

COVID-19

RETURNING TO ACTIVITY SESSIONS



RISK MITIGATION STRATEGY

GENERAL STATEMENT

The following Guidelines have been prepared to enable Vista Wellbeing to implement a phased return to a full timetable of activity sessions.

As part of its strategy Vista Wellbeing has appointed Covid Officers who will be present at every session.

Covid Officers will also be suitably qualified first aiders, familiar with Covid first aid arrangements.

Covid Officers are: Anita Griggs and Phil Rowtcliff

TERMS OF REFERENCE

Vista Wellbeing CIC is not affiliated to any Sport England NGB. However, our plans for this phased return have been prepared in line with Government guidance and sector-specific advice (e.g. Sport England, CIMSPA)

SCOPE

This document addresses additional mitigation measures in relation to Covid-19 only. Protocols and procedures in this document are designed to be layered on top of existing risk assessments (for venues, environment, activities and participants).

STRATEGY AND GUIDELINES FOR THE RETURN TO ACTIVITY SESSIONS

We are working to a 4 Stage Strategy, set out below

Stage 1 Socially Distanced Activities – Limited Timetable developed over 6 weeks

- Resumption of Sessions in compliance with Government safe distancing requirements.
- **Risk Assessments** Dynamic Covid risk assessments will be implemented in addition to any general and venue-specific risk assessments
- **Members Opt-In Company Declaration Form** Whilst Vista Wellbeing will take all reasonable steps to minimise the risk of infection from the COVID-19 virus, individual participants must recognise that an inherent risk remains for the potential to contract or pass on the virus.
- In accordance with sector guidance, individual participants are required to complete the Opt-In declaration Form prior to participating in any session. All opt-in forms will be retained by Vista Wellbeing under the guidance of the Covid Officers.

Initially we are planning to start our timetable with our outdoor classes as we believe these pose the least amount of risk in terms of Covid-19.

Stage 2 Socially Distanced Activities – Full Timetable

Building on the procedures implemented in Stage 1

- Implementation of a tested timetable of activity sessions to safely meet demand
- Continue to monitor sector and government advice and guidance.

Stage 3: Return to a pre-Covid session operation

- This will happen only when clearance and guidance is received from the Government and sector governing bodies.

Stage 4: Dynamic Response Stage (Suspend Sessions)

- Being prepared to suspend or adapt activities in line with Government guidance and legislation or sector best practice due to resurgence of the virus. This may be at a national or regional or local level.
- If circumstances allow, on-line sessions will be offered as an alternative to face to face sessions.

Pre- Session Protocols

Vista Wellbeing will:

- Send out new health screening forms to all clients prior to participation
- Use an online booking system (www.bookwhen.com/vistawellbeing) and require everyone to pre-book sessions using this platform.
- Support members who may have difficulty using IT and the Internet.
- Introduce a cancellation policy

General Session Protocols

Vista Wellbeing will:

- Request that all participants wear a face covering during the signing in process (unless exempt).
- Require participants to bring their own water bottle (VWB will no longer be able to provide cups and water)
- Provide hand sanitiser for use during the contactless sign-in process.
- Provide suitable receptacles for the disposal of waste
- A record of all session participants will be retained on the bookwhen platform for “track and trace” purposes. ***Any person not agreeing to us recording and sharing this information (if required) will not be able to attend our sessions.***
- Provide contactless card payment methods to limit/avoid cash handling

Specific Control measures (client)

- Screening checks will be performed on all participants before every session.

If any of the following apply to you, you will not be allowed to participate in any Vista Wellbeing activity sessions;

- **If you have been in contact with anyone within the last 14 days who has tested positive for COVID-19;**

- **If you have been in contact with anyone within the last 14 days who have displayed symptoms of COVID-19;**
- **If YOU have tested positive for COVID-19 in the past 14 days;**
- **If YOU have or are displaying symptoms of COVID-19 in the past 14 days;**

The accepted symptoms at time of print are as follows;

1. **A high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
2. **A new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
3. **A loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

These may change as more research is conducted and guidance changes. For up to date advice see the NHS 111 online service at <https://111.nhs.uk/covid-19/>

- We will temperature check all participants on arrival using a contactless thermometer. **Anyone with a temperature of more than 37.8° will not be allowed to join the session.**

Either a volunteer or instructor will sign participants in to each session. The following criteria must be met by each person at the beginning of each session before participating.

- I have informed my instructor of any change in my symptoms, health or medication.
- I have completed any tests that I need to do to exercise safely
- I have all necessary medication with me.
- I confirm that I have had no covid symptoms or tested positive in the last 14 days.
- I confirm that I have not knowingly been in contact with anyone who has had covid-19 symptoms or tested positive in the last 14 days.

