

Polekat Fitness / BungeeFit Coronavirus Health and Safety Policy.

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Document Manager: Julie Groves

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Approver: Kat Bailey

Policy Statement

Polekat Fitness and BungeeFit take the health, safety and wellbeing of all staff and customers seriously. We have updated our standards in line with the guidance from Public Health England and the UK government as well as industry standards in order to continue to protect and reduce the risk to our staff and customers from the Novel Coronavirus (COVID 19)

This policy and standard communicates the requirements of all staff and customers as well as visitors to enable us to be and remain COVID secure

Applicability

The Polekat Fitness /BungeeFit Coronavirus Health and Safety Policy and Standard are applicable to all staff, customers and visitors.

You must read them carefully and ensure you fully understand the requirements of you . If you are unsure of any of the requirements or have any questions, please contact Kat at Kat@PoleKatFitness.com

Risk Assessment

A COVID 19 Risk assessment has been conducted and is regularly reviewed and updated. A copy of this can be obtained by email to Kat at Kat@PoleKatFitness.com

What is the Coronavirus?

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

Signs and Symptoms

The main symptoms of coronavirus (COVID-19) are a high temperature, a new, continuous cough and a loss or change to your sense of smell or taste.

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. These symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection

How Covid-19 is spread?

Data from published epidemiology and virologic studies provide evidence that COVID-19 is primarily transmitted from symptomatic people to others who are in close contact (less than 2 meters) through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects and surfaces.

Respiratory secretions produced when an infected person coughs or sneezes containing the virus are most likely to be the main means of transmission.

More information can be found at: <https://www.gov.uk/coronavirus>

Industry Standards:

<https://www.ukactive.com/wp-content/uploads/2020/07/Covid-19-A-framework-for-the-re-opening-of-the-gym-and-fitness-industry-V2.pdf>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

COVID 19 Health and Safety Standard

Effective Date: 11th July 2020

Instructors, customers and visitors to PoleKat Fitness and Bungeefit UK must adhere to the following requirements

Requirements of Instructors**Studio Cleaning and Sanitisation**

Additional cleaning procedures have been introduced to help reduce the risk of transmission between asymptomatic persons. These are in addition to and supersede any previously agreed contractual cleaning requirements.

Definitions

Cleaning is the removal of soiling, whether visible or invisible, from a surface

Sanitising is the reduction of bacteria and germs

Disinfection is the removal of bacteria and germs

You can sanitise a surface without necessarily cleaning it first, or indeed you can have one product or process which does both (e.g. your Dettol spray at home). But you cannot disinfect without thoroughly cleaning first, so not every all-in-one process will necessarily work.

To ensure that germs are removed, you first need to have a thoroughly clean surface which means we must more regularly clean the studio

If our surfaces are not clean, we cannot remove the virus with disinfection, we'd only be able to reduce it with sanitisation. In summary, it's important that we have a thorough deep clean to enable us to disinfect.

- The studio will be deep cleaned before reopening
- Any equipment / belongings that are not required in the studio must be collected by the owner to make this process easier
- Instructors should not store anything that is not required at the studio without prior permission of the studio owner

Daily Clean

- The studio and equipment are cleaned and disinfected each day, this will be performed after the last use of the day with no exceptions
- The last instructor in the studio each day is responsible for carrying out the daily clean
- It is mandatory for cleaning to be completed in line with this policy - failure to do so will be classed as gross misconduct

- All communal use areas, surfaces and/or equipment that may have been touched by someone in the studio (this includes but is not limited to, floor, sofas, bathroom, poles, door handles/ areas where you push the door (inside and out), fridges, taps. Kettle, fans .) must be cleaned and disinfected
- Non aerial equipment - all surfaces must be cleaned, dried and then wiped down with the provided anti bacterial cleaner and have no signs of visible dirt
- Non fabric Pole and aerial equipment: is to be cleaned, dried and then wiped down with the antibacterial / disinfectant spray provided
- Fabric covered / made equipment is to be sprayed with the disinfectant / anti bacterial spray provided and left for a minimum of 48 hours before being reused
- Bins must be emptied daily or when full
- If you are unable to complete this clean for any reason you must notify Kat
Kat@PoleKatFitness.com immediately
- The cleaning daily cleaning and safety checklist must be completed after each clean

