**Tempest Dance & Fitness Durham / Tempest Dance Studio Washington**

**STAGE 1 – NOTIFICATION**

If you develop symptoms within a two-week period of being at the studio, or if you learn that you have been in direct contact with somebody who has later tested positive, we would ask you to contact Mandy on 07507632458 info@tempestdancestudio as soon as possible. Your name and personal details will be kept confidential at all times, as per our data protection policy.

**STAGE 2 – TRACK AND TRACE**

If you have been in direct contact with somebody at class who has tested positive and notified the studio, you will be notified as soon as possible and advised to isolate for 14 days. (This should be highly unlikely as we are a covid secure environment). We will be using the contact details on your **Covid informed consent** to contact you so please ensure they are up to date.

**STAGE 3 – CLEANING AND CLOSING**

The studio is cleaned between classes to ensure that we remain Covid secure at all times. Any classes cancelled due to government restrictions will be re-scheduled.

**STAGE 4 – RECORDING**

Any outbreaks will be recorded in full in the studio’s incident report book.

**STAGE 5 – REOPENING**

Students will be notified via Facebook and email with a confirmation of the reopening date and the up to date timetable.