

'Let's Keep Classes Covid-19 Safe'

Guidelines for ensuring the safety of our Families & Class Presenters

Jo Jingles is really looking forward to being able to restart classes again and to get going with what we do best... providing babies and children with fun, interactive and educational music, singing and movement classes!

Our priority as ever is to keep everyone safe, that's you our customers, but also our Jo Jingles Class Presenters.

We appreciate this will continue to make attending class a little different for the time being, but we do believe that if we all work together and by following our fairly simple guidelines we can return to some fun music making activity!

It's been a strange time for us all but we are determined to provide a safe, healthy, fun and relaxing learning environment.

We have developed our own '**Let's Keep Classes COVID-19 Safe Guidelines**' including our procedures for safely operating Jo Jingles classes in the COVID-19 environment. We hope you will find the key points that follow helpful and reassuring.

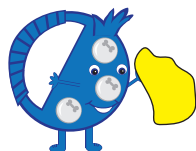


Our guidelines and procedures will be implemented and adapted in each class location/region based on Government and Public Health (as applicable to region) current advice and restrictions in place.



So, how are we keeping classes clean & safe?

As part of our 'Keeping Classes Covid-19 Safe' Guidelines all Jo Jingles Class Presenters have undergone 'Infection control' and Covid-19 Awareness Training. We have been liaising and working with all of our class halls and venues to ensure we adhere to their health and safety policies and will be continually re-checking and implementing our own Jo Jingles Risk Assessment procedure. We will ensure all appropriate cleaning has been carried out prior to any classes starting and wherever possible additional cleaning will take place between sessions too. This may vary by venue. We will ensure that adequate hand sanitiser and cleaning equipment is also safely available at all classes along with safe hand washing facilities. We will be thoroughly cleaning all equipment and props used in classes, before, during and after sessions to minimise the risk of any potential cross-contamination.



Pre-Booking Classes & Online Payments

Pre-booking of spaces at classes is essential. You can do this online, by 'phone or email with your local Jo Jingles Franchisee/Class Presenter and it will help to avoid the need for any additional paperwork to be brought along to or completed at classes. Payments can also be made online too. If any payments are still required at class these will be completed with a card payment system, wherever possible.

As part of the online booking process we will be asking you to confirm Covid Compliant Health & Safety details prior to attending classes.

Reduced Class Size!

To ensure that we adhere to current Government guidelines on social distancing our class numbers will be reduced at this time to ensure that sessions remain safe to attend, so you may be part of a smaller 'bubble' group/class. We will make every effort to minimise any changes with 'friend groups' etc.

We anticipate and are hopeful that social distancing requirements will change over the coming weeks and months and these will be reflected in changing maximum class numbers in our Jo Jingles sessions.

The maximum class numbers may also vary by class venue, depending on the venues' size and social distancing requirements applicable, currently 2 meters between each adult/child.

(Please note – group size may vary by Region).



Timetable changes to allow more time between classes

Our Class Timetables will be adjusted and staggered to allow for more time between sessions. This will allow Class Presenters more time to clean any equipment required and safely set-up for each class. Class running times may be shorter for a while but do check when you book.

Who will be attending class?

To enable us to manage class numbers at this time and to ensure social distancing requirements are met, we do have to ask that only one adult accompany their child to a Jo Jingles class.

Unfortunately, if more than one adult arrives per child, we will have to ask them to either leave or wait safely outside for the duration of the class.

Arriving at Class

If you arrive early at your class we would ask that you wait in your car or outside the venue so that no 'pinch points/groups' are created. If you're attending the first class of the day then this should not be a problem but during morning sessions there is potential for some cross-over between families arriving and leaving classes, depending on the venue.

So, to ensure we adhere to current social distancing guidelines we have introduced new procedures for families to follow when arriving or leaving their Jo Jingles class.

This will help to minimise opportunities for parents and children to gather in groups ("pinch points") particularly in venue entrances, receptions, waiting rooms and outside class venues.

