

# COVID-19

## User Guide to Sport and Active Lifestyles Facilities

## INTRODUCTION

This document has been developed using guidance from industry experts including UKActive, CIMSPA (Chartered Institute for the Management of Sport and Physical Activity), Swim England and various NGB's (National Governing Bodies). It aims to support facility users in returning to Sport and Active Lifestyles facilities following the period of closure due to Covid-19 and provides guidance on reducing the risk of Covid-19 transmission within our sports facilities.

It will highlight the continued requirements for safe social distancing and enhanced hygiene regimes, along with guidance on how this will impact on the different experience the facility user will have. The guide will include details on booking your visit, what to do before leaving home, on arrival at the facility and in the facility itself.

This user guide will outline what you as a user need to do, which along with our detailed Operating Procedures which we have adapted for each activity and area that our staff and coaches will be following, will ensure the risk of Covid-19 transmission within our facilities is significantly reduced.

As Government guidance and subsequent advice from industry experts changes regularly this document is under constant review. As such you may be asked to complete periodic inductions to use the facility.

If you have any questions relating to the guidance, please contact:  
**[sport@leedsbeckett.ac.uk](mailto:sport@leedsbeckett.ac.uk)**

## BOOKINGS AND TIMETABLE

- › **All activities at the Sports Centre will need to be booked when we reopen our doors in September, including use of the gym and fitness classes. You will not be able to “turn up and pay” for any activities. Please note that the swimming pool will be closed until 2021.**
- › To make bookings and to view our group fitness timetable please download our Leeds Beckett Fitness app and use the ‘Find a class’ tab (see page 7 of this document for details).
- › Check our website for the latest timetable, opening hours, user guidance and booking instructions. These will vary with each activity and may change frequently so please check before leaving home.
- › Please be aware that we may have reduced capacity levels to allow for social distancing. This will affect the way the centre is operated, and you may have to book for activities that you would not have had to previously and have a time limit on your activity.
- › Please note you will only be able to book one activity per day when we reopen.

## OPENING TIMES

Location	Weekdays	Weekends
Gym and S&C	8am - 8pm	10am - 4pm
Track and outdoor areas	8am - 8pm	10am - 4pm
Tennis Courts	8am - 8pm	10am - 4pm
Squash	8am - 8pm	10am - 4pm
Indoor halls and arena	8am - 8pm	10am - 4pm
Pool	Closed until further notice	

## BEFORE LEAVING HOME AND ON YOUR RETURN

- › Do not come to the facility if you are showing any symptoms of Covid-19 (temperature, cough, difficulty breathing, or anosmia e.g. loss of taste or smell).
- › Arrive ready to take part in your activity. Once you have finished your activity, leave the venue as soon as you can.
- › Shower at home, pre and post activity.
- › There will be lockers available in reception for coats and bags. All items are left at the owner's risk, space will be limited so please keep items to a minimum.
- › There are a limited number of valuables lockers around the centre. These are secured by a padlock. Users may provide their own padlock and padlocks are for sale at reception.
- › Please park in the pay and display car park.
- › Please bring a face covering with you to the centre as university policy is to wear a face covering in all circulation areas.
- › Please bring hand sanitiser with you. We also have sanitising stations around the centre.
- › When washing your hands before or after your visit, please wash for twenty seconds and follow the guidance available through the NHS/ Public Health England about how to do this thoroughly.
- › Take any equipment (racquets, balls, yoga mats/blocks etc) you need with you, ensuring they are clean and identifiable as yours before you arrive. We will not be loaning or hiring equipment out at this moment in time, however you may be able to buy some items at reception. It is worth checking stock levels before you set off.
- › Ensure you have any booking confirmation available to show to our staff on arrival. By booking an activity you are accepting these terms and the outlined new ways of operating.
- › You will be required to leave contact details for "Test and Trace" purposes. **Please be assured that this information will be kept in accordance with data protection legislation and is simply a method to be able to support the wider test and trace efforts across the country.** These will be requested when booking and kept for 21 days after the booking.
- › Drinking water fountains have been taken out of commission so please bring your own water. We will have bottled water for sale from reception and the servery.

