

# COVID-19: GENERAL OPERATING POLICY.

## NEED TO KNOWS FOR PARENTS/GUARDIANS:

- Please arrive as close to the class start time as possible and dressed ready for class (Acro students please ensure shoes are easy to take off/put on themselves) - classes are expected to line up outside the Front Entrance and will be called in by Staff class-by-class. **Note that adults aren't allowed inside the premises at the present time until further notice**
- All students being collected must be collected on time from the Rear Fire Escape at the back of the SSDHQ car park. Once students exit they cannot come back in (excludes students doing back-to-back classes). In the event you are late we will take your child to a designated holding area at the Front Entrance
- **The SSDHQ car park will continue to be closed to vehicles and limited to pedestrian use until further notice - please park on Inglis Green Road and do not park in the Chinese Supermarket Car Park or access road outside the studios**
- **To safeguard our staff and others whilst Covid-19 is still prevalent, students 5yrs+ should continue to wear a face covering inside the premises when moving around communal areas (but not required when inside a studio/dancing) - this applies to anyone aged 5yrs and above, unless medically exempt. Adults should also wear a face covering inside the grounds of SSDHQ when dropping off/collecting**
- Our waiting room & changing rooms are temporarily closed with exception to students doing back to back classes that need to change. A member of staff will escort them and clean the area after use
- Please refrain from bringing too many personal items to class - essential items only but please send your child with an additional layer as we are required to open windows for fresh air inside
- Please bring a clearly labelled filled water bottle (ideally large enough to cover the full duration your child is at the studio)
- Academy Students must bring water & snack with them to class. We will make the vending machine available to students on request but please note students must sanitise their hands after using the machine
- Should you or any of your household become Covid symptomatic, we ask that you follow the government guidelines to assist with Test & Protect and refrain from coming to the studio - we will follow this same process
- We will be keeping records of all people that enter our building including areas that they have visited and groups which they may have mixed with. We will do our utmost to safeguard all our Staff, Students & Families and work with the Scottish Government and Test & Protect. We have updated our Policies & Procedures to reflect this, including Privacy Policy which is available to view on our website
- Each of our studios will be treated as a group bubble. Each Studio class is allocated its own toilet(s) and basin(s) to use and the SSD Team will clean these areas regularly. Staff will maintain physical distancing from students and each other at all times
- **Contact is permitted between students but students should respect each others space and avoid hugging/high-fiving or any other contact as much as possible. Students should remain distanced from all Teachers/Staff - please remind your child of this**
- Should a member of staff or student become unwell, we have a designated Studio downstairs for them to isolate until they are collected
- All staff will wear a face covering inside the premises throughout communal areas with the exception of Teachers teaching inside their respective studios
- We ask unless urgent that any general enquires are called or emailed in as adults are not permitted inside SSDHQ for the foreseeable future

# STAY SAFE MEASURES

General rules for Students/Staff/Parents to follow



**Do not enter if you or your family members have symptoms of Covid-19 and test regularly even if you do not have symptoms**



**Use sanitiser provided and wash your hands regularly**



**Cough/sneeze into your arm. If you feel unwell alert a member of staff**



**Avoid hugging or touching others**



**Respect others by giving them space**



**Follow any one way systems and/or directional arrows in place**



**Continue wearing a face-covering for students aged 5yrs+ and parents in the grounds of SSDHQ and inside communal areas like hallways/toilets**

# WHAT WE'RE DOING

## **We're serious about safety and we want you to know it. Here's what we're doing right now:**

- We've invested heavily in cleaning equipment and supplies to ensure our studio space is sanitised to a high standard
- We've amended our cleaning regime and introduced cleaning of touch-points in between all our classes. We've also got a regime in place to clean communal/toilet areas whilst classes are taking place. Our studios were already clean before Covid so just think how clean they will be now!
- We've installed three hand-sanitiser stations at our premises: one at the entrance, one in the middle of the premises and one at the exit - which is adhering to (and going above and beyond) the Government recommendation of at least two stations
- We've implemented a safe entry/exit procedure, following a one-way system of entry at the front and exit at the back of the premises - our car park is closed to vehicles to allow pedestrian distancing, in line with Government guidance
- We've closed our changing rooms for general use and limited to students doing back-to-back classes only - use will be monitored to avoid any cross-overs between students
- We've closed our waiting room to the general public and we're not permitting adults entry into the building to avoid risk of gathering/congestion in small spaces like Reception, in line with Government guidance
- We've only reopened 4 out of 6 dance studios for the moment and reduced our class capacities - this is to accommodate distancing and capacity guidelines issued by the Government for indoor leisure facilities - all 4 studios we've reopened have both windows and ventilation fans providing fresh air circulation to each room
- We've carried out a thorough Risk Assessment of our premises and the groups we're offering services to, creating safer processes and procedures as highlighted in this document
- We've provided PPE equipment for our staff to use and designated a specific room in our premises for First Aid and Isolation use
- We're allocating specific toilets to specific studios - for example, those in Studio 1 will have specific toilet cubicles to use - this is to minimise cross infection as much as we can
- We've installed appropriate signage/marketing throughout to encourage appropriate hand-washing, use of one-way systems and sanitiser stations

**We're adapting to the circumstances as they unfold but will continue to follow official Government guidance and review this policy/update our measures as and when required. This policy will be viewable at any time via our website.**

**If you have any queries regarding the content of this Policy, contact Craig at [info@simonsaysdance.com](mailto:info@simonsaysdance.com)**

**Last updated: 13th August 2021**

[info@simonsaysdance.com](mailto:info@simonsaysdance.com)

[www.simonsaysdance.com](http://www.simonsaysdance.com)

