

Firkin Crane Covid-19 protocols for attendees taking professional training using the building and studios

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

Version 23rd July 2020

Before arriving

1. Training must be booked in advance. This will allow Firkin Crane to ensure Covid-19 protocols are adhered to for all attendees in the training session, helping to keep everyone safe.
2. Prior to entering the building the attendee must complete the Firkin Crane Covid-19 Visitors Self Declaration Form. [Available online click here](#). This will also be available at time of booking. If the attendee cannot print the form they can complete it in person at reception on arrival. But we ask that if any answers on the form would indicate a possible risk they should not enter the building.
3. For information there is a copy of the ***Firkin Crane Risk Assessment for activities in the building.*** [Available online click here](#)
4. Firkin Crane will make available a copy of this **Firkin Crane Covid-19 protocols for attendees taking professional training using the building and studios** which includes detailed guidelines on accessing and using studios at Firkin Crane during the Covid-19 Pandemic.
5. To reduce the risk of the spread of the virus the dressing rooms will not be available for use except for access to bathrooms, under strict distancing guidelines.

Arriving and Inside Firkin Crane

6. There will be an entry queuing system in place outside the Firkin Crane for use at busy times.
7. 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.
8. On entering the building the attendee will be required to adhere to the ***Firkin Crane Covid-19 protocols for using the building and studios.***
9. On entering the Firkin Crane the attendee will check in at Reception.
10. Wall mounted hand sanitiser dispensers are located at the entrance, throughout the building and at the exit.
11. 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.

12. 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

13. In the studio, outdoor shoes are no longer permitted on the black dance floor. Shoe racks are provided.
14. The attendee must bring adequate drinking water as the Kitchen is closed.
15. Every person in the building must follow the one-way system throughout the building. If the attendee needs to leave a studio it must be through the exit door, and to re-enter the studio they must proceed around the building by the one-way system to re-enter the studio through the entry door.
16. Before and after each training session the Studio will be cleaned and disinfected by Firkin Crane staff.
17. A cleaning-hygiene station is provided in each studio for longer sessions or if the teacher/attendees deem more regular cleaning during the session is necessary. Firkin Crane staff will not enter the studio during a training session, (unless in the case of an emergency).
18. Please note that Firkin Crane has in place a system for regularly cleaning touch points around the building.

End of session, leaving the building

19. At the end of the session you must leave the building following the one-way system. In all circumstances persons coming down stairs will have the right of way over those on level ground. 2m distancing must be followed while leaving the building.
20. 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 those entering the building.

Please note

21. Contact tracing is a key element in stopping the spread of Covid-19. The attendee 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.
22. Two Covid-19 isolation rooms are provided in the building. One located outside studio 4 and one is the Board Room.
23. Firkin Crane reserves the right to amend these protocols should circumstances arise and in line with Government guidelines.