Wherever possible, and subject to the venue, we will try to introduce a 'one-way system' – so one entrance into class and one way to exit and this will help to reduce the possibility of larger 'groups' congregating as they come and go from class.

Wherever possible we will also introduce staggered start times of classes.



Class Registration

Our Class Presenters may still need to ask you to sign a 'Class Sign-in Register' at the class entrance and ask all parents or carers to sign in with their name, baby/child's name and contact phone number. This will really help the Class Presenter with record keeping and allow them to easily see exactly who has attended their classes.

Often the adult who accompanies a child to class may not be the adult who made the booking or who is listed on the Register and we need to keep an accurate record of everyone who has been in each class in case of Contact Tracing requirements (as applicable by region).

Class Registration cont.

Pens will be available but if preferred please do bring your own pen with you to complete the Class Sign-In/Register. Please do wash your hands prior to signing in or use hand sanitiser made available at each class premises. If you use the pen provided you will also need to sanitise your hands after signing in.

Welcoming families to class

Our Jo Jingles Class Presenters will continue to provide a 'Warm Jingly Welcome' to class by waving "Hello" and 'Silent kisses' to everybody present. Hugs, handshakes and high-fives will sadly have to be avoided for the time being.

Temperature checks

There is currently no evidence or guidance from the Government or Public Health (as applicable in your region) to support mandatory temperature screening. However, some of our Class Presenters may do a simple electronic temperature check for you and your child(ren) as you enter the class.

This will be kept very simple and discrete as possible. We are sure you will understand the need to inform your Class Presenter prior to class if you, your child or anybody in your family unit is currently unwell or has a temperature and we ask that you do not attend Classes. If you, or your child, or a member of your family unit become unwell following attendance at Jo Jingles class you should again let your Class Presenter or local Franchisee know.

Wearing Face Masks/Coverings & Protective Gloves

Face Masks/Coverings are now mandatory in all crowded and/or communal public areas. There is increasing scientific evidence to support wearing these in all public areas. (Please note, children under 11 years of age do not have to wear masks.) At this time, we would ask all adults to wear a face covering/face mask at our classes (unless there is a specific reason not to do so).

Our class presenters will be wearing a face covering/mask at all times during class. Subject to space at the class venue they may be wearing a Face Shield/Visor in addition to or instead of a facemask during the music session. They may also be wearing protective gloves when they set up classes and again if any instruments have to be given out during sessions.

Washing or sanitising hands before your class

We will provide hand sanitiser at the entrance to your class for you to use. Please do use hand sanitiser before and after signing in on the Class Sign-In/Register. There is no requirement to wash or sanitise the hands of babies but if you would prefer to do this then please do so.

Keep on washing those hands!

It's really simple to keep our hands clean so customers and visitors to class are asked to wash or sanitise their hands at the following times:

- before each class and after each class
- after class 'sign-in' as applicable
- after using the toilet or changing a nappy
- after coughing or sneezing
- No food to be brought to class or consumed within the class area/room.

Singing at Classes!

At this time we ask that all adults attending classes, with the exception of the Class Presenter, do not sing at class. We will encourage you to hum and some quiet singing directed towards your own child. Children can sing at class. Class presenters may be wearing a head mike.

Maintaining social distance during classes

Our Class Presenters are ultimately responsible for ensuring that families adhere to current social distancing guidelines while they are in our classes and venues. If floor mats, hoops or similar are made available at classes then we will ensure these are spaced 2m apart as required to comply with current distancing guidelines. If you would prefer to bring your own mat/cushion for you and your child to sit on then please do so. We know that once able to do so, babies and toddlers love to be 'on the go' so it may not always be practical to maintain adequate social distance, so we ask for parents/carers help and co-operation to try and ensure a safe distance is maintained as far as possible between children.

We do also ask that parents/carers are also mindful of minimum social distancing requirements between adults too before, during and after Jo Jingles classes.

