**Team Surrey Ballroom and Latin Dance Club - Covid-19 Protocols**

GUIDANCE DOCUMENT | September 2020

Last Updated- 10/05/2021

**INTRODUCTION**

As part of Team Surrey’s commitment to ensure that the return to club activity is as safe as possible, it will be a requirement for Team Surrey Ballroom and Latin Dance club members to adhere to the safety protocols outlined in this document before returning to play. The following guidance has been adapted from Government and The British Dance Council guidelines and will provide an overview of safety protocols that must be adhered to by all club members before, during and after club activity at Surrey Sports Park.

The aim of this plan is to provide direction for club members on what steps they should take before returning to sport. Please note; this guidance will change as guidelines are updated from the Government and The British Dance Council.

**KEY FACTS ON CORONAVIRUS**

Signs and Symptoms

Before returning to sport, it is important that all members are able to spot symptoms of Covid-19 to avoid further spreading of the virus and therefore the following information has been provided.

The main symptoms of coronavirus (COVID-19) are:

* a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
* a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
* a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

How to Report Symptoms

**If you have any of the above symptoms of COVID-19 however mild, you must self-isolate for at least 10 days from when your symptoms started.** You should arrange to have a test to see if you have COVID-19 – go to [testing](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/) to arrange. Do not go to a GP surgery, pharmacy or hospital.

Mitigating Risks

To help keep yourself and your fellow members safe, you should not go to training if you: are experiencing any coronavirus symptoms, are self-isolating as a result of coronavirus symptoms or as a result of being in contact of a confirmed case of COVID-19, or sharing a household with somebody with symptoms, or are clinically extremely vulnerable. Participants are reminded that it is their responsibility to be sufficiently fit and healthy to participate in activity. If a club Covid-19 Officer, Committee Member or Coach has any doubt over the health of a participant, they must tell the person that they cannot participate in the session.

If you have been asked to isolate by NHS Test and Trace because you are a contact of a known COVID-19 case, do not exercise outside your own home or garden and do not exercise with others as you can spread the virus to others even if you never get symptoms.

TEAM SURREY PROCESS FOR REPORTING TESTING POSITIVE FOR COVID-19

Guidance for Students Symptoms of Covid-19 or positive Covid-19 test

Student has a positive Covid

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 test

19

result

Student must continue to self

isolate for total of 10 days (14 day

for household or other contacts)

and inform University of

result.

A

Questionnaire will be completed

by :

**in**

**(**

**-**

**hours**

 Covid Support team

)

**out**

**(**

**-**

**of**

**-**

**hours**

 : Security

)

Identifying movements/contacts

**In hours:**

Covid Support inform

Head of Wellbeing

Head of Wellbeing

notifies Covid

-

 Silver

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Commander

[**Student must notify Universit**](https://forms.office.com/Pages/ResponsePage.aspx?id=kyaQa3QQqkCeIdiURqLrta4zvxFndBJBmiuWf3YRkGZUM085VDlGQURORk9LRjkwVkJZWjVMVUdZMiQlQCN0PWcu)

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[**to alert al**](https://forms.office.com/Pages/ResponsePage.aspx?id=kyaQa3QQqkCeIdiURqLrta4zvxFndBJBmiuWf3YRkGZUM085VDlGQURORk9LRjkwVkJZWjVMVUdZMiQlQCN0PWcu)

[**d**](https://forms.office.com/Pages/ResponsePage.aspx?id=kyaQa3QQqkCeIdiURqLrta4zvxFndBJBmiuWf3YRkGZUM085VDlGQURORk9LRjkwVkJZWjVMVUdZMiQlQCN0PWcu)

[**support services to location an**](https://forms.office.com/Pages/ResponsePage.aspx?id=kyaQa3QQqkCeIdiURqLrta4zvxFndBJBmiuWf3YRkGZUM085VDlGQURORk9LRjkwVkJZWjVMVUdZMiQlQCN0PWcu)

[**r**](https://forms.office.com/Pages/ResponsePage.aspx?id=kyaQa3QQqkCeIdiURqLrta4zvxFndBJBmiuWf3YRkGZUM085VDlGQURORk9LRjkwVkJZWjVMVUdZMiQlQCN0PWcu)

