

## **About Siobhan Davies Studios**

Venue located in South East London.

The building is composed of the following across 3 floors:

- A courtyard
- A reception
- An office
- A kitchen
- 3 meeting rooms
- 2 dance studios
- 2 changing rooms
- 7 toilets (2 disabled toilets)

There are 32 members of staff all English speaking.

Building opening hours: 9am until late.

The building is cleaned every day by 2 cleaners.

## **About Covid-19**

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Covid-19 symptoms are:

- High temperature
- New and continuous cough
- Loss or change of taste/smell

## **What is the hazard?**

Spread of Covid-19.

## **Who might be harmed?**

Staff, Cleaners, Visitors, Studios and Rooms Users.

## How to control the risks?

### CLEANINGNESS

- ✓ Hand sanitizers available in each room
- ✓ Floor cleaning products available in the studios
- ✓ Regularly clean/spray desk/chairs/printers/doors handles/light switches/ stairs rails/benches throughout the day
- ✓ Wash hands regularly with soap/water
- ✓ Use disposable paper towels
- ✓ Encourage staff to report any skin problems due to cleaning and use of cleaning products
- ✓ Daily building cleaning
- ✓ Antiviral disinfection of the studios between each use
- ✓ Allow 30min between each hire to disinfect the rooms
- ✓ Weekly antiviral disinfection of the entire building
- ✓ Keep windows open to provide air ventilation



### SOCIAL DISTANCING



- ✓ Reduce the number of people in each room and in the building.
- ✓ Modified opening hours.
- ✓ Wear mask as per government guideline especially on public transport. Masks are not mandatory unless unable to keep social distancing.
- ✓ Rooms capacity limited and assessed on a case by case basis
- ✓ Use social distancing floor markers and directional signage.
- ✓ Install Plexiglas screens at the reception.
- ✓ Daily checks that staff and users are complying to government guidelines.

## **BOOKING SYSTEM**

- ✓ Users to pre-book their studio space to be allowed in the building.
- ✓ Implement studio users tracking system as per government guidance. Name and contact details will be kept for 21 days before being destroyed.
- ✓ Users to use one-way system to walk in the building.
- ✓ Users not to enter the building if they show any of Covid-19 symptoms which are: High temperature, new and continuous cough, loss or change of taste or smell.
- ✓ Users to inform the Reception if they feel sick so staff can carry out inspection and cleaning.

## **CAPACITY OF THE BUILDING**

The capacity of the building is currently limited.

Studio hires and classes capacity will be assessed on a case by case basis as per government guidance.

Wear masks if social distancing is not possible.

Avoid hand contact.

### Research Studio Capacity (incl the teacher):

Mat based classes: 14 people maximum

Movement classes: 8 people maximum

### Roof Studio Capacity (incl the teacher):

Mat based classes: 30 people maximum

Movement classes: 16 people maximum

Movement classes must be in the floor marked boxes (incl the teacher).

### **The Courtyard**

To be used as a waiting area.

Tape indicators on the floor (2 meters).

Picnic table/benches to be cleaned after each use.



### **The Reception**

Install 2 Plexiglas screens on the reception desk.

Equipment to be used only by the person on duty  
(Desk, Chair, Phone, Printer, Card machine, Files, Bar).

Repeat cleaning and disinfecting throughout the day.



### **The Kitchen *for Staff Only***

One person at a time.

One way system going out through the Parlour.

**Studio users are allowed to use the kitchen for water refilling purposes only.**

Antibacterial wipes, disinfecting spray, gloves and paper towel available by the sink.

### **The Parlour**

Max 5 people at a time.

Restricted access to the sofas.

Wash your hand before and after using the space.



### **The Library**

Max 5 people at a time.

Wash your hand before and after using the space.



### **The Office**

Use conference calls instead of face2face.

Limited capacity.

Place empty desk between each used desk.

Tea/coffee point available for staff only.

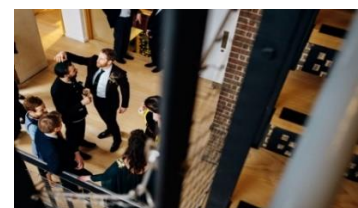
Wash your hand before and after using the space.



### **Corridor on the ground floor**

Waiting area between studio use and cleaning.

Maximum 4 people.



### **Ground floor toilets**

2 toilets for **staff only** and wheelchair users.

### **The Lift**

To be used by one person at the time.

### **The Stairs**

One way system.



### **Changing Rooms**

2 people at a time.

Users to take their belongings into the studios.

Lockers not in use.

Nothing to be left in the changing rooms.

Spray the shower between each use and allow 15min wait.

Toilets/sink/bench to be cleaned and wiped throughout the day.



### **First Floor Toilets**

Toilets by the lift for Roof studio users **ONLY**.

Toilets in the changing rooms for Research studio users **ONLY**.

Disabled toilets access for all studios users **with access needs**.

### **The Study**

Reserved for staff **ONLY**.

Capacity restricted to 2 people at the time.

Wash your hand before and after using the space.



**The corridors outside the studios**

Shoe racks inside the studios to ease the one-way system and keep corridors cleared.



*Before*



*After*

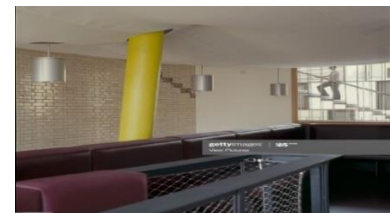
**The Research**

Use one way system using the back door to get out.  
Limited capacity to be assessed for each use.  
Section the studio to enable solo and “bubble” work.  
Users to bring their own mats.  
Wash your hand before and after using the space.



**The Balcony/Corridor**

Use as exit after class in the Research.  
Restricted access to the sofas.



**The Roof**

Limited capacity to be assessed for each use.  
Section enable solo and “bubble” work.  
Users to bring their own mats.  
Wash your hand before and after using the space.