Keeping physical contact to a minimum between children & participants

As much as possible, our Class Presenters will minimise any physical contact with parents and children at class at this time. This may involve some temporary changes to our class programmes and content but we will try to keep all changes to a minimum.

So, instead of holding hands as a group (e.g. with the "Hokey Cokey" song), we ask that the parent/carer hold their child's hands. If your child has to have their Jo doll with them at class then they can always hold Jo's hands too. Class Presenters will adapt all activities to ensure any physical contact during the class session is minimised and kept within family units (parent/carer & child) as much as possible.



Cuddling children and toddlers

Older babies and toddlers often enjoy a cuddle with the Class Presenter or sitting on their lap during class. Unfortunately, at this time, this will need to be avoided as much as possible. We appreciate your co-operation – we are missing our cuddles too!

Classroom layout

We will minimise the amount of changes required to ensure we can provide a safe class environment and layout but may need to adapt some spaces to comply with the social distancing guidelines and requirements as applicable. This may vary by class venue and location.

Instruments at Classes & Handing out equipment

We will need to adapt the selection of instruments, props and other items used at Jo Jingles classes at this time and this will be determined by the current guidelines in place.

For the time being we will be using a reduced range of simple percussion instruments at classes. These will be freshly cleaned for each individual class session.

At some classes each child may be given a Jo Jingles bag of instruments to be used during the session. Depending on the venue the instrument bag will be placed by the floor mat/hoop so you have everything to hand at the start of class. At the end of the class you will simply put the instruments back in the bag and either leave them at your 'mat/hoop spot' or leave them in a box that will be provided as you exit class.

Alternatively the Class Presenter will distribute clean instruments during the class session and re-collect them from all participants. These instruments will be re-cleaned before they are used at any other classes. Or, you may prefer to bring your own bag of instruments so please do always contact your Class Presenter about what is available. We sell a variety of instruments via Jo's Shop at

www.jojingles.com/shop

Soft & Cuddly Toys

Unfortunately we will be unable to use any soft toys at classes at this time. If your child has to have a favourite toy with them then please do all you can to ensure this is kept with them at all times during class.

When class has ended & it's time to go...

It can get busy between classes when families are leaving class and the next group is arriving, so to assist with social distancing we will need to ask that families do leave promptly after the end of their Jo Jingles sessions.

If it is possible at your class venue, the Class Presenter may be able to help this system by using separate entrance and exit points which will be clearly marked.

We also recommend that you wash or sanitise your hands as you leave your class, again making every effort to avoid any build-up of groups / 'pinch points'. As much as possible we will stagger start times of classes to avoid and reduce any 'pinch points'!

What else are we doing to keep Jo Jingles classes safe?

Room Ventilation

Indoor Classes

Wherever possible, and subject to weather conditions, we will open windows in the class room in which the Jo Jingles session is being run. We will also aim to keep as many doors open as possible but ensuring safety is maintained at all times. Air-conditioning units will be switched off while classes are running.

Outdoor Classes

Wherever possible, and subject to weather conditions we may run sessions outdoors. This will vary by class venue and location and will be subject to facilities available at the class venue.

Food & Drink

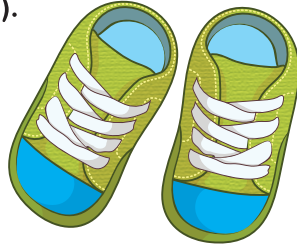
As much as possible we would ask that you do not bring or consume any food or drink in the class setting. If your child does need to eat or drink please ensure hands are washed or sanitised first.

Food and drink allergies do always need to be considered so we would ask that all food and drink is consumed away from the class setting.



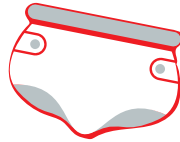
Personal items, shoes & other footwear

Please do keep all items you bring with you to class to a minimum. Coats, bags etc should be kept with you at all times and if outdoor shoes are dirty (adults & Class Presenter) must be removed upon entry to the class - shoe covers, socks or slippers can be worn. Babies and toddlers do not have to wear socks (they generally tend to remove them in any case!). Shoes should be worn when going to the toilet or if you have to go outside during class.



