

COVID-19 POLICY KNOWLES STUDIOS

Based on the government's advice and guidelines, the studios have made some changes so we can all continue to operate and ensure everyone feels safe at studios, including:

- Reduced studio capacity to increase space between visitors based on World Health Organisation guidelines.
- Increased sanitising of surfaces in communal areas such as floors, door handles, ballet barres, equipment, toilet, sink areas.
- Sanitising of all studio floors regularly and providing hand sanitiser for clients and instructors to use before and after use of studios.
- Windows and doors in the studio will remain open at all time to increase ventilation.
- Staggered Entry for large groups.
- Reception room is no longer a waiting room, you will drop your child off at the front door then please wait in your car or outside, the reception room will be sectioned off.
- Clients/students using studio two will exit through studio two double doors so they won't need to go through the reception.
- Please wear your mask on arrival and when exiting the studio.
- We will be keeping a record of all teachers, students and staff in the building for the purposes of identifying close contact with infected persons in the event of an outbreak of COVID-19.

Please follow the instructions on hygiene and social distancing as displayed around the building to keep yourself and everyone safe. By attending a class at Knowles Studios you agree to abide by these rules.

BUILDING RULES

- Use hand sanitiser upon arrival, regularly throughout your time with us, and when exiting the studio. There will be hand sanitiser at the front desk and also outside both studio doors.
- Temperatures will be checked upon arrival with anyone entering the building.
- NO FOOD IN STUDIOS – only bottled water or soft drinks, which is not to be shared.
- To maintain 1-2 metre distance, please stand in your own box which is marked out on the studio floor, students to keep all belongings in their own box and stay in their box until the class has finished.
- The reception room will not be a waiting area, your child will be dropped off at the front doors, please wait outside whilst your child is taking a class. Please note that bags, coats, shoes and other personal property cannot be left in this area at this time.
- Arrive at your allocated time and not before. Early arrivals will be required to wait outside.
- Please make sure your child is dressed for the class before arriving. Please do not change at the studio.
- If a child is needing first aid, the instructor will be wearing full PPE, mask, apron and gloves.

STUDIO USE RULES

- Keep windows open during each session to circulate the air flow.
- There are cleaning products provided in each studio- Teachers to use them on all surfaces you or clients touch- including sound systems, ballet barres etc.
- Keep a safe distance, students will have their own box to keep distances from other students.
- Cover your mouth with a tissue to cough or sneeze, and throw used tissues in the bins. Use hand sanitiser immediately afterwards.
- All instructors who sublet the studio will use their own equipment, please do not use any of the Knowles Studios mats or equipment.
- For instructors that use the studio; It is the responsibility of the tutor 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.
- Teachers to discard any unclaimed water bottles, hair accessories at the end of each day.

At the end of your session, please wipe down any areas, objects that you have touched with your hands, cleaning products will be provided in the studio.

Additional rules for larger groups:

- Staggered Entry, allow for extra time for getting in and out of the building.
- 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.
- We strongly advise that those deemed as high risk to avoid attending the studios.
- Attending is at your own risk and all instructors are to wipe surfaces in the studios using the products provided, as described above.
- We will be doing regular deep cleans at the studio, we will also be sanitising the equipment we use after every session before the next session.

COVID 19 GUIDELINES

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 Covid19 symptoms, and no refunds will be eligible.

- a high temperature – this means you feel hot to touch on your chest or back
- 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.
- 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 14 days.
- If you have symptoms and have a booking with us, please contact the studio as soon as possible.
- For any questions or concerns please email info@knowlesdancefitness.co.uk or call 01603 552129

- We are all learning as we go. Our pledge is to work with you to talk through all the issues and concerns to provide a safe working environment for all our people. We are continuously reviewing our procedures and will do everything we can to accommodate and meet your own requirements.

USEFUL INFORMATION

Official UK Government advice

Visit the following links for official UK government advice on Coronavirus (COVID-19).

Coronavirus (COVID-19): UK government response:

<https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>

Stay at home: guidance for people with confirmed or possible coronavirus (COVID-19) infection:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection>

Overview – -Coronavirus (COVID-19):

<https://www.nhs.uk/conditions/coronavirus-covid-19/>