

## **Firkin Crane Covid-19 protocols for rental clients using the building and studios**

***Detailed guidelines on accessing and using studios at Firkin Crane during the Covid-19 Pandemic***

**Version 15<sup>th</sup> July 2020**

### **Before arriving**

1. The team at Firkin Crane will provide any assistance the company/teacher might require in preparing their own protocols, risk assessment or other Covid-19 related processes required to resume activities in our studios.  
Prior to entering the building the company must:
  - Complete the Firkin Crane visitors form
  - Have in place a Covid-19 Compliance Manager
  - Have complied with HSA regulations including the [Return to Work Form](#) for all your employees/helpers.

Should a Covid-19 Compliance Manager not be in place the Firkin Crane Covid-19 Compliance Manager can provide advice and support.
2. Company members, teachers and helpers must attend a Firkin Crane Covid-19 Protocols Induction that will introduce the new workings of the building. This should take place at least 24 hours in advance of classes resuming. All members of the company must complete this Induction.
3. Firkin Crane will provide the company with a copy of the ***Firkin Crane Covid-19 Adjusted Risk Assessment for activities in the building.*** [Available online click here](#)
4. Prior to accessing the studio the company/teacher must provide Firkin Crane with their own risk assessment regarding their particular activity in the studio.
5. Firkin Crane will provide the company/teacher with a copy of this **Firkin Crane Covid-19 protocols for using the building and studios** which includes **detailed guidelines on accessing and using studios at Firkin Crane during the Covid-19 Pandemic.**
6. At least one day in advance of arrival we will ask that the company/teacher attend a brief induction by the Firkin Crane Covid-19 compliance manager. This should take about 15 minutes.
7. Firkin Crane requires 24 hours notice of the names of company/teacher employees and the numbers of each class, if different to previously provided information.
8. To reduce the risk of the spread of the virus students are required to come ready for class. The dressing rooms will not be used as such except for access to bathrooms and this will be under strict distancing guidelines.

9. Class start times will remain the same as previously but each class must finish ten minutes earlier than usual. The reason for this is twofold:
  - Allow for cleaning the studio.
  - Allow for students to exit the building before the next class arrives, thus avoiding unnecessary contacts and crossovers between students and parents and guardians.

### Arriving at Firkin Crane

10. Parents and Guardians are requested to drop students off / hand over students to the teacher/ chaperone, no earlier than 5 minutes before class start time and be available to collect students 10 minutes before the end of class in order to facilitate cleaning the studio before between classes.
11. Independent students and teachers arriving for a class should arrive no earlier than 5 minutes before the class start time.
12. Parents and Guardians requested to be available to collect students at or just before the class end time.
13. There will be an entry queuing system in place outside the Firkin Crane.
14. Students will be permitted into the building only when their studio is cleaned and ready and at class start time.
15. Please note, because of governmental requirements for Covid-19 contact tracing, social distancing and limits on the numbers capacity for indoor spaces, Parents and Guardians cannot be permitted inside Firkin Crane.
16. Only company/teacher representatives, teachers and students will be allowed enter the building. These will have updated Firkin Crane in advance and facilities for contact tracing will be in place. All other individuals wishing to enter Firkin Crane will be required to complete the Covid-19 visitors form for contact tracing.

### Inside Firkin Crane

17. On entering the building all persons aged 13 and over are required to wear a face covering. This can be removed when inside the studio, but must be worn on exiting the building also.
18. On entering the building the company, teachers and students will be required to adhere to the ***Firkin Crane Covid-19 protocols for using the building and studios*** as discussed during the Firkin Crane Covid-19 Protocols Induction ref item 2 above.

19. Wall mounted hand sanitiser dispensers are located at the entrance, throughout the building and at the exit.
20. On entering the Firkin Crane the student will report to the company/teacher representative and have their name checked off the class register and guided to their studio. Please note many classes are in different studios from before.
21. A copy of the class register will be given to reception so that Firkin Crane will know who is in the building at all times. If the attendance sheet is not complete when the class starts the company/teacher representative should leave their phone on to be notified of latecomers.
22. A company/teacher representative must bring latecomers to the studio. Reception will notify the company/teacher representative that a student is waiting.
23. While there are government limits to the numbers gathering indoors, the number of persons being counted as being in Firkin Crane will include professional dancers in residencies, students, teachers, chaperones, Firkin Crane staff, visitors and any other persons in the building.
24. Available bathrooms are located on the entrance corridor and in the dressing rooms. Only one person per bathroom at a time. If one person is inside there will be instructions posted on waiting guidelines or directions to the next bathroom.
25. There is an internal one-way system in place around the building. Every studio has **one door in** and **one door out**, with the exception of the Mirror room. However, we have designed the routes so that at no time will anyone need to pass another person in a corridor, on a stairway or on entering or exiting the building.

