



BIMM
INSTITUTE

Dublin

BIMM Institute Dublin
Covid-19 Health & Safety Charter



BIMM Institute Dublin has been working through a COVID-19 risk assessment process over the past number of months; we've based decisions on government, health authority and sector advice and recently made a statutory declaration as a COVID-19 Secure organisation.

BIMM Institute Dublin undertakes to keep all our students and staff safe whilst in our college buildings. We have put significant time and work into our risk assessments and have considered how to make buildings safe, identified revised COVID-19 occupancy levels, how we safely recover our core activities and how to ensure a safe environment for our students. We can also assure everyone that we will review our risk assessments on a regular basis. If you would like to see the full College risk assessment, please speak to the College Principal or Head of Estates.

As part of BIMM Institute Dublin's COVID-19 mitigations, we are asking you- our students- to become our partners in working to keep all of our creative community safe, healthy and risk free. We are asking you to commit to working with us and to do everything you can alongside us to ensure full adherence to COVID-19 Health & Safety protocols making sure we create a safe environment for all during this period.

• **To play our part in the college/student partnership to keep everybody safe and risk free, BIMM Institute Dublin has done the following:**

• **Completed and made available for all to view, a full COVID-19 related Health & Safety Risk Assessment for all modules, buildings, and events**

• **Provided Hand Sanitizer Stations at every entrance and exit and throughout the buildings**

• **Measured and marked 2 meter socially distant spaces in all rooms, studios, hallways, receptions, and common areas**

• **Reduced classroom and common space capacity sizes to adhere to government guidelines**

• **Arranged for an enhanced cleaning schedule for both buildings**

• **Identified frequent touch points throughout both buildings that will be cleaned regularly**

• **Developed 'one-way traffic' systems in both buildings to avoid crowding**

• **Ensured that spaces are well ventilated**

• **Installed perspex screens in receptions and module specific class environments**

• **Made supplies available to thoroughly clean workspace surfaces where needed**

• **Ensured that all tutors lecturers and staff will wear face coverings in hallways, receptions, and common areas**

• **Ensured the timetable allows for regular cleaning between classroom and studio change overs**

• **Have created dedicated COVID-19 isolation rooms for possible onsite cases**

• **Appointed 2 Covid- 19 Officers who are responsible for all Covid related incidents**

• **Placed COVID-19 safety information posters throughout the buildings**

As part of BIMM Dublin's COVID-19 mitigations, we are asking all students, staff and lecturers to adhere to COVID -19 Health & Safety protocols and work together on creating a safe environment for all during this period. We would like everyone involved to agree to undertake that you will comply with the following measures:

Covid-19 Tracker App:

BIMM Institute Dublin strongly encourages all students and staff to download and use the Irish government's free COVID-19 Tracker App. Using this app will help slow the spread of Coronavirus and also alert you if you have been in contact with a confirmed case. Please download

Attending the college buildings:

- Only come into College if you are feeling well. Symptoms of COVID-19 include fever (38 degrees or over), cough, shortness of breath, and loss of taste and smell
- Do not come to College if you have been in contact with a confirmed case of Coronavirus
- Do not come to College if you are restricting your movements following travel outside of the Republic of Ireland, as per the Government's advice. Please declare immediately if this is the case to Student Services
- If you're in College and start to feel unwell, please notify a staff member and make arrangements to get home safely as soon as possible
- If you are unwell with or display Covid-19 symptoms outside of the college, you should self-isolate and arrange for a test immediately. Please contact our Student Services department and inform them of your circumstances
- There is a room identified in each BIMM College if you do begin to feel unwell and need to make arrangements or speak with a member of staff or first aider

Hygiene:

- Wash or sanitise your hands frequently. Hand sanitizer stations are at all entrances and exits and throughout the College buildings but please make sure to carry your own sanitizer also
- Practice good respiratory hygiene by covering your face and mouth when coughing or sneezing
- Avoid touching your face
- Avoid shaking hands or hugging

- Please do not loiter in common areas. This is important so that we can ensure we adhere to Health and Safety measures

- Please do not sing in common areas, or anywhere apart from the teaching areas where this is deemed safe by your Lecturer. We understand this is unfortunate given the nature of your study, but it is an important safety measure which must be adhered to.

Attending the college buildings:

- Social distancing is a key control, so please keep your distance and be mindful of distancing at building pinch points such as narrow staircases or corridors
- Please give other students and staff at least 2-metre distance
- Please follow all COVID-19 safety signage and directional traffic markings
- Where social distancing can't be achieved, contact should be kept to a minimum, with fixed teams/groups of people and use of screens or side to side/back to back working where appropriate
- In spaces where a 2-metre social distance is not possible, always wear a face covering

Face Coverings:

- Face coverings must be worn at all times while in college buildings, unless specifically advised by a lecturer or member of staff
- Bring your own face covering to the College and always try to have a spare
- Always put a face covering on when entering the buildings
- Always wear face coverings when in our reception, common areas and hallways
- When wearing a face covering, remember to wash or sanitise your hands before wearing and after removing
- If you can't wear a face covering for health reasons, please let us know by contacting Student Services

Classrooms:

- Always adhere to the social distance student space markings in all studios and live rooms

- Please fill the classroom and studio seating from the front row to the back row. Vice versa when exiting

- Bring your own instruments and microphones to the college to avoid cross-contamination

- Ensure you arrive on time for your classes. Class start times have been staggered to offer the maximum amount of space in hallways

- While the teaching spaces will all be regularly cleaned, we recommend that you also wipe down any desks, keyboards, etc. with provided cleaning materials at the start and end of classes

- Exit the college building once class has finished to allow for the next group of students to enter and avoid crowding

- Please observe the maximum capacity signs at the entrance to all classrooms and do not exceed that capacity if using the rooms for rehearsal or other unsupervised activities

Vocals:

Singing can create additional aerosol which means that any class with a vocal element is subject to some additional safety measures. For that reason, please keep the following in mind:

- The distancing in vocals classes or classes with a vocal element is 3 meters
- All singing should take place behind perspex screens
- Singing should take place in dedicated classrooms only. Corridors and public spaces should not be used for singing, including vocal warmups
- Vocals students may be asked to wear face coverings in classrooms

Please note: this charter is up to date as of 21st September 2020 and based on guidance currently available. This guidance may be subject to review depending on Government and Health Authority updates.