

# IMPORTANT INFORMATION



## HUSKY STUDIOS COVID 19 POLICIES & PRACTICES

*Last updated 16/10/20*

**From 25th July 2020, our studios are open for use as long as the activities carried out within can be modified in such a way that social distancing can be maintained throughout the activity.**

### General policies

#### Zero Tolerance

Husky Studios shall exercise a zero tolerance policy for any person who poses a risk to other users of the building by failing to comply with our Covid 19 policies and practices. Any person who fails to comply shall be required to leave the building immediately. Furthermore, Husky Studios reserves the right to cancel without refund (and with immediate effect) any booking where a hirer fails to comply with our policies and practices and/or to enforce on their participants such policies and practices. When leaving the studio you must disperse immediately on exit from the building.

#### NHS Test and Trace:

The opening up of the economy following the COVID-19 outbreak is being supported by NHS Test and Trace. Husky Studios is assisting this service by keeping a temporary record of all attendees to the building for 21 days, and will assist NHS Test and Trace with requests for that data if needed.

All hirers are required to provide a full list of attendees (via [this link](#)) in advance of each of their sessions. Regular weekly hirers must provide a list for each and every weekly session taking place during the current pandemic. Any person whose name does not appear on the provided list will not be admitted to Husky Studios. Templates for the lists will be provided and these will reflect the safe room capacity. The list must only include active participants involved with the hire. Spectators are not permitted in Husky Studios. Where the hire involves participants under the age of 18 and/or vulnerable persons, it is the hirer's responsibility to provide appropriate chaperoning and/or supervision and the hirer must ensure that they include the name of all chaperones and/or supervisors within the number of places permitted for the studio on the list.

#### Hygiene

All attendees should wash their hands at home/work prior to leaving for Husky Studios. All persons entering Husky Studios must wear a face-mask and must sanitise their hands using the sanitising station on entry to the building.

### **Contact with other people**

Hugging, hand shaking and touching must be avoided at all times. In addition to the mandatory use of face coverings in all public areas of our building, participants should be encouraged to wear face coverings within the studios at any time where physical activity does not prevent their safe use.

### **National guidance**

Husky Studios expects all hirers to follow guidelines issued by their activity's governing body. Individual national governing bodies will often provide specific guidance on how their sport/activity can be played, undertaken or adapted to enable social distancing which must be followed.

### **Guidance for Local COVID alert level: high**

The UK government has placed London in tier 2 (High alert). From 17th October 2020, within Greater London, you must not meet in indoor settings with people who you do not live with or are not in your support bubble. **There are exceptions that permit people to meet in larger groups.**

You will be able to continue to use Husky Studios if you are using the studio:

- for work
- for education or training
- for supervised activities provided for children, including youth groups and activities.

Thus all professional rehearsals, all dance and other classes or training and any activity which only involves persons under 18 may continue unchanged. Permitted room capacities remain unchanged. Social distancing requirements remain unchanged.

If your activity does not fall under one of the three categories listed above then **you can continue to use the studios** for indoor exercise classes and other activity groups but you will not be exempt from any of the new rules/laws announced by the Government which come into force on Saturday 17th October. In summary, you will be able to continue as long as all persons involved in your booking do not mingle, interact or work with other individuals inside and/or outside of the rehearsal space at any time. Where it is likely that groups will mix within the studio, these activities must not go ahead.

In every case, it is essential that social-distancing is maintained throughout the building and within each studio and that there is no more than one person in any marked floor square at any time.

Any customer found to be using the studio for any unauthorised purpose and/or using the studio for exempt or non-exempt activities without following strict social distancing rules may have their booking terminated immediately without refund or compensation. Businesses are now required to enforce all of the Government restrictions and report any such breaches to the relevant authorities.

# To prevent airborne transmission

## Face coverings

Wearing of face masks is mandatory and a condition of entry to Husky Studios.

Signage reflecting the above appears throughout Husky Studios

Within the actual studios, face masks should be worn in compliance with recommendations issued by the governing body of the relevant activity.

Disposable masks will be available for purchase at reception at a cost of £5 each.

## Social distancing

Strict "one metre plus" social distancing is required in conjunction with the wearing of face masks.

