



ELOQUENT ARTS CENTRE COVID 19 POLICIES AND PROCEDURES

General policies

EAC 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, EAC 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.

Hygiene

- **All persons entering EAC must wear a face-mask and must sanitise their hands using the sanitising station on entry to the building.**
- **Wearing of face masks is mandatory and a condition of entry to EAC, signage reflecting the above appears throughout the centre.**
- **Strict "one metre " social distancing is required in conjunction with the wearing of face masks, whilst adhering to the "rule of 6" as outlined by the government.**
- **EAC 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.**
- **All persons entering the centre should also bring hand sanitiser with them.**
- **Signage to remind customers not to touch mirrors, other items and surfaces is posted throughout the building.**



Contamination

All hirers are to convey to their attendees the importance of removing all items from the centre 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.

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 centre 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.

Electricals

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 and you will be required to show proof of these upon arrival..

Deep Cleaning

- Daily cleaning of floors using disinfectant solutions containing chlorine.
- Spot cleaning during use with anti-bacterial wipes.
- Our mirrors are cleaned after the hirer has finished use.
- Door handles cleaned with alcohol at regular intervals throughout the day
- Toilets and bathroom fittings cleaned twice daily with cleaning products containing 1000ppm chlorine



- The maximum capacity of each room/space must be adhered to at all times.
- 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 booking must:
- Email a list of all participants' full names, phone numbers and postcodes to Eloquent Arts Centre no less than 3 hours prior to the start of their booking.
- Please inform all participants in their Eloquent Arts Centre sessions of our 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 is asked to leave the centre with immediate effect.

We are continually reviewing our policies and procedures. If you have any questions regarding the above please contact us via email at info@eloquentartscentre.co.uk