

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 when returning or collecting 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. . Please be reminded that if you are experiencing any of the symptoms of Covid 19 (temperature, a new continuous cough, a lack of smell or taste or cold symptoms take a test ) you must call to cancel your appointment and reschedule if positive .
3. Wearing a face covering when visiting the office for a collection or return.
4. There will be a wall mounted hand sanitizing station in the foyer, supplied by LMC. CDRC will also have a sanitizing pump in the office.
5. 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.
6. Clients are encouraged to bring their own bags for collection, unless the order is for a large group.
7. CDRC will undertake greater measures to clean office areas using disinfectant spray and wipes that are effective against bacteria, viruses and microorganisms.
8. 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 sanitized.
9. We will keep a track and trace/fire register in the office When collecting your orders or returning you must complete the test and trace form, if you come into contact with anyone who tests positive or you become ill ,this form will also allow us to do the same.