

## Melt Dance face to face learning policy and procedures (Updated October 2020)

Due to recent government guidelines of social distancing and awareness of the recent issues that have impacted on the safety of our staff and students. Melt Dance we will be adopting safety measures in order to keep our students and staff safe during face-to-face sessions.

Melt Dance and will continue to update our delivery, in accordance to government guidelines and the safety of all who partake in our practical sessions.

### Weekly classes.

#### Safety Guidance (COVID-19)

##### **General:**

- 1.1 All open weekly classes will adopt a 2m social distancing rule.
- 1.2 Participants must wear facemasks in communal areas in all our venues. (Proof of exemption must be provided).
- 1.3 Participants must adhere to additional safety measures communicated via the venue.
- 1.4 On entry to the venue please scan the QR code and register.
- 1.4 Sessions must be booked online. (Walk in's will not be admitted entry).
- 1.5 When completing your online booking, please ensure you have provided Melt Dance with an emergency contact number.
- 1.6 On entry, you will have your temperature taken.
- 1.7 **If you or anyone in your household has identified COVID-19 please do not attend your session.**
- 1.8 If you are experiencing covid-19 symptoms during your session. Please inform a member of staff ensuring 2m social distancing, exit the class and wait in the communal area. It is essential you plan a safe route home and if unable to do so a member of staff in the venue will contact your emergency contact. If you are under 18 years old, please exit the class; ensuring a 2m distance and wait in the communal area. A member of staff will contact your emergency contact given.

##### **Studio:**

- 2.1 Participants must stick to allocated space at all times during the dance session. The guidance is 2 meters apart.
- 2.2 Participants over the age of 11 must wear facemasks in communal areas.
- 2.3 Teachers will only be delivering front-faced teaching and will be wearing a facemask or visor at all-times.
- 2.4 Participants must wear appropriate footwear; bare feet and foot-thongs will not be allowed.

(For more information on how to identify COVID-19 symptoms please refer to the NHS for further guidance.

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

## Melt Dance Associates.

### Safety Guidance (COVID-19)

#### **General:**

- 3.1 Associates must stay in their allocated bubbles at all times during the training sessions and break times.
- 3.2 Associates must use a designated toilet and wash and sanitise hands after use. (Sanitiser is provided).
- 3.3 Parents are not allowed to use the waiting area and should collect their child outside of the building. A member of staff will be there to supervise each transition. It is essential that parents do not gather outside the building
- 3.4 **If anyone in your household has identified symptoms or awaiting a test please do not attend your training session.** (For more information on how to identify Covid-19 symptoms please refer to NHS guidance <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>).
- 3.5 If an associate(s) identifies COVID-19 symptoms during their training session, it is essential your child informs a member of staff. We will assist your child to a safe space in the communal area, ensuring a 2m distance. We will then contact you to collect your child as soon as possible. A member of the team will wait with your child during this transition.
- 3.6 If any Melt Dance staff members identify possible COVID-19 symptoms with an associate(s), parents will be notified and asked to collect their child as soon as possible. Associates will be assisted to a safe area within the communal area; your child must wait in the communal area until a parent or guardian arrives.
- 3.7 A temperature check will be taken on entry.
- 3.8 Associates must wash their hands regularly throughout the day.
- 3.9 If an associate is over the age of 16 please scan the QR code on entry. We will be using a track and trace system for all under 16's and you will be notified if any incident. Please refer to our Isolation guidance.
- 3.10 All associates must adhere to safety guideline within the venue.

\*Please note that being in a bubble does not negate the need to socially distance where ever possible

#### **Studio:**

- 4.1 Associates must stick to your allocated space at all times during the dance session. The guidance is 2 meters apart.
- 4.2 Associates over the age of 11 must wear facemasks in communal areas.
- 4.3 Teachers will only be delivering front-faced teaching and will be wearing a face mask or visor at all-times.
- 4.3 All associates must wear appropriate footwear, bare feet and foot-thongs will not be allowed.

#### **Disclaimer:**

our suggested guidelines maybe subject to change and we will notify you with any further updates in order to keep all Associates safe during training sessions at Melt Dance. Our policies are in line with recent government guidelines and procedures.