

Cascade Dance Covid-19 Class Procedures

Please note that this is a working document and as guidance changes, we will adapt with the evidence and guidance supported by the government as and when it is released.

Please take the time to read our document outlining a range of measures put in place to ensure we are COVID Secure.

In this policy, where possible, Cascade has endeavoured to put the following measures in place

- **Minimising contact** with individuals who are unwell by ensuring those who have Coronavirus (COVID-19) symptoms do not attend classes. This also applies if a member of their family has symptoms or if they have been advised by NHS Test & Trace as 'a close contact' to isolate at home. Teachers should hold the relevant data to assist with Test & Trace. *More details found below*
- **Encouraging all teachers and students** to wash their hands more often than usual, including before and after class and before and after using toilet/washroom facilities
- **Ensuring good respiratory hygiene** by promoting the 'catch it, bin it, kill it' approach
- **Cleaning frequently touched surfaces** such as door handles, dance resources, more often than usual using standard products, such as detergent or bleach
- **The reduction or non-use of props** or resources in the class
- **Temporary floor marking defining** required spacing per individual should be provided to maintain social distancing
- **Encourage students to arrive in uniform, in black**
- **Manage occupancy of classes** and allow long enough breaks between classes to ensure enough time for student changeover
- **Avoid attendance by spectators** and non-attending children
- **Introduce more one way flow routes** through buildings and staggered arrival times where possible

Closure of Classes

If Cascade have to stop their classes due to an outbreak of COVID we will inform all parents prior to their next scheduled class and the isolation process must begin. A decision will then be made by the company directors for the next steps.

If a regional or national lockdown takes place, our face to face dance classes will go online and run from Zoom until further notice. No refunds will be issued, all classes will be carried over online and resume when and where possible.

We are all learning as we go. We hope that by offering up open communication with our students and parents we can work towards providing a safe environment for all our members and return to dance.

Contact us if you wish to discuss any of the above

rt@cascadedance.co.uk / sb@cascadedance.co.uk / admin@cascadedance.co.uk

Please read the following information on our Thursday & Saturday classes at

Oakley Fitness, Vale Royal Methodist Church, Vale Road, Tunbridge Wells, Kent TN1 1BF

Arriving & Drop Off

We will allocate all dance students a time to stagger their arrival.

Parents must not congregate in the reception of the gym area, waiting outside is advised if the area is busy. Face masks must be worn inside the venue.

For our younger students, we ask that parents drop off their child at the reception area at Oakley Fitness.

Our older students must be responsible for arriving on time, without a parent/guardian.

A Cascade team member will be located at reception to collect students and take them upstairs into the studios via the lift or via the stairs.

On Thursdays a Cascade member will be present for the first Junior class collection and drop off. After this, the classes are senior sessions so we expect students can make their own way to the studio.

Students that are late to the class unfortunately will miss the class and have to wait until the next teacher can collect them, this could be 10 minutes into class whilst the session begins.

Once upstairs students will enter the studio (shoes removed) and their belongings assigned to a tray, hand sanitiser used.

We advise that students bring only the essentials to class - water, snack and dance wear/footwear.

Leaving & Collection

We ask that parents arrive 5 minutes before the class finishes to collect their child.

Cascade will stagger the students so that students exit at different times.

Please be prepared to wait up to 10 minutes after the class has finished so that students can collect their belongings.

We understand that students will sometimes be collected late and we would never leave the building without the student being sent home. However, we do ask that collection is prompt so that (especially in the darker and colder months) the student is not waiting.

Students will collect their belongings and once left, teachers will prepare areas ready for the next student.

Venue

Please note that this is a public gym and whilst we have measures put in place to safeguard our students, we cannot monitor this throughout the duration of the day or evening classes whilst teaching.

For our older students, we ask that they arrive and depart on time and act appropriately whilst in the venue at all times.

Contact for the Thursday & Saturday classes: 07540 724 027

(this number will be redirected to a Cascade team member if there is no answer). Please call in an emergency or text if an enquiry.

Parking & Location

There is no parking at Oakley Fitness and we have strict instructions that the spaces at the front of the building are for gym clients only.

The closest and cheapest parking centres is [Torrington Road Car Park](#). [The Great Hall](#) and the [Pantiles Car Park](#) is also easily accessible.

The Gym is just off the old high street and opposite the common where other free parking spaces are available. The Gym is a 2 minute walk from Tunbridge Wells Train Station

Class Uniform

Students must come dressed in their dancewear ready to take their class/es.

If students need to change throughout the day for different classes, there are toilets on our floor which are easily accessible.

Black leotard, tights, shorts or dance leggings for Junior & Youth classes

Leggings and a T-shirt for Minis classes

Hair must be fixed before the class. Neat, tidy and away from the face

Those entering the Oakley fitness building are to wear their Cascade t-shirt or hoodie so they are recognisable to the general public.

