

## Diamond Dancentre COVID-19 Policy:

Sole ownership and use of premises.

### Overview:

Our aim is to provide a safe pathway for staff and customers to return to the Diamond Dancentre and to provide a safe environment for all.

Risk assessments can only minimise risk and we are fully aware this cannot eradicate all risks.

### Our phased approach:

Private lessons to resume initially as opposed to class groups due to the need to continue social distancing. This can be managed with small groups of customers and up to 3 allocated staff teaching in the hall at any time.

All lessons conducted within the studio environment will be at the original cost before lockdown. However, in place of the annual increase that was due in May 2020, we shall be making all lessons 25 minute duration instead of the full 30. Parents are asked to be prompt with drop off and collection.

Zoom lessons can continue for those who would prefer by arrangement with your teacher.

To avoid cases of COVID-19 within the Dancentre, social distancing will be maintained throughout. We will class social distancing as 1 metre plus. This will continue for 2 working weeks whilst we assess the situation.

All group classes will remain online as Zoom classes until further notice, with the exception of Monday and Thursday social class.

This will be run with a maximum of 18 customers in the hall alongside 2 teachers.

All current group classes will be discussed dependant on government guidelines.

We could consider small class groups and staggered class times to enable cleaning to take place after each or a set number of classes dependant on numbers. This will also be reassessed within the 2 weeks.

## How we will enable a safe pathway for staff and customers to return to the Diamond Dancentre:

### Role of management committee:

- To keep staff informed of how we are going to provide a safe pathway for staff and customers to return to the Diamond Dancentre and be provided with a safe environment for all
- To take responsibility for ensuring those who enter the Diamond Dancentre comply with the "Return to work COVID-19 plan"
- To comply with actions identified in the risk assessment.
- To ensure the cleaning of door handles, light switches, wash basins, and all other relevant areas regularly used.
- To ensure customers understand that they are not able to enter the property if they have displayed any symptoms within the last 7 days.
- To ensure that no more than 20 people can be in the hall at the same time to ensure that social distancing can be maintained. This includes upstairs and the bar area.
- To ensure particular care is taken for any person over the age of 70 or any person likely to be more clinically vulnerable.
- To position the furniture the best way possible to maintain safe distances.
- To allocate a designated safe area to those who feel unwell when using the hall. This will be the shop front.
- To answer questions upon request.
- To stock an adequate amount of PPE and cleaning supplies.
- To stock check PPE regularly.
- To change clothes immediately before heading to work and immediately after returning.
- To ensure that the shop is not to be used at all unless in an emergency situation. When necessary, consider a different set up in the shop/reception to enable customers to be indoors but equally at a safe distance from each other and staff.
- Ensure the receptionist takes all temperatures of staff and customers entering the hall including themselves, this will be from behind the old reception area.

#### Role of Staff members/freelancers and volunteers:

- To maintain the standards set by the Management team and promote high levels of hygiene to customers and each other.
- To report back any concerns regarding COVID-19 to management.
- Those who open and close the dance centre to inform management of any low hygiene supplies. Opening and closing checks are ESSENTIAL.
- To allocate a seating area for all customers, these are the 2 sides of upstairs and the bar area/end of hall seating. Staff to choose areas before teaching commences and then be immediately ready to direct customers.
- To change clothes immediately before heading to work and immediately after returning.
- All teachers to inform Kyle of all lessons conducted at the end of the working night, via email. Please indicate whether these have been taken at the dance centre or via zoom link.
- To allow ONLY members of one household to dance together.
- Receptionist to record temperatures of anyone entering studio and ensuring they have up to date contact details for those people.

#### Role of Volunteers, student placements, work experience and visiting tutors/companies: (should this be relevant)

- Whilst we won't encourage work experience of anyone outside of necessity to attend the Dance centre, should this be unavoidable, the management committee is responsible for making sure that all volunteers, student placements and short contract staff are made aware of the COVID-19 procedure as they relate to their work and work for the company. To be aware of student inexperience, lack of risk awareness and possible immaturity.

## COVID-19 Procedure:

### Hygiene:

- The introduction of more PPE. Staff and customers will have unlimited supply of hand sanitiser. Customers can choose to use facemasks if they wish. Hand wipes and anti-bac will be available for customers.
- Boxes of tissues will be placed around the room to avoid germs spreading. "Catch it, bin it, kill it!"
- A "Sanitising Station" will be set up that is mandatory for all customers and staff to use to wash their hands before entering the main hall.
- Teachers and staff to continuously promote reminders of how to maintain high hygiene standards.
- Signage to be displayed on the front door that reads "If you or any other member of your household display symptoms, you are advised to self isolate and therefore you will not be permitted to enter our premises. Please inform a member of staff immediately if this is the case"
- All staff members are to fulfil only one job per night, teachers will only teach, receptionist will remain on reception and kitchen staff will remain in kitchen (where relevant). No cross over of work stations/areas per evening should it be relevant.
- A deep clean will be carried out regularly and especially between (a number of) classes (depending how many classes we are running and what the numbers are), when relevant.
- Any teaching tools to be kept to a minimum, if a phone recording is required, the parent/carer will be asked to take the recording from allocated seating area and encouraged not to allow the phone to swap hands.
- Staff to continuously use the wipes provided to maintain high standards of cleanliness on the stage/music equipment which is likely to be used more frequently than any other area.  
Teacher who uses the music is responsible for wiping it down first.

