

## **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 30 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?

#### VENTILATION and CLEANING

- ✓ Keep windows open during and between hires to provide air ventilation
- ✓ Allow 30min between each hire to air out the rooms
- ✓ Antiviral disinfection of the studios between each use
- ✓ Hand sanitizers available in each room
- ✓ 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
- ✓ Daily building cleaning
- ✓ Weekly antiviral disinfection of the entire building



#### SOCIAL DISTANCING



- ✓ Reduce the number of people in each room and in the building
- ✓ Wear mask as per government guideline. Masks are not mandatory but still recommended, especially when moving around the building and/or in situation where you are unable to keep social distancing
- ✓ 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 "Track & Trace" as per government guidelines. Name and contact details will be kept for 21 days
- ✓ 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: 20 people maximum

Movement classes: 12 people maximum

### Roof Studio capacity (incl the teacher)

Mat based classes: 50 people maximum

Movement classes: 26 people maximum

1<sup>st</sup> September 2021

### The Courtyard

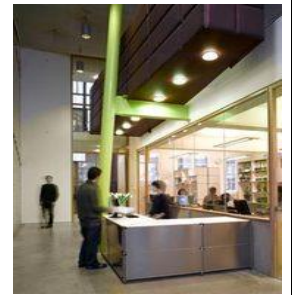
To be used as a waiting area.

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

One person at the time

One way system going out through the Parlour

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

### The Parlour

Max 7 people at a time

Wash your hands before and after using the space



### The Library

Max 7 people at a time

Wash your hands before and after using the space



### The Office

Limited capacity

Place empty desk between each used desk

Wash your hands before and after using the space



**Corridor on the ground floor**

Waiting area between studio use and cleaning.  
Maximum 5 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**

Maximum 3 people at a time  
Users to take their belongings into the studios  
Nothing to be left in the changing rooms  
Lockers not in use  
Spray the shower between each use and allow 15min wait



**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 studio users with access needs



### The Study

Reserved for staff ONLY  
Maximum 2 people at the time  
Wash your hands before and after using the space



### The corridors outside the studios

Shoe racks will be available 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  
Users to bring their own mats  
Wash your hands before and after using the space



### The Balcony/Corridor

Used as exit after session in the Research  
Waiting area between studio use and cleaning

Maximum 7 people



### The Roof

Limited capacity

Users to bring their own mats

Wash your hands before and after using the space

