



Our Covid Prevention Guidelines

Thank you for bearing with us during these unprecedented times. As you can imagine, as a charity servicing the public, we want to do our part to ensure that we operate a safe operation. As a result CDRC has carried out a risk assessment and have implemented precautionary measures where necessary. To many clients our changes may seem extreme but we have taken into account the safety of clients and staff alike. We want to be able to offer costume hire services for a long time to come and we need your support and understanding in abiding by the guidance. Please note, as we learn how to create a safe environment, the compliance may be updated and changed.



1. Client visits will be by appointment only. Clients will be asked to wait outside the outer door to Lifeworks and ring the bell for entry. Only one client (bubble) in office at any one time.
2. A thermometer will be used before you enter the office. Please be reminded that if you are experiencing any of the symptoms of Covid 19 (temperature, a new continuous cough, or a lack of smell or taste) you must call to cancel your appointment and reschedule.
3. Clients should wear a mask when visiting the office for a collection or return without it no entry will be permitted unless except on medical grounds all of our staff will wear visors/masks.
4. There will be a wall mounted hand sanitising station in the foyer, supplied by LMC. CDRC will also have a sanitising pump in the office.
5. Social distancing markers on the office floor will indicate direction of our new one-way flow and will be spaced 2 meters apart. Although if we are wearing masks we can distance at 1 meter if need be.
6. All payments will, where possible, be by card. If it has to be a cash payment, the money will go straight into a secure tin – no change given. So please bring the exact amount where possible.



7. Clients are encouraged to bring their own bags for collection, unless the order is for a large group.



8. CDRC will undertake greater measures to clean office areas using disinfectant spray and wipes that are effective against bacteria, viruses and microorganisms.



9. Costumes will be washed using appropriate cleaners where possible. Costumes that are hard to clean will be scanned with our UV light wands and torches. Props will be sanitised.

10. We will keep a track and trace register in the office. It will be helpful to us if you could let us know of changes in to your health or the health of your cast for up to 2 weeks after return of costumes.