

Covid-19 Precautions

Issued 3 September 2020

Lauderdale
House

Event	Mini Mozart	
Dates	Mon 7 th Sept - Mon 14 th Dec 2020 There will be no class on the 26 th October for Half Term	
Time	09:30 – 11:15 Two classes: <ul style="list-style-type: none"> • Toddlers class - 9.30 to 10.10 • Babies class - 10.25 to 11.05 	
Location	Lower Gallery and Entrance Hall (ground floor)	
Cleaning Arrangements	Before	After
	All hard surfaces and door handles will be wiped down with disinfectant. Floor mopped with cleaner which kills Covid-19. Extra time organised in-between classes for cleaning.	Lauderdale Staff to wipe down all hard surfaces and door handles. Personal rubbish to be disposed of in bins provided.
Materials / Equipment	Tables and the metal parts of chairs will be wiped down with disinfectant prior to use. Pianist to use disinfectant wipes to wipe down piano keys and adjacent wood before and after the class.	
Mitigations for COVID-19	<ul style="list-style-type: none"> • All attenders will be told not to attend if displaying any Covid-19 symptoms (https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/) or if they should be quarantining. • Arrival: <ul style="list-style-type: none"> ○ Wait on Tea Lawn when you arrive until you are called. ○ Please do not arrive more than 5 minutes before the class. ○ When you are called please enter through the French doors at the side of the House beside the café, maintaining 2m distance as you enter, and park your buggies at the café end. ○ Your temperature will be taken by the teacher. No one will be allowed in who is outside the usual temperature range for their age. ○ Use the hand sanitiser provided 	

	<ul style="list-style-type: none"> • At the end: <ul style="list-style-type: none"> ○ Please leave, remembering to maintain social distancing, through the second set of French doors. ○ The next class will be called once everyone has left. • Access to toilets: • Tutor and attenders to use only the toilets designated for the class in the main suite. If attending the café after the class please use the café toilets. <ul style="list-style-type: none"> ○ If you are sitting in the Entrance Hall, go through the double doors by Nell Gwynn’s Bath in the Lower Gallery. ○ If you are sitting in the Lower Gallery, go through the glass door half way along the room, past the kitchen, across the courtyard and to your right. ○ Please be careful to avoid congestion. • <u>Please see maps at each of the main entrances.</u> • To protect other users of the House, adults must wear face coverings in all communal areas (toilets, café) unless they are exempt. • Open windows as much as possible and advise attenders to wear warm clothing. • Observe social distancing at all times where possible.
Designated Toilets	<p style="text-align: center;">2 x Toilets in the main suite.</p> <p style="text-align: center;">Please do not use other toilets – you may use the café toilets if attending the café.</p>
Whom is responsible for NHS Test and Trace	<p style="text-align: center;">Clare Shaw is responsible for obtaining contact details of her attenders and recording who attends the classes. She will supply these details to Lauderdale House if required for test and trace.</p>
Fire Exits	<p style="text-align: center;">Fire Exit 1 - Front entrance door in the Entrance Hall; assemble 100 metres up Highgate Hill on the pavement.</p> <p style="text-align: center;">Fire Exit 2 – The French door nearest to the café, turn right out onto Tea Lawn; assemble at far end of Tea Lawn.</p>