

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. If you foresee any issues with collections please call Simon (07769 224 914) or Craig (07557 904 758)
- The SSDHQ car park will 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
- At present, anyone inside the premises must wear a mask when moving around communal areas (but not required when inside a studio/dancing) - this applies to anyone aged 5yrs and above, unless medically exempt
- 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 Track & Trace and refrain from coming to the studio - we will follow this same process
- We will be keeping clear 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 upmost to safeguard all our Staff, Students & Families and work with the Scottish Government if Track & Trace is required. We have updated our Polices & 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 - they will not mix with any other group bubble whilst in the building. Each Studio class is allocated its own toilet(s) and basin(s) to use and a member of staff will clean all touch points after use. Staff will maintain physical distancing from students and each other at all times
- Primary age children are able to conduct an almost normal class with no physical distancing from each other and contact is **allowed** but they must remain distanced from all Teachers/Staff - please remind your child of this
- Secondary aged children should remain physically distanced where possible and contact is not allowed between each other and Teachers/Staff until this rule is relaxed by Government
- 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 masks inside the premises throughout communal areas with the exception of Teachers teaching inside their respective studios
- We ask unless urgent that any general enquiries 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



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



Keep a safe distance from others in line with current Government guidance



Please follow any one way systems and/or directional arrows in place



A face-covering must be worn in all communal areas by anyone aged 5yrs + (unless medically exempt)

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: 1 at the entrance, 1 in the middle of the premises and 1 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 3 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 3 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 avoid crossover between studio classes
- We've installed appropriate signage/marketing throughout to encourage appropriate hand-washing, use of one-way systems and sanitiser stations

We're adapting to these peculiar circumstances 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

Last updated: 12th October 2020

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www.simonsaysdance.com

Simon Says Dance Ltd is a VAT registered, limited company in Scotland. Company Reg No. SC559342.