### Inside the Studio

26. Firkin Crane will adhere to Covid-19 distancing restrictions that are in place at any one time, therefore the usual studio capacity may be reduced. Should this occur the new capacity will be communicated to the company and posted at the entrance to the studio.
27. In the studio, outdoor shoes are no longer permitted on the black dance floor. Shoe racks are provided.
28. Students must bring adequate drinking water as the Kitchen is closed.
29. Every person in the building must follow this one-way system throughout the building. If a person needs to leave a studio for any reason it must be through the exit door and to re-enter they must proceed around the building by the one-way system.
30. Firkin Crane recommends that teaching practice be tailored to adhere to Covid-19 distancing guidelines.

31. Red marks on the studio floor indicate the standing position for students allowing the existing 2-meter distance. Green marks are added between the red marks for standing positions allowing for circumstances where 1 meter distancing is permitted.
32. At the start of every day the Studio will be cleaned and disinfected. To avoid unnecessary interaction, Firkin Crane staff will not re-enter the studio again that day. (Unless in the case of an emergency).
33. A cleaning-hygiene station is provided in each studio. After each class it is the responsibility of the company/teacher to clean the studio for the next class, be it a class from the company/teacher or from another company/teacher. Please note that Firkin Crane has in place a system for regularly cleaning touch points around the building but not inside the studios during the day.

The studio cleaning station contains:

- Disposable gloves
- A mop pre filled with cleaning agent for the floor
- A spray bottle with cleaning agent, for touch surfaces including door handles, shoe rack, Ballet Barres any other surfaces a student or teacher might have been in contact with.
- Paper wipes for wiping down after spraying.
- Hand sanitiser for the person/s doing the cleaning.
- A covered bin for waste material.

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| <b>End of Class, leaving the building</b> |
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34. At the end of each class the students must leave the building promptly following the one-way system. In all circumstances persons coming down a set of stairs will have the right of way over those on level ground. 2 meter distancing must be followed while leaving the building
35. On leaving the building via the Exit Only door students should move promptly through the Red Squared Box and down the steps
36. Parents and Guardians are requested to be available to collect students 10 minutes before the end of class in order to facilitate cleaning the studio before between classes.
37. In the event a student is going directly to another class they must first report to the company/teacher representative at the entrance. If the class is not due to start within 5 minutes they must leave the building and re-enter within 5 minutes of their class start time.

**Please note**

38. Contact tracing is a key element in stopping the spread of Covid-19. The company/teacher must co-operate with the Firkin Crane Covid-19 compliance team and follow the relevant HSA [checklist](#) should an incidence of the virus occur in the building.
39. Two Covid-19 isolation rooms are provided in the building. One located outside studio 4 and one is the Board Room.
40. The company/teacher must ensure that their employees, helpers, contractors are familiar with Firkin Crane **Covid-19 protocols for using the building and studios** and understand the **detailed guidelines on accessing and using studios at Firkin Crane during the Covid-19 Pandemic**".
41. Firkin Crane retains at all times the sole and exclusive right to determine the times for opening and closing the building, to reserve the right of admission to the building at all times, to control and manage the building in light of the Governments agencies Covid-19 requirements and guidelines.
42. Firkin Crane reserves the right to amend these protocols should circumstances arise and in line with Government guidelines.
43. If you are in agreement with these terms please sign and return. Your signing of the protocol signifies that you have read and understood the Firkin Crane **Covid-19 protocols for using the building and studios and understand the detailed guidelines on accessing and using studios at Firkin Crane during the Covid-19 Pandemic**.

**Signed on behalf of  
The Firkin Crane**

**Signed on behalf of  
[insert company/teacher name]**



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Date: 15<sup>th</sup> July 2020

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Date: xx/xx/xx