

PROTOCOL FOR INSTRUCTORS – COVID-19

As we start to open our classes both in Fresh Gym and The Sports Centre from Monday 27th July 2020 to those that are ready to participate, it is vital that we manage Group Exercise classes in line with Government regulations. Please note some classes at Fresh Gym will be recorded and available to members who are not ready to return and this timetable can be found on the website www.virtuallyfresh.com.

During your class there will be a greater onus on the Instructor to minimise risk and manage the class to ensure social distancing is maintained at 2 meters between each person (and 3 meters for moving classes). Please can I **ask you to read the below guidelines for classes at Fresh and reply back via email that you have read and understood our new protocols and why we have them in place.**

1. Instructors must arrive 20 minutes prior to class times to help with set-up. The extra time will prevent any last-minute preparations and ensure the class is set-up correctly and in line with the procedures below. Please ensure that any equipment you use is wiped, cleaned and put away and the studio is returned to normal. We are asking that instructors stay to help with this process after class to ensure efficient turnaround and be seen to be leading by example in providing a safe environment to exercise in.
2. Limiting the number of customers able to access classes (as per Government regulations) and managing changeover and congestion by amending some start times to classes.
3. Asking all **members** to book on to classes through our Fitsense App in order to manage numbers and keep a record of those that attend (as per Government regulations). Please refer members to Reception with booking queries. They may require a password to be set up.
4. For **pay as you go** customers, they are able to ring Fresh Gym and ask to be booked on to the class on the day of the class. Pay as you go customers are unable to use the Fitsense App.
5. Members will check-in with Reception on arrival to all classes and be made aware of entry and exit points. Please update yourself on the process for each class below.

Fresh Gym: All attendees will check-in at the Front desk and if they do arrive early, be asked to wait in their cars until 5 minutes before the class is due to begin. On arrival into the studio/outdoor spin area, the instructor must direct that person to the furthest mat/space or bike immediately ensuring that no one is to pass each other.

On departure, the instructor will ask the person closest to the exit to leave first, then followed by the next person etc. With Spin, the class will exit through the back gate.

Fresh Sports Centre: All attendees will check-in at the Front desk and be directed to the class. The instructor will direct that person to a marked space.

On departure, the instructor will ask the attendees to leave through the doors in either the gymnasium or the sports hall and head directly to their cars.

6. Minimising congestion and traffic through the gym and asking all class members to arrive ONLY 5 minutes earlier and to leave promptly from the studio or outdoor space so that cleaning can commence promptly.
7. Allowing a sufficient break time between classes in order to clean the studio and equipment. All bikes, mats and equipment will be thoroughly cleaned post-class. A gap of half an hour has been provided for this.
8. Providing clear communication to participants to ensure that they take all reasonable measures to maintain social distancing during the class and follow the hygiene rules at all times, before, after and during the exercise.
9. To make note of the cleaning stations available and to encourage the use of hand sanitisers.
10. Purple mats are available for Yoga and Pilates classes at Fresh Gym and Fresh Sports Centre. Blue mats, weights and steps are available at Fresh Gym for Weight-bearing classes such as T45 and Body Conditioning. It is in the Members' best interest to bring their own mat and equipment. We will have mats available at Reception to purchase.
11. Asking instructors to assess the placement of equipment prior to the class. Making sure that mats and equipment are aligned to the correct floor markings.
12. When using the microphone please use your individual shield protector given to you and wipe the pack down after use for the next person.
13. Asking participants to keep their belongings at their station to prevent walking past others, leaving larger items (especially clothing) at home or in their car
14. Keeping the Studio ventilated by opening doors and windows to help with airflow. Air-conditioning and fans can be used.
15. Asking members to bring a water bottle. The Fountain in the Sports Centre is in use and cleaned after each use. Fresh Gym will not have the water fountain on as to deter members from gathering and help minimise contact points. If water is required, Reception are able to fill up bottles at the tap. Please do not enter behind the desk.
16. Sweat towels - we must stress that towels are only taken into the Studios for classes. (Not to be taken into the Gym). Towels must not be used to wipe down mats or equipment.

17. Avoiding the use of shared objects eg. Towels, balls, weights, unless they can be cleaned or sanitised between users.
18. Staying on your mat or in your marked position whilst teaching will be required. Walking the floor and correcting technique will not be allowed.
19. Discourage the raising of voices or shouting. Where music is used, please keep volume levels to a minimum or that makes normal conversation difficult. This is because of the potential for increased risk of transmission - particularly from aerosol and droplet transmission.
20. Advising participants when using headphones in spin classes that they can purchase headphone covers as an added precaution. It is optional and they can be purchased for £1.
21. Advising members that COVID-19 is transmittable through air. It is safe for participants attending yoga or Pilates to take their socks and shoes off during the class.
22. Encouraging attendees to arrive gym ready and travel home to change/shower. The changing rooms are in use. The ladies will allow 3 people to enter at once, and have one shower available. The males will allow 4 people to enter at one and have one shower available. You may be required to wait until a space is free.

And finally,

23. Where classes are recorded, to make the participants aware they will not be filmed. Members will be able to access pre-recorded sessions free on our website www.virtuallyfresh.co.uk.
24. To screen participants at the start of each class briefing them on the new layout and the importance of maintaining a 2 meter distance apart throughout.
25. Where a participant is showing signs of being unwell, that they are consulted and if someone falls ill during your class, they are then taken to a quarantined area – which is in the room located under the Studio stairs at Fresh Gym or if you are at the Fresh Sports Centre, in the gym as it is not in use.
26. When you are last to use the studio at Fresh Gym to please turn off any equipment such as the laptop, lights and air-conditioning.

And most importantly,

27. All equipment will be frequently cleaned. If members are uncertain or ask about the cleaning procedure, we are cleaning regularly but **THE** best practice and the safest is to wipe down any equipment themselves.