

Classes / workshop Venue	<ul style="list-style-type: none"> • Obtain copy of venue Covid-19 risk assessment and review their policies and systems for managing the risk • Limit number of people in the workshop space at any one time to ensure social distancing of 2 metres • Mark out separate areas for participants (a minimum 2 metre area per person) • Ensure ventilation of space is adequate • Ensure regular cleaning of common touch areas and touch surfaces eg. door handles, toilets, using appropriate cleaning products (disinfectant – see info here for latest information: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) • Check entrances/exits into venue to try and avoid pinch points, introduce one-way systems if possible or organise a pre-workshop meeting place outdoors • Ensure venue has access to handwashing Distribute visible posters/signs to remind people to regularly wash their hands 		<p>Session Leader / Dancemind management:</p> <ul style="list-style-type: none"> • Air con – to be checked with building management • Check that windows can be opened and viability of propping doors open, ensuring fire safety is not compromised • Liaise with cleaner of venue to discuss cleaning arrangements • Put up posters/signs to remind participants about hand washing / cleaning • Allow sufficient extra time to include set-up and cleaning of venue <p>Check venue risk policy for toileting procedures/access for participants</p>	<p>2 x 2 = 4</p> <p>LOW</p>
Participants	<ul style="list-style-type: none"> • Maintain social distancing where possible, workshop activities to only include close contact / partner work where people are in the same bubble and activities planned where possible to include back to back and side by side with others, avoiding face to face where possible. • Encourage participants and leaders to practice good respiratory hygiene ie catch it, bin it, kill it and ensure there are waste bins available for tissues etc • All adults to wear face coverings if there are any workshop participants who are in high risk groups, unless exempt from wearing face coverings. • Hand cleaning to take place on entry and exit of workshop • Provide a designated area for each participant bubble to store their own belongings including outdoor shoes and encourage regular washing of clothes. • Any food brought into the venue must not be 		<p>Session Leader:</p> <ul style="list-style-type: none"> • Brief participants to bring warm clothes / layers due to added ventilation • Bring hand gel for participants use • Pre-workshop participant briefing to include; symptom checking and advice for testing, social distancing reminders, good hygiene (hand-gel / washing), storing of belongings. • Remind participants not to attend if feeling unwell • Hand gel provided to be hypo-allergenic, (70% alcohol content) brief participants beforehand to bring their own hand gel if any concern • Workshop to take place with no shoes, remind participants to bring clean socks to put on or wash their feet and to wash clothes regularly • Participants to bring their own water bottle 	<p>2 x 2 = 4</p> <p>LOW</p>

	<p>consumed inside unless essential (i.e. low sugar levels)</p> <ul style="list-style-type: none"> • Access to drinking water provided • If possible, journey to venue should avoid public transport (walking, car, cycling) If using public transport, face coverings are mandatory. 			
Session Leader	<ul style="list-style-type: none"> • Covid-19 awareness/training on managing transmission for session leaders • Cleaning of workshop area • Storage of all equipment/props etc to be safely out of the way • If more than one workshop is taught in varying locations, session leader to change clothes between workshops • If possible, journey to venue should avoid public transport (walking, car, cycling) 		<p>Session Leader:</p> <ul style="list-style-type: none"> • Undertake Covid-19 awareness training prior to workshops • Bring anti-bacterial wipes (ensure wipes are the kind which kill viruses), hand gel, spray, cloth and a bag for safe disposal • Bring sufficient changes of clothes and undertake rigorous hand hygiene, keep long hair tied back • Plan sessions to include where possible activities that can be done back to back or side by side rather than face to face 	<p>2 x 2 = 4</p> <p>LOW</p>
Workshop Props and equipment	<ul style="list-style-type: none"> • All props to be cleaned after every workshop session and left 72 hours between usage, ensuring appropriate cleaning materials are used (with disinfectant and/or following manufacturers washing instructions) • For projects longer than one week assign a named bag of props to each participant bubble • Only the session leader is allowed to touch the music system • Lower the music volume to keep raised voices to a minimum 		<p>Session Leader:</p> <ul style="list-style-type: none"> • Ensure enough props to include cleaning and leaving 72 hours between sessions <p>Encourage quiet talking, no shouting (to be considered in type of session activities)</p>	<p>2 x 2 = 4</p> <p>LOW</p>
Record Keeping	<ul style="list-style-type: none"> • Limit contact with participant paperwork eg. registration forms, evaluation forms to be completed online if possible or with sanitised pens or participants own pen • Record keeping for each session of participants contact details for contract tracing <p>Procedure for participants to inform Dancemind if they become symptomatic for Covid-19 (continuous cough, loss of sense of taste or smell, a fever)</p>		<p>Session Leader:</p> <p>To be aware of procedure for reporting contact tracing information and relay information to participants</p>	<p>2 x 2 = 4</p> <p>LOW</p>

Other	<ul style="list-style-type: none">• Discourage non-participant from watching sessions• First aid / fire & emergency – no need for social distancing but pay attention to cleaning and re-distancing as soon as possible after. Assess risks for any vulnerable employees or volunteers and implement further action if needed		Dancemind: Publish Covid-19 risk policy statement on website to inform the public of what we are doing to make people safe	2 x 2 = 4 LOW
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