

BSD uniform supplies covid safety procedures:

The following procedures have been put in place following the risk assessment carried out to minimise the risk to safety to pupils, parent/guardians/carers and staff when ordering, collecting, trying on, fitting and returning dancewear items.

Ordering:

- Remote ordering via email to LBuniformsupplies@gmail.com
- Contactless payment online only
- Remote (email or phone) advice on sizing and fitting for all items excluding ballet and modern shoes which require the fit to be checked (see advice below)

Collection:

All collections from Great Hornead Hall in the foyer or outside covered porch where covid safety procedures are in place e.g. hand sanitiser stations, one-way system

- All items will be available from a labelled bag at the 'collection point' at the hall
- All customers and staff attending the foyer for collection and fitting to wear face coverings unless under 12 years old or exempt and to use hand sanitising or hand wash facilities available
- One person to collect the item from the collection point at a time unless this is unavoidable (e.g. supervising adult)

Trying on items collected:

- No Items (apart from shoes at a designated fitting appointment) to be tried on at Great Hornead Hall.
- Leotards and close-fitting items e.g. trousers to be tried on at home with underwear in case return is required and all packaging to be retained. See returns procedure below if return is required.
- Nb. Socks, tights and underwear are non-returnable – see separate returns policy.

Dance shoe fittings:

- All fittings to be carried out at Great Hornead Hall in the foyer or outside covered porch where covid safety procedures are in place e.g. hand sanitiser stations, one way system.
- All customers and staff attending the foyer for collection and fitting to wear face coverings unless under 12 years old or exempt
- Timing for fitting pre-arranged via email liaison with Lynn (BSD uniform supplies) via LBuniformsupplies@gmail.com and may be with Lynn or other staff as arranged. Fittings to include one customer at a time with a maximum of one adult minimising others present if required unless unavoidable (e.g. siblings).
- Staff fitting shoes to use gloves to handle items, customer to be fitted to wear disposable foot socks and shoes to be fitted by customer or accompanying adult. Gloves and foot socks to be disposed of in a separate sealed bag.
- Customers, staff and any accompanying adult in contact with items to use hand wash or sanitiser available before and after contact.
- Staff checking the fit to observe 2 metre distance as far as possible and offer verbal advice on fit.
- Dance shoes not required to be placed in packaging and stored separately for 48 hours before being added back to stock by staff.

Returns:

- Lynn at Uniform Supplies to advise via email re: time of the return to Great Hornead Hall
- Items to be returned in original packaging and to the designated 'returns' box following the above covid safe procedures when entering the building e.g. face covering and use of hand sanitiser and one person only to make the return unless unavoidable
- Returns items to be collected by Lynn and/or designated staff and stored separately for 48 hrs before returning to stock