

COVID-19 Operating Procedures for April 2021 onwards



2m Social Distancing

- For all of our re-opening procedures, 2 metre social distancing must be observed at all times where possible for entering and exiting the building and during classes unless in exceptional circumstances.

Entering the Centre & Halls

- Pupils will enter the building by entering the church gates at the front and walking down the path to the church entrance at the back of the building.
- If you feel that your child is not old enough to walk down the church path by themselves, 1 parent/guardian will be allowed to accompany the child into the building but must exit immediately using the one-way system through the front centre doors once their child has been handed over to a member of staff. The parent must also wear a face covering unless medically exempt.
- Pupils and accompanying parents will be asked to use the hand sanitiser provided at the entrance.
- Upon entering the building, pupils and parents of younger children remaining in the waiting area will have their temperatures checked using a non-contact thermometer.
- If a person's temperature is 38C or over, the parent will be contacted (if not with the child) to pick them up immediately to be taken home. The child will take a separate path to exit the building through the church.
- After hand sanitising and temperature check, pupils will walk to their relevant hall for their first class using the one-way system shown on the floor plan (blue arrows for the main hall, red arrows for the memorial hall).
- Parents are not allowed to remain inside the centre whilst classes are in progress and can only walk through to drop off your child if needed. Separate arrangements will be made for our classes for nursery and reception age children and those parents will be contacted directly.

Exiting the Centre & Halls

- At the end of your child's last class, they will leave their hall at the opposite door and leave the building through the centre's doors at the front.
- For children in school years upto and including year 5, parents must line up at the front doors using the one way system shown by the green arrows on the floor plan. Children in this age group will not be allowed out of the building without sight of a parent/guardian by our member of staff.
- If you have a child in year 6 upwards who you are not comfortable with being allowed to leave the building unaccompanied, you must let us know this in writing at least 24 hours before their first class.

During Class

- Pupils must be dressed in their uniform and have the appropriate hairstyle done before arrival and only have to change their shoes once in the hall.
- Pupils' bags and/or coats will be spread around the perimeter of the room 2m away from others belongings. Please keep your belongings to an absolute minimum.
- Markers will be placed on the floor showing pupils where they are to stand in class to achieve 2m social distancing.
- For modern classes, children may bring their own towel (a beach towel is ideal) or acro/yoga mat to work on for the floor based exercises.
- For acro classes, children have the option to bring their own padded acro mat rather than use our Acropads if they prefer. Please use a folding mat that can also be used as a stack rather than a roll up yoga mat which is too thin.

Class Changovers

- For those pupils who have more than 1 class per night, room changeovers will be handled safely with a one-way system and contact between groups crossing over in the reception area kept to an absolute minimum.
- Where possible, teachers will change rooms rather than pupils.

Toilets & Kitchen

- Only 1 person will be allowed in the male & female toilets at any one time
- The disabled toilet will be used solely by staff members
- Frequently touched surfaces will be cleaned at least every hour
- Pupils and staff members are not allowed to use the kitchen unless there is an urgent medical or cleaning need to use the sink.

