

COLBURN LEISURE CENTRE REOPENING

GUIDELINES

Hello everyone! We are so excited to welcome you all back to Colburn Leisure Centre and to get you back into the gym.

We have been working hard behind the scenes to make the Centre COVID-19 safe and all the necessary changes have been made. The Centre will look and operate very differently and everyone will have a role to play to make the new changes successful. We will be asking you to follow a set of new guidelines.

Here are the new guidelines:

- 1. Firstly, stay at home if you are unwell** - Please do not come to the centre if you feel sick or have COVID-19 symptoms.
- 2. When you are ready to come back, please keep to the one-way system and sign in.**
 - We have a new one-way system in operation, so please enter the Centre at the usual entrance and head to reception to sign in. We do not need your membership card; we ask you to leave the centre using the fire exit by the sports hall / cafe will sign you in using your last name. Café & beauty customers should go to the café and leave through the fire exit by the sports hall / café. Customers to the hair salon should wait in the foyer entrance to be met by a member of the Hair team
 - Once you are ready to leave, leave through the fire exit by the sports hall / cafe
 - We have lots of new signage and we are here to guide you, so don't panic.
- 3. Sanitise your hands when you enter the building.**
 - We will have a hand sanitiser station in the entrance foyer for you to keep your hands clean. Please use it.
- 4. You will only need to book a slot for the gym during peak hours and for the weekend.**
 - We have a capacity of 16 people in the gym at one time, so to help us manage this capacity we will be introducing a booking system. It will look like this:

MONDAY TO FRIDAY (PEAK TIMES ONLY)	SATURDAY	SUNDAY
16:00 to 17:00	09.00 to 10.00	09.00 to 10.00
17.15 to 18.15	10.15 to 11.15	10.15 to 11.15
18.30 to 19.30	11.30 to 12.30	11.30 to 12.30
19.45 to 20.45	12.45 to 13.45	12.45 to 13.45
	14.00 to 15.00	14.00 to 15.00
	15.00 to 16.00	15.00 to 16.00

- Monday to Friday 07.00 to 16.100 you will not need to book, you can just turn up. However, we still have a maximum capacity of 18 people and we will keep a close eye on this. You will need to be prepared to wait if the gym is at full capacity.
- To book your slot just call us on 01748 835660, email us at colburn@rltrust.org or you can contact us on Facebook @Colburn Leisure Centre

5. Keep your gym workout to 1 hour maximum.

- We have a limited capacity and new cleaning policies, so please keep your workout to one hour so all members can get in and work-out and the staff can keep the equipment clean.

6. As usual, we will be asking you to wipe down the equipment after use and to regularly sanitise your hands.

- We have disinfectant spray and paper towel available for everyone to wipe down the equipment after use. Please do not use your own towel to wipe down equipment.
- We have hand sanitiser stations dotted around the gym, please use them regularly..

7. We need you to follow social distancing of 2 metres and follow the signage and guidance given.

- We have worked really hard to bring the Centre up to COVID-19 Safety Guidelines standards. Please follow it. The gym will look very different with social distancing posters and tape on some machines along with out of action signs. We need all members to be patient with us and with each other and play their role in following these rules.
- If using the boxing punch bag please bring your own gloves & wraps, when using the free weights please bring in your own lift belts & straps as we won't be loaning out any equipment
- There will be a maximum capacity of 4 people in the weights room at one time.
- There will be a maximum capacity of 2 people in the functional area at one time.
- There will be a maximum of 12 people in the main gym at once

8. The changing facilities and shower facilities will be out of use, so please travel light and come ready to workout. Toilet facilities are available

9. The classes will be running on a smaller scale and at a limited capacity, so as usual please follow the booking procedures and be mindful that there is less space.

- There is a one-way system in place, so there will be no waiting at reception before or after class. It is recommended that you arrive to the Centre just 5 minutes prior to your class starting to find your spot straight away.
- Please message us, email us or call us to book in your classes.

- Bring your own mats, hand weights, resistance bands or any small equipment to eliminate sharing with the Centre .
- Please bring your own water as the water station will not be available

10. You will need to book in advance for an induction and a show around if you want to join the gym.

- The gym capacity will be limited, so we need to ensure that we can fit you in and get you inducted whilst still maintaining social distancing.

11. The sunbeds will be open for use, but please can we encourage you to wipe down handles and surfaces after use.

- There will be paper towel and disinfectant provided for you to wipe everything down as you leave the room.

12. Wear a mask as you enter the building, but it is not essential as you work-out.

- To protect the staff, please wear a mask as you enter the building to sign in or to have a show around. You do not need to wear one as you work out in the gym.

13. All memberships will go live from Saturday 25th July onwards.

- All direct debits will be activated from Saturday 25th July onwards. All short-term and annual memberships paid up will also re-start.
- Please note that all short-term and annual paid up memberships are non-refundable.
- You will not miss out on any of your membership, we will add it to the end. Ask reception staff for more details on your membership.

14. We will be following the national track and trace system.

- It is stated in the government guidelines for reopening that all Centres must comply with track and trace. Therefore, to comply with the track and trace strategy we may need to share your personal information.

15. Last but not least, if possible, can you use a bank card instead of money.

- We will still accept money, but it would be more preferable if you bring a bank card to minimize cash handling.

Thank you for taking your time to read through the guidelines. There is a lot to follow and a lot of patience is going to be needed.

We have worked really hard to put everything in place to make Colburn Leisure Centre safe, so with kindness we ask you to support these guidelines and follow them.

It is not forever and we will constantly revise and revisit the guidelines as times change and we slowly get back to normal.