



# Covid-19 Health & Safety Policy & Procedures for reopening studio-based dance education at Colours of Dance

## This Policy applies to:

All users of Level 1 & Level 2 at 182 Histon Road: users of Cambridge Dance Studios & members of Colours of Dance school

## Introduction

The recommendations should be used in conjunction with the UK.Gov guidelines that relate to the provision of dance classes to children and the use of dance studio and community facilities. These are listed in the appendix.

Keep in mind that these guidelines will be in effect during the period of the COVID-19 pandemic and may be adjusted as necessary, and they will be reduced when safe to do so.

This Policy should be read in conjunction with the Colours of Dance Health & Safety Policy, the guidelines given in the Appendix and also together with the Colours of Dance Medical Declaration form.

We remain connected closely with the advice and guidelines being offered by our professional leaders and membership bodies: the RAD, the ISTD, and CDMT.

## Infection Control

- **Reduction of people in the building:** Only CoD staff, CoD Volunteers and class participants may enter the building, plus one adult per child under the age of 5 or for a child who needs assistance with personal care (by prior arrangement).
  - To achieve and manage this, during school teaching hours, a temporary reception desk will be run at the entrance on the ground floor, and access to the building managed by a member of the CoD staff. No-one may enter the building during class hours without the permission of this staff member.
- **Separation between adults and children.** Before September 2020, dance classes should be arranged either for adults or for children and timetabling will be arranged to reduce any passing contact. Time will be added between classes to allow one cohort to leave before another arrives.
- **Symptom Check:** Ask each person wishing to enter the studio the questions in the medical declaration & only allow entry if the answer is 'no' to each question. Anybody replying 'yes' to any question should be asked not to enter the building and to return home.
- **If someone falls ill whilst on the premises.** That person will immediately be taken to the changing room and isolated from the current cohort. All teachers are trained First Aiders, and will treat the sick person appropriately as the situation applies.
- **Report of Covid 19 case confirmed among the student/parent/teaching body** – if a case of Covid 19 from someone in the building is reported, this will be reported to everyone who might be affected according to the prevailing advise on contact tracing. If required, staff will self-

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isolate and amendments to the teaching schedule will be made – including a temporary re-instatement of the Digital Curriculum for affected classes/teachers during any self-isolation period.

- **Maintenance of registers for every class** – every person entering the building must leave contact details via school registration, at the point of sale or class register process.

### Disinfection:

- The studio will be thoroughly cleaned and disinfected prior to reopening. Disinfect all surfaces even if they were cleaned before the studio was closed.
- Wherever possible, use disinfectants that are labeled as bactericidal, virucidal and fungicidal. No product will be labeled for COVID-19 yet, but many will have human coronavirus efficacy either on the label or available on their website.
- Clean and wipe all door handles and other surfaces that are regularly touched by dancers and staff with spray soap cleaner containing disinfectant.
  - **Reception area – will be closed to everyone except staff**
    - Remove all unnecessary items such as magazines, newspapers and any other unnecessary paper products and decor. Wipe down all seats and tables; cloth chairs cannot be properly cleaned and disinfected, using a plastic cover should be considered or removal.
    - Payment on site for fees will not be available until further notice. All payments must be paid via the Colours of Dance online portal or by telephone.
    - Clean and disinfect all retail areas, daily. Second hand uniform cupboard will be closed until further notice.
    - Placement of visible and appropriate signage to communicate to the customer that thorough sanitation procedures are in place.
  - **Bathrooms:**
    - Clean and disinfect ALL bathroom surfaces including floors, sinks and toilet bowls. Every day before the start of each teaching period.
    - Store replenishment bathroom products elsewhere . Provide hand soap.
    - Bins in the toilet will be pedal/no-touch lidded bins. Remove anything that does not have to be in the restrooms.
    - Door handles will be cleaned during each class by the receptionist/volunteer, once a class has started (ie every 60m)
  - **Natural Air flow:**
    - **Doors:** where possible and safe to do so, doors will be held open on a wedge at all times that classes are in progress to
      - Increase natural air flow
      - reduce the need to touch the door and thus an area of potential cross-contamination
    - **Windows:** will be kept open to facilitate airflow
    - **Aircon:** will not be used until we are advised that our type is safe to use (100% fresh air v recirculated air)

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## Handwashing:

