

So Covid-19. What does that mean as an instructor?

We have a unique time to learn how we can best communicate with those we share with on a weekly basis. I am enclosing some guidance on what can be done. Please keep in mind Dr Lam has been in touch with the NCOA (National Council on Aging) to set up ideas for conducting virtual classes.

Link for NCOA guidance:

<https://d2mkcg26uvq1cz.cloudfront.net/wp-content/uploads/TCAFP-Quick-Reference-Guide.pdf>

More in his April newsletter about a free online lesson for TCR.

From some further clarifications, I wanted to help instructors know what we need to not do, and then how we can be creative.

Online everyone is thinking about this, so this is where the gray/ unexplored ideas maybe for us to stay connected are coming. I am starting with what not to do, so we can then be creative from there.

Things to **NOT** do:

1. Record a lesson for all to view at a later date.
 - a. This can be out of compliance of using Dr Lam's mental property, as it could be considered repackaging for profit, or other mishandling of his mental property
 - b. Your insurance may not cover this.
2. Not be able to see them or communicate with them while leading. Our program is to be personal and SAFE. Otherwise, they need to watch Dr Lam's lessons where the above items are taken care of.

Things that can be done:

1. **Live lesson platforms** (ZOOM, SKYPE, FACETIME, Google chats, etc) can be used with minimal screens to monitor, 4-6 open windows at a time on a larger monitor/ TV for accurate viewing of moves. I have couples that are able to be in the screen together, so I am reaching more people that way.
 - a. **If you are away from your forms/paperwork, you will want new emergency contact forms filled out so you can help someone in need during your class.**
 - b. Anyone new will need to have a signed release form.
 - c. Allow time for a learning curve to set people up for those willing to try (perhaps a second person running this portion)
 - d. Have them consider space in the home
 - i. I am finding 9 ft away from the camera on my laptop is my minimum for people to see all of me.
 - ii. If I have the camera up about 4ft, I can have things between me and the camera for about 1.5 ft close to the camera, so the space does not have to be completely empty. So maybe on the back of a sofa, but use some of the set up time to help establish this before class.
 - iii. Have it higher and angle the camera down (easier with laptops than ipads)

- iv. See if they are able to connect to the TV for better viewing (Laptops-HDMI cables, Smart TVs tablets or phones -Screen matching)
 - v. Have another more computer savy student from the class on the line with you to help guide another (additional socialization time), especially when it is not a piece of equipment you have
 - e. Allow time to chat before and after for the social interaction
 - f. Provide small portions of the form to be reviewed to allow time for orientation of this new format.
 - g. Perhaps just seated would be an option, if you are starting a new class with someone new to tai chi to share basics. Or even just keeping it to the stress releasing ideas of breathing.
 - h. Take time to watch what is going on to keep frustration levels down and things safe.
 - i. I have the laptop with the Camera facing forward, and a TV as a monitor on a side wall, and a mirror showing me that reflection of the TV, both of which are in my peripheral so I can see people as I move around. (This took going through classes to see what would work with my comfort of seeing them)
2. **Non web base formats:**
- 1. **Phone** and check in on them.
 - a. Chat with them
 - b. Perhaps provide a way for them to get the DVD if they have a way to play it.
 - c. Run through breathing with them
 - d. See if they got the post card and start a discussion.
 - e. Ask them to run through their DVD lesson, and if they have questions?
 - 2. **Newsletters** of weekly things to try, then follow up with postcards to help them feel connected.
 - 3. **Where permitted (check your local laws): Gathering outside** with the proper social distancing
 - a. Have a plan for when weather does not permit
 - b. Have a back up plan if the space you use becomes popular or more show up than allowed (perhaps signup sheets vs open to all)