

# A safe place to dance: Health & Safety Protocols for running Evening Classes in DanceHouse; Risk Assessment & Checklists

Version 6 - July 1, 2021

## 1) Dance House Evening Class Protocols

Please know that these protocols, risk assessment and checklists are to ensure the safety of you, your class, as well as that of Dance Ireland staff and cleaners. It is our responsibility to create a safe place of work and it is your responsibility to follow these protocols.

Keeping DanceHouse open requires more work from all of us. This is a working document, guidance around Covid-19 is updated frequently and therefore Protocols may change as things progress.

CAPACITIES	Small Studio	Medium Studio	Large Studio	Resource Room
Rehearsals. Operating as a professional workplace with social distancing and all other protocols in place.	4	10	14	9 (seated only)
Classes (Morning & Evening Classes) Students + teacher	3+1	8+1	12+1	N/A

\*All numbers are inclusive of the teacher. Figures revised on February 24, 2021

### 1) General

- a) Strict capacities must be maintained at all times, and are inclusive of the teacher.
- b) Small studios will be available for teachers to book to use for live streaming/recording of online classes or private classes.
- c) Teachers must make their classes aware of the emergency exits and Evacuation Procedures at the beginning of each term. Details are on the wall in each studio and can be sourced from [info@danceireland.ie](mailto:info@danceireland.ie)

### 2) Contracts & Payment

- a) We will be operating shorter contracts of 4-6 weeks per class.
- b) Once confirmed, 12.5% of the rental fee is due, with the remainder due at the end of the 2<sup>nd</sup> week of the contract.

### 3) Managing numbers in the building & Contract tracing

- a) Instead of having the manual sign in system, the process will run as follows:
  - i) Teachers send the list of names of those booked in to [reception@danceireland.ie](mailto:reception@danceireland.ie) in advance of the class.
  - ii) Teachers will be responsible for:
    - (1) Confirming with their students that they have no Covid symptoms
    - (2) Keeping track of contact details for contact tracing
    - (3) We encourage you to have a simple process in place for students to cancel if they are not feeling well. The reason we suggest this is that none of us would want anyone to come to class just to not lose out on the money, and potentially bring Covid into the class.

#### 4) Details for the website

Class details requested for the Dance Ireland website:

- a) Name of Class
- b) Class level
- c) Information about the class and teacher/company (max 200 words)
- d) Image
- e) Video (if available)
- f) Website (if available)
- g) Name, telephone number and email of contact for the classes. This is where enquiries about the class will be directed
- h) This information will be displayed on our website here <http://www.danceireland.ie/whats-on/evening-classes/>

#### 5) Arrival Process

- a) We are operating a staggered entry and exit process and this will be reflected in the start and end times of your classes.
- b) Participants will arrive and be checked in at the front desk using the list you have sent over.
- c) For H&S reasons, and for ease of contact tracing, we recommend that participants block book for a course of classes (e.g. 4-6-weeks), rather than facilitating 1 class bookings. Drop-ins wouldn't be possible.
- d) There will be a queuing system outside of the building to ensure distance between those waiting for entry but the need to queuing will be limited as the start times of classes have been staggered. Participants will have a 15 minute window to enter and will be required to leave the building straight after the class.

#### 6) Social Distancing & Masks

- a) Social Distancing must be maintained at all times. We have marked out the studio with boxes to help you and the participants with this.
  - i) If social distancing has **not** been maintained between the participants in your class, then if one of them shows symptoms, they all need to self-isolate. Therefore, it is essential that this distance is maintained at all times so you can continue to run your classes.
- b) Click here for our [Covid Emergency Response Plan](#) which explains what needs to be done if someone in your class starts to show symptoms.
- c) **Masks:** Aerosol dispersion is real risk when carrying out dance classes and therefore we are recommending that masks be worn at all times, throughout your class.

#### 7) Cleaning

- a) Each studio will be mopped and cleaned after the daytime rentals in advance of the evening classes.
- b) Teachers are required to mop the floor (with a damp mop and disinfectant) and clean regularly used areas such as doors and playback systems (with disinfectant spray and paper) at the end of their booking to ensure the next teacher is coming into a clean space.
- c) A mop & floor cleaner, as well as cleaning spray and paper towels are in all of the studios. As ventilation is so important, there will be a gap between classes to facilitate this cleaning and ventilation.

- d) All of the equipment that you use (tables, chairs, ballet barres etc.) needs to be cleaned by you, before you leave the studio. We would recommend that you encourage all users to clean their own ballet barre after use.

## 8) Getting around the building

- a) Use of the lift is for those with mobility issues only (max 1 person at a time).
- b) Groups must stay on their own studio floor and not travel to other floors.
- c) Kitchen on the 2<sup>nd</sup> floor is out of use.

## 9) Toilets, Changing Rooms & Lockers

- a) Changing Rooms and showers are closed. Please make sure everyone arrives in the clothes needed for practice.
- b) Groups are to only use the toilets on their own floor. All 6 toilet cubicles on each floor are now unisex.
- c) The toilet on the Ground Floor will be reserved for patrons with mobility issues only.
- d) Lockers are available for use.

