

Attending and participating in our activities – April 2021

This guideline lays out the safety measures we will be implementing from 12th April to keep our staff, tutors, and customers safe as we re-open our building and re-start our activities and classes.

We have been working hard to bring as many of our classes and activities back for you whilst ensuring we have implemented the recommended social distancing and safety measures.

With the current required safety measures, the size and design of our building, and the vast number of projects and classes we run it will not be possible for us to restart all classes from April.

We will be opening our building and our activities on a gradual basis. This is to ensure the safety of all our staff and customers.

Although your favourite Swindon Dance class may not be back in April, it does not mean it will not be back, it may just be a little later in the year. We hope to have all our in-house classes back and our theatre re-opening by autumn 2021.

Our ground floor studio and facilities will be reserved for the professional artists on our Professional Artists Programme and to live stream any online classes.



We ask that our users and staff wear a face mask or face covering whilst in our building.

Although social distancing is in place in our studios, we recommend wearing a face mask whilst participating in dance class or other activities.

Our reception staff, duty managers and other staff members assisting our customers will be required to wear face masks or face coverings.

If you have any questions, please email our reception on info@swindondance.org.uk

We will be reviewing government guidelines and our plans and information on a weekly basis. Updates and any changes will be uploaded to our website <https://www.swindondance.org.uk/>

Take care, keep safe, and lets' get dancing once more.

Arranging to attend a class/activity

All classes/activities will be via a pre-booking system.

Booking and payment will be via the website <https://www.swindondance.org.uk/> accept for students on the Pre-vocational Training Programme, Diploma in Dance Pedagogy and the Centre for Advanced Training.

Our reception can be contacted by email or telephone, info@swindondance.org.uk / telephone 01793 601700.

Please note there will be no 'drop-in service' for reception.

Entrance and exit

Entrance will be via the front door.

The front door will remain closed and will be manned by a member of staff when classes are scheduled.

Entry will be from 10-minutes prior to the start of class. There will be no access to the building before this.

Only those who have registered for the class will be admitted into the building.

There will be no access to reception for general enquiries or bookings.

There will not be a signing in system in reception for class attenders – staff on the door will have a record of those registered for the class.

There will be no waiting area inside the building.

Only parents/carers of people with special needs will be able to enter the building.

Parents dropping off young children will be required to drop them at the front door where staff will look after them and collect from exit door at library side of building.

Hand sanitiser and cleaning wipes will be available around the building for everyone's use along with signage to help.

Staff will be on hand to help, and look after you

We will be operating a one-way system which will be clearly marked in the building. On the stairs this will be up on the right-hand side and down on the left-hand side.

Exiting the building will be via the side door in reception (library side). As you arrive at the bottom of the stairs – turn right towards the ground floor studio, the exit door is at the end of the corridor. It will be clearly marked, and staff will be on hand to help.

Enter by front door

Exit by side door

Studio and class safety

Class start and end times will be staggered to reduce contact on landing, stairs and in reception.

Windows in studios will be open to aid ventilation and droplet disbursement.

Internal studio doors will be closed during class to prevent droplet disbursement into corridors.

Extra time will be left between classes to allow us to ventilate and clean the studios and other public areas.

Class numbers will be limited in line with social distancing requirements.

We will only be using the dance studio and theatre on the first floor.

After you have reported to reception you will need to go directly to the specified studio.

The landing area will no longer be a waiting/socialising area and will be cleared of all tables and chairs.

You will not be able to cross over between studio spaces.

You will need to bring your own water/drink with you as the water fountain will not be operating. Any water bottles left behind will be disposed of.

We will require attenders to come dressed ready for class as changing rooms will only be open to people with special needs/requirements who have expressed a need at the time of booking.

You will need to bring outdoor clothing, bags and outdoor footwear with you into the studio. We ask that you bring a bag with you to store your outdoor shoes in.

