



COVID-19 GUIDANCE FOR EXERCISE & TAI CHI CLASSES

This guidance has been issued in line with the English Government's COVID-19 guidelines. All HEARTBEAT classes have been suspended since 23rd March 2020, except for the trial classes on 28 July. After which there has been a local lockdown. It has been lifted some parts of Calderdale, Kirklees and Bradford but the guidance for all areas in England remains “**Must not socialise indoors in groups of more than two households**” so classes are for exercise not socialising.

The HEARTBEAT Trustees and Trainers have agreed to reintroduce HEARTBEAT classes from 3 September, subject to the following HEARTBEAT guidance which maximises safety and minimises risk.

The HEARTBEAT guidance applies to all HEARTBEAT classes and aims to provide a framework which protects Members and allows HEARTBEAT Members to join HEARTBEAT classes once again for health reasons.

However, some members may decide they do not wish to recommence classes until the current COVID situation improves and/or Government advice changes, which is understandable.

Although the Trustees have allowed HEARTBEAT classes to restart, this permission will be reviewed if the Government sets new restrictions, e.g. in response to new outbreaks of the virus. Government guidance supersedes all advice given by the Trustees and must always be followed.

Before Classes

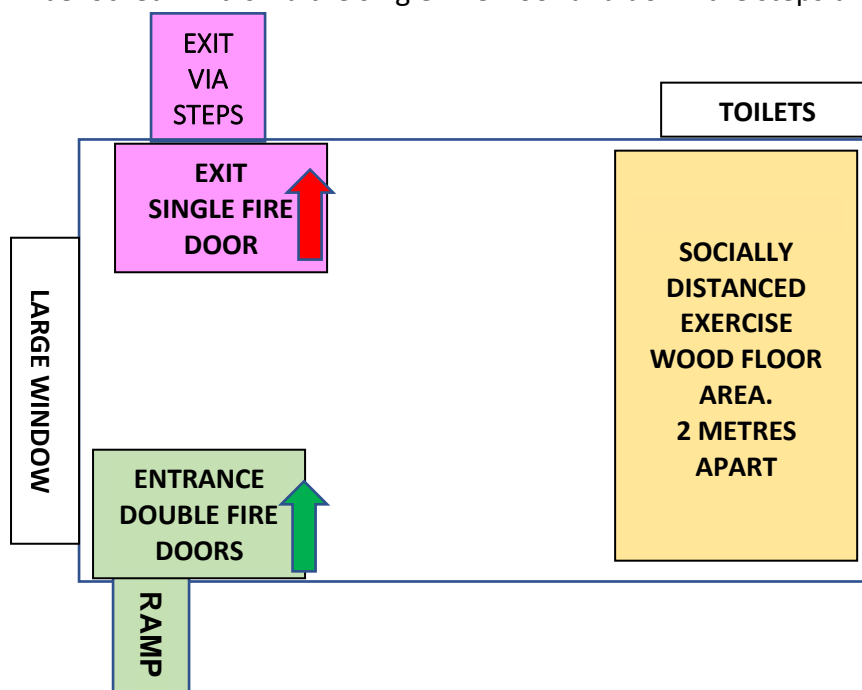
- All Members must read this document and only attend classes if they accept all that is contained in it. If you fail to follow this Guidance, for the safety of other members, you will be asked to leave.
- You should leave home in the clothing and footwear you are going to use at class. There are no changing facilities at Brighouse Sports Club.
- To reduce the need to use the toilets, please go before setting off.
- Bring any drinks you want with you, labelled so you can identify the bottle / container.
 - There will be no water on sale at classes or drinking water available in the toilets.
- All attendees must wear face coverings / face masks before entering the building.
 - We will have disposable facemasks for sale at the door for 30p each.
 - We will also have re-usable face coverings for sale at £2.00
- If you wish to wear gloves or other PPE that is acceptable.
- Please bring 2 filled (to a weight you are happy with) water bottles to use as hand weights.
- Please do not bring pens with you to use at classes. Any recording will be done by the Duty Trustee only.
- Please bring the correct change or a cheque for all payments: class fees, lottery, Membership
 - Class fees are £2.50;
 - Membership Fees are £5;
 - Lottery is £5 for 5 weeks
- **Please do not attend HEARTBEAT classes if you have recently been diagnosed with or show any COVID-19 symptoms, are awaiting test results or are self-isolating under current Government guidance.**
- Do not car share to come to class unless you are from the same household or part of a permitted ‘bubble’ from another household.
- To attend an Exercise Class, you must pre-book your place.

