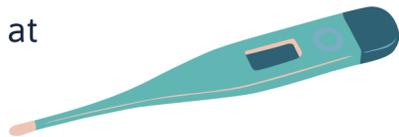
## Wash your hands.

Practice good hand hygiene by washing your hands with soap and water or using alcohol or hand sanitiser.



## Check your temperature.

Check your temperature at least two times a day.



## Stay in a specific room.

If you're sick or suspect yourself to be sick, it's best to stay in a designated room or area away from others.



If possible, have a designated toilet and bathroom as well.

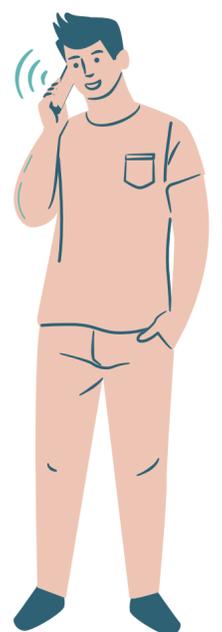
## Watch for Covid-19 symptoms.

Aside from fever, Covid-19 symptoms include cough, difficulty breathing, loss of taste and smell, fatigue.



## Call 119 before visiting a doctor.

If you need to seek medical attention whether for viral symptoms or other medical care reasons, contact 119 ahead of time so they can prepare and take precautions for your arrival.



## Maintain social distancing.

If you need to go out, maintain at least 2 meters (6 feet) distance from others.