Each studio floor will have clearly marked individual dance spaces for participants, a tutor and musician area and areas around the perimeter to store outdoor clothing and footwear. Please see floor plans at end of document.

Classes will be adapted by the tutor to ensure safety measures and social distancing are maintained. Initially this will mean that there will be no floor work or traveling across the studio space.

There will be no use of equipment in classes for example no ballet barres or yoga mats.

If attending a Yoga class, you will be required to bring your own yoga mat and any other equipment such as bolsters, straps, and blanket.

For safety measures there will be no bare feet in any classes. You will need to ensure you have the appropriate dance footwear for your class, for example jazz, ballet, tap shoes or trainers. For contemporary socks should be worn. If you are unsure of what to wear or do not have the dance shoes, please contact reception

**Studio floors
will have
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dance spaces
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who will be able to help you with an alternative to wear. You will not be able to wear your outdoor shoes in class.

We would encourage you to wear a face mask whilst in class. We understand for some people the wearing of face masks in class may lead to raised anxiety levels, and other medical concerns plus the need to replace masks once they become moist therefore, we will not be enforcing the wearing of face masks whilst in class.

Children under the age of 12 are not required to wear a face mask.

Government guidance for Face Coverings advises that face coverings may be removed “*if you are undertaking exercise or an activity and it would negatively impact your ability to do so*”. [Face coverings: when to wear one, exemptions, and how to make your own - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/face-coverings-when-to-wear-one-exemptions-and-how-to-make-your-own)

Toilet facilities

Each studio will have an allocated toilet facility.

Theatre will use the backstage facilities attached to the theatre. There are two toilet facilities and there will be a maximum of one person at a time in each.

Dance studio will use the facilities opposite the studio. Female facilities will be a maximum of two people at a time and males one person at a time.

Ground floor studio will use the facilities in reception on the ground floor.

PVTP and CAT students will also have the use of the basement facilities. Course Coordinators will go through these at induction.

Ground floor assessable facilities will be reserved for people with physical and/or learning disabilities or people with other special requirements who have requested use of these facilities at the time of booking.

If you feel ill

If you feel unwell during a class, please notify a member of staff straight away. They will advise you of what to do.

If you or a member of your household has been unwell or has symptoms of COVID-19 before attending a class, do not attend. We recommend you follow the latest government advice and use the NHS Track and Trace facility.

If you feel unwell after you have attended a class at Swindon Dance please contact reception via telephone 01793 601700 or email info@swindondance.org.uk giving

your full name (or child's name if a parent/carer making the call), the class/activity and date attended, then follow government guidelines and the NHS Track and Trace. We require this information to assist us to track and trace others who may have had contact with you within your class group, staff and ensure extra cleaning and our safety measures are reviewed.

Accidents and first aid

If you have an accident or require first aid whilst at Swindon Dance, first aid requirements will take precedence over social distancing. We will follow our company's accident and first aid procedures and ensure other people are distanced from those involved.

Lost property

Lost property will be stored individually in either a plastic or paper bag and held in reception. If you leave something behind you will need to contact reception via telephone 01793 601700 or email info@swindondance.org.uk to arrange collection.

If you remember you have left something behind as you are exiting the building you will need to let a member of staff know and they will arrange for you to retrieve your property whilst remaining safe.

Water bottles left behind will be disposed of.

Notice

These measures are being put into place to ensure the safety of our staff and customers. Anyone not following the required social distancing, wearing a face mask around the building outside of the dance studios or following other required safety measures and therefore putting others at risk will be asked to leave and will not be permitted to return whilst these measures are in place.

Thank you for your continued support as we work to return to a place where we can offer our full range of activities. We hope that will be soon.

HM Government

CORONAVIRUS
STAY ALERT TO THE
RISK OF INFECTION

For more ways to stay safe
go to gov.uk/coronavirus

NHS

STAY ALERT
CONTROL
THE VIRUS
SAVE LIVES

For tutors and musicians

Tutors and musicians should read the whole of this document to ensure they are aware of the social distancing and safety measures being implemented.

