



New Covid 19 Class Procedures 2020

I'm very excited to welcome you back to classes and dance with you all again. Please note to keep everyone safe during these unprecedented times there is new guidelines to follow when attending all classes. These guidelines must be adhered to and failure to comply will result in you being asked to leave the venue with immediate effect. Please speak with me directly if you have any questions or concerns. I'm so pleased to see you all and lets enjoy ourselves.

TUESDAY NIGHT

- 1. BOOKING CLASS...** Bookings can be made 2 days in advance of your class (**Sunday for Tuesday**), on a first come first served basis from 8am. Multiple weeks cannot be booked in advance. Please contact me however you find most convenient - text is my preferred method. Please bare in mind I may be at work and not respond promptly, however I shall reply to confirm your place. I shall note the time of messages being received to ensure fairness of bookings. Unfortunately, I am still only able to accommodate much fewer people in attendance than before, therefore I have split the improver class into two sessions - **7:40- 8:40 and 8:50-9:50**, Beginner class is now **6:30-7:30**. Please indicate which session you wish to book, and your payment method (see below for options). You are only able to book for yourself and members of your household, i.e. spouse. Please do not book for friends, these bookings will not be accepted. Payment is due in full for every class you have booked due to numbers being so strictly limited. You are still liable for fees if you do not attend your booked class. Due to strict limited numbers there are to be no spectators currently.
- 2. TRACK AND TRACE...** I require up to date contact information for every person attending any class including Full name, Telephone Number and Email Address if you have one. This is required so that the government Track And Trace procedure can be followed, if required. **There is now a QR code for you to self scan to check in for the Test and Trace APP.** When booking your first class please provide me with all information. Should anything change in the future please update me straight away. Please may I remind you of the GDPR rules on how I hold your personal information. Full details can be found on www.crazygangentertainment.co.uk or upon request.
- 3. PAYMENTS...** My preferred method of payment for classes is now via contactless chip and pin on the night. Please note this incurs an extra 10p charge on your class cost. You are able to pay via bank transfer in advance with no extra fee, please ask for these details. Please do not pay via PayPal, which proves costly. Cash payments can be made with prior agreement only, upon booking a class. I would prefer to avoid cash payments as much as possible but understand this doesn't work for everyone. If paying by cash the exact money must be given in an envelope or moneybag with your name on it and placed on the stage. No change will be given.
- 4. ARRIVING AT HALL...** When arriving at the venue please remember to socially distance from others. Please avoid arriving in groups, waiting for someone or walking across in groups. You will not need to check in with Kate as you will have pre booked your class. I shall however be there to greet you at the door when you arrive to guide you and remind you what to do if needed. Payments can be made directly to me on the stage at any time during the evening not just upon arrival. This will help reduce bottlenecks of people at the door and a queue by the stage. Payments take seconds to make and I can control the machine from afar, so we can remain socially distanced from one another. Don't panic, it all sounds way worse than it actually is.
- 5. HALL SETUP...** All entrance and exit doors will be pinned open for ventilation and to reduce touch points. Please bring a coat or jumper if you think you will get cold, I'm not able to close doors or windows. You will arrive through the normal way and leave through the fire exit these will be signposted. Hand sanitizer and cleaning wipes are available by both entrance and exit doors and by exit door from the hall to toilets, we encourage you to use these frequently and must be used when you arrive and before you leave, please feel free to use your own.



6. **TOILETS...** Toilets are on a one in one out basis. These are not monitored and are up to you to regulate. Clean touch points after each use using wipes provided and pull flush with the lid closed. (Kingswood allows 2 people, one from class hall and one from bar area)
7. **CHAIRS AND TABLES...** The venue will have tables and chairs already set out upon my arrival. If you choose to use a chair or place items on a table you will be responsible for cleaning it before leaving the hall, with sanitising products provided. Crossing over to talk to other people should be avoided where possible. Due to having to space out please remember you may not be able to sit in the place you once did and not all your group may be attending as they used to.
8. **MASKS... You should have your masks on when not dancing in your square, this includes when you arrive, use the toilets in between classes, and when you leave.** Face coverings are not recommended when exercising as sweat can make the mask wet more quickly which makes it difficult to breath and promotes the growth of microorganisms. Please only bring in minimal belongings and these must be kept on your chair. Anything left behind at the end of a class will go directly in the bin even if we know who's it is. No rubbish to be left behind or placed in bins in the hall.
9. **DANCE SQUARES...** Remember there will be a max of 16 people in the class and you will have a 2 ½ meter square each to dance in, this is your space please use it but do your best to keep clear of others, spaces will be marked on the floor. There is enough squares for everyone attending but please remember you may not be able to stand on the floor where you once did. You can pass through if joining or leaving the floor but don't stop to chat pass through quickly. The music volume should be lower than normal so when talking you don't have to raise your voice, I'm pushing this a little as if nobody's talking when I am playing music we can enjoy a normal volume level. Please avoid singing this minimizes the spread of spit.
10. **BETWEEN CLASSES...** Multiple smaller classes will be taking place through the evening you will need to leave the hall taking all your belongings with you in between each class you are attending as we must have a gap between groups, please clean and return everything as you find it and leave promptly. If arriving for a class and you know there was one before yours please wait in your car to allow the previous group to exit safely, 5 minutes before your class is due to start is enough time to arrive and be ready.
12. **CONTACT...** I am your only point of contact; if you are unsure or have any questions please come direct, Kate is the same as you during this time. Please remember to have fun and enjoy your dancing. There is a lot to remember but together we can do it and I'm always around to help and it sounds way worse on paper than it actually is.

I appreciate that this is a lot to take in and nothing is the same as it once was including class times. I have done this to try to keep things as fair as possible to everyone and allow as many people to get a chance to dance as possible.

This document is 100% fluid as and when there are any updates it will get adjusted promptly until there is a time when we are back to our old normal.

Much love to you all

Chris

27/09/2020