



## Cleaning procedures

### Autumn Term 2020

- The Castle Street centre has taken measures to keep the space clean; the rooms are cleaned every morning and the manager disinfects touch points before leaving each afternoon.
- There is no need to undertake extensive disinfection of our own equipment (such as music stands) before the first rehearsal if it has not been touched since the previous week.
- Percussion will be used for the second session only. At Joy's request disposable gloves will be provided to all percussion players to avoid the need to spray disinfectant on the equipment.

### Cleaning sessions:

#### 5.45pm (to be undertaken by tutors and committee members only)

- Bring out twenty chairs, space them round the hall and then disinfect with spray.
- Twenty music stands to be brought out of store by people **wearing gloves or having just sanitised their hands**. (No need to disinfect.)
- Bring out hand sanitiser, soap for loos, bin, spare equipment etc
- All door handles to be used to be sprayed including front door, loos etc.

#### 7.15pm (to be undertaken by parent volunteers)

- Chairs and stands to be moved to new position if needed.
- All chairs and all stands to be sprayed and wiped down.
- All door handles to be sprayed including front door and loos.
- Chairs used by students in art room during break to be disinfected.

#### 9pm (to be undertaken by Sarah, Debby and students)

- Students to replace **their own** music stands (no need for disinfection)
- Chairs to be disinfected and then put away.
- Percussion and cleaning equipment to be put away.
- Waste to be taken home by Sarah.
- No need to undertake thorough clean as centre will be cleaned next morning.

### Cleaning materials to be provided:

- Dettol spray
- Kitchen roll
- Disposable gloves for percussionists and anyone on cleaning rota.
- Pack of spare bamboo masks
- Pack of spare sealable plastic bags for mask storage
- One pack of wipes
- One set of PPE for first aid use
- One bin with a lid
- Bin bags
- Hand sanitisers and soap to be provided by Sedbergh Soap Company

# Cleaning Rota

## Autumn Term first half

Date	Session	Name	Name
11/9/20	5.45pm	Committee and tutors	
	7.15pm	Ursula L.	Cate Hall
	9pm	Sarah	Debby
18/9/20	5.45pm	Committee and tutors	
	7.15pm	Louise Budd	Paul/Jo Rand
	9pm	Sarah	Debby
25/9/20	5.45pm	Committee and tutors	
	7.15pm	Jayne Finch	Katie Jones
	9pm	Sarah	Debby
2/10/20	5.45pm	Committee and tutors	
	7.15pm	Anna Carter	Ursula L.
	9pm	Sarah	Debby
9/10/20	5.45pm	Committee and tutors	
	7.15pm	Cate Hall	Louise Budd
	9pm	Sarah	Debby
16/10/20	5.45pm	Committee and tutors	
	7.15pm	Paul/Jo Rand	Jayne Finch
	9pm	Sarah	Debby
23/10/20	5.45pm	Committee and tutors	
	7.15pm	Katie Jones	Anna Carter
	9pm	Sarah	Debby
30/10/20	Half	Term	