Pre-Booking Classes

- To attend an Exercise Class, you must pre-book your place. There initially will be only 18 places per Exercise class. Booking is not required for Tai Chi classes unless numbers start to exceed 25.
- **Pre-Booking System for Exercise Classes:**
 - **For first week (9 September) only:**
 - E-mail info@heartbeat.uk.com
 - Text 07860 479567
 - Phone 01422 204928
 - Notes:
 - State which Exercise Class/es you wish to join
 - You will receive a reply as to whether you pre-booked in or not due to limited places
 - Please do not book a place and not turn up.
 - If using the phones please leave a message if no reply
 - **From 8 September:**
 - E-mail info@heartbeat.uk.com
 - Text 07860 479567
 - Phone 01422 204928
 - At classes there will be booking forms for the Duty Trustee to complete on your behalf. You can book for 6 weeks in advance.
 - Notes:
 - State which Exercise Class/es you wish to join
 - You will receive a reply as to whether you pre-booked in or not due to limited places
 - Please do not book a place and not turn up. If you know the day before that you cannot attend then please use the contacts above so may be someone can take your place
 - If using the phones please leave a message if no reply.
- Please do not arrive for more than 10 minutes before the class starts. Wait in the car or Social Distance on the ramp. **There are no waiting areas inside the Brighthouse Sports Club.**

Entering and Exiting Classes

- DO NOT ENTER until the Duty Trustee calls you in. **Socially Distance** in any queue that forms.
- Entrance is only through the double Fire Doors at the top of the ramp. All other doors to the building will be locked. Exit is via the single Fire Door and down the steps then back to the car park.



- There will always be two Trustees on duty. One will be at the door where your temperature will be taken. If 37.8 centigrade or over, you will be refused entry. They will also check you are wearing a facemask or covering correctly.
- You will be asked to use the hand sanitiser provided on entering
- The second Duty Trustee will:
 - The Trustee will book you in on the Class Register
 - Show the payment/s you are making to the Trustee and place it in the box provided
 - The Trustee will record all payments for Lottery and Membership on the noticeboard.
 - No receipt will be given for any transaction.
 - Do not attempt to write on any HEARTBEAT paperwork.
- The circle of chairs will be covered by plastic seat covers.
 - You may place your coats, bags etc only on the covered chairs.
 - At the end of your class, remove the seat cover and take it home for disposal for your own safety.
 - If in the circle of chairs there are ones with no cover, there will be a supply adjacent to the chairs, please take one and place over the chair. At the end of class follow the instructions above.
- **Do not sit on any window ledges or chairs others than those in the circle**
- **PLEASE TAKE EVERYTHING YOU BROUGHT WITH YOU HOME AFTER CLASS.**
- **There are no bins at classes.**

Class Times

Classes will only be 45 minutes long to allow for change over and Administration.

Week 1 (3 September) there will only be the Thursday classes:

- 9:30, 10:30 and 11:30 Exercise Classes

Week 2 onwards (8 September) there will be normal classes as long as attendance numbers justify the cost of the class.

- Tuesday 9:30 and 10:30 Tai Chi and 11:30 Exercise
- Wednesday 18:30 Exercise and 19:30 Tai Chi
- Thursday 9:30, 10:30 and 11:30 Exercise

During Classes

- Social distancing should apply throughout the class between Members and Staff.
- Social distancing is currently set at two metres. For the Duty Trustees it is mitigated by the personal protective equipment they have, so the one metre plus guidance can be applied.
- The exercise area is marked with yellow non-slip crosses. You must stand on one of these and only move off when the Trainer tells you to do so.
- If you have to leave the exercise area for any reason, tell the Trainer before doing it, so Members can clear a safe path out of the area.
- All Members must wear a face covering /mask and should consider carrying hand sanitiser (alcohol-based gel) and / or gloves. If you are medical exempt from wearing a mask then you must be in the front row and wear the badge stating you are exempt supplied by HEARTBEAT.
- Use the hand sanitiser provided if you have to touch any surfaces in the building. Wash your hands when you return home.
- Bring your own drinks and do not share.
- No exercise equipment will be used during classes.
- Toilets are restricted to One In / One Out access and should be only used when absolutely necessary
- Do not share personal items or equipment during a class.
- Duty Trustees will clean any areas touched with no gloves, e.g. the Admin table.

HEARTBEAT Trustees 29/08/2020 revision 1