## 10) Physical Activity

- a) As with all forms of physical activity, there is a high level of risk, particularly in terms of the transmission of Covid-19. It is the responsibility of the group leader and all members of the group to be aware of and minimise these risks.
- b) All bookings will require submission of a risk assessment in advance, and outline how these risks will be mitigated. The link to the Risk Assessment Template is included below. One Risk Assessment per class type is required (unless all classes are the same).

This guidance is as of **July 1, 2021** and will remain in place until further updates from the government are issued, which will then supersede this guidance. All users of DanceHouse are expected to adhere to current guidance and protocols when in the building

## 11) What you need to do to make a booking

- a) Contact [eve.lalor@danceireland.ie](mailto:eve.lalor@danceireland.ie) with your preferred day and times. Please be aware that all class times will not be the same as in 2020. Class length may need to be shorter to facilitate the ventilation periods.
  - i) **Risk Assessment** – Consider the ways you would have worked in the studio in the past which would have involved close contact between you and your class. This form is for you to detail how you are going to take a different approach to being in the studio which will allow people to take class in a manner that avoids close contact. Be sure to include how you will communicate your approach to your class to ensure all feel comfortable in the space.
  - ii) This form is the place to show that you have systems in place to manage your class (in addition to all of the precautions Dance Ireland has taken).
- b) **Pre-Confirmation Checklist**– to confirm you have read these protocols, agree to abide by them and enforce them in your class and that you have insurance in place.
- c) **Pre-Arrival Checklist** – this is to confirm that you are not displaying any symptoms and is to be returned 3 days in advance of your term starting. The teachers will manage this process for the participants

12) Revised Cancellation Policy (from September – December 2021)

- a) The cancellation policy applies once you have confirmed your booking.
- b) Cancellations one month before classes start: deposit must be paid.
- c) Cancellations after classes have started: deposit, the cost of the rental for period that classes were held plus 2 weeks rent.

2) Dance House Risk Assessment For: (download template [here](#))

Name:

Date: *Thursday, July 01, 2021*

Production (if relevant):

Company (if relevant) :

Hazards/Risks  Examples below are not exhaustive. Assess what you will be doing in the studio and what risks there may be and add to this list.	Who is at risk	SEVERITY OF HAZARD	LIKELIHOOD	RISK FACTOR	ACTION TO BE TAKEN  Please list actions your group will take to lower the likelihood of your risks	SEVERITY OF HAZARD	UPDATED LIKELIHOOD AFTER ACTION	UPDATED RISK FACTOR
i.e. Contracting Covid-19 during rehearsal	i.e. All members of the group	5	2	10		5		
i.e. Contracting Covid-19 during breaks	i.e. All members of the group	5	2	10		5		
Other (i.e. a dancer with an underlying health condition)								

Severity of Hazard	X	Likelihood of Hazard	=	Risk Factor
1 = Minor Injury		1 = Unlikely		1-5 = Acceptable
2 = Major Injury		2 = Possible		6-8 = Acceptable with close supervision
3 = Serious Injury		3 = Quite Possible		9-15 = Unacceptable - needs reviewing
4 = Single Death		4 = Likely		16-25 = Not allowed - Risk too high
5 = Multiple Deaths		5 = Very Likely		

Please note that Covid-19 is always a 5 on the Severity Scale, even after all of your actions are taken

Please see page 5 for help on how to fill out Risk Assessment

Click [here](#) for a full explanation on how to fill out a Risk Assessment. You can always call us on 01 8558800 if you need additional assistance filling this out.

### 3) Confirmation Checklist (A link will be available to do this online)

Pre-Confirmation Checklist	Yes/No
Have you read and understood the Protocols?	
Do you agree to adhere to these and enforce these with your students?	

Have you completed the Risk Assessment and sent this to us, detailing the measures you and your group will take to maintain hygiene protocols and social distancing?	
Have you requested all required equipment (i.e. tables and chairs)?	
Have you sent us your public liability insurance?	
Do you have anyone within your group that has reduced mobility and requires the use of the lift? The lift is not to be used for any other purpose	
Are your numbers are within the capacities set out?	
<b>Agreement:</b>	
Do you agree to abide by the protocols put in place by Dance Ireland for the creation of a safe workplace in DanceHouse and enforce these with class participants?	
Do you understand that breaches of these policies by any one of your group will result in your contract being terminated?	

Signed:	Date:
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#### 4) Pre-Arrival Checklist – this is to be returned 3 days in advance of starting your class.

(please [fill in online](#))

Name	
Business Name	
Class Title	
Mobile No	
Email	
Date	

#### Please answer the following questions:

By signing this form, you declare that if you have answered No to all of the questions below and that if this changes at any point, then you will inform DanceHouse immediately and the class will be cancelled or an alternative teacher found, insurance secured and DanceHouse notified.

You should self-isolate at home and contact your GP promptly for further advice.

All questions should be directed to the DanceHouse Covid-19 Compliance Manager, Eve Lalor.

Do you have symptoms of cough, fever, breathlessness or flu like symptoms now or in the past 14 days?	Yes / No
Have you been diagnosed with confirmed or suspected Covid-19 infection in the last 14 days?	Yes / No
Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)	Yes / No
Have you been advised by a doctor to self-isolate at this time?	Yes / No
Have you asked all class participants these questions?	Yes / No

Signed:	Date:
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