

# COPPERDOLLAR

• STUDIOS •

## **COVID-19 Precautions**

**July 2020**

Due to COVID-19 we will only be accepting small groups of 8 people max per booking to ensure social distancing measures can be achieved. Please insure all your group has read this.

**Under no circumstance must you the booker or any of your group come to the studio if they display even the mildest of possible Covid Symptoms.**

eg. a mild cough, sneezing, headache, sore throat or low-grade fever, (i.e. a temperature of 37.3 C or more).

## **Measures we (the Studio) are taking:**

- We will display posters promoting social distancing, hand-washing, and minimising touch points around the studio.
- We have placed hand-sanitiser dispenser in the lobby and the studio, which we will make sure is refilled between bookings.
- We will make sure there is ample soap in the dispensers for your booking so that you can wash your hands regularly.
- We will be cleaning the whole building and all the touch points within the studio between every booking.
- We have added a loo roll cover and paper hand towels to reduce any risks of cross contamination.
- We have removed all kitchen utensils and communal beverages from the Kitchenette, You can bring your own drinks etc should you wish.
- All loose seating, soft furnishings and props have been removed to keep touch points to a minimum.
- We are only opening The Hayloft for bookings and only allowing one booking per day to minimise any chances of cross contaminations between two groups of people. A 24hr break between bookings to allow for us to clean between each booking.
- We are only accepting groups of maximum 8 people maximum in the studio at one time, until further notice.

## **Measure you (the hirer and group) must take:**

- On arrival, you will need to use the hand sanitisers before you enter the studio or load in of any of your equipment.
- Please adhere to the social distance measures as much as possible.
- Please wash your hands frequently for the recommended 20 seconds with soap and water.
- Please avoid touching any unnecessary surfaces to minimise risks.
- It is your responsibility to bring your own masks and gloves, if you would like to wear them.
- You will need to bring your own refreshments and utensils (including mugs) which you must take with you at the end of your booking.

## **If someone becomes ill whilst at the studio the hirer must:**

1. Get the First Aid tin which can be found on the top shelf in the loo, there you'll find a thermometer.
2. Check their temperature. Normal temperature is 37C. If it is above this, get the possible Covid-19 case to put on a face mask immediately, you'll find this in tin.
3. Advise the suspected Covid-19 case to go home and self-isolate, unless they are too unwell to get home themselves, in which case call 999.
4. Everyone else in the group must pack up and go home, too.
5. The hirer must inform the Studio Manager and make sure they have the hirers phone number before they leave.
6. The studio will then be shut for 78 hr and the cleaning team will carry out a through clean and disinfect.
7. If any of the member of the group become ill within 14 days of being in the studio they must let the hirer of their group know so they can inform the studio and any of the participants on their booking, this is to help the health authorities track and trace any people who have been in contact with them.
8. Copperdollar Studios will retain the name and contact details of the person responsible for the booking for at least one month. This will help public health authorities trace people who may have been exposed to COVID-19 if one or more participants become ill shortly after the event.

Thank you for your cooperation with these provisions.

**By going ahead with your booking, you state that you and those coming with you to the studio have read and agree to these terms.**

**Kt Simpson (director and venue manager) Copperdollar Studios**