



**DANCE  
PROJECT  
STUDIOS**  
dance is for everyone

**Dance Project Studios**  
A9 Ocean Gardens  
Triq is-Sikka  
Bahar ic-Caghaq, NXR 5169  
Mob +356 79283343  
Office +356 21383613  
Admin +356 79596178  
info@danceproject.com.mt

## **DPS Customer Health Policy Measures & Protocols**

v1.0-200925

This document has been developed in the context of the current available evidence and contextualized to the current epidemiological situation. Although the protocols being put in place are designed to reduce the risk of Covid-19 transmission, risk of infection can never be eliminated. The procedures outlined herewith complement the Health Department directives and MEIA guidelines. **Failure of parents and students to abide by these protocols may result in the forfeiture of a student to attend classes.** These measures and protocols remain subject to review as evidence and contexts change.

### **Health Compliance Officers**

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The Health Compliance Officers are to ensure that staff are trained in these protocols and are responsible for ensuring that the daily attendance of all classes is updated. The officers must also ensure that measures are kept in place and that protocols are followed by all. In the case of an infected member of staff or student on the premises, the Health Officers will coordinate accordingly between the Health Department and the studios.

Our measures include: a 'bubble' class schedule with schedule sanitisation gaps; 20 automatic Tork hand rub dispensers throughout the premises; a Health Department certified cleaning system which eliminates 99.9% of pathogens (Viruses, Bacteria, Mould, Funghi, Spores, Mites & Biofilm); use of CE certified surface cleaning products throughout the premises; and dedicated cleaning staff for continuous surface sanitisation.

Students exhibiting Covid related symptoms as outlined by the Health Department will be refused entry to our premises. For further information you may visit the Health Department's [Covid Symptoms](#) website. The most common symptoms include Fever; Cough; and Shortness of breath. Other symptoms may include Sore throat; Runny/blocked nose; Headache; Loss of smell; Loss of taste; and Diarrhoea or vomiting.



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## Studio Health Measures

1. A 'bubble' class schedule has been designed to limit interaction across student groups.
2. Students to generally remain in a single studio on each visit to minimise interactions.
3. Sanitisation gaps have been included in our schedule to ensure enough time for surface sanitisation between classes including ballet barres and acro equipment.
4. Comprehensive class attendance to ensure appropriate contact tracing as may become necessary.
5. There will be no partner work during classes.
6. Dedicated student cubbyholes to reduce possibility of cross-contamination.
7. Class capacity for classes in the larger studios (Studio 1, 2 & 4) has currently been limited to 15 students allowing up to 3 metres distance between students.
8. Class capacity for classes in the smaller studios (Studio 3 & 5) has currently been limited to 10 students allowing up to 3 metres distance between students.
9. Full time cleaner services have been commissioned to enable continuous surface sanitisation.
10. CE certified Sutter surface cleaning products to be used throughout the premises.
11. A comprehensive sanitisation with Longbow's Sanify solution will be conducted on a weekly basis which eliminates 99.9% of pathogens (Viruses, Bacteria, Mould, Funghi, Spores, Mites & Biofilm). The premises will receive a Health Department approved certification with each sanitisation cycle.
12. All AC filters are periodically cleaned ensuring effective sanitisation of ventilation systems with the Longbow Sanify solution.
13. Windows and doors are to generally be kept open to maximise cross-ventilation.
14. 17 automatic Tork alcohol hand rub dispensers have been installed throughout the premises (both inside and outside each studio).
15. 3 automatic Tork foam soap dispensers have been installed in the washing facilities.
16. 2 automatic Tork hand towel dispensers have been installed in the washing facilities.
17. Bathroom facilities to be sanitised every hour at minimum.
18. Good hygiene practice posters have been placed throughout the premises.



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19. Coffee machine will be out of service. The vending machine will only offer a supply of water.
20. Changing rooms will be unavailable.
21. A dedicated isolation room has been allocated should any form of quarantine be required.
22. Reception area sofas have been removed and hallway chairs have been strategically positioned to encourage social distancing.
23. Class props for Nursery to Grade 1 classes will not be used for the time being.
24. Payment of fees should primarily be made electronically.

We aim to continue to adapt, evolve and deploy additional measures as and when required.