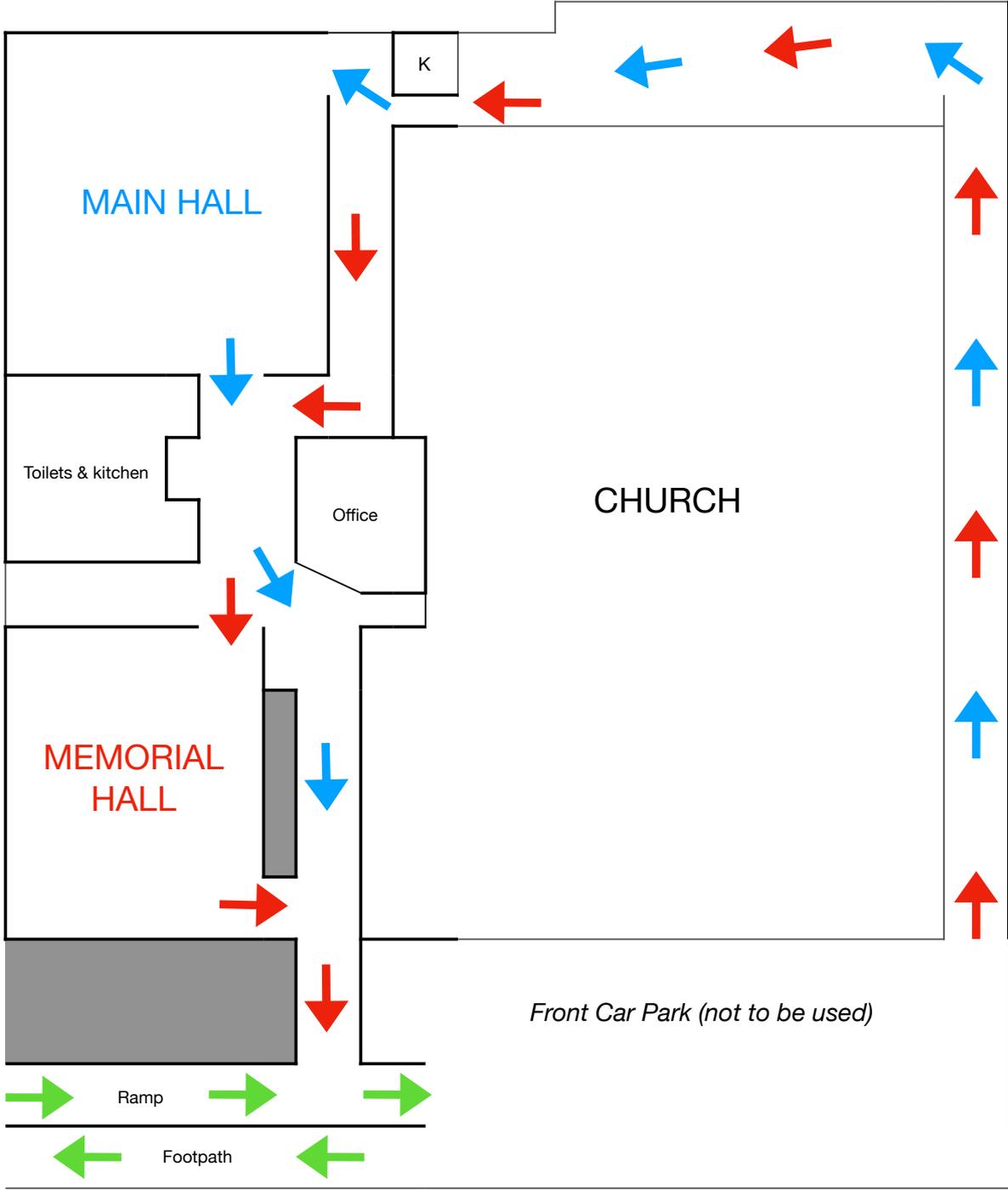
Cleaning & Hygiene

- The St Johns Centre caretaker/cleaning team are responsible for cleaning the centre daily before our usage (as per the centre risk assessment)
- In between every class, staff members will clean and disinfect frequently touched surfaces.
- Pupils and staff members are encouraged to either wash or sanitise their hands at the start and finish of every class.
- Tissues will be available around the centre to promote the "Catch It, Bin It, Kill It" procedure.
- Hand sanitisers will be available at entry and exit points to the building and in each of the halls.

Parking

- Please use the centre car park at the back of the building and park sensibly allowing plenty of room for others.
- Please do not park at the front of the centre (either on the car park or on the pavement in front of the access ramp) to allow pupils and parents safe entry into the building and to allow better visibility for cars leaving the back car park.
- Please do not park in front of local residents' houses.

Floor Plan with One Way Entry & Exit System



Key

Blue arrows	Pupils in Main Hall
Red arrows	Pupils in Memorial Hall
Green arrows	Parent pickup at end of class