Signage reflecting this appears throughout Husky Studios

At tight pinch points in the building's corridors, customers and users who are entering Husky Studios or heading away from the entrance must give priority to those who are exiting the building or heading closer towards the exit and they must wait behind the clearly marked signage until it is clear to proceed further into the building.

Each studio now has a maximum capacity which is posted on each studio door

Studio floors have been marked to allow 100 cubic feet per person for both social distancing and ventilation purposes.

Whenever speaking to other attendees in the studio, hirers must keep their music levels low enough so as to avoid the need to shout across the studio.

In order to avoid over-crowding in public areas:

1. Hirers and participants shall only be permitted to enter Husky Studios five (5) minutes prior to their start time.
2. Only hirers and participants in studio activities shall be permitted to enter Husky Studios. Spectators and waiting parents are prohibited from entering Husky Studios.

Entry to Husky Studios will be closely monitored using video entry system and internal CCTV.

A perspex screen has been installed in the reception office between reception staff and customers

Any hirer requiring on-site **customer support** should initially make phone contact with Husky Studios staff from within the studio to minimise corridor use and face-to-face contact within studio. A dedicated staff-help hotline phone number has been set up with the number displayed clearly in each studio.

For singers and players of brass and woodwind instruments, we have devised individual booths with removable inner liners which can be requested at time of booking.

Husky Studios reminds any hirer whose booking involves children and/or other vulnerable persons that **the hirer is responsible for supervising the children and/or other vulnerable persons at all times** and must ensure that they follow social distancing guidelines.

## To prevent transmission through contact

Govt. Statement

*"Primary control for minimising transmission through contact is through sufficiently frequent handwashing/sanitising and avoiding sharing of objects"*

**Our basic principle re physical objects is : clean/sanitise before each use.**

Husky Studios shall provide **hand sanitiser** at point of entry. It is mandatory for all persons entering the building to use this.

Bathrooms are all provided with anti-bacterial hand wash in wall mounted dispensers.

All persons entering the studios should bring hand sanitiser with them.

**Doors** within corridors are locked open to avoid the need to touch.

After initial entry at the commencement of a booking, users should, as much as possible, refrain from using the studio doors until the conclusion of the booking.

All users are prohibited from touching **light switches**

**Sound systems** in our dance studios have been reconfigured for wireless "touch-free" bluetooth connection, to be controlled solely from the hirer's personal music device.

**Power sockets** are available only for the use of hirers. Hirers must only plug in items that have a current PAT test certificate.

**We have removed all furniture items from studios and corridors** so as to minimise the number of touch surfaces.

One chair will be provided in each studio. Hirers should use an anti-bacterial wipe to disinfect/clean this before use. Wipes are available from reception upon request.

Use of trestle tables and additional chairs anywhere in the building will be by pre-arrangement only with a £5 administration fee to be charged for such usage. Hirer must clean any additional furniture items they request before and after use. Husky Studios will provide the cleaning materials.

**Ballet barres** have been removed from use.

**Signage** to remind customers not to touch mirrors, other items and surfaces is posted throughout the building.

Users should not share any items with others, touch any items belonging to someone else and in particular should not drink from anybody else's water bottle.

### **Water bottle filling station**

Due to a lack of compliance pre-lockdown with customers drinking directly from the central water bottle filling station ignoring the large clear signage prohibiting them from doing so, this facility has now been disabled to prevent any possible risk of mouth-to-tap contamination.

Attendees should bring their own pre-filled labelled water bottles to the studios. Bottled water is available for sale at reception.

## **Toilets**

Toilet cubicles are now key access only, such key to be collected from reception. Anyone requesting use of a toilet will be given an antiseptic wipe and verbal instructions to clean all touch points (toilet flush button, light switch, tap, door handle, toilet roll dispenser) before using them. Anyone using the toilet must wash their hands with soap and water before leaving the toilet. Staff will disinfect the cubicle keys between users. Instructions for customers will also appear on signage within each toilet cubicle. Mens toilet urinal facilities remain available with some urinals taped off to allow for social distancing.

Our toilets and bathroom fittings and floors have always been cleaned with 1000ppm chlorine products once daily. This will be expanded to twice daily.

## **Changing rooms and personal belongings**

The UK government has identified changing rooms as an area of increased risk of transmission. Given their size and the inability to maintain social distancing within them, we have made the decision to close our changing rooms.