#### Building:

- Only one spectator per dancer will be allowed into the studio and be allocated a seating area by their teacher.
- One way system throughout the hall to be used.
- At the end of the lesson time, teachers will ask lessons and parents/carers to exit via the fire exit. Staff will encourage children to remain in the hall until they know their lift has arrived. Ask the child to remain in the main hall whilst still maintaining social distancing while waiting to be collected.
- Chairs to be turned around in the shop and the hall leaving a 2 space margin in between each seat.
- Entry will be through the double white doors at the front of the building and the exit route will be the back fire door.

#### Dance Tuition:

- Teachers split into groups of 3 and allocated specific days and nights.
- Teachers to be more aware of the mental health of all students during the pandemic.
- Contactless working will now be mandatory, this is essential to limit the spread of the disease. All customers are able to be worked on as solos even within a couples lesson.
- Teachers are able to use the music but no customers are to access the stage area. Only one member of staff permitted on the stage at a time.
- Teachers to direct customers/spectators to their allocated seating area. This can be decided between the 3 teachers on the night.
- ONLY Members of one household are permitted to dance together.
- Teachers to wipe the music equipment before using.

#### Hall Hires:

- Management committee will take all hall hire bookings and ensure that all customers receive a copy of the “Rules of the Hall during COVID-19” before the booked hall hire date.
- A copy of the “Rules of the Hall during COVID-19” will be displayed at the dance centre for hirers to read.
- Social distancing to be maintained at all time during the hall hires.
- Music equipment not to be used and stage to remain closed.
- Upstairs to remain closed.
- Management to let customers in to the hall or nominate a member of staff to do this, whilst socially distancing.
- Hall Hires will be booked with strict instructions of allocated times. Customers must only arrive at start time but be ready to leave the premises by finish time.
- Hall hires may be shared with 1 other booking due to limited time available in the studio.

#### Spectators:

- Only one spectator per dancer will be allowed into the studio and be allocated a seating area by their teacher.
- Customers/spectators will be able to purchase packaged goods and the cost will be added to the monthly invoice.

#### Payment:

- Customers are to continue to pay using PayPal online. All items will be invoiced at the end of the month via email or by arrangement through a member of staff.

### Extra staff responsibilities:

#### Key Holders:

- To take responsibility for ensuring those who enter the Diamond Dancentre comply with the “Return to work COVID-19 plan”
- To comply with actions identified in the risk assessment.
- To ensure the cleaning of door handles, light switches, wash basins, and all other relevant areas regularly used. To wipe down all frequently touched surfaces upon arrival and before leaving.
- To ensure customers understand that they are not able to enter the property if they have displayed any symptoms within the last 7 days.
- To ensure that no more than 20 people can be in the hall at the same time to ensure that social distancing can be maintained. This includes upstairs and the bar area.
- To ensure that the hall is used responsibly and customers are separated using social distancing, suggested seating on balcony, in the bar and spread out on the seats in the ballroom. It is mandatory for all private lesson teachers to direct their specific customers to allocated seating.
- To be aware that if anyone should display symptoms or feel unwell during their time in the premises that the shop is the area to isolate. If the shop is locked, please contact management.
- To remove the padlock off the back gate when using the hall if locked, the keys can be found in the key safe in Staff reception. The code for this can be requested from management.

#### Receptionist:

- To work from the old customer reception inside the double doors.
- To ask all customers if they have had any symptoms of COVID each time they enter.
- To ensure the Opening and Closing checks are done if relevant, this includes checking for PPE stock.
- To keep the worktops clean and prevent contamination by unnecessarily touching surfaces. To regularly anti-bac the reception desk.
- To regularly anti-bac all door handles.
- To monitor the amount of people coming in and out of the Dancentre with regards to maximum capacity in each area, no more than 20 in the hall at a time, including yourself.

- Take the temperature of all customers and staff entering the hall. The temperature must be below 38C (as advised by the NHS. However 37.5 or over is considered slightly high but this may be due to environment or car heating etc). If the reading is higher than this, the customers have to be denied entry. If the unwell customer is a child is alone, they must wait in the shop until collected.
- Stationary not to be passed around, customers encouraged to use their own.
- Keeping workspaces clean and minimal.
- To ensure all customers sanitise their hands at the door upon arrival.

#### Kitchen Staff:

- Food handlers should not be at work if they have any signs or symptoms or reason to believe they may have a case of COVID-19.
- Signage to be displayed in kitchen area to inform all workers to wash their hands with soap and water for 20 seconds before making and serving.
- An extra awareness of cross contamination and use of coloured chopping boards.
- COVID-19 has been proven that it is unlikely to be transmitted through food, however any member of kitchen staff will not be permitted into the premises if they have any sign and symptoms.
- To keep the worktops clean and prevent contamination by unnecessarily touching surfaces.

#### Cleaning staff:

- A deep clean of the premises before reopening.
- Cleaning rota to be established taking into consideration all frequently used areas. Cleaning staff to initial upon completion of weekly tasks and to keep records in the cleaning cupboard.