

Cleaning required by all teachers/staff/hirers at Colours of Dance during the Covid-19/other Pandemic

At Colours of Dance we take the health and well-being of our community very seriously. Our community includes Students, their parents/family members who wait in the building during classes, Faculty (teachers & pianists), Staff, volunteers and visitors. All users of the studios will be asked to make exactly the same medical declaration and to adhere to the Colours of Dance Covid-19 Health & Safety Plan & Procedures.

At the start of each day Monday-Saturday (staff)

1. Wipe studio & main door handles/press plates with disinfectant
2. Wipe down toilet seats, wash basins, door handles & taps with disinfectant
3. Wipe down office electronics (and during the day regularly if there are shared items)
4. Mop bathroom & reception floor areas

Entry to the building & studio

1. Staff must make a medical declaration to another member of staff (or review if by self) on entry to the building
2. During 3.30-6pm Colours of Dance will have a member of staff at the door to carry out entry/exit process. Outside these hours, teachers must greet pupils at the door and perform the medical declaration
3. All Students must make a medical declaration before entering the building
4. Staff/students/teachers should wash their hands on entry to the building/use hand sanitiser
5. Outside shoes MUST be removed by anyone stepping into any studio
6. All windows in the studio should be opened if not already
7. The teacher may choose to mop the floor, wipe the barres and the electronic equipment if they wish to as part of their set up.
8. The teacher should wipe down the nearest toilet seat & lid with a disinfectant wipe

At the start of each class

1. The teacher should ensure that each student is shown to their place in the studio where they can put their bag and wait as needed
2. The teacher should remind pupils that if they need to use the bathroom during class they should wipe down the toilet seat & lid before washing their hands and returning to class
3. If masks become mandatory, teachers must ensure that this rule is observed. Masks are otherwise optional

At the end of each class

1. Once the students have left, the teacher should:
 - a. Clean the floor with the spray mop supplied
 - b. Clean the barres using the paper towel sprayed with cleaning spray supplied
 - c. Close windows – unless handing over to another teacher

At the end of every day/hire session

1. The teacher should perform the end of class cleaning as usual PLUS wipe down the nearest toilet/basin
2. Staff – should ensure the bathroom floors are mopped

Please see the NHS website if you would like more information on Covid-19 symptoms: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/#symptoms>