Before and After Classes

- All equipment must be cleaned and disinfected after each use - no exceptions including but not limited to: poles, hoops, strops. Bungees, harnesses, carabiners, safety mats, and the fridge. To Clean, you should remove all visible dirt (pole grip etc) first, dry with paper towel and then wipe down with the antibacterial/ disinfectant products provided
- Poles will be cleaned with the disinfectant spray, dried and wiped down with the alcohol run provided. The students may be asked to perform the disinfectant clean at the end of the class.
- Fabric Pole Towels must be used for one class only and changed after each lesson finishes - a bag will be provided for soiled towels. Students should be asked to drop these in the bag after class
- The toilet must be wiped down with disinfectant wipes (provided) after each use by the person using it. ie: Seat, seat lid flush
- It is mandatory for cleaning to be completed in line with this policy - failure to do so will be classed as gross misconduct

Weekly Clean

- In addition to the daily cleaning a weekly deep clean of each studio will be carried out
- A rota will be provided by the studio to ensure this is allocated fairly
- All communal use areas, surfaces and/or equipment that may be touched by someone in the studio - floor, sofas, bathroom, poles, mirrors, door handles/ areas where you push the door (inside and out), fridges, taps. Kettle, fans , window sills all surfaces, sinks, etc. must be cleaned and disinfected
- Non aerial equipment - all surfaces must be cleaned, dried and then wiped down with the provided anti bacterial cleaner and have no signs of visible dirt
- Non fabric Pole and aerial equipment: is to be cleaned, dried and then wiped down with the antibacterial / disinfectant spray provided
- Fabric covered / made equipment is to be sprayed with the disinfectant / anti bacterial spray provided
- It is mandatory for cleaning to be completed in line with this policy - failure to do so will be classed as gross misconduct

Cleaning products and PPE

- Cleaning products will be provided by the Studio
- Cleaning PPE will be provided by the Studio

- Instructors must notify Kat when any product is running low

Gloves

- We advise that where possible that gloves should be worn when cleaning any equipment.
- Gloves must be changed at least once a day or if damaged (unless disposable in which case they should be disposed of after each use)
- When putting on your gloves please make sure you wash your hands before and after.
- Do not share any gloves.
- Make sure that gloves are placed in the bin once finished with.
- Avoid touching your face whilst wearing gloves.

Masks

- Masks should be worn when cleaning
- Masks must be changed if wet.
- When putting on your mask please make sure you wash your hands before and after.
- Do not share any masks.
- Make sure that masks are placed in the bin once used or washed if reusable before reusing

Teaching For Us

Certifications/ First Aid

- All instructors must have completed a prevent COVID 19 training course
- All instructors must have up to date first aid certificates, or if this has elapsed due to the current pandemic, an online first aid certification. NB: Instructors must take their full Emergency First Aid at work, within 12 weeks of courses becoming available should they only hold the online certification
- A copy of the pass certificates must be provided to the studio.
- Instructors may decline to have their certificates displayed in the studios by letting the studio owner know at Kat@PoleKatFitness.com

Arriving at the building

Our Studios are in a communal building where we share access and stairwells with other businesses.

The building owner has confirmed to us that increased cleaning of communal stairwells and facilities and touch points has been implemented.

We have added extra time between classes to reduce the risk of students and instructors leaving and entering the building at the same time and will have our studio doors and the Bungee fit bathroom door open to reduce the surfaces you need to touch.

