

Irish Ballet Forum & DanceHouse

COVID-19 Guidelines

Revised: 5 August 2020

Please know that these guidelines are for your own safety and to ensure the safety of Irish Ballet Forum & DanceHouse staff and cleaners. It is our responsibility to create a safe place of practice and it is your responsibility to follow these guidelines and maintain a safe working environment for all.

As per Government guidance, you are advised to:

- Wash your hands well and often
- Cover your mouth and nose with a tissue or bent elbow when coughing or sneezing, and discard used tissue safely.
- Distance yourself at least 2 metres away from other people, especially those who might be unwell.
- Limit your contact with others when out and about.
- Keep your close contacts to a small number of people.
- Limit the amount of time you spend in direct contact with other people.
- Avoid crowded areas. If an area looks busy, go somewhere else or return at a quieter time.
- Wear a face covering in situations where social distancing is not possible.
- Keep a log of all of your contacts throughout the day.

This guidance is as of **12th June 2020** and will remain in place until further updates from the government are issued, which will then supersede this guidance.

1) Procedures for Arrival and Pick-up

- Dancers should not present for class if they are feeling unwell.
- On entering & leaving the building, dancers are required to use hand sanitiser.
- Dancers will be required to arrive in practice clothes.
- Parents/Guardians and non-dancers are not allowed to enter the building and must wait outside.
- Parents/Guardians must pick-up on time to avoid any congregation of students outside buildings.
- Parents/Guardians should maintain social distancing outside the studio while waiting.

2) Guidelines

a) Capacity

As DanceHouse will be operating a maximum capacity policy (see table below), Irish Ballet Forum will designate the total group (24 students) into two separate groups. Each of the two large studios is on a separate floor of the building. 2 metre spacing will be clearly marked out in

each studio.

CAPACITIES	Small Studio	Medium Studio	Large Studio
August 10 – 29	3	8	12
August 31 onwards	4	12	20

b) Entry & Exit

- DanceHouse is operating a staggered entry and exit process and you will be allocated a time slot in advance of your arrival. The whole group must arrive and leave at the same time and no additional people will be permitted during the day unless confirmed in advance. Arrival times will be between 9am-10am.
- Groups are to meet outside before entry into the foyer to reduce the number of people in the space.
- We all want to return to a time when we can have casual chats with staff and other users of DanceHouse as they arise. However, to reduce discomfort and anyone taking offense, please limit interaction with staff and other users to a few minutes.

c) Cleaning & Hygiene

- Each studio will be mopped and cleaned each morning.
- A mop & floor cleaner, as well as cleaning spray and blue paper will be available in all studios. We will clean the studio before use and clean regularly used areas such as doors etc. every hour or two. Studios are to be left as found and will be cleaned after use.
- All of the equipment used (tables, chairs, ballet barres etc.) will be cleaned before leaving the studio.
- Windows will be open at all times and students will be asked to leave the studio during lunch hour to ventilate the space.
- Hand sanitisers will be available in various locations around the building.
- Dancers are requested to bring their own bottles of drinking water.

d) Getting around the building

- Use of the lift is for those with mobility issues only (max. 2 people at any one time). If you will require the lift, please notify us in advance of your arrival.
- Groups must stay on their own studio floor and not travel to other floors during the day.

e) Breaks

- To reduce contact between your group and others, if you are leaving the building to go to the shops, please try and leave and enter the building as a group.
- Specific areas around the building will be allocated to each group for breaks. Groups must stick to these areas only.
- The kitchen on the 2nd floor is out of use.

f) Toilets & Changing Rooms

- Changing Rooms and showers are out of use. Please make sure to arrive in the clothes needed for practice.
- Groups must only use the toilets on their own floor. These will be unisex.
- Only one person from each group should visit the toilets at a time. This will increase the ability to physically distance in the bathrooms.
- The toilets on the 2nd floor are reserved for staff only and the toilet on the Ground Floor will be reserved for patrons with mobility issues only.

g) Physical Contact

- Physical contact between dancers will not be permitted at this time.

3) Pre-Arrival Checklist

This form will be circulated to all attendees. It must be completed and submitted to Irish Ballet Forum three days before the start of the course.

Please answer the following questions:

Dancer's Name:
Parent/Guardian Name:
Mobile No:
Email:

Does the attendee have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?	Yes / No
Has the attendee been diagnosed with confirmed or suspected Covid-19 infection in the last 14 days?	Yes / No
Is the attendee a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)	Yes / No
Has the attendee been advised by a doctor to self-isolate at this time?	Yes / No
Has the attendee been advised by a doctor to cocoon at this time?	Yes / No

If the answer is Yes to any of the above questions you are strongly advised to follow the medical advice you have received, or you should seek medical advice if you have not already done so.

If at any time you or any of your group start to display symptoms of Covid-19 you should not come into DanceHouse. You should self-isolate at home and contact your GP promptly for further advice. Please also inform Irish Ballet Forum if this situation arises.

You should let us know if there are any other circumstances relating to COVID-19, not included in this form, which we may need to know.

Signed:	Date:
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4) Dealing with a Suspected Case of COVID-19

While dancers should not attend if displaying any symptoms of COVID-19, the following steps outline how we will deal with a suspected case if it may arise during the course:

- Designated isolation area.
- Other dancers will not have any access to the isolated person.
- Dancer's parent(s) will be contacted and they will be taken home immediately.
- Carer (i.e. ballet teacher) will maintain 2 metre distance.
- Both will wear facemask.
- The teacher should avoid touching people, surfaces and objects.
- Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided.
- Assessment of the incident will be undertaken, which will form part of determining follow-up actions and recovery.
- Appropriate cleaning of the isolation area and work areas involved will follow
- Irish Ballet Forum will provide advice and assistance if contacted by the HSE.

5) Cancellation Policy

If Irish Ballet Forum cancels the booking through no fault of their own (i.e. due to a change in Government advice, in response to a critical incident or identification of a high level of risk):

- 100% of booking will be returned.

If a booking is cancelled by the customer:

- Will be dealt with on a case by case basis.

This policy is subject to change in line with government guidelines and business requirements.

For any queries, please contact us via email: info@balletireland.ie