- Staff and Students will be asked to wash their hands before arriving at the studio with soapy, warm water, for a minimum of 20 seconds.
- Staff should frequently wash their hands between classes, after the using the phones, stereo and register/recording tablets. Wipe these surfaces between each use.
- Provide hand sanitizer and tissues for staff and dancers.
- Students asked to consider bringing their own individual hand sanitizer
- Students finishing one class and going to another must wash hands & use sanitizer **between** classes (and will be given time and directed to do so)

## Physical Distancing

- **Limit people throughout the building**
  - The studio waiting area and changing rooms will be closed to pupils and parents.
  - Dancers wait outside the building in their vehicle or do not arrive until 5 minutes before their class is scheduled to start, then complete the medical declaration.
  - Reception staff will confirm if students may enter the building and they will proceed straight to the studio.
  - Students over the age of 5: Only students having a lesson may enter the building except in an emergency when a parent might be asked to do so by a member of CoD staff
  - Students at or under age 5: must be accompanied by an adult (no-one else may attend) who must remain in the assigned waiting room for the duration of the class.
  - Classes may be split in order to ensure physical distancing is possible and in response to govt guidelines: attendance on site may be rotated through the class so students can take it in turns to attend face to face if they wish.
  - Careful liaison with Attitude Dancewear regarding customers entering and leaving the shop premises. They have our timetable and will follow these procedures.
- **Maintain physical distancing at all times!** Spacing between persons in the studio should be 2m or 1m+, following current guidelines. No hands-on corrections allowed.
- **Floor stickers and signage** that provide guidance for physical distancing will be used as needed
- **Timetabling of lessons** will be re-arranged to facilitate staggered start/end times to reduce build up of people in shared areas (toilets, corridors, entrance, etc)
- The **studio waiting area will be made available to staff** to take time out should they need to between sessions – this area is suitable for physical distancing between up to 4 people.
- **Studio 2 or Studio 4** will be the room designated for someone to wait if their parents are late to pick up
- **The 2<sup>nd</sup> Floor changing room** will be where someone is taken if they fall ill whilst in the building and need to be isolated until they are collected.

## Personal Protective Equipment & Behaviour

- **Wearing masks** – Teachers & dancers will not be required to wear masks but may choose to. Non-teaching/reception staff & volunteers on reception duty taking medical declarations and

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greeting students will be required to wear masks at all times. Adults in attendance will be required to wear masks at all times.

- **Staff clothing** – Staff should arrive at the studio showered and wearing clean clothing.

### **Inclusivity**

- To consider the needs of all registered students, make provision for digital content or remote access to be in place for all classes

### **Dancer Protocol**

- Be dressed in dance attire before you travel to the studio, with your hair done properly.
- Please line up outside the building to your medical declaration 5-10 minutes before the scheduled start time of your class. Use marked places for lining up.
- Sanitize hands before entering the studio (using the wall mounted sanitizer)
- Go directly to the studio; dressing rooms will remain closed. Bring any dance items you need with you
- Remove your street shoes at the door of the studio and pick them up to carry in
- Place any bags or shoes in the studio under the barre in the space you are directed to by your teacher.
- Maintain a reasonable 2m apart at the barre and in the center. Follow taped markings and your teacher will advise and help you
- Do not hug or touch any fellow students or teachers.
- If you have antibacterial wipes or hand sanitizer please bring these with you.
- Bring your own water; the water fountain is closed for use. NO FOOD to be eaten inside the studio.
- There will be no use of props unless a student can supply their own.
- Your teacher will advise you on leaving one by one and escort you to the stairs to leave one by one and meet your parent (where relevant) outside.
- If your parent is late to pick up, we will show you to a safe place to await their arrival.

This policy has been created for users of the Cambridge Dance Studios and students of Colours of Dance School. Where classes resume in CoD school outreach centres, this policy will be applied to those facilities, in conjunction with the procedures defined by the managers of each facility. Where there are variations to procedures shown here we will communicate these appropriately to those users prior to classes resuming in those centres.

**Imogen Knight**  
**Principal, Colours of Dance**

**Date: 12<sup>th</sup> July 2020**

**This Policy will be constantly under review in line with new government advice, and updates posted on the Colours of Dance website and at the building Entrance.**

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## Appendix:

### Released by the Department for Education:

For Settings – updated on 10<sup>th</sup> July: <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

For Providers – updated on 10<sup>th</sup> July: <https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

### Released by the Department for Business, Energy & Industrial Strategy:

For Performing Arts Participants and Venue providers – released 9<sup>th</sup> July:  
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

For Providers of Sport & Gym Facilities - 10<sup>th</sup> July: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

In drafting this policy, we have adapted the government guidelines for education & childcare settings in preparation:

### Released by the Department for Education:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

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