## **Premises Entry, Exit & Studio Protocols**

1. Student's temperature will be taken on entrance to the studios. Entry will be refused for any student with a temperature of 37.2°C or higher and/or displaying Covid related symptoms. **Following any such incident, the student concerned will be required to present a doctor's certificate attesting that they are no longer sick before returning to the studios.**
2. Students who start to exhibit Covid related symptoms whilst at the studios will immediately be placed into isolation and must be promptly collected by a parent/guardian. **Following any such incident, the student concerned will be required to present a doctor's certificate attesting that they are no longer sick before returning to the studios.**
3. Students entering the premises late for classes are to knock at the respective internal studio door and await the teacher's guidance for entry into class.
4. **No parents, guardians and/or visitors are allowed into the premises (beyond the downstairs main blue door).**
5. Only one guardian per student of Nursery up to Grade 1 level is allowed within the premises main entrance up to the studio floor landing 5 minutes prior to the start of class and at the time the class is scheduled to conclude. Parents are to sanitise hands on entry and wait on the landing behind the glass door. Parents are to immediately exit the premises. Social distancing and mask wearing are obligatory.
6. Nursery to Grade 1 students must leave their jackets with their guardians to avoid unnecessary belongings inside the school premises.
7. Students are to arrive at the studios appropriately dressed for the classes they have on the day. **No changing room facilities will be available at the studios.** For the time being, uniforms are optional although recommended.



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8. Students are to arrive at the studios **not more than 5 minutes prior to the start of their lesson** and may be refused entry should they arrive earlier.
9. Students are to sanitise hands on entry and exit of the premises.
10. Students are not allowed beyond the studio landing glass door with outdoor shoes. **Outdoor shoes must be taken off on the studio landing. Dance shoes are to be put on in the studios.** Students are not to arrive at the studios wearing their dance shoes. Hip Hop students are not allowed to wear outdoor trainers and must either enter class with dance trainers or socks.
11. **Cubbyholes are to be used for student belongings.** Dedicated cubbyholes labelled with each student's name have been assigned to every student enrolled in packaged classes (1-Day, 2-Day, MT, Inter-Adv Packages). These cubbyholes will be sanitised following each use. Additional 'flexi-use' cubbyholes will be available for all other students and which are to be sanitised every hour. Flexi-use cubbyholes have been labelled accordingly. **Students should not leave belongings in cubbyholes on departure from the studios.** Under no circumstances should students share cubbyholes.
12. Students should familiarise with the latest class schedule ahead of time and must head directly to the particular studio for their class.
13. **No waiting is allowed within the premises (landings, reception area and/or hallway).**
14. Students must socially distance throughout the premises and especially during classes. Social distance guidance markings adhering to the latest health directives have been placed throughout the studios.
15. **Masks must be properly worn by all students prior to entering the premises and all throughout the studios.** The teacher will guide students when they are to remove masks at the start of class. Students must have a pouch/container in which to place their mask and which is to be kept in the designated mask storage area in each studio. Masks as well as the pouch/container must be labelled with the student name.
16. **Masks are to be worn during theoretical teaching periods** by all students from Grade 3 and up.
17. **Masks must be removed during all practical dance periods.**
18. Masks must be worn on exit from the studios and up until students enter their vehicle to depart. Parents/Guardians are to promptly collect students on conclusion of their classes as students are not allowed to wait inside the premises.



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## General Protocols

19. Parents/Guardians are requested to check student temperature ahead of bringing them to the studios.
20. Students are encouraged to use the bathroom ahead of coming to the studios in order to minimise interactions at the studios.
21. All student belongings must be labelled including water bottles, masks, shoes, hoodies, etc. **Unlabelled belongings left at the studios will be immediately disposed of to prevent any risk of cross-contamination.**
22. Students are to ensure appropriate hand hygiene following bathroom use.
23. Students should avoid touching mirrors, piano and sound equipment during classes.
24. Students are recommended to have a spare mask and their own sanitiser at hand.
25. Students are not to share items.
26. Food consumption at the studios should be avoided. Shared food such as birthday cakes is expressly forbidden.
27. Parents/Guardians are encouraged to communicate with the DPS Administration via email on [admin@danceproject.com.mt](mailto:admin@danceproject.com.mt) and/or mobile phone on 79283343/79596178 between 09:00 and 13:00. Face-to-face interactions are strongly discouraged.
28. **In the event that a student is required to quarantine, we ask to be immediately notified accordingly. Such information will be treated with the strictest of confidentiality.**
29. Students travelling overseas are expected to follow all Health Department advice and government directives.
30. **The contingency plan in the event of a required closure for any reason remains for classes to shift online.**