



## New Covid-19 Procedures 2020

I am very excited to welcome you back and to dance with you all again. Please note, to keep everyone safe during these unprecedented times there are new guidelines to follow when attending. 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 am so looking forward to seeing you all and let's enjoy ourselves.

## MONTHLY FRIDAY NIGHT SESSIONS 4<sup>TH</sup> DEC 2020

- BOOKING...** Bookings can be made 2 days in advance (Wednesday for Friday), on a first come, first served basis from 8am onwards. Multiple months cannot be booked in advance. Please contact me whichever way is most convenient - text is my preferred method. Please bare in mind I may be at work and may 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 only able to accommodate fewer numbers than before; therefore I have split the evening into two sessions 7:00 - 8:15pm Improvers, and 8:30-9:45pm Intermediate. Please indicate in your message which session you wish to book and your preferred payment method (see below for options). You are only able to book for yourself and members of your own household, i.e. spouse. Please do not book for friends, these bookings will not be accepted. Payment is due in full for every session you have booked due to numbers being so strictly limited. You are still liable for fees if you do not attend your booked session. Due to strict limited numbers there are currently no spectators permitted.
- TRACK AND TRACE...** I require up to date contact information for every person attending any session. I hold these details for a minim of up to 21 days as per government guidelines. These details are to include Full Name, Telephone Number and E-mail Address if you have one. This information is required so that the government Track and Trace procedure can be followed, if required. There is now also a QR code for you to self scan to check in for the Test and Trace app. When booking your first session please provide me with all the above information. Should any of these details change in the future, please update me immediately. Please may I remind you of the GDPR rules on how I process and store your personal information. Full details can be found on [www.crazygangentertainment.co.uk](http://www.crazygangentertainment.co.uk) or upon request.
- PAYMENTS...** Each session costs £5.00 My preferred method of payment is via contactless chip and pin on the night of attendance. Please note this incurs an extra 10p charge on the cost of your session. You are able to pay via bank transfer in advance with no extra fee, please ask for details. Cash payments can be made with prior agreement only, upon booking a session. I would prefer to avoid cash payments as much as possible but understand this does not work for everyone. If paying by cash please ensure the exact money is provided in an envelope or moneybag with your name on it. This is to be placed on the stage upon arrival or during the evening, no change will be given. Please note that I do not accept PayPal payments anymore.
- 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. It is imperative you do not congregate in groups of more than 6 at any time, which includes whilst outside. We must comply with all government regulations. You will not need to check in with Kate as you will have pre-booked your session. I shall however be there to greet you 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 and 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 can be made in a socially distanced manner from one another.



5. **TOILETS...** Toilets are on a one in one out basis using the ladies toilets only. These are not monitored and are up to you to regulate. Please clean touch points after each use using wipes provided and pull flush with the lid closed. Please note not all groups using the hall are using the toilets so please ignore signage telling you they are closed as they are open for our group.
6. **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 as I am not able to close doors or windows. You will arrive through the normal entrance and leave through the fire exit, both of these will be signposted. Hand sanitiser and cleaning wipes are available by both entrance and exit doors, by the toilets and on stage by the card machine. 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.
7. **CHAIRS...** If you choose to use a chair you will be responsible for cleaning it at the end of each session and packing away before leaving the hall if attending the last session with the sanitising products provided. Please remain socially distant when choosing where to sit; you can sit with people you travel with in the same car with but in no more than a group of 6. Crossing over to talk to other people should be avoided where possible. Due to social distancing measures 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. Bin bags are provided at each station for you to dispose of your wipes.
8. **MASKS...** You should have your mask 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 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 regardless of the owner. All rubbish is to be taken home and no bins in the hall are to be used. The kitchen is closed.
9. **DANCE SQUARES...** Remember there will be a maximum of 18 people in the session and you will have a 2 ½ meter square each to dance in. This is your space to use however do be aware of others, spaces will be marked on the floor. There are 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 do not stop to talk, please pass through quickly. The music volume should be lower than normal so when talking, you should not need to raise your voice. However, by limiting conversations, all dancers will be able to hear the music at the volume level we are used to. Please avoid singing in order to minimize the spread of saliva.
10. **BETWEEN SESSIONS...** Multiple smaller sessions will be taking place throughout the evening. Please clean and return everything as you find it and leave promptly. If arriving for a session and you know there was one before yours please wait in your car to allow the previous group time to exit safely, arriving no more than 5 minutes before your session is due to start.
12. **CONTACT...** I am your only point of contact; if you are unsure or have any questions please come to me directly, 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 am always around to help. There may be a lot of rules however it sounds 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. 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      17/11/2020



**Crazy Gang Entertainment**