

COVID-19: guidance for studio use

PLEASE DO NOT COME TO THE STUDIO IF YOU OR ANYONE WITH WHOM YOU HAVE BEEN IN CONTACT IS UNWELL

The main symptoms of coronavirus (COVID-19) are:

- a high temperature – this means you feel hot to touch on your chest or back
- 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

PLEASE ARRIVE 5 MINUTES BEFORE THE START OF YOUR CLASS TO MINIMISE CONTACT BETWEEN CLASSES

We will no longer be able to accommodate any students in the building more than 5 minutes prior to the start of their class. Students will not be able to wait in the changing room between classes.

PLEASE MAKE SURE STUDENTS ARE COLLECTED FROM THE BACK DOOR 5 MINUTES BEFORE THE END OF THEIR CLASS. The last 5 minutes of each class will be used for cleaning.

****We will have a one way system in place in the building.****

- Enter via the **front door only**. Parents are asked to remain outside the building at this time. Little Stars are the exception - only one adult permitted and no siblings.
- Everyone must use hand sanitiser on entering the building.
- If you are already changed you may be asked to enter the studio and wait next to the boys' changing room on a coloured floor marker. Otherwise, enter the changing room and use one of the 5 chairs. If these are already taken you will be asked to wait on one of the coloured floor markers in the office or entrance.
- When you are called by your teacher, enter the studio via the changing room door taking **ALL** of your belongings with you:
 - Place your belongings on the shelves – please make sure you bring the minimum amount necessary to the studio.
 - Place your water bottle on the shelf inside the door.
 - Being careful to stick to social distancing rules, stand in one of the squares marked on the dance floor.
- At the end of your class wait until told by your teacher to collect your belongings from the shelves then line up by the **back door** in the marked area ready for collection. You can use this time to change your shoes.
- Your teacher will be cleaning the studio ready for the next class
- Please sanitise your hands on leaving
- Weather permitting, all windows and the back door will be left open during classes to allow maximum air circulation.

- Classes will be limited to a maximum of 9 (6 for Little Stars and Cygnets). You will need to stay in a marked box unless your teacher instructs you to move around the studio. You will be given instructions on how to do this safely.
- Cleaning checklists will be used for all areas of the studio.
- Teachers will clean the studio before calling in the next class.
- The office, toilets and changing area will also be cleaned between classes.
- Where possible we would like to communicate with parents via phone **01305 250386** or email clubadmin@dancedorchester.org. From September termly invoices will be sent via email, so please make sure we have your working email address and that our email address is one of your accepted contacts.
- To protect staff and members from cash handling please pay for fees and dancewear orders by BACS:

Account name: The Dorchester Ballet and Dance Club

Sort code: 60-07-01

Account number: 38142627

- Adult classes and Little Stars must be pre-booked (to ensure that class size restrictions are not exceeded) and pre-paid

We thank all our members for their continued support and understanding. We have worked very hard to compile these guidelines to ensure the studio is safe for everyone at this difficult time.

As a minimum we expect:

- *when entering the studio users take responsibility for their own health and safety while on the premises. We expect that they will adhere to all physical distancing guidelines and hygiene measures in place in order to protect themselves and other studio users.*
- *when using the studio users are expected to take the actions set out in the checklist above.*