Specific Control measures (Outdoors)

Vista Wellbeing will:

- Run sessions in pods with a maximum of 5 clients to one instructor in each pod.
- Provide individual boxes for the storage of essential items where required. Non-essential items should not be brought to the sessions and Vista Wellbeing accepts no responsibility for any damage to, and/or loss of, possessions.

- Ensure a one-way system to ensure compliant social distancing during the check in process.
- Encourage participants to sanitise their hands regularly, and in particular after touching surfaces or items around the venue/location.
- Encourage participants to use the sanitising wipes provided to clean touch points around the venue e.g. toilets, door handles, taps.
- Encourage social distancing of 2m at all times
- Instruct that no drinks or equipment to be shared

Additional Control measures (Nordic)

Vista Wellbeing will:

- Sanitise poles, paws and gloves before every session

After the Session

Vista Wellbeing will:

- Implement a one way system to collect belongings where applicable.
- Encourage people to sanitise hands prior to leaving the session.
- Encourage social distancing and request the wearing of face coverings (unless exempt).
- Require anyone experiencing any symptoms or testing positive for Coronavirus within the 14 days after the session (no matter how mild) to:
 - Immediately contact [NHS 111 online coronavirus service](#) or telephone 111
 - Then to contact a Vista Wellbeing Director so that relevant parties can be contacted (e.g. Track and trace)

Social Activity

- Vista Wellbeing recognises that the social aspect of its activities is a core part of its services to the community.
- If participants wish to stay for a socially distanced chat after a session this will be outside of the Vista-managed protocols and responsibilities.

General Protocols (Indoor venues)

The use/management of equipment

- All participants will bring their own equipment (bands etc) to each session.
- Equipment should be sanitised before and after each training session.
- Equipment must not be left/stored at any venue after the activity session.

Social distancing practices

- We will adhere to government advice on safe social distancing whilst entering and exiting any venue.
- Vista Wellbeing will allocate 9 square metres per person as an exercise pod.

- A separate pod will be allocated each Instructor and Helper.
- Instruction should be from a static position wherever possible
- The maximum (total) number of people present at any one session is limited according to venue size.

Movement/flow of people

Where Vista has permanent control of a venue:

- Signage and floor tape will be used to indicate entry points, flow of traffic and safe distancing measures.
- Signage and floor tape will be used to indicate training areas/pods

Where Vista has no direct control of a venue:

- Venue terms and conditions will be met as a minimum standard

Use of changing and toilet facilities

Where Vista has permanent control of a venue:

- The use of changing rooms is to be avoided
- Anyone using the WC should sanitise all surfaces, including taps, flush mechanisms and door handles after use.
- Only one person at a time may use the WC facilities

Where Vista has no direct control of a venue:

- Venue terms and conditions will be met as a minimum standard

Maintaining contact details

- All those attending a training session will be required to pre-book and provide a current contact number

Contact with the virus

- Anyone showing symptoms of coronavirus or anyone who has been in contact with someone suffering from the illness will not be allowed to participate.
- Anyone subsequently developing signs of Coronavirus must contact the COVID-19 Officer (said Officer will notify the authorities as required).

Managing who is deemed fit to participate

- A self-declaration of health will be implemented along with an acceptance of risk protocol
- Vista Wellbeing will use an infra-red thermometer to record temperature checks

Use of masks/face coverings

- Masks/face coverings are required during entry and exit (unless exempt)

- The government does not require masks/face coverings to be worn during exercise.
- Any Spectators/Visitors who are attending via special permission (exceptional circumstances only) will be required to wear masks/face coverings (unless exempt).

COVID-19 –Officer

To ensure that our return to activity is as safe as possible, Vista Wellbeing will appoint COVID-19 Officers.

The COVID-19 Officers must:

- Be clearly named on the company website and publicised to all participants.

Key Responsibilities of the COVID-19 Officer include:

Guidelines

- Keeping up to date with changes in local government guidance and specialist sector guidelines.
- Ensuring that the measures within the published guidelines and any subsequent updates are implemented and communicated to all participants as appropriate.

Risk Assessments

- Working with instructors, Directors, volunteers and participants to create a “Coronavirus Risk Assessment”
- Signing off the elements of the “Coronavirus Risk Assessment” which relate to COVID-19 measures.
- Regularly reviewing the Coronavirus Risk Assessment – as a minimum once a month and/or in response to any change in guidelines issued by the government and/or the sport and activity sector
- Ensuring that there are protocols for signing-off any additional individual session risk assessments and that these are retained for insurance purposes.