However, as the communal areas are out of our control we would request that you take additional care entering and exiting the building and take the following precautions

- When entering and leaving the build staff must stay 2 metres apart or 1 meter with mitigations
- Students have been asked not to arrive more than 5 minutes prior to their class
- Try not to avoid touching anything unnecessarily in the communal stairwell
- If you need to pass anyone on the stairs, allow them to move by you whilst you maintain your distance on the landing
- Avoid touching your face

- Wash your hands for at least 20 seconds on arrival in the studio and dry them with disposable towels
- Hand Sanitiser will also be provided at the entrance to each studio

Teaching Classes

Student Sickness

- Any student who appears to be sick (even if mildly) must not be admitted to class
- If any student having attended the studio alerts the instructor that they have symptoms or Covid 19, the instructor must notify Kat immediately. The studio must be closed immediately and a Deep Clean conducted. The studio may not reopen until this has been completed and confirmed with Kat. Kat will notify the relevant authorities as per the current government guidelines

Class Sizes

- Based on ventilation guidance, a maximum of 11 people may be in each studio at anyone time. However, to maintain social distancing class sizes will be limited to 7 per pole class, 5 per Aerial Hoop and 6 per Bungee Fit Class. This applies to private lessons as well as group classes
- Each participant will have their own pole, hoop or bungee and harness - this includes the instructor

Class Etiquette and Hygiene

- You must wash and/or sanitise your hands on arrival for a minimum of 20 seconds and after each class /or at anytime that they have needed to come into contact with another person in the studio
- Everyone must sign in and out of the studio, providing contact details in line with Track and Trace requirements. This will be kept for a maximum of 21 days and securely disposed of after this time.
- No spectators are allowed (unless you are teaching children)
- When instructing / in the studio you must stay 2 meters apart from any other occupant or 1m with mitigations.
- Windows and doors should be always be open (with the exception of fire doors)
- In line with COVID ventilation requirements, No fans may be used
- Music must be kept at a low level to avoid unnecessary shouting
- To maintain social distancing, we strongly recommend that you lesson plan for classes that do not need spotting - Students should be encouraged to work on regressions and strength, lines and combos
- Bungee shorts will not be provided - Customers should be encouraged to bring their own
- Class participants should be directed to wash their hands on arrival, make use of the facilities and make their way immediately to their allocated pole / hoop or bungee point. All belongings should be kept with the customer
- The communal sofas are not to be used by students
- Signage and/or floor markings will be put in place to encourage a 2 metre distance where it is feasible. For Pole classes, students should be asked to remain on the matted area surrounding their pole
- Hand sanitiser will be provided throughout the studio. Instructors should make these known to students during the pre class announcements and encourage them to use them frequently

- Instructors must remind students of the requirements for social distancing at the start of each lesson and that they will need to wipe down the toilet should they use it and the poles at the end of class
- Towels must be used for one class only and changed after each lesson finishes - a bag will be provided for soiled towels. Students should be asked to drop these in the bag after class
- After cool down instructors must ask the class participants to clean their pole, get changed and leave immediately (respecting social distancing wherever possible)
- All equipment used must be re cleaned once the class have left by the instructor
- Anything left behind (bottles etc.) must be disposed of by the instructor
- To enable instructors to wipe down all equipment used after each class and to allow customers to arrive and leave safely there will be a break of at least 30 minutes between all classes
- Instructors must continue to practice social distancing when taking breaks / training

Social Distancing Exceptions

Polekat Fitness and Bungeefit understand that there will be times where it is not possible to follow the 2m social distancing guidelines in full in relation to a particular activity. On these occasions, 1m distance with mitigation is acceptable.

Mitigations include:

- Staff and clients working side by side or facing away from each other rather than face-to-face if possible. (eg rigging bungees)
- When demonstrating on the pole nearest the door, ask all class members to stand back - do not use the pole to demonstrate when the pole nearest to it is in use.
- Moves such as SuperMan and Layouts should be performed facing away from the pole next to the student
- If students want to purchase drinks or merchandise, the instructor should take these from the fridge to avoid unnecessary contact with surfaces
- Any merchandise tried on and not purchased must be put aside for 24 hours before being put back out
- Face Masks where spotting is required

Spotting

PoleKat Fitness lessons should be pre planned and not involve tricks that require spotting. Spotting will be reserved for safety only. Instructors must plan their lessons with appropriate regressions and progressions to reduce the amount of spotting that may be needed.

