



## Re-entering our building – what you need to know

We have put the following policies together with everything you need to know for our return to class. This contains all the social distancing and safety procedures we will be implementing. We will be reviewing and updating this on a weekly basis to check we are following the latest government requirements to ensure a safe return for all our staff, dancers and customers.

### **NLD Covid-19 policies and procedures -**

#### **Arranging to attend class:**

- All classes will be via a pre booking system.
- Please note that there will be no drop in classes.

#### **Entrance and Exit procedure:**

- Entrance will be via the front door.
- Entry will be from 5 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.
- On entry to the building please either wash hands with soap and/or use the hand sanitising gel from the station at the entrance.
- The reception area will not be open for parents to wait.
- Parents dropping off and collecting young children you may bring them to the top of the stairs to ensure they have entered safely.
- Parents entering reception **must** wear a face covering.
- Hand sanitiser and cleaning wipes will be available around the building for everyone's' use along with signage to help.
- We will be operating a one-way system which will be clearly marked in the building. On the stairs customers must stay to the left.

#### **Studio and Class safety:**

- Class start and end times will be staggered to reduce contact on landing, stairs and in reception.
- Extra time will be left between classes to allow us to clean the studios and other public areas. This is why entry no earlier than 5 minutes before class start time is important.
- Once in the building you will be directed to the specified studio straight away.
- Students bringing water bottles must ensure they take them home too.
- We will require students to come dressed ready for class. No changing in the toilets.
- Each studio floor will have clearly marked individual dance spaces for students and an area to store belongings.

**Toilets:**

- Students will only be allowed to access the toilets one person at a time.

**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 COVID19 **do not attend**. We recommend you follow the latest government advice.

- If you feel unwell after attending a class at Next Level Dance you must contact us via telephone 07791002518 or via email [lucynexteveldance@gmail.com](mailto:lucynexteveldance@gmail.com) giving the full students name and the class/date attended.

- We will retain the name and telephone number of all visitors to our studios so that we are able to contact them should there be any concerns they have come into contact with anyone that has tested positive whilst at the studios.

**First Aid:**

- If you have an accident or require first aid whilst at Next Level Dance, first aid requirements will take precedence over social distancing. We will follow our schools accident and first aid procedures and ensure other people are distanced from those involved. If for what ever reason further assistance is required we have the correct PPE on hand; apron, mask and gloves.

**Notice:**

These measures are being put into place to ensure the safety of our staff and students. Please make sure all students are aware of these changes being put into place before arriving.

**We cannot wait to welcome you back!**