Tutors and musicians requiring entry earlier than 10-minutes before the start of class to prepare/set up should use the intercom to gain entrance to the building and use hand sanitiser on entering reception.

Tutors and musicians will need to go to reception where they will be signed in.

Each studio has an allocated area for the tutor and musician. We ask that both tutor and musician remain within these areas.

Where possible tutors should use the blue tooth facility on music centres.

As there is a correlation between COVID-19 and aerial droplets we need to reduce droplet spread by keeping intensive exercise (the equivalent of cycling/running) and rises in humidity in class to a minimum (this does not relate to room temperature).

We would encourage you to wear a face mask whilst in class. We understand for some people the wearing of face masks in class may lead to raised anxiety levels, and other medical concerns plus the need to replace masks once they become moist therefore, we will not be enforcing the wearing of face masks whilst in class.

Children under the age of 12 are not required to wear a face mask.

We ask tutors, musicians to adapt their teaching practise, so they are not talking loudly or shouting above the music to reduce the aerial spread of droplets.

There will be no floor work, traveling or use of props, toys or equipment in class.

Yoga class participants will be asked to bring their own yoga mats and other equipment such as bolster, straps and blanket.

The permanent fixed ballet barres can be used in ballet classes. These have been marked out for participants to ensure social distancing and will be cleaned between uses.

Tutors should ensure everyone participating in their class is wearing appropriate footwear or socks. There should not be anyone in bare feet.

We require all tutors to ensure their class is following the required social distancing measures.

Areas for participants will be marked out on the studio floors. Tutors will be required to adapt their classes to enable participants to remain in marked areas. The number of available areas for participants is dependent on whether the class has recorded or live music. Please see floor plans at end of document.

Each studio will have a piano and set of drums allocated to it. These are to remain in the allocated studios and tutors and musicians are responsible for ensuring no one uses these apart from the musician.

Musicians are welcome to bring their own instruments. If wishing to so they will be responsible for them and for ensuring they take measures to clean them. No one will

be permitted to touch a musician's equipment and it will be their responsibility to ensure this is followed.

Hand sanitiser and cleaning wipes will be provided. Studios and public areas will be cleaned after use.

We encourage you to self-test for Covid-19 twice weekly as recommended by national government. Home testing kits are now available to order from <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

If you have a positive test or Covid-19 symptoms, you **must** contact Swindon Dance immediately via **reception** on 01793 601700 / info@swindondance.org.uk

Reception will then follow required government procedures and will notify the relevant Programme Manager / Coordinator.

For students on the Talent Development Programmes - CAT, PVTP, and SYDCO only

You are required to follow the guidelines laid out in this document. Please ensure you read them fully.

Exceptions that apply to CAT, PVTP and SYDCO are as follows.

Portable ballet barres – portable barres are not in use unless pre-arranged with the operations team.

Lino – can be used by CAT and PVTP street dance programmes.

CAT street dance programme, please leave lino out at end of day and we will clean and put away.

PVTP street dance programme, as the building will be in use by other people, please wipe over line after use and then put away.

Floor work – floor work can be incorporated into class within each person's marked square. Students, with tutor guidance, are required to wipe their dance square down afterwards.

Traveling – can restart in class with students traveling straight across the space rather than on the diagonal in groups of three or four side by side and travelling from the same start to end each time i.e. from Cyc to seating in theatre and doors towards mirrors in dance studio.

Student breaks – although students have allocated areas for their breaks or go out of the building there should be a course coordinator or allocated staff member to supervise students during this time to ensure they are remaining safe.

Testing - Covid-19 self-testing is voluntary. Students on CAT and SYDCO should follow the education system via their local school and/or college. PVTP students will follow guidelines and processes via New College.

Tutors are responsible for ensuring students are following these guidelines whilst in their classes so that everyone remains safe.

SWINDON DANCE