Attendees should come to the studios ready dressed to train.

Customers and attendees are to be discouraged from bringing bags and belongings to the studios.

## **Payments to reception**

Contactless and phone payments are preferred. A separate contactless pinpad has been installed to prevent customers sharing the office card machine. Where contactless payment is not possible, customers will be asked to sanitise their hands prior to using this pinpad. If a customer presents to pay with cash they will be provided with an envelope to place their cash notes into and any coinage is to be placed directly in a coin receptacle. No change will be given.

## **Backline and musical equipment**

All **microphones** are sterilised between use using UV sterilisation. At the end of hire, any microphone provided must be returned to reception and placed in a dedicated receptacle. A monetary deposit system for each microphone used is to be instigated.

Husky studios will no longer provide XLR and other connecting cables. Customers are required to purchase/bring their own.

Customers will be provided with sanitary wipes to clean all **amplifier/mixing desk** control surfaces and/or **digital piano** keyboards and controls upon request.

The mixing desks in Studios 4 and 6 will now be covered with covers only removed for specific bookings on advance request. Hirers are requested to use disposable gloves whenever touching any part of the desk. Mixing desk to be treated with spray disinfectant before and after each use.

## **Drum kit/breakables**

Cymbals and drum sticks will not be provided to hirers. Drummers must bring their own breakables. The drum kit hire price has been reduced to reflect this.

**Singer/Instrument booths** The risk of transmission during the cleaning of these booths to be minimised by each user purchasing a personal clear plastic membrane cover sheet which they take away with them and retain for subsequent visits.

### **Leaving behind contamination**

All hirers are to convey to their attendees the importance of removing all items from the studio at the end of the hire themselves, with a protocol that nobody leaves the room until the room is restored to its pre-hire status. All hirers and attendees should dispose of all unwanted items in bins provided by main exit.

All hirers should be aware of the risks evolving from picking up other people's clothing/discarded food wrappers/drink bottles and should only touch such items whilst wearing gloves or whilst using a litter-picker. Hirers should wash their hands with soap and water immediately after they have finished clearing the studio of debris and litter.

### **Lost Property**

Items left behind (ie lost property) shall not be retained and shall be disposed of at the end of each day.

## **Further Information**

### **Cleaning**

Daily cleaning of floors using detergent or disinfectant solutions containing 1000ppm chlorine. Spot cleaning during use with anti-bacterial wipes.

Mirrors cleaned with ammonia based window cleaner daily

Door handles cleaned with alcohol at regular intervals throughout the day

Toilets and bathroom fittings cleaned twice daily with cleaning products containing 1000ppm chlorine

### **Air Management**

Our air conditioner units feature HEPA filtration.

The acronym HEPA stands for 'High-Efficiency Particulate Arresting', with HEPA filters forming a key part in each unit's air purification technology. These multi-layered HEPA filters are designed to remove viruses and bacteria from the air.

## **Official UK Government advice**

Visit the following links for official UK government advice on Coronavirus (COVID-19).

Coronavirus (COVID-19): UK government response:

<https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>

Stay at home: guidance for people with confirmed or possible coronavirus (COVID-19) infection:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection>

Overview – -Coronavirus (COVID-19):

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

## **Summary of Key responsibilities for hirers**

The maximum capacity of each space must be observed

The hirer, or leader of the activity, should report to reception on arrival

The hirer or leader of the activity must comply with all COVID 19 requirements as outlined by their activity's governing body

The hirer, or leader of the rehearsal/training must:

Email a list of all participants' full names, phone numbers and postcodes to Husky Studios no less than 3 hours prior to the start of their booking

- inform all participants in their Husky Studios sessions of the Husky Studios COVID 19 policies and practices in advance of their arrival and at the start of each session

-ensure that all participants observe social distancing and other requirements at all times

-ensure that any person who shows any symptoms of illness including (but not limited to) fever, coughing and sneezing is asked to leave Husky Studios immediately

**We are continually reviewing our procedures and practices. Please check our website regularly for the latest information regarding your studio hire.**

**For any questions or concerns please email [bookings@huskystudios.co.uk](mailto:bookings@huskystudios.co.uk) or telephone 020 3289 9374.**