- Spotting should only be done if the risk of safety is higher than the risk of Covid 19. ie - If this is to save a client from falling or injury. This is termed as a rescue spot
- If you are teaching classes where spotting is needed it must be explained to the student first that you will be in close contact with them and they must agree to this
- Masks must be worn by both parties in classes where spotting is needed or if you intend to come closer than 2 meters from the student. Once removed the mask must not be reused.
- Hands must be sanitised before and after any contact with a student

Sickness and time off

- Instructors should only come into work if they are well and no one in their household is self-isolating. You must notify Kat at Kat@PoleKatFitness.com immediately if you are unable to work
- Instructors must contact kat at Kat@PoleKatFitness.com as soon as they become aware that they are unable to work to allow for cover to be arranged
- It may be necessary to share data concerning the instructor's health with the public health authority and other members of staff and customers as we are obligated to protect the health and safety of all instructors and customers.
- If you need time off to look after someone you must contact Kat at Kat@PoleKatFitness.com and let her know as soon as you can so that cover can be arranged

Tests

- When tests are available, we may request all instructors to have a test and notify us of the results.

Track and Trace

- Polekat Fitness / Bungee Fit are required to take the following information and store it for 21 days - name, home phone number, mobile number, date and times of entry and exit for all persons attending the studio
- It may be necessary to share data concerning your health with the public health authority and other members of staff and customers as we are obligated to protect the health and safety of all staff and customers.

Health Advice within the workplace

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus. However, as a reminder, PoleKat Fitness and Bungee Fit always recommends everyday preventive actions to help prevent the spread of respiratory diseases, including:

- Avoid close contact with people who are sick.
- touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wear a mask if social distancing is not possible.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Always wash hands with soap and water if hands are visibly dirty.
- PoleKat Fitness / Bungeefit will be supplying hand wash and hand sanitiser for use whilst you are in the studio.

Customer and Visitor Expectations

Polekat Fitness / BungeeFit (The Studio) has put in place preventative measures to reduce the spread of COVID-19; however, the studio cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending the Studio could increase your risk and your child(ren)'s risk of contracting COVID-19.

Attending the studio

- You should only come to class if you are well and no one in your household is self-isolating.
- You will be asked to sign a new disclaimer confirming they understand the risks associated with indoor exercise due to COVID 19. This will be part of the online booking process for group classes or paper based for private lessons
- Wherever possible, come ready in your exercise / dance wear and please don't bring items you don't need with you to class
- Social distance at all times whilst on the property
- Please notify the studio of any allergies prior to booking due to the enhanced cleaning we have put in place

Arriving / Leaving the Building

Our Studios are in a communal building where we share access and stairwells with other businesses.

The building owner has confirmed to us that increased cleaning of communal stairwells and facilities and touch points has been implemented.

We have added extra time between classes to reduce the risk of students and instructors leaving and entering the building at the same time and will have our studio doors and the Bungee fit bathroom door open to reduce the surfaces you need to touch.

However, as the communal areas are out of our control we would request that you take additional care entering and exiting the building and take the following precautions

- When entering and leaving the building stay 2 metres apart or 1 meter with mitigations
- Do not arrive more than 5 minutes before class
- Try not to avoid touching anything unnecessarily in the communal stairwell
- If you need to pass anyone on the stairs, allow them to move by you whilst you maintain your distance on the landing
- Avoid touching your face
- Wash and or sanitise your hands for at least 20 seconds on arrival in the studio and dry them with disposable towels
- Hand Sanitiser will also be provided at the entrance to each studio

Class Sizes

- To maintain social distancing, class sizes will be limited to 7 per pole class, 5 per Aerial Hoop and 6 per Bungee Fit Class. This applies to private lessons as well as group classes
- Everyone will have their own pole, hoop or bungee and harness - this includes the instructor

Social Distancing & hygiene

- During your class you must stay 2 meters apart from any other occupant or 1m with mitigations. In pole classes stay on the matted areas around your pole.