T-shirts & Branding

We ask that all students own and wear a Cascade t-shirt for their uniform to their classes.

Merchandise is available to purchase from Cascade at reception

Footwear

Students can still dance in bare feet for their classes however we do encourage the use of Ballet shoes, soft Jazz shoe or grippy socks where possible.

Normal socks are not really permitted in the class due to health and safety reasons.

Outdoor shoes must be taken off before entering the studios and left in the designated boxes inside the studio, please ensure students have different clean shoes when dancing Street Dance.

Street Dancers – please bring a separate pairs of trainers to dance in – not you're day to day outside ones.

Students & Masks - not required for our dance classes

We have researched the guidance of wearing masks during physical activity and taken the decision to not enforce masks or visors in our classes for our students. We have taken guidance from Dance UK <https://youtu.be/1CEzsgytps8>

If a student would like to wear a face covering during the class, this will be respected. We ask that the student take short breaks of physical activity without the mask on.

Masks are however, to be worn whilst in the gym by both parents and students

Social Distance Dancing - Students

Students to maintain 1m+ distance at all times

The studio floor will be marked out with an **X or spot** for each student

A queue for corner work will also be organised

No contact with other student to be made during the class at this time (unless this person is in a friend /family bubble or has parental consent)

No touching or hugging other dancers in the class

No sharing mobile phones, drinks, food or other belongings whilst in the class

Movements may be limited to ensure safety of teacher

The teacher may assign students groups to dance in to maintain social distancing, depending on venue and class

Social Distance Dancing - Teachers

Teachers will not be giving any hands on corrections but may maintain distance and place arm or foot into place if absolutely necessary.

Teachers will not demonstrate any lift work, partner work or contact work with the student

Teachers are not required to wear masks in our class, however it is to the discretion of the individual teacher if he/she wears a visor or mask for their own safety in the class and in public areas of the venue.

Movements may be limited to ensure safety of teacher

Teachers will ensure they have sanitised their hand prior to teaching

The use of props will be limited. Students may be asked to bring props with them instead.

All props used will be washed and cleaned prior to the next class taking place (usually weekly)

Costumes may be lent out, however these will be washed and cleaned in prep for the next class.

Toilets

Students may leave the class to visit the toilet during the session. Hand sanitizer must be used when leaving the studio and then returning to class. We expect all students to wash their hands after their toilet trip.

Spectators

Unfortunately we **cannot allow spectators or any parents** in the studios. If parents wish to visit the studios they must arrange a time to meet a Cascade teacher after classes on Saturday afternoon. Students that are attending a trial session can bring a parent to watch, supervise for the first session only. Face masks must be worn by the parent as this is a public space.

Cleaning

Cascade will disinfect any common areas such as door handles and Ballet Barres

The studio space will be cleaned by the estates team at Oakley Fitness, this is not Cascade's responsibility.

Cascade will ensure that the studio space is clear of all hazards as per their regular risk assessment before activity takes place

Cascade will ensure that PPE and cleaning products are to hand when running their classes to ensure that they maintain a safe, clean and happy environment to dance in

Ventilation/ Air Con

Cascade will ensure that the studios are ventilated well and the windows are open for the duration of the class. Where possible, windows will be open instead of the use of air conditioning.

Covid- 19 Class Guidelines

Students, Parents and Teachers who are unwell with following symptoms of Coronavirus (Covid-19) should not attend Cascade's classes. If you have any of the following symptoms DO NOT attend and inform our designated member **Ricia Taylor** rt@cascaddance.co.uk / **07789 833 164**. Please note this is Ricia's personal number, please call at an appropriate time

Please note that we have the right to refuse entry to anyone using/booked to attend our classes if you have Covid19 symptoms, and no refunds will be eligible for this period.

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- To protect others, do not go to places like a GP surgery, pharmacy or hospital if you have any of these symptoms. Stay at home and self-isolate for 14 days.

We are also asking if you / your child/ren has a cold, please do not attend your class and report this as an absence through email.

Track & Trace

We expect parents to inform us if your child or someone from your household has symptoms. If you have symptoms and have scheduled classes with us, please contact us as soon as possible.

Students will not be able to return to classes until we have been informed of a negative outcome. If students have a positive outcome we will engage in a track and trace process.

We hold data for every student via LoveAdmin or BookWhen and will follow the track and tracing methods to contact those that have been in contact with that student during classes.

We expect that parents keep their personal information updated on LoveAdmin so that we can contact when required.

Links and Guidance:

We have taken our guidance and advice from the following

Link to Dance UK: [Return To Dance - One Dance UK](#)

[Performing arts - Working safely during coronavirus \(COVID-19\) - Guidance](#)

[Guidance for parents and carers of children attending out-of-school settings during the coronavirus \(COVID-19\) outbreak](#)