

**Lisa Fraser Dance Fitness – COVID 19 Secure
Standard Operating Procedures for those attending classes at
Hereford Academy of Dance**

**Procedures comply with requirements from EMD UK and CIMPSA– the national governing body for group exercise and group exercise instructors
To ensure safety of those attending classes – Instructor and Participants**

Instructor Responsibilities:

Instructor Professional body endorsement and professional indemnity insurances will be up to date

Bookings and payment will be done on line/email

Internet video classes will be available to vulnerable individuals to ensure their safety

Participant contact details and record of attendance will be maintained and made available for track and trace if required

There is a 2 metre social distancing allowance outside of studio and signposted

There is a 1-way system in place to avoid pinch points and areas of high traffic (1 entry and 1 exit)

Studio Use:

- All users will be made aware of the floor layout plan via website
- Plan will be displayed on website and in Studio 3
- Risk assessment and floor plan measurements allow for 8 participants and one instructor
- Each participant will be allocated a 2 meter square area for use during the class with an area of space between each square over 2m squared per person.
- Plastic Boxes will be provided for participant personal possessions and will be cleaned after each class
- Studio and surfaces, door handles, personal possession boxes, equipment will be cleaned before and after each class
- Records of cleaning for Studio 3 to be kept recording date when cleaned
- Air con will be used prior to and during all classes – air con does not re-circulate
- Mask must be worn from the car park into the studio and only removed during class

Illness:

- Anyone becoming ill during class will be asked to leave immediately.
- If they are clinically unstable, they will be isolated in the studio and medical assistance called for.
- Class will end and all participants will be asked to leave the building
- Venue to be notified to ensure the studio is cleaned after use.
- St John's Ambulance first aid kit is available and accessible in cupboard in studio
- Sanitiser will be available
- Surgical gloves and masks will be available should it be necessary to touch participant
- Incident Report book available with first aid kit
- Register is kept of each class and all attendees recorded
- Contact details kept up to date
- Will be available to Track and Trace if required
- QR Code displayed at premises

Participant Responsibilities:

All attending will be required to read and agree these class standard operating procedures

Admittance will be refused to those not complying

Participants to park away from others wherever possible; leaving space between cars

- Parking available in overflow carpark (Cargills)

Will contact instructor 2 hours prior to class start time to inform if

- Have Covid 19 symptoms and unable to attend class

Entry will be co-ordinated with Hereford Academy of Dance

- All attending will enter and leave at 2 metre distance
- 1 way system will be used – 1 entry and 1 exit route

Hand sanitiser will be used at all times and participants should bring their own for individual use

Participants are asked to bring own mask and wear from car park to studio.

Participants to be required to ensure use of toilet includes hand washing for 20 seconds as per Government guidance

Participants to arrive ready for class and only need change outdoor shoes for class shoes

Studio Use:

- All attending will enter building and move directly to waiting area and personal belongings boxes at 2m intervals.
- Personal belongings should not be brought into class; other than personal water bottle, keys, phone and outdoor shoes
- Participants to bring own water bottle – water will not be available at the venue
- Plastic Boxes will be provided for personal possessions
- Shoes will be changed before entering the studio
- Participants must bring own mats and ensure they are cleaned after each use and are only brought into the studio in a clean state
- Weights optional for some classes – participants will be encouraged to bring their own but can be loaned and will be cleaned after each use
- No equipment to be shared within a class between participants
- Attendees will be required to limit movement to within designated exercise squares and remain within spacing guidance for classes as per floor plan
- When in the studio will enter designated exercise area square only

Participants will not gather in the building after class

Movement in and out of the building will be by a one way entry / exit system

Illness:

- Any participant who may become symptomatic whilst at the class should leave the venue immediately without touching anything and without coming into close contact with anyone
- Class will end immediately and all will leave in an orderly fashion and go home with advice to isolate
- Symptomatic attendee to get COVID test and inform instructor of the result
- Track and Trace will be informed
- Cannot return to class until results of COVID test is known; including those who are asymptomatic and self isolating due to contact
- No participant will return to the class for at least 10 days from the onset of symptoms and they must be at least 7 days with no symptoms.
- They will not be allowed back to the venue for at least 14 days from the onset of symptoms and will be required to provide evidence of test results and sign a release that they have isolated as per Government guidelines
- If they are clinically unstable, they will be isolated in the studio and medical assistance called for.
- Venue to be notified to ensure the studio is cleaned after use.
- If participant has taken a covid test for any reason even if not symptomatic they will not attend class until a clear result is given