

About Siobhan Davies Studios

Venue located in South East London.

The building is composed of the following across 3 floors:

- A courtyard
- A reception
- An office
- A kitchen
- 3 meeting rooms
- 2 dance studios
- 2 changing rooms
- 7 toilets (2 disabled toilets)

There are 32 members of staff all English speaking.

Building opening hours: 9am until late.

The building is cleaned every day by 2 cleaners.

About Covid-19

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Covid-19 symptoms are:

- High temperature
- New and continuous cough
- Loss or change of taste/smell

What is the hazard?

Spread of Covid-19

Who might be harmed?

Staff, Cleaners, Visitors, Studios and Rooms Users

How to control the risks?

CLEANING

- ✓ Hand sanitizers available in each room
- ✓ Floor cleaning products available in the studios
- ✓ Regularly clean/spray desk/chairs/printers/doors handles/ light switches/ stairs rails/benches throughout the day
- ✓ Wash hands regularly with soap/water
- ✓ Use disposable paper towels
- ✓ Antiviral disinfection of the studios between each use
- ✓ Allow 30min between each hire to disinfect the rooms
- ✓ Daily building cleaning
- ✓ Weekly antiviral disinfection of the entire building
- ✓ Keep windows open to provide air ventilation



SOCIAL DISTANCING



- ✓ Reduce the number of people in each room and in the building
- ✓ Modified opening hours
- ✓ Wear mask as per government guideline especially on public transport. Masks are not mandatory unless unable to keep social distancing
- ✓ Go through temperature check when registering. Anyone with temperature above 37.5°C will not be allowed to come into the building
- ✓ Rooms capacity limited and assessed on a case by case basis
- ✓ Use social distancing floor markers and directional signage
- ✓ Install Plexiglas screens at the Reception
- ✓ Daily checks that staff and users are complying to government guidelines

BOOKING SYSTEM

- ✓ Users to pre-book their studio space to be allowed in the building
- ✓ Implement studio users tracking system as per government guidelines. Name and contact details will be kept for 21 days
- ✓ Go through temperature check when registering. Anyone with temperature above 37.5°C will not be allowed to come into the building
- ✓ Users to use one-way system to walk in the building
- ✓ Users not to enter the building if they show any of Covid-19 symptoms which are: High temperature, new and continuous cough, loss or change of taste or smell
- ✓ Users to inform the Reception if they feel sick so staff can carry out inspection and cleaning

CAPACITY OF THE BUILDING

The capacity of the building is currently limited.
Studio hires and classes capacity will be assessed on a case by case basis as per government guidance.
Wear masks if social distancing is not possible.
Avoid hand contact.

Research Studio Capacity (incl the teacher):
Mat based classes: 14 people maximum
Movement classes: 8 people maximum

Roof Studio capacity (incl the teacher)
Mat based classes: 30 people maximum
Movement classes: 16 people maximum

Movement classes must be in the floor marked boxes (incl the teacher).

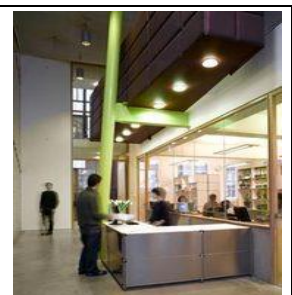
The Courtyard

To be used as a waiting area.
Tape indicators on the floor (2 meters).
Picnic table/benches to be cleaned after each use



The Reception

Install 2 Plexiglas screens on the reception desk
Equipment to be used only by the person on duty
(Desk, Chair, Phone, Printer, Card machine, Files, Bar)
Repeat cleaning and disinfecting throughout the day



The Kitchen – **For Staff Only**

One person at the time

One way system going out through the Parlour

Studio users are allowed to use the kitchen for water refilling purposes only

Antibacterial wipes, disinfecting spray, gloves and paper towel available by the sink

The Parlour

Max 5 people at a time

Restricted access to the sofas

Wash your hands before and after using the space



The Library

Max 5 people at a time

Wash your hands before and after using the space



The Office

Use conference calls instead of face2face

Limited capacity

Place empty desk between each used desk

Tea/coffee point available for staff only

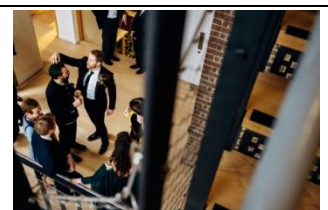
Wash your hands before and after using the space



Corridor on the ground floor

Waiting area between studio use and cleaning.

Maximum 5 people



Ground floor toilets

2 toilets for **staff only** and wheelchair users

The Lift

To be used by one person at the time

The Stairs

One way system



Changing Rooms

Maximum 2 people at a time

Users to take their belongings into the studios

Nothing to be left in the changing rooms

Lockers not in use

Spray the shower between each use and allow 15min wait

Toilets/sink/bench to be cleaned and wiped throughout the day



First Floor toilets

Toilets by the lift for Roof Studio users ONLY

Toilets in the changing rooms for Research Studio users ONLY

Disabled toilets access for all studio users with access needs

The Study

Reserved for staff ONLY

Maximum 2 people at the time

Wash your hands before and after using the space



The corridors outside the studios

Shoe racks will be available inside the studios to ease the one-way system and keep corridors cleared



Before



After

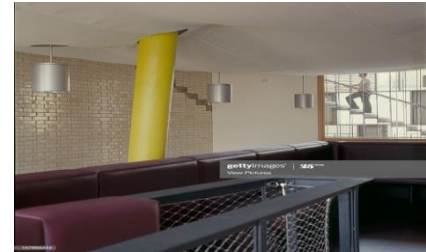
The Research

Use one way system using the back door to get out or the fire escape
Limited capacity to be assessed for each used
Section the studio to enable solo and “bubble” work
Users to bring their own mats
Wash your hands before and after using the space



The Balcony/Corridor

Used as exit after class in the Research
Waiting area between studio use and cleaning.
Maximum 6 people
Restricted access to the sofas



The Roof

Limited capacity to be assessed for each individual use
Section the studio using floor tape to enable solo and “bubble” work
Users to bring their own mats
Wash your hands before and after using the space