## AT THE FACILITY

- › **We are operating a controlled system including many one-way systems through and into our facility. All users will enter via the main reception door.**
- › **Please prepare to have to queue to enter the facility. Access will be strictly controlled in order to manage social distancing and capacities so you may have to wait a short while to enter. Consider bringing a coat if it is raining!**
- › **Please ensure you are wearing a face covering when in all circulation areas.**
- › **We will encourage visitors to use the touch screen self-service kiosks on arrival, so please ask a member of staff if you need any help to use these. They will be sanitised regularly to reduce the risk of Covid-19 transmission.**
- › **If using the reception or servery, please take care to stand a metre back from the desk to ensure effective social distancing from our staff.**
- › Once past the reception barriers and whilst on the premises, please follow the latest guidance on social distancing, direction of travel through the facility and other risk control measures that have been put in place. Very importantly please follow any reasonable instruction given by a member of the team.
- › Cleaning at the facility will have increased significantly since before lockdown, with staff performing much more regular sanitation of touch points, equipment and surfaces. You will be required to assist with this effort (more of this is explained in the fitness and gyms section). Cleaning wipes will be provided where this is the case.
- › If using the servery during your visit, please be aware that the menu options may be reduced, and you will need to follow the guidance of signage and staff and make sure you socially distance if queuing.
- › **Please be aware that cash will not be accepted at our servery or reception, and we will be taking card payments only.**
- › Use hand sanitiser/wash stations at regular times during your visit and especially after any touch points (door push plates, handles etc.)
- › When washing your hands before or after your visit, or while at the centre, please remember to wash for twenty seconds and follow the guidance given on any signage.
- › Please be aware that the use of toilets in the centre will be limited. Toilets will be open but will be a one in and one out policy and you may have to wait. Please also follow any signage or instructions in place as you may have to assist with the cleaning effort in these areas.
- › Spend as little time as possible in circulation areas, whilst following the latest guidance on maintaining safe levels of distance.
- › Please be aware that seating and tables in the reception area have been removed and congregating at reception will not be permitted.
- › There is no exit via reception, and signage will guide you out of the nearest exit.
- › If you show any symptoms of/ or are diagnosed with Coronavirus and have used our facility recently, please contact us to let us know and leave us details of your visit and where you went.

## ACTIVITY SPECIFIC GUIDANCE

### Athletics

- › If you are attending the facility to undertake any athletics training, this must be agreed with a suitably qualified coach.
  - › A booking must be made with our bookings team, and the coach will allocate you a track or athletics centre zone for your activity. Slots will be limited and shorter than normal operation, and there is a maximum of one slot per day per athlete.
  - › Before attending you must complete a health questionnaire which will be issued to you by the coach. Please take advice from your GP where relevant to your training and monitor for virus symptoms.
  - › You must not come to the facility if you have any of the Covid-19 symptoms.
  - › You must wash your hands at home before you leave and bring hand sanitiser with you.
  - › It is best practice that you bring your own athletics equipment with you. Agree this in advance with your coach, so that they can have items ready for you if you can't.
  - › You should bring your own food and drink, as servery options and access will be limited.
  - › If you require a carer, one person can attend with you and they must be mentioned at the time of booking. Otherwise spectators will not be allowed.
  - › If you have any other concerns or additional needs due to a disability, please discuss this with your coach before arrival. Please note guide running is not currently allowed.
  - › Avoid using public transport as far as possible to travel to the centre.
  - › Ensure that if any equipment is used, it is sanitised before you use it, after you use it, and if you give it to anyone else. Your coach can guide you as to how to do this.
  - › The pavilion will be out of use during your sessions, except for use of the toilets. Ensure you follow any guidance you are given about using the toilets.
  - › You must avoid touching anything that you don't need to (including gates, fences, benches etc.)
  - › Leave the area as close as possible to your allotted finish time.
  - › Congregating or social activity after training is not allowed.
- While you are at the Athletics Centre***
- › Arrive as close as possible to your start time.
  - › When you arrive you must join the queue to the centre and follow any advice given. Your name will be on a register and your details will be kept for 21 days for test and trace purposes.
  - › You must always adhere to social distancing regulations and one-way routes.
  - › You must not have physical contact with any of the other athletes or coaches.
  - › There will be bag drop areas available and your coach will guide you to these.
  - › When exercising, follow the guidance of your coach and any instructions given.
  - › Please always refrain from spitting.

## ACTIVITY SPECIFIC GUIDANCE

### **Fitness Suite & Strength & Conditioning**

- › We will have 3 different fitness areas available to book including our Multi Gym facility, Strength and Conditioning room and temporary Functional Area in the Tennis Centre. These are all available to book via the Leeds Beckett Fitness app.
- › Bookable sessions will be a maximum of 60 minutes with a 15-minute gap to allow staff to clean equipment before the next session. Please leave promptly after you have finished your session.
- › There will be a small amount of extended 90-minute slots that will be bookable at our peak times.
- › These will be on a first come first served basis and have a capacity of 22 people per room.
- › Please arrive no more than 5 minutes before your booking slot to avoid long queues.
- › Arrive at the facility in your gym wear as the changing rooms will be temporarily out of use. Please do not bring bags and coats into the gym. There will be a small selection of valuable lockers in the gym area, these will operate on a first come first served basis.
- › Please clean fitness equipment with the sanitising wipes provided before and after each use.

- › Please adhere to the flow guidelines around each fitness room using the arrows provided on the floor.
- › Please bring your own water bottle as water fountains will be out of use. Water will be for sale at reception and the servery.
- › In order to comply with social distancing guidelines some CV Equipment will be out of use.
- › Please do not use fixed weight stations and racks if by doing so means you will encroach on someone else's space. For free weight areas we have marked out "zones" that you must stick to.
- › Please ensure all wipes and paper towels you use are put in the bins.
- › The Boditrax machine will be out of use until further notice.

### **Fitness Classes**

- › All classes must be booked in advance, via the Leeds Beckett Fitness app. Please note we will be running on a reduced timetable and capacity in each class to adhere to social distance guidelines.
- › Your instructor will oversee queue management and be on hand for any queries.