[**trigger wellbeing suppo**](https://forms.office.com/Pages/ResponsePage.aspx?id=kyaQa3QQqkCeIdiURqLrta4zvxFndBJBmiuWf3YRkGZUM085VDlGQURORk9LRjkwVkJZWjVMVUdZMiQlQCN0PWcu)

[**t**](https://forms.office.com/Pages/ResponsePage.aspx?id=kyaQa3QQqkCeIdiURqLrta4zvxFndBJBmiuWf3YRkGZUM085VDlGQURORk9LRjkwVkJZWjVMVUdZMiQlQCN0PWcu)

Covid

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 Silver Commander calls

response meeting if required

Risk Assessment conducted by H&S

on information gathered

Measures/actions implemented

Incident Management protocols

followed

**Out of hours**

:

Security inform Covid

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Silver Commander

Student has Covid-19 symptoms

**Student to immediately self isolate and arrange for Covid-19 Test**

**in accordance with UK government requirements**

Currently self isolation is for 10 days since start of symptoms, any housemates/family are to self isolate for 14 days.

[**Student must notify University using this online form to alert all**](https://forms.office.com/Pages/ResponsePage.aspx?id=kyaQa3QQqkCeIdiURqLrta4zvxFndBJBmiuWf3YRkGZUM085VDlGQURORk9LRjkwVkJZWjVMVUdZMiQlQCN0PWcu)

[**support services to location and trigger wellbeing support**](https://forms.office.com/Pages/ResponsePage.aspx?id=kyaQa3QQqkCeIdiURqLrta4zvxFndBJBmiuWf3YRkGZUM085VDlGQURORk9LRjkwVkJZWjVMVUdZMiQlQCN0PWcu)

 S Student receives test results

POSITIVE

Follow adjacent process for a positive case

NEGATIVE

Once negative result is confirmed student can stop self isolation. Contacts can also stop isolation.

Welfare contacts are stopped and and wardens, cleaning and security are updated. wardens, cleaning and security are updated.



**FOLLOWING THE GUIDANCE**

The guidance below has been created for the safety of all Team Surrey Ballroom and Latin Dance Club members and must be adhered to at all times**. Those who are found not to be following the guidance will be asked to leave the training session immediately and will face a Students’ Union Disciplinary.**

Traveling to your Activity

You can travel to outdoor open space irrespective of distance. You should not travel with someone from outside your household unless you can practise social distancing - for example by cycling or walking. It is not possible to practice effective social distancing in small vehicles. Therefore, if you are living with members of your club, you are able to travel by car to club training together, however all other members must travel in mini-buses or separately via public transport.

Facilities

**Surrey Sports Park**

Corridors

* Personnel to pass where sufficient width allows social distancing.
* Left side of corridor to be used to enable “lanes” of traffic.
* Where corridors are not wide enough, personnel exiting rooms must check for others passing in corridor and wait for them to pass before exiting. Personnel already in corridors have priority.
* Conversations to be kept to minimum to prevent impeding other personnel.
* Corridor door handles to be wiped with disinfectant wipe.
* Kick plates to be used where present to open doors.

Changing Rooms & Toilets

Changing rooms will not be open for members to change, all members must come changed and ready for their session. Members will not be able to shower, change or leave bags in the changing rooms and toilet usage should be avoided if possible. If needing to use the toilets, please follow the guidance below;

* Preferably only have single-occupancy lavatories in use
* Multi-occupancy lavatories should not be used unless social distancing rules allow.
* Where available closing of toilet lids when flushing to prevent aerosolization of virus in faecal matter.
* Hand dryers preferably to be used
* Wait lines outside to ensure social distancing on exit.
* Wash hands before and after use, reminder sign.
* Alcohol gel to be provided to be used after exiting.

Sharing/Cleaning of Equipment

Members must clean any equipment used after the session- V500 & Blue Roll will be provided, and all areas of the equipment used must be cleaned. Hand sanitiser will be provided on the door of the training area: Arena A, please use this before entering and leaving your session. When leaving the session, you must make sure you are 2-metres apart from any member.

