



Student Attendance Agreement

Class: Wednesday Workshop, Follett Hall, URC, Dorking

Welcome back to Tai Chi classes. With the covid-19 pandemic there are now certain protocols you will need to agree to follow in order to attend the classes. These are detailed below and then you will need to agree in writing to me via email that you agree to follow all the protocols and this email must reach me before your first class.

Covid-19 infection – do not to attend class if:

- You have a high temperature above 37.8 degrees C
- Have developed a continuous cough in last week
- Any sudden development of shortness of breath
- Loss of taste or smell in last week
- Have onset of out of the ordinary fatigue or malaise
- Been contacted by track and trace and required to self-isolate
- Been required to quarantine due to travel
- Knowingly been in contact with someone diagnosed with covid-19 in the 6 days.
- Have been diagnosed with covid-19 yourself in the last week.
- Have been diagnosed with covid-19 and you still have symptoms of the illness in the 3 days before the respective class.

URC protocols for all visitors to the Follett Hall:

- The Follett Hall will operate a one-way system: in through the Oasis Courtyard entrance and out through the Car Park door. This must always be adhered to.
- Participants in any session need to come dressed 'ready to take part'. Any changing of shoes etc. must take place in the hall.
- Only those participating or attending a session can enter the premises and there will be no inside 'waiting areas'.
- Waiting for classes/activities to begin will be outside. Please respect the one-way system.
- Kitchens will not be available. Water bottles may be brought onto the premises, but removed after each session.
- Those entering the building will be asked to use hand sanitiser on entry and departure.

Tai Chi class protocols:

- Arrival maximum of 5 mins before class start time, wait outside and maintain social distance. Instructor will let in/inform students they can enter at start time of class. Students will not be able to change at the site and must arrive fully dressed to do Tai Chi with suitable clothes – students can change shoes in the hall.
- Entry to the hall one at time when instructor opens the door. Students will be required to use the hand gel that will be located at the grey doors before entering the body of the



Tai Chi

Space and Time to Breathe

hall. The following student will wait at the external door until student has cleaned their hands with gel and entered the hall and then they will proceed to enter and do the same.

- As student enters main hall the instructor will greet you, explain any new protocols and then direct them to where they can stow their belongings (number tag) and then at that location the student can put on their tai chi shoes. Instructor will also designate class position of that student. This will be their physical location for qi-gong, footwork, starting position of form and any group posture repetitions.
- A one in one out card notification system will be in place (vacant/occupied). Your instructor will explain upon entry to the hall and update as necessary. All students going to toilet will be required to use the hand gel located at the grey doors when they return to turn the card back to vacant, before they can re-enter the hall.
- At end of class, students proceed to gather belongings, change shoes and leave via the east door in a time efficient manner. Exiting is one at a time. Instructor will open the door at the end of class if it is closed for weather purposes.
- Exit by east door which instructor will ensure is open. One at a time.
- Students instructed to leave complex as swiftly as possible and keep social distance according to URC protocols
- If there are any new protocols or changes to the ones above the instructor will let you know when you get to class.

Thank you for your co-operation in following these protocols which will enable the class to continue in the safest environment possible.

Please do not forget to email me and verify that you have read and understood these protocols and that you accept to follow them when you are attending the class. Without the email acceptance I cannot admit you to attend the class.

Any questions please do not hesitate to contact me!

Bryan Butterworth

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