

MGTA COVID POLICY

These guidelines lay out the safety measures that we will be implementing from September 2020 to ensure the safety of our staff, teachers, and students as we open our studio and re start our classes.

We have been working hard to bring most of our classes back for you whilst ensuring we have implemented the recommended social distancing and safety measures taking into consideration the current required Government guidelines, the size and design of our building and the vast number of classes that we run. If you have any questions regarding classes in from September please email us on mgta.enquiries@gmail.com. We will continue to review the Government guidelines, our processes and our future plans on a weekly basis. All updates will be uploaded to our website <https://www.mandygodding.co.uk> and the MGTA mums Facebook page.

Take care, keep safe, and let's get dancing once more.

ARRANGING TO ATTEND CLASS

Registration

You will need to register for all classes that you wish to attend – Class sizes will be limited to adhere to the Government guidelines; therefore, we will need to know in advance who is attending.

The registration form can be found on <https://www.mandygodding.co.uk> and the MGTA mums Facebook page and it will be emailed to you if you have registered your interest in classes. Please return all forms to mgta.enquiries@gmail.com.

Please complete all contact details, it is essential that we have up to date contact details for all students.

There is a £10 registration fee which covers the cost of your ID card and admin.

ID Cards

We will be introducing MGTA ID CARDS. All students will require a card. It will be scanned on entry and exit. A register will then be automatically generated so that we have constant information on who is in the building and therefore will comply with Track and Trace regulations. All details are confidential and can only be accessed by members of staff in an emergency. All data will be held in conjunction with GDPR regulations.

ATTENDING THE STUDIO

- Entrance and Exit will be via the front door. The front door will remain closed, entry will be from 10 minutes prior to the start of class. It will be manned by a member of staff when classes are scheduled. There will be no access to the building before this. Only those who have registered for the class will be admitted into the building.
- The member of staff on the door will take everyone's temperature with a hand held thermometer. Anyone found to have a temperature over 37.5 degrees will be asked to leave and will not be allowed to attend classes. You must not attend if your child or any member of your household has a raised temperature, loss of taste and /or smell, continual cough and must obtain a negative Covid19 test.
- **There will be no waiting area inside the building for parents / carers or siblings. The only exceptions to this are as below.**
 - Parents/carers of people with special needs will be able to enter the building if prior arrangements have been made.
 - There will be an hour on Saturday mornings for the youngest pupils to attend (Pre-primary and Primary classes only). Parents will be allowed to enter the building with them and stay for the duration of their classes. We are only able to accommodate **one parent/guardian per child please do not bring siblings who are not attending class.** If you prefer you can leave your child with our chaperones. At the end of this time there will be a delay before further classes resume to enable staff to clean the building.
- Children arriving for their first taster session will be able to have a parent with them.
- Parents dropping off young children will be required to drop them at the front door where staff will look after them. Chaperones will supervise them at all times.
- Hand sanitiser and cleaning wipes will be available around the building for everyone's use along with clear signage to help. We will be operating a one-way system which will be clearly marked in the building. Staff will be on hand to advise and help.
- Children and Staff will be expected to wash hands and sanitise hands regularly.

STUDIO AND CLASS SAFETY

- Class start and end times will be staggered to reduce contact on the landing, stairs and corridor.
- All windows in the studios will be open (weather permitting) to aid ventilation and droplet disbursement. Internal studio doors will be closed during class to prevent droplet disbursement into corridors.
- Extra time will be left between classes to allow us to ventilate and clean the studios and other public areas.

- You will need to bring your own water/drink with you. No other food or drink will be permitted. Any water bottles left behind will be disposed of or returned if named.
- We will require attendees to come dressed ready for class with a tracksuit over leotards. Pupils will be able to leave one bag in the dressing room as long as social distancing is maintained; all possessions including outdoor shoes must be put into this bag.
- Classes will be adapted by the teacher to ensure safety measures and social distancing are maintained.
- Studio floors will have clearly marked dance spaces for students
- For safety measures there will be no bare feet in any classes. You will need to ensure you have the appropriate dance footwear for your class, for example jazz, ballet, tap shoes or trainers. For contemporary socks should be worn. If you are unsure of what to wear or do not have the dance shoes, please contact reception who will be able to help you with an alternative to wear. You will not be able to wear your outdoor shoes in class.
- We will not be prescribing the wearing of masks in class as this may lead to raised anxiety levels and other medical concerns plus the need to replace masks once they become moist. However, we will not prevent anyone wishing to wear a mask from doing so.
- If you feel unwell during a class, please notify a member of staff straight away. They will advise you of what to do. If you or a member of your household has been unwell or has symptoms of COVID19 before attending a class, do not attend. We recommend you follow the latest government advice and use the NHS Track and Trace facility. If you feel unwell after you have attended a class at MGTA please contact reception via telephone 07973534736 or email mgta.enquiries@gmail.com giving your full name (or child's name if a parent/carer making the call), the class/activity and date attended, then follow government guidelines and the NHS Track and Trace. We require this information to assist us to track and trace others who may have had contact with you within your class group, staff and ensure extra cleaning and our safety measures are reviewed.

ACCIDENTS AND FIRST AID

If you have an accident or require first aid whilst at MGTA, first aid requirements will take precedence over social distancing. We will follow our accident and first aid procedures and ensure other people are distanced from those involved. Staff members will use appropriate PPE in these circumstances.

LOST PROPERTY

Lost property will be stored individually in either a plastic or paper bag and held in reception. If you leave something behind you will need to contact reception via telephone 07973534736 or email mgta.enquiries@gmail.com to arrange collection. If you remember you have left something behind as you are exiting the building you will need to let a member of staff know and they will arrange for you to retrieve your property when safe to do so.

We appreciate that these measures are very different to our usual bustling studio atmosphere. We will still maintain our caring family values and will ensure your children are our first and foremost priority. If you need to see a member of staff or discuss any aspect of your child's training/ wellbeing you will be able to make an appointment, a member of staff will always be available to speak to you in person or via a phone call. For any admin please use mgta.enquiries@gmail.com for any student welfare/confidential matters please use mandygodding@yahoo.co.uk

By attending class, you are agreeing to adhere to this policy as it may change from time to time. MGTA will use its best endeavours to ensure a safe and fun environment is provided but it cannot be held responsible nor liable for any illness or injury related to exposure to Covid19.

Thank you for your continued support as we work to return to a place where we can offer our full range of activities. We hope that will be soon.

Mandy, Michael & the MGTA Team

NOTE: These measures are being put into place to ensure the safety of our students and staff. If at any point, that the team feels that anyone is not following the required social distancing and safety measures and therefore putting others at risk, they will be asked to leave and will not be permitted to return whilst these measures are in place.