

## COVID-19 – HELP US TO HELP YOU STAY SAFE

In response to Covid-19, our studio has put into place a series of guidelines for our clients and employees to protect us all.

### What we are doing;

- A risk assessment has been completed in order to identify and act to minimise threats to our clients and staff safety.
- All forms of transport will be considered before public transport is used. When there is no alternative but to use public transport, face coverings will be worn to increase protection.
- All staff who can work from home are doing so in order to minimise numbers of people in the studio at any one time.
- Objects and surfaces that are touched regularly are being cleaned frequently. And a full clean of the studio is happening before and after every session. All staff members have been briefed on how to uphold hygiene and cleanliness throughout the studio.
- Face coverings are provided for both our clients and employees if they wish to wear them within the studio.
- Staff are regularly washing their hands for 20 seconds, and using the hand sanitiser provided.
- Staff are to adhere to the government guidelines of isolating themselves for 14 days if they experience a fever, cough or loss of taste and smell, and will inform us immediately if this occurs.
- Staff will make sure that no more than 3 people are in the Studio 1 Control Room, 5 people in the Live Room, and 2 people are in the Production Rooms at any one time.

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### What we ask of you;

- You will be asked if you would like to provide a taxi for your engineer/assistant in order to negate the need for public transport and minimise risk of infection.
- Please keep the number of people attending a session to a minimum, this reduces the number of individuals anyone can come into contact with.
- Please ensure that you wash your hands upon entering and exiting the building. We kindly ask you to wash your hands for 20 seconds, and more frequently than normal. Hand sanitising points have also been provided in the studio.
- Please adhere to social distancing measures whilst in the building, remaining 2 meters apart from everyone wherever possible.
- Our kitchen will remain closed. If you require refreshments such as water, tea or coffee etc. then please ask a member of staff who will be able to help you.
- Please be mindful of using the corridor, we kindly ask that only one person uses the corridor at any one time. If you see someone about to use the corridor, then please wait for them to pass before you walk through.
- Avoid using door handles wherever possible. If a door can be left open using the stops provided this will minimise potential touch points.
- If you're feeling unwell on the day of your session, or exhibit any of the symptoms of Covid-19 within 14 days prior to your session then we kindly ask that you do not attend your session and contact [jazz@deanst.com](mailto:jazz@deanst.com) immediately.