



## Covid 19 Protocols for YMCAFit Courses

We understand this is a time of great uncertainty, we would like to reassure you that YMCAFit have worked together with YMCA Awards, CIMSPA, Merrithew and all our venues to ensure adequate and appropriate arrangements are in place to maximise your safety whilst participating on your educational programme. Outlined below are the key aspects of these arrangements.

### 1. Classrooms

- 1.1. Hand sanitise dispensers be available.
- 1.2. Posters displaying social distancing measures and hygiene protocols will be displayed
- 1.3. The teaching and Learning Agreement will be displayed on the wall.
- 1.4. Tutors will set out chairs at least 2 metres apart in the classroom prior to the start of each day.
- 1.5. Any classroom-based equipment will be sanitised by the tutor prior to the start of the day
- 1.6. Risk assessments have been completed for the facility and the course delivery. These will be available on request.

### 2. Arrivals and Course Hours

- 2.1. Some venues may implement the use of temperature checks to allow entry into the facility, without prior notice.
  - 2.1.1. You may be denied entry into the venue if you have a high temperature and instructed to seek a COVID-19 test. In this scenario you must email [bev.jackson@ymca.co.uk](mailto:bev.jackson@ymca.co.uk) immediately stating this.
- 2.2. You may be required to wait outside the facility until invited in by a member of staff who will direct you to a waiting area inside. You must have your email confirmation ready for the reception staff. You will be asked to arrive 15 minutes prior to your course start time to allow time to enter the building and proceed to the classroom.
- 2.3. You can eat lunch in the classroom or outside. The café area in most of our venues will not be available.
- 2.4. You will be required to wear a facemask or visor at all times except:
  - 2.4.1. When taking part in physical activity sessions as part of your course.
- 2.5. Regular toilet breaks will be included throughout the day as social distancing measures will need to be maintained.

## Covid 19 Protocols for YMCAFit Courses

- 2.6. No changing or shower facilities will be available in the venue. Please bring your own sweat towel and deodorant.
- 2.7. You must adhere to social distancing restrictions of staying 2 metres apart when entering the classroom
- 2.8. On entering the classroom, the tutor will direct you to the appropriate chair to minimise learners walking past others.
- 2.9. You are responsible for keeping your own belongings safe and away from others to avoid any cross contamination.
- 2.10. You must bring your own stationary – notebook, pens, marker pen (there can be no sharing)
- 2.11. All students and tutors must use hand sanitise or wash hands prior to entering the classroom.
- 2.12. You will be asked to bring your own equipment for certain courses such as yoga.

### 3. Attendance and Reporting Illness

- 3.1. If you display any signs or symptoms of the Covid 19 virus you must dial 111 immediately and follow the advice given.
  - 3.1.1. If the advice is suspected Covid 19, you must email [bev.jackson@ymca.co.uk](mailto:bev.jackson@ymca.co.uk) immediately stating this.
  - 3.1.2. You must make arrangements for a Covid 19 test immediately and inform Bev Jackson of the test result as soon as this is received. Please communicate timelines of expected test date and expected results as a matter of priority.
- 3.2. It is our aim to continue your learning journey and where possible this will include some virtual sessions. If this is appropriate for your course, you will be expected to participate in these sessions from home so that minimal contact hours are lost.
- 3.3. On receipt of the Covid 19 test results the student (who is unwell) must inform Bev Jackson immediately.
- 3.4. The tutor and students will be informed of the outcome which will result in the course continuing in the venue or otherwise.
- 3.5. The student who is unwell will be offered a transfer to another course if they are unable to continue virtually.



### 4. Course Delivery

- 4.1. We aim to keep the handling of resources to a minimum and request that you protect your manuals, documentation and learner assessment record as much as possible. It is important that hand washing takes place following handling of any resources.
- 4.2. Equipment will be spaced out in line with social distancing guidelines. This must not be moved unless advised by your course tutor during teaching and practical workshops.
- 4.3. You MUST clean each piece of equipment before and after use – by using spray and paper towels.
- 4.4. If you are attending the L3 Diploma in Teaching Yoga, you must bring your own mat, strap, block and brick.

### 5. Social Distancing F2F Course Delivery Considerations

- 5.1. Theory sessions will be adapted to facilitate social distancing measures, they will however still accommodate all learning style preferences, include a variety of activities and be adapted to meet those with additional learning needs.

### 6. YMCAFit Courses (Excluding STOTT) Online Session Delivery Considerations

If necessary, the course may have to resume online (see above). In these situations, the sessions will take place on Zoom.

- 6.1. YMCAFit have a licence and access to full functionality
- 6.2. All sessions will be recorded for quality assurance purposes
- 6.3. You will need photographic ID to hand to share with your tutor. Your tutor will need to note down the reference number.
- 6.4. Learning style preferences will still be accommodated using power point presentations, polls and breakout room activities for both theory and practical teaching workshops
- 6.5. You will be required to engage throughout the sessions. You should ensure you keep distractions to a minimum.
- 6.6. You will be required to turn on the video function throughout all the sessions
- 6.7. You will need to mute your microphone to help keep background noise to a minimum
- 6.8. You will be required to take part in tasks and physical activities as participation is an essential element of your course
- 6.9. You must be prepared to risk assess your environment to ensure it is safe to perform practical activities during the session and for homework tasks

## Covid 19 Protocols for YMCAFit Courses

- 6.10. You will need to prepare in advance. If you are asked to prepare materials for homework, please make sure you have the files and/or links ready before you go into the session
- 6.11. You will be expected to submit homework tasks both practical and written for marking through email
- 6.12. You will be expected to attend all online sessions, the register will reflect the attendances throughout the duration of the whole session (AM/PM). 100% attendance remains mandatory

## 7. Support and Guidance

- 7.1. Communication is key and there's a lot of change that you, may need to digest. Continuous communication throughout this process is key to ensure you feel safe and supported on course. Please discuss with your tutor or contact the learning support team if you have any concerns.
- 7.2. The information around COVID-19 changes on a frequent basis and we will monitor the latest advice for any changes that could impact our business. The following are some useful links that can be monitored for the latest information. Please do share other guidance that you feel is relevant and appropriate.
  - 7.2.1. [NHS COVID-19 Latest Information](#)
  - 7.2.2. <https://www.ukactive.com/covid-19/>
  - 7.2.3. <https://www.cimspa.co.uk/cimspa-news/news-home>
  - 7.2.4. <https://www.ymcaawards.co.uk/coronavirus-information-and-advice-customers-and-learners>
  - 7.2.5. <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/maintaining-education-and-skills-training-provision-further-education-providers>
- 7.3. Your wellbeing is of the utmost importance to us please let us know if you need any support.
- 7.4. The protocols outlined above are subject to change and changes will be implemented, without prior notification by either YMCAfit or the host venue.

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