

## **Important Courses Room Notice MAY / June 2021**

**During this uncertain time, we wanted to let you know about extra steps we are taking to reassure you whilst using the room.**

- ✓ Regular deep cleaning throughout the week**
- ✓ There will be additional attention paid to regularly cleaning tables, surfaces and common contact points such as door handles, light switches, drawer handles, taps, bin lid etc.**
- ✓ Regularly opening the doors and windows to air the room**
- ✓ Provide hand sanitiser / soap and hand towels to facilitate regular hand washing / more tea towels / disposable cloths / multi surface cleaner & wipes to facilitate regular surface cleansing.**

<b>BEFORE YOUR CLASS STARTS</b>	
<b>1</b>	<b>Ensure that you have performed your own risk assessment to enable your classes to operate safely at this time. Include factors such as an evaluation of maximum numbers for your class, keeping course participant records to satisfy government track &amp; trace requirements and consider whether implementing a one-way system would be helpful for your class.</b>
<b>2</b>	<b>Course organiser to wash hands / hand sanitise on entering the room</b>
<b>3</b>	<b>Course organiser to open the windows and doors to allow the room to ventilate before class starts</b>
<b>4</b>	<b>Put a new bin liner in bin and get out a new disposable cloth (you'll find these both in the top drawer) &amp; clean tea towel</b>
<b>5</b>	<b>Wipe down all commonly touched surfaces before participants arrive (light switches, door handles, tap handles etc.) &amp; Wipe down tables and backs of chairs if using OR use your own table coverings. Conversely if your class involves mats on the floor (yoga / pilates) use the mop and bucket to clean the floor before your class.</b>
<b>6</b>	<b>Ask all course participants to wash hands / hand sanitise on entering the room &amp; to only bring essential items in with them</b>
<b>DURING YOUR CLASS</b>	
<b>7</b>	<b>Ensure that course participants are spaced 2 metres apart</b>
<b>BEFORE YOU LEAVE</b>	
<b>8</b>	<b>Wipe down all commonly touched surfaces after participants leave (light switches, door handles, tap handles etc.)</b>
<b>9</b>	<b>Wipe down tables and backs of chairs if used OR use your own table coverings</b>
<b>10</b>	<b>Stack chairs and put tables away if used</b>
<b>11</b>	<b>Throw away disposable cloth</b>
<b>12</b>	<b>Put used tea towel in bag hanging on kitchen cupboard door</b>
<b>13</b>	<b>Ensure all cups &amp; cutlery are washed in hot water, dried and put away</b>
<b>14</b>	<b>Empty bin into main bins behind the gate next to the side door of Julie Langan's Studio</b>
<b>15</b>	<b>Replace key back in key box if used. Wipe key before replacing &amp; key box after use.</b>
<b>AFTER YOUR CLASS</b>	
<b>16</b>	<b>If you or anyone in your class develops symptoms please notify Rachel Bartholomew immediately</b>