Nappy changing

If required, please use the nappy changing area provided outside of the class. When you have finished changing your child's nappy we ask that you place the soiled nappy into a bag and tie to close. To prevent the spread of any infection we also ask that you take all soiled nappies away with you to dispose of at home. Please do always ensure you thoroughly wash your hands after changing your child's nappy.



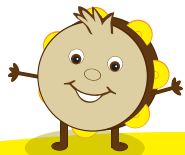
Toilet Time with toddlers

You may currently be toilet training your toddler. If you need to use the toilet with your toddler during a class, please can you ensure both you and your toddler wash your hands thoroughly, or use hand sanitiser before returning to class. If your toddler has an accident during class, please can you let your Class Presenter know so that we can safely and quickly clean up any soiled areas as required.

Sickness & Little Spills

We know it's not unusual for babies to regurgitate some milk after a feed so if there's any little accidents or spills, please do let your Class Presenter know so the area can be cleaned as required, and ensure any soiled equipment is removed for cleaning.

Also, if your baby or toddler is sick during a class please let your Class Presenter know as soon as possible so they can ensure prompt cleaning and isolation of the area to reduce the risk of any possible cross-contamination. We will provide lidded bins for any tissues or wipes used during class. Remember 'Catch it, Bin it, Kill it'!



Administering First Aid

Standard health and safety precautions will be adopted when providing first aid, e.g. protective gloves, face masks/coverings need to be worn when dealing with blood or body fluids/substances.

All of our Class Presenters have undergone 'Infection Control Training'* and may also be trained in standard First Aid. However, if any medication or first aid treatment needs to be administered to a child at classes then you will be expected to do this for your own child, as applicable.

Always wash hands with soap and water or use a hand sanitiser before and after providing any first aid.

(*Approved course specifically for the children's activities sector provided by Daisy First Aid)



Signage In class

You will see some signage at Jo Jingles classes that will help to keep you informed and encourage both Class Presenters and families to practice good hygiene and safe social distancing at classes.

You may see the following signage displayed -

- Please wear a face mask/covering
- Physical distancing reminders
- How to Wash your Hands
- Remember to use hand sanitiser
- Reminder of wellness requirements to attend classes
- Arrival procedures – hand sanitiser before and after signing in
- Nappy changing / Toilet rules
- Reminder to remove shoes if dirty!



Keeping well & keeping us updated

If you or your child are in any way unwell then we do ask that you do not attend your Jo Jingles class.

Please **DO NOT** attend class if you or anybody in your family is experiencing symptoms of COVID-19 including:

- fever
- coughing
- a sore throat
- loss of taste or smell
- fatigue, and
- shortness of breath.
- If they have been, or have potentially been, exposed to a person who has been diagnosed with COVID-19 or is suspected to have COVID-19 (even if the person who is suspected to have COVID-19 has not yet been tested), or
- If you have undertaken, or are planning to undertake, any travel then you must consider and adhere to any currently imposed restrictions and guidelines around social distancing and self-isolation which may apply upon your return home, and prior to attending Jo Jingles classes.

Any missed classes and/or makeup classes can be discussed with your Class Presenter or local Franchisee.

If a Class Presenter is unwell, classes will be cancelled, rescheduled or online sessions may be offered.

We really hope these simple measures for helping us to provide safe classes will not be too daunting for you and we really are grateful for your help and support.

If you would like any further details on Jo Jingles

Let's Keep Classes COVID-19 Safe Guidelines

then please do not hesitate to speak to your Class Presenter or local Franchisee.

This will all continue to make classes a little different for the time being but we hope that we can continue to provide your child and you with a fun, educational and interactive music experience and in a safe and welcoming environment.

For further details please call Jo Jingles Limited on (0044) (0) 1494 778989

headoffice@jojingles.co.uk www.jojingles.com