**Prior to all activity**

All members wishing to partake in a club session must come prepared and ready for their session. **Members must book their slot in advance through the club committee** to ensure that the session does not go over capacity and social distancing can be followed. On booking your session you will be asked to provide personal information and contact details should an outbreak of Covid-19 occur at Surrey Sports Park. **On arrival at your session, you will be registered and must confirm that you have not displayed symptoms of Covid-19 in the 48hrs prior to attending the session.**

Booking a session- Surrey Sports Park

To book your session at SSP you will need to contact the club committee to book your slot. Please note, that the capacity of training areas in SSP is significantly lower due to covid-19 restrictions (Maximum Capacity of 30 people in Studios A& B including coaches and Covid officers) so please only book yourself on for one session at a time to allow all members the opportunity to train.

**Please note the information provided in all booking forms will be shared with the Team Surrey staff team.**

Participant Pre-Activity Checklist

**During Activity**

On arrival at the training venue, you will be met outside the Arena by a club Covid-19 Officer who will register you and take you to your session.

**Participant Meeting Point**: **Participants for classes undertaken at Studios A & B in SSP will be required to form a socially distanced line outside the fire exit by the Strength & Conditioning Room situated behind the main SSP building.** Covid-19 Officers will open the fire doors 5 minutes before the start of class and will register you for the class. **Any participants arriving later than 5 minutes from the start time of the class will be unable to join the session as the fire doors will be closed.**

**Participant Exit:** Participants will be required to exit the studios and head down the stairs following the signage in place and exit the tennis court fire exit.

**Permitted activity -** [**https://www.britishdancecouncil.info/news/good-practice-guidance--covid-19**](https://www.britishdancecouncil.info/news/good-practice-guidance--covid-19)

* Avoiding any training exercises that compromise the social distancing guidelines- 2m apart
* Where it is essential for performers in training to breach social distancing, keeping them in place for the minimum possible time and wearing face coverings.
* Avoiding face-to-face positions where possible.
* Maintaining social distancing wherever possible in rehearsals and performance. If close contact is absolutely essential, minimizing this and using fixed teams where possible.
* Mapping out productions in advance of commencing in-person rehearsals. The guidance is taken from
* Dancers should train side by side where possible- limited face to face dancing
* If dancing face-to-face you must wear a face covering
* When not taking part in dances you should be wearing a face covering

Social Distancing while waiting for activity to start

Social distancing guidelines should be followed between people from different households wherever possible. This means a distance of 2m between people from different households, or 1m plus mitigations (such as face coverings or avoiding face-to-face contact) where 2m is not possible. When not taking part in activity, members must remain socially distanced.

**Post-Activity**

Once members have completed their session, they must adhere to the following procedures;

* Once the session is finished, members should maintain social distancing.
* Members/Covid-19 Officers should clean down equipment/ door handles before returning it to the store.
* Members should wash their hands thoroughly after cleaning equipment.
* Members should leave the training venue (please note changing rooms are closed therefore members cannot get changed post-session)

**KEY CONTACTS**

If you have any questions or concerns regarding the information outlined in this document then, please feel free to contact either of the persons below.

**Ballroom and Latin Dance Club**

Team Surrey Ballroom and Latin Dance Club - ussu.ballroom@surrey.ac.uk or contact via Microsoft Teams

Team Surrey & SSP Staff

Amber Main (Club Development Officer)- a.main@surrey.ac.uk

Luigi Mansi (Health & Safety Manager)- L.Mansi@surrey.ac.uk

**SUMMARY**

The guidance set out in this document was intended to support clubs and their members to operate activity in a Covid-19 secure manner both at Surrey Sports Park. It is likely that guidance will change frequently therefore you must be ready to react quickly to this and respect the measures put in place. Please be patience with your club committee, they are doing all they can to make sure that sport is safe for your return.

Support and advice are available from [The British Dance Council](http://www.britishdancecouncil.info) and we would encourage all club members to visit their website for updates and should you have any questions or concerns.