- Signage and/or floor markings will be put in place to encourage a 2 metre distance where it is feasible for us to do this
- You must wash/sanitise your hands, on arrival for a minimum of 20 seconds and after the class has ended. (Bungee Fit Studio Customers will be directed to the hand washing facilities by the instructor)
- Soap, water and hand sanitiser will be provided and you should make use of them frequently
- Everyone must sign in and out of the studio, providing contact details in line with Track and Trace requirements. This will be kept for a maximum of 21 days and securely disposed of after this time.
- You should proceed to your allocated pole/ hoop / bungee point once you've finished hand washing and signed in - you must keep all belongings with you at all times
- No spectators are allowed (unless you are attending a children's class)
- Windows and doors should be always be open (with the exception of fire doors) please do not close them as this will reduce the ventilation
- In line with COVID ventilation requirements, No fans may be used
- Music will be kept at a low level to avoid unnecessary shouting
- Towels and paper towels will be provided - you shouldn't bring your own towel to pole classes. A bag/box will be provided for soiled towels.
- You'll be asked to clean the poles once the class has finished - Cleaning products will be provided
- Customers must not congregate after class and the communal sofa area will not be in use
- Class times will be staggered to avoid cross over between classes
- If you are attending a stretch class you will need to bring your own yoga mat (and blocks if you need them)
- Anything left in the studio will be destroyed - so please check you have everything before you leave
- The toilet will be in use but must be wiped down with disinfectant wipes (provided) after each use by the person using it. ie: Seat, seat lid flush
- Bungee shorts will not be provided by the studio - customers may bring their own if they wish

Social Distancing Exceptions

Polekat Fitness and Bungeefit understand that there will be times where it is not possible to follow the 2m social distancing guidelines in full in relation to a particular activity. On these occasions, 1m distance with mitigation is acceptable.

Mitigations include:

- Staff and clients working side by side or facing away from each other rather than face-to-face if possible. (eg rigging bungees)
- When an instructor is demonstrating on the pole nearest the door, you will be asked to stand back - do not use your pole when a demonstration is in place
- When performing moves such as superman or layouts you will be asked to perform these facing away from the nearest pole
- If students want to purchase drinks or merchandise, the instructor should take these from the fridge to avoid unnecessary contact with surfaces
- Any merchandise tried on and not purchased must be put aside for 24 hours before being put back out
- Face Masks where spotting is required

Spotting

PoleKat Fitness lessons are pre planned and will usually not involve tricks that require close spotting. Spotting will be reserved for safety only. Instructors will plan their lessons with appropriate regressions and progressions to reduce further the amount of spotting that may be needed.

- You will only be spotted if the risk of safety is higher than the risk of Covid 19. ie - If this is to save you from falling or injury.
- Please do not attempt tricks that are outside your current ability your instructor will help you safely progress towards the moves you are working towards
- If you want an instructor to spot you and they agree to this, it will be explained to you that you will be in close contact with the instructor and the increased risks associated with this
- Masks must be worn by both parties where spotting is agreed to. However, The studio strongly recommend that lessons should not involve tricks that require spotting and it should be reserved for safely only
- Please do not take offense if your instructor determines you are not ready to progress - this is for the health and safety of everyone in the class

Sickness

- You must alert the studio at Kat@PoleKatFitness.com if you develop any symptoms of COVID 19 within one week of attending a class or have been in close contact with anyone who has developed symptoms within 7 days of being at a class
- You must not attend the studio if you are sick (even if you are sure it's just hayfever)
- If you are visibly sick, coughing or sneezing you will be asked to leave - please do not take offence, this is for the safety of our staff and other customers
- You must not return to class within 14 days of experiencing symptoms or being in contact with anyone with symptoms
- Once testing is available you may be asked to provide a negative test result before being able to attend classes

Track and trace

- Polekat Fitness / Bungee Fit are required to take the following information and store it for 21 days - name, home phone number, mobile number, date and times of entry and exit for all persons attending the studio
- It may be necessary to share data concerning your health with the public health authority and other members of staff and customers as we are obligated to protect the health and safety of all staff and customers.
- You may be contacted if you have been in close contact with someone that is later confirmed to have COVID19

If you are unsure of any of the requirements or have any questions, please contact Kat at Kat@PoleKatFitness.com