

COVID-19 SAFETY PROCEDURES

We have had to adapt the way in which we run classes at Blue Butterfly Studios. We have put in place a number of measures to ensure that Students can return to classes safely and have based this upon the Government Guidelines. These Guidelines may change as we get to September and so we will review and update them regularly. A more detailed copy of our procedures can be read in our Site Management Plan and a copy of our COVID-19 Risk Assessment can be provided upon request.

OUR PROCEDURES ARE BASED UPON THE FOLLOWING KEY POINTS:

- The welfare of Blue Butterfly Studios students, staff and volunteers is paramount
- All staff, hirers and volunteers are responsible for ensuring this procedure is followed
- It is the role of every Blue Butterfly Studios staff member and external hirer to minimise the risk of spreading COVID-19
- Blue Butterfly Studios is committed to following the advice of the UK Government, NHS and Public Health England

WHAT SHOULD I NOW EXPECT AT BLUE BUTTERFLY?

- Class sizes will be reduced to increase the space between dancers/students to ensure we are abiding by the 2 metre Social Distancing Rule.
- Increased sanitising of surfaces in communal areas such as floors, door handles and frames, toilets, sink areas.
- Sanitising of all studio floors regularly and providing Disinfectant spray and Antibacterial Spray for teachers/staff/hirers to use before and after use of studios.
- Staggered Entry for large groups.
- A Limited capacity at the studios in line with Government Guidelines.
- We will continue to use our 'Fresh Air' mechanical ventilation to ensure areas are well ventilated and doors will be kept open.

ATTENDING A CLASS AT BLUE BUTTERFLY

- To attend classes, parents must agree to a health questionnaire being completed each week to confirm no one in the household has any symptoms or has been told to self-isolate. If you attend the studio multiple times that week, you will be asked by staff if anything has changed since you completed the questionnaire.
- No parents will be allowed on site, they must drop off and collect outside the studios. There is an exception for Under 5's who may have one parent only accompany them if necessary. We regret that siblings are NOT allowed to attend (this includes babies). We are following Government Guidelines on numbers in each class and mitigating risk where possible and therefore at this time we are unable to allow these additional numbers.
- Please arrive no earlier or later than 5-10 minutes before your class.
- Our staff will greet students at the front door of the studios.
- Students must arrive dressed for dance. They may bring a named bag with them containing their shoes. Food and Drink are not allowed on the premises with the exception of a named bottle of water which each student may bring to class in their bag.
- There are no tea or coffee making facilities or regular/communal seating available.

- Upon arrival, all students are to immediately wash their hands/use hand Sanitizer and have their temperature taken through our infra-red/contactless thermometer.
- Face Masks are not compulsory for under 11yrs in our Reception/communal areas however they may wear one if you prefer them to. The Government Guidelines also advise against students wearing masks during classes. Children may supply their own PPE equipment, but it is not the responsibility of teachers to ensure it is used or worn correctly.
- Any child with a fever must be immediately isolated and collected by their parents. Likewise any child displaying any symptoms of illness such as a cough or runny nose will not be able to join the class. Please keep your child at home if they are unwell.
- Students will be signed in and taken to the studio by their Teacher and other members of Staff.
- Students will be allocated 2 metre x 2 metre boxes marked out on the studio floor to ensure they remain socially distanced.
- Students must use the toilet before attending their class. If children must use the toilet they must do so 'one at a time'.
- Children will be encouraged to follow the signs and maintain a safe distance when entering and leaving the Studio before/after their class.
- Parents must arrive on time to collect their child.
- Please be patient as our staff do their best to adapt to the new changes to ensure students are safe at the Studios.
- In order to keep contact to a minimum, we ask that everyone book online or enrol in our Pay Monthly system. We will no longer be running classes on a Pay as You Go basis.
- With yoga mats, we strongly suggest visitors bring their own. If you decide to use our mats you confirm you understand you are doing so at your own risk in light of Covid-19. It is also your responsibility to clean the mat before and after use if you have not witnessed staff cleaning it.

ALL OF OUR STAFF WILL DO THE FOLLOWING:

- Complete health questionnaires each day.
- Have their Temperature taken and recorded each day.
- Wash and sanitize their hands when they arrive and before/after each class.

CLASS POLICY

- All classes must be paid for by our Pay Monthly system or via our website no later than 24hrs before the class.
- Classes may have to be cancelled due to adverse weather conditions or unforeseen circumstances. If this is the case we will notify parents/students via our social media accounts.
- Classes that are purchased online via our website cannot be refunded or transferred over to a different class.

HIRERS USING OUR STUDIOS

- There are clean cloths and Antibacterial sprays provided in each studio- please use them on all surfaces you touch- including sound systems, ballet bars and floor. This is to help protect our staff.
- Please ensure you bring Hand Sanitizer to use during your class if needed.
- Please do not touch the studio mirrors and limit your touch to surfaces such as sound systems.
- Keep 2 metres distance, using studio floor markings.
- If the maximum studio capacity has been breached, or if anyone in the booking has Covid-19 symptoms you will be asked to leave and no refund is eligible.
- Cover your mouth with a tissue to cough or sneeze, and throw used tissues. Use hand sanitiser immediately afterwards.

- For members with block bookings of consecutive sessions; It is the responsibility of the teacher/instructor teaching the session to allow adequate time for participants to vacate the studio, and wipe any areas that may have been touched using the provided cleaning materials.
- As a booker and visitor to our studios, you agree to take full responsibility for your personal health, hygiene and assuring the safety of others in attendance, including high risk participants.
- Attending is at your own risk and all visitors over the age of 11yrs must wear masks in communal areas, and wipe surfaces in the studios using the products provided, as described above.
- Our staff will be in charge of maintaining cleanliness around the communal areas. We are cleaning the studios between each use but also ask you to help protect our staff as well by wiping surfaces before and after studio use.

COVID-19

Staff, visitors and clients who are unwell with following symptoms of Coronavirus (Covid-19) should not attend the studios. If you have any of the following symptoms **DO NOT** enter the building.

Please note that we have the right to refuse entry to anyone using/booked to use the studios if you have Covid-19 symptoms, and no refunds will be eligible.

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to use a thermometer to take your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
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To protect others, do not go to places like a GP surgery, pharmacy or hospital if you have any of these symptoms. Stay at home and self isolate for 10 days. If a member of your family is displaying symptoms you must self-isolate for 14 days.

If you have symptoms and have a booking with us, please contact the studios as soon as possible.

If you have recently travelled or come back abroad, please self isolate for 14 days before attending the studios.

GDPR AND THE NHS TRACK AND TRACE SERVICE

The law on protecting personal information, known as the General Data Protection Regulation (GDPR), allows Public Health England to use the personal information collected by The NHS Track and Trace Service. By booking and attending our classes you are agreeing that if required to do so, Blue Butterfly Studios will provide information to the NHS Track and Trace Service if any student has been in close contact with anyone who has tested positive for COVID-19; within our setting.