



Blue Butterfly Studios

Unit 1, The Swan Centre, Eastleigh, SO50 5SG

PROCEDURE: COVID-19 SITE MANAGEMENT

Date Adopted:

20th July 2021

Date of last review:

19th July 2021

**To be reviewed next
before/on:**

1st September 2021

PURPOSE AND STATEMENT:

Blue Butterfly Studios is committed to ensuring the health and wellbeing of all students, staff and volunteers and will continue to follow the advice of the UK Government, NHS, Public Health England and our local Health Protection Team.

The current (summarised) advice is:

- There is no longer a limit on Class Sizes.
- Social distancing is no longer required in classes.
- Anyone with confirmed COVID-19 or contact by track and Trace are to self-isolate for 10 days
- Face masks are no longer compulsory.

DISTRIBUTION:

- To ensure distribution to all permanent/freelance staff and volunteers
- To distribute appropriate sections to parents and customers as needed

REVIEW AND MONITORING OF PROCEDURE:

Blue Butterfly Studios will continue to review and update this procedure as more information becomes available.

Monitoring is part of management procedure and will be enforced by all staff.

THE PROCEDURE IS BASED ON THE BELOW PRINCIPLES:

- The welfare of Blue Butterfly Studios students, staff and volunteers is paramount
- All staff 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



SITE MANAGEMENT:

Current Class Sizes will be abided by until the next review date in September 2021.

To attend classes, parents/students must ensure they are well enough to attend and are not displaying any COVID-19 symptoms.

It is not compulsory for children under 18 years to wear masks in the communal studio areas however Students over 18 years must wear masks in the reception/communal areas.

Parents must drop off and collect outside the studios no earlier than 5-10 minutes before class.

Upon arrival, all students are to immediately use hand Sanitizer

Students will remain distanced in classes 'where possible' and at the discretion of the class teacher who will review the risk of moving students from their boxes in order to carry out their class.

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.

Any student/teacher or family member who is tested positive for COVID-19 must immediately inform Blue Butterfly Studios management.

Parents must arrive on time to collect their child outside the studios main entrance.

Class bookings must be made and paid for via our website or via our Pay Monthly system. We no longer accept cash payments.

BLUE BUTTERFLY STUDIOS STAFF/VOLUNTEERS PROCEDURE:

Staff must ensure they have disinfectant spray/wipes before every session, or purchase some with petty cash.

All staff must be testing regularly each week using lateral flow tests.

Staff must wear face masks when greeting students in the Reception area of the studio.

Staff must then use disinfectant spray/wipes to clean any high contact points, including (but not limited to):

- Door Handles, Door Frames and Studios Doors
- Sinks, Taps and hand dryers
- Bannisters
- Equipment used in class

Staff must also check the quantity of soap and toilet rolls and contact the management if supplies are low.

Staff are expected to ventilate classes as much as possible, including opening doors to encourage air flow. Doors will be kept open where possible to avoid contact.



HIRERS PROCEDURE

- Please ensure that your teachers/instructors are well enough to teach their class and are not displaying any COVID-19 symptoms. We encourage everyone to make use of the lateral flow tests now available.
- Please ensure your students use hand sanitizer when they enter the building.
- Any students over 18yrs should wear face masks in the Reception/communal areas of the studio.
- Please keep a detailed log of who is attending your class to be referred to if we ever need to provide information to The NHS Track and Trace Service.
- There is Antibacterial Spray provided in each studio- please use them on all surfaces you touch- including sound systems, ballet barres and floor. This is to help protect our staff.
- Please do not touch the studio mirrors and limit your touch to surfaces such as piano and sound systems.
- Keep your class at a safe distance, using studio floor markings 'where possible'. It is at the discretion of the class teacher who will review the risk of moving students from their boxes in order to carry out their class.
- Cover your mouth with a tissue to cough or sneeze, and throw away 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 hirer 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.
- 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