

9) INSTRUCTOR GUIDANCE

Prior to the session

All participants will receive information encouraging them to:

- Wash hands before and after session with running water and soap
- Arrive no more than 5m before the session
- Leave immediately after the session
- Travel in cars with only people within their household or support bubble
- Wear masks in taxis and on public transport
- Bring a mask which must be worn at all times at indoor venues other than during exercise. E.g. entering, exiting or moving around the facility
- Not attend the session if they have any of the 3 Covid-19 symptoms
- Not attend if anyone in their household/support bubble is displaying Covid-19 symptoms
- Only bring what they need to sessions
- Let the instructor know if a someone is coming with them and staying in the class in a supporting or caring capacity
- Bring their own water
- Arrive dressed ready to exercise
- Shower at home

Prior to the session the participant will have completed paperwork such as a sign up form and PAR Q, you will be sent details of this along with a list of participants indicating who has pre-paid. *all participants must book in advance. (please inform your instructors of your districts booking and payment process)

Instructors are advised to take a rapid lateral flow test at least once per week which can be accessed for free via <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests> or a local pharmacy.

Start of session

- Complete risk assessment with additional COVID elements (**see an example risk assessment in appendix 11**)
- If the venue doesn't have signs advising social distancing, display signs outside and inside the venue.
- Ensure that the room is marked out and equipment is set out so that participants know what position to take up in readiness for the class– with each participant having their own equipment. When setting out equipment, you should wear a mask and gloves.
- Equipment must be sanitised before the session.
- Ensure the room is adequately ventilated e.g. all doors and windows that should be open are, ventilation systems are running (if available), fans running (if available) (but not directed at participants) etc.

- Complete any cleaning of high touch points that may have been agreed with the venue e.g. door handles
- Ensure that a minimum of 2m is present between all people at the session as they enter and take their space. Ensure that you keep 2m away from participants also. Encourage surface contact to be avoided where possible.
- Ask all participants to sanitise their hands up on entry.
- Instructor to record participant attendance and contact numbers (via register) for “test and trace” procedures should a person (instructor or participant) be diagnosed as COVID-19 positive. Information must be destroyed (in line with GDPR guidelines) after 21 days.
- Alternatively participants can check in through QR test and trace code, however you will still be required to check attendance for monitoring and evaluation.
- Explain to participants how the session will work and complete your normal pre-session checks such as verbal screening. Within this screening also ask if anyone is displaying any of the Covid-19 symptoms; a high temperature, new and continuous cough or a loss of smell or taste. If anyone is, they must leave immediately.

During Session

- Comply with fit pro guidance for positioning of participants throughout the class **(see appendix 10)**
- Face coverings are optional for both participant and instructor during exercise, however must be worn at all other times indoors e.g. entering, exiting and moving around a facility.
- Ensure that you maintain the required minimum of 2m from your participants.

End of session

- Equipment to be thoroughly sanitised after the session, using relevant PPE such as gloves and washing/sanitising your hands after. Where practicable equipment could be isolated for 72 hours before re-use.
- Encourage participants to leave the venue immediately after the session.
- Please send through registers and any other data collected to your coordinator via a previously agreed method.

What to do in the event of;

Someone becomes symptomatic during the session

- They should leave, self-isolate and book a test.
- If you as the instructor become symptomatic during the session, you should end the session, self-isolate, book a test and inform the session coordinator.

Someone that attended a session informing you that they have

tested positive or have had close contact with someone that has tested positive.

- Inform your line manager/session coordinator as soon as possible, they will then follow the test and trace procedure and inform you of any action that may need to be taken.

A participant requiring a carer

- If the participant requires a carer, where possible the carer is asked not to stay in the venue during the class. Where the carer is required to stay, participant numbers should be adjusted accordingly.

A First Aid Incident

Please see First Aid Guidance sheet. Please note important amendments to the first aid process to safeguard against transmission of Covid-19.

- Break the 2m social distancing rule as little as possible, if capable the casualty or a member of their household/bubble can perform the first aid under your instruction, but treating the casualty properly should be your first concern.
- Ensure you use the provided PPE – mask, gloves, goggles and apron.
- Do not listen at the mouth for breathing.
- Advised not to deliver rescue breaths in the event of CPR

A fall

- If a participant was to fall, if it is possible for the participant to get themselves off the floor safely, they should do so. If they are unable to get themselves up from the floor you are able to provide assistance. However by breaking the 2m social distance rule you must wear PPE.
 - A mask/face shield
 - Gloves
 - Apron (optional)
 - Goggles (optional)

Someone turns up who;

- Hasn't completed the screening
- Hasn't booked on
- Hasn't paid/forgotten money

This will be a local decision that you will need to agree with your co-ordinator

Last updated: May 2021

If you display any symptoms of COVID-19 or within 48hours of teaching a class please inform your session coordinator as soon as possible. If you test positive for Covid-19, please inform your session coordinator as soon as possible.