Communications

- Be the first point of contact for participants and volunteers in relation to COVID-19 issues and risks.

Track and trace

- Ensuring that the company maintains current track and trace contact details of those attending each training session.

Session Protocols

- Establishing, communicating and executing session specific protocols as detailed in this document, including but not limited to:
 - No sharing of equipment
 - Safe distancing measures
 - Instructors and volunteers are to be aware that they will need to share the responsibility for ensuring best practice and adherence to Covid 19 risk mitigation measures.
 - Develop guidance for members on how to safely access activity sessions
 - Ensure that all Guidelines are applied to any Spectators/Visitors
 - Ensure First Aiders are made aware of the latest guidance

- Ensure that Vista Wellbeing follows Government Guidelines on the cleaning of venues and equipment.
- Checking that no one participates who is showing symptoms of coronavirus or has been in contact with someone suffering from the illness
- Ensuring temperature checks are completed and recorded.

Guidance to session participants

Agreement to the following is mandatory in order for you to attend any Vista Wellbeing activity session.

- Ensure that your personal details held by Vista are current at the time of session.
- Do not attend class if you have any symptoms of illness (including but not limited to known symptoms of Covid-19) or have been in contact with someone who has tested positive for Covid-19 or is displaying symptoms.
- Recognise that individuals must also accept a level of responsibility towards others and themselves.
- Accept that insurers are highly unlikely to accept any Covid-related claims
- Complete the Opt-In form, recognising the element of risk
- Agree in advance to follow guidance provided.
- Only use your own equipment.
- Use the provided Hand Sanitiser on entering /leaving an activity session.
- Thoroughly wash your hands when you are at home - before and after attending a session.
- Wash your kit after each training session.
- Arrive in your kit ready to participate. Changing rooms will not be accessible before, during or after sessions.
- Follow Government guidelines on the wearing of masks
- Complete (or agree to) track and trace documentation and agree to have your temperature taken.
- Comply with the decision of the COVID Officer if they decide you should not participate.
- Follow any venue-specific rules and requirements
- Pre-book your classes. We encourage contactless payment where possible and prefer not accept cash unless in exceptional circumstances.

If you display any symptoms after attending, please contact the company COVID-19 Officer immediately.

COVID-19 Acceptance of Risk - Opt In

As someone choosing to participate in a Vista Wellbeing activity session I am fully aware of and accept the inherent risks involved in undertaking activities even where social distancing is practiced.

I understand and accept that this risk includes the potential to contract or pass on coronavirus/COVID-19.

I will comply with safety measures as directed by my class instructor or the Vista Wellbeing Covid Officers

(Name)

(Signed)

(Date)

COVID-19 - Guidance for First Aiders

New guidance from the Health and Safety Executive (HSE) has been introduced to help ensure the safety of first aiders and their patients, from using additional Personal Protective Equipment (PPE) and changes in guidance surrounding rescue breaths.

Review the Vista Wellbeing first aid needs assessment: ensure that you have what you need to help treat casualties on your site, as well as what you may need to consider to minimise the risk of infection transmission.

Implement guidance for first aiders:

The 3P model is crucial when treating a patient; preserve life, prevent worsening and promote recovery.

Social distancing is now key in reducing the rate of transmission and this should also be followed when treating a casualty (where applicable) however, treating the casualty properly should be your main concern.

If you can, try to assist at a safe distance from the casualty to minimise the time sharing the same breathing zone.

Where possible, ask the casualty to do things for you, such as bandaging or elevating a limb to reduce swelling – ensuring you maintain a safe distance.

When preserving life, one of the most notable changes to the HSE guidance includes changes to the way in which CPR is administered.

These include; using a covering such as a cloth or a towel to cover the casualty's mouth and nose before starting CPR and, where possible, to use the following pieces of PPE to reduce the transmission of potential virus particles:

- A fluid-repellent surgical mask
- Disposable gloves
- Eye protection
- An apron or other suitable covering

You must not give rescue breaths and should instead focus on chest compressions only.

When preventing the casualty from getting worse, you should call 999 immediately if you suspect a serious illness or injury. It's important to tell the call handler if you suspect the patient has any symptoms of Covid-19.

Remember to use PPE when treating the patient and minimise the time you share a breathing zone where possible.

After delivering first aid, all items should be disposed of or cleaned thoroughly as appropriate. First aiders should wash their hands for a minimum of 20 seconds with soap and water or an alcohol-based hand sanitiser (minimum 60% alcohol content) as soon as possible after aiding of the patient has ceased.

Please note: Guidance is being updated regularly and you should always check HSE advice on this topic: <https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>