- › Please arrive no more than 5 minutes before your class start.
- › We will only be providing equipment for use in Fitness Classes that cannot be reasonably provided by the member i.e Spin Bikes, Body Pump Sets.
- › All equipment must be cleaned by members with the provided sanitising wipes or spray before and after each use.
- › Members participating in classes will be required to provide their own items such as yoga mat/blocks/resistance bands – some items may be available to purchase new at reception.
- › There are floor markings that denote the space for each class participant. Please centre your equipment on this marker.
- › Please ensure all wipes and paper towels you use are deposited in the bins provided within the facility.

**We will continue to deliver our exclusive online LIVE class programme via our Facebook page 'Leeds Beckett Fitness' which is free to use for all members of our community.**

## ACTIVITY SPECIFIC GUIDANCE

### Other Sports

For bookings for any indoor or outdoor sports, the following changes will apply to all activities:

- › All activities must be booked in advance.
- › Changing rooms will be out of use and you must arrive ready for play – if you have any special requirements, please contact the centre directly.
- › You should follow all guidance of your coach.
- › You should wash your hands before and after play.
- › You should avoid touching anything you don't need to.
- › Equipment must not be shared, and you must return balls with your feet/ racquet etc.
- › Hire equipment will not be available and you should bring your own equipment where you need it.
- › Food and drink should not be shared.
- › Spectators are only allowed in the case of under 18's, or those with special needs. Only one carer is allowed per individual.
- › There should be no congregating or social activity after play.

## WHAT CAN YOU EXPECT FROM SPORTS AND ACTIVE LIFESTYLES STAFF?

- › All our staff have undergone training in all the new Temporary Operating Procedures. These will change frequently as government issue new advice and we learn better ways of doing things. Please be patient and bear with us, your safety will take priority over everything else and we apologise in advance if this causes any frustrations.
- › All touch points will be cleaned and sanitised at regular intervals during the day.
- › Staff may be required to breach safe social distancing in order to provide emergency first aid, basic life support or administer effective evacuations during an incident. All staff have been trained in accordance with guidelines issues by the Health and Safety Executive.
- › We have invested in new electrostatic disinfection cleaning technologies which in addition to surface cleaning will ensure we can offer the highest levels of hygiene. As such we will be periodically closing certain areas and facilities to allow staff to disinfect all our equipment and touchpoints. These closures will be built into our bookings timetable.

## TO DOWNLOAD THE LEEDS BECKETT FITNESS APP

### Step 1:

Open the camera on your smart phone and hold it against the QR code on screen, you will see a drop-down link show up on your phone. Click this link.

### Step 2:

Click how you would like to download the app either through Apple app store or google play.

### Step 3:

Create an account and register to the app. You're all set!



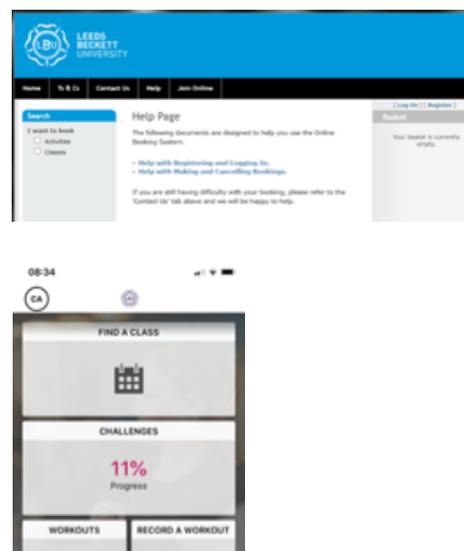
## SPORT AND PHYSICAL ACTIVITY ONLINE BOOKING HELP GUIDE

### Step 1:

Open the Leeds Beckett Fitness app and select 'Find a Class'

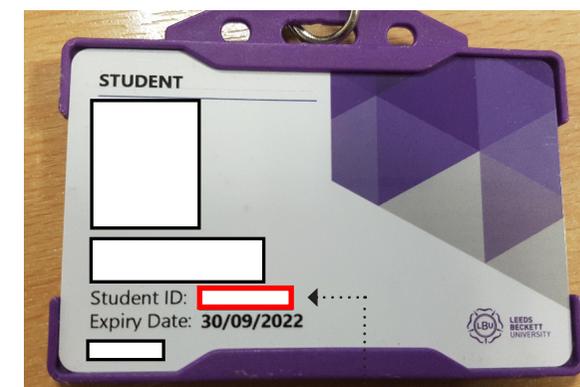
### Step 2:

You will be redirected to the online bookings register/login page where you can find Help with registering and how to book online under the 'Help' tab:



To book online, please go to [sportsmembership.leedsbeckett.ac.uk/bookings](https://sportsmembership.leedsbeckett.ac.uk/bookings)

To use the fitness app or online bookings, you will need the email address you signed up with and the membership number allocated to you. See the below image to see where to find your membership number. If you don't have these things you can email [sport@leedsbeckett.ac.uk](mailto:sport@leedsbeckett.ac.uk)



Use this  
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