

Firkin Crane Covid-19 protocols for Professional Residencies in the building and studios

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

Version 15th July 2020

Before arriving

1. The team at Firkin Crane will provide any assistance the company/dance artist 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/dance artist 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/collaborators.

Should a Covid-19 Compliance Manager not be in place the Firkin Crane Covid-19 Compliance Manager can provide advice and support.
2. Firkin Crane will provide the company/dance artist with a copy of the ***Firkin Crane Risk Assessment for activities in the building.*** [Available online click here](#)
3. Prior to accessing the studio the company/dance must provide Firkin Crane with their own risk assessment regarding their particular activity in the studio.
4. Firkin Crane will provide the company/dance artist 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.**
5. Firkin Crane requires 24 hours notice of the names of company/dance artist employees/collaborators and the numbers of persons expected during the day or period of residency if possible, including times of arrival and departure so that Firkin Crane is aware of the numbers in the studio at any one time.
6. Company members and collaborators must attend a Firkin Crane Covid-19 Protocols Induction that will introduce the new workings of the building. This can happen at the start of the residency or can be arranged to take place in advance.
7. To reduce the risk of the spread of the virus the dressing rooms will not be available for use except for access to bathrooms and this will be under strict distancing guidelines.

Arriving and Inside Firkin Crane

8. There will be an entry queuing system in place outside the Firkin Crane for use at busy times. .
9. 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.
10. On entering the building the company/dance artist employees/collaborators will be required to adhere to the ***Firkin Crane Covid-19 protocols for using the building and studios.***
11. On the first day of arrival the company/dance artist employees/collaborators will receive a brief induction by the Firkin Crane Covid-19 compliance manager. This should take about 10 minutes. If you would like to arrive before your start time to take the induction please let us know.
12. Wall mounted hand sanitiser dispensers are located at the entrance, throughout the building and at the exit.
13. On entering the Firkin Crane the company/dance artist, employee/collaborator will report to Reception for signing in.
14. 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 and collaborators in residencies, students, teachers, chaperones, Firkin Crane staff, visitors and any other persons in the building.
15. 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 on waiting or directions to the next bathroom.
16. 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

17. 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/dance artist and posted at the entrance to the studio.

18. In the studio, outdoor shoes are no longer permitted on the black dance floor. Shoe racks are provided.
19. Dance artists and collaborators must bring adequate drinking water as the Kitchen is closed.
20. Every person in the building must follow the 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 the studio they must proceed around the building by the one-way system.
21. Firkin Crane recommends that activities / choreography be tailored to adhere to Covid-19 distancing guidelines unless the participants are already considered a household.
22. Red marks on the studio floor indicate the standing position 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.
23. 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).
24. A cleaning-hygiene station is provided in each studio. After each use it is the responsibility of the company/dance artist to clean the studio for the next user. We also advise the arrival of new participants, collaborators during the day should prompt a studio clean. 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.

End of session, leaving the building

25. At the end of your session you must leave the building 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.
26. On leaving the building via the Exit Only door we ask that you move promptly through the Red Squared Box and down the steps. You may notice that this cuts through the queuing system for entering the building.

27. In the event that you are re-locating to another studio within the building you must report back at reception to confirm that you are doing so. At this point reception will advise if the new studio is ready and record the studio move.

Please note

28. Contact tracing is a key element in stopping the spread of Covid-19. The company/dance artists 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.
29. Two Covid-19 isolation rooms are provided in the building. One located outside studio 4 and one is the Board Room.
30. The Company/dance artist must ensure that their employees/collaborators 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”.
31. 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.
32. Firkin Crane reserves the right to amend these protocols should circumstances arise and in line with Government guidelines.
33. 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**



Date: 12th June 2020

**Signed on behalf of
[insert company/dance artist name]**

Date: xx/xx/xx