

ALLSTEPS DANCE ACADEMY

COVID-19 BUSINESS PREPAREDNESS PLAN

We have put together the following plans to ensure the health and safety of our students, parents/carers and teachers. We respectfully ask that you carefully read and follow our instructions, so that we can all enjoy our dancing once more in a safe environment. Thank you.

General

- **Parents/Carers/Students must inform Allsteps Dance Academy as soon as possible if anyone in their family/family bubble has tested positive for Covid-19 or if they have had contact with anyone that has tested positive for Covid-19.**
- **Please note that published class times will run later than advertised. Miss Rafferty would like to ensure everyone receives enough dedicated teaching time, as well as additional time to carry out temperature checks and for students to ask questions on our return.**

Severnbanks School

Entrance/Exit to/from Class

- Entrance will be through the rear door of the premises, next to the changing rooms/toilets. Parents should drop off students and preferably not enter the building. Miss Rafferty will collect students from here. Once in class, she will check each student's temperature using a thermal thermometer on his or her forehead. Any student with a temperature of 38 deg C or above, will not be admitted. **N.B. We do request that parents wait 5 minutes or so, until their child's(ren's) temperature has been checked, before departing.**
- If possible, students should be dropped off already changed for class.
- For those unable to change at home prior to attending class, a changing room will be provided. Miss Rafferty will allocate a changing room on arrival. **Please only use the room which you are allocated.**
- Please ensure you remain at least 1m apart from other students whilst changing.
- Exit/collection will be from the rear school exit door next to the changing rooms/toilets.
- **N.B. We do not have facilities for parents/carers to wait inside the building whilst students attend class. Please wait outside the building, wear a mask and remain socially distanced from other parents, to collect your child(ren).**
- Students should only bring with them the essential items they need for class.
- Please, no items of food/drink to be brought to class.

Arrival in class

- Alcohol, anti-viral hand spray/gel will be administered to all students.
- Attendance register will be taken, together with a brief note as to students' general health.

Teaching in Class

- Miss Rafferty will wear a transparent visor to teach all classes.
- Students will be spaced as per current Government guidelines.
- Students will be spaced using clear, visual markers on the floor and at the barre.
- No partnership work will take place whilst holding hands.
- No props will be shared in class.
- Students will be given additional space when performing in a sequential diagonal line or circle around the perimeter of the room.

Completion of class

- Alcohol based anti-viral hand spray/gel will be administered to all students.
- Students must ensure ALL their own props, shoes and other belongings are taken out on completion of class. Anything left behind will be disposed of.

Aylburton Memorial Hall

Entrance/Exit to/from Class

- **All parents/carers to wear a mask when dropping off/collecting students, unless exempt.**
- Entrance will be through the rear entrance door of the Hall. Parents/carers should drop off students and preferably not enter the building. **However, we do request that parents/carers wait outside until their child's(ren's) temperature has been checked in class before departing. This will be done within the first 5 minutes of class – please see below.**
- All students should arrive already changed for class.
- For those unable to change at home prior to attending class, on arrival please use one of the changing rooms . Miss Rafferty will allocate a changing room on arrival. **Please only use the room you are allocated. Younger students may be assisted by parents/carers to remove coats and put on shoes before/after class – please wear a mask.**
- Younger students, attending the Dance to Your Own Tune class on a Saturday, may be accompanied into class if parents/carers feel it is necessary – seating will be spaced 2m apart and parents/carers should wear face masks, unless exempt.
- Please ensure you remain at least 1m apart from other students whilst changing.
- For students who have been dropped off, exit/collection will be from the rear door of the hall.
- **N.B. We respectfully ask parents/carers to wait outside the building/in their cars whilst students attend class (including siblings attending consecutive classes) due to the size/layout of the changing facilities. Please remain socially distanced, whilst waiting outside.**
- Students should only bring with them the essential items they need for class.
- Please, no items of food/drink to be brought inside the hall.
- **Please note, the kitchen is not available for use.**

Arrival in class

- **Please wait, appropriately distanced on floor markings in changing room/corridor, from where Miss Rafferty will collect students.**
- Once in class, Miss Rafferty will check each student's temperature using a thermal thermometer on his or her forehead. Any student with a temperature of 38 deg C or above will not be admitted.
- Alcohol, anti-viral hand spray/gel will be administered to all students.
- Attendance register will be taken, together with a brief note as to students' general health.

Teaching in Class

- Miss Rafferty will wear a transparent visor whilst teaching all classes.
- Students will be spaced as per current Government guidelines.
- Students will be spaced using clear, visual markers on the floor and at the barre.
- No partnership work will take place whilst holding hands.
- No props will be shared in class.
- Students will be given additional space when performing in a sequential diagonal line or circle around the perimeter of the room.
- **Please note, Miss Rafferty plans to use external doors to increase ventilation where necessary. To ensure we meet our safeguarding requirements, we would respectfully ask parents/carers not to gather outside the external doors into the main hall. Thank you.**

Completion of class

- Alcohol based anti-viral hand spray/gel will be administered to all students.
- Students must ensure ALL their own props, shoes and other belongings are taken out on completion of class. Anything left behind will be disposed of.