Juniper Virtual Class Tip Sheet:
Stay Active and Independent for Life (SAIL)

Program Model

Led by one (1) leader. Meets for twelve weeks, twice a week for one hour. Recommended class size 8-15.

Virtual delivery has approved as an interim solution during the Covid-19 pandemic.

Participant Materials

The SAIL Information Guide and the SAIL Exercise Guide are not required but are good resources. Print and mail guide or email it to the participants one week prior to class start date.

Delivery Guidelines and Considerations

HIPAA Considerations

- To maintain participant privacy <u>do not</u> record the Zoom meeting.

Technology

- Before Class
    - Leader and the participants should start in "Gallery View" and unmuted.
    - This is a time for social check-in.
- During Class:
    - Participants mute themselves and change to "Speaker View", this will make the leader the largest picture on the participant's device so they can see exercises well.
    - If Participants cannot navigate changing to "Speaker View" the class host can "Spotlight" the class leader's video.
    - Participants can unmute themselves as needed to comment or ask questions.
- Video and Audio Set-up for Leaders:
    - Leader should ensure their camera captures the Leader's full body. Leader should know the boundaries of their camera, and always move within the camera's view.
    - Leader uses "Gallery View" to see all the participants for safety and instruction.
    - OPTIONAL: Using multiple devices
        - Smart Phone and Laptop: use a Smart Phone to capture your movements as an instructor and use a laptop in "gallery view" to see the participants. Set up tips:
            - Cell phone: Enter Zoom. Turn on cell phone Zoom video and audio. Turn off "ring tone" for incoming calls and notifications. Use cell phone camera and audio to capture leader's movements and voice.

- Laptop: Enter Zoom, mute microphone, mute laptop sound, and turn off camera, and put on Gallery view to see participants. Position laptop within instructor's view. Select "Hide non-video participants" to maximize the size of the video participants.
    - Adding a second laptop: If you wish to view participants while facing them and with your back to them, set up a second laptop on the opposite side of the room and log into the meeting using the same laptop instructions.
    - Connecting to a TV: To enlarge your view of the participants connect your laptop to a television. How to do this will vary by device, but typically an HDMI cable will work. Change television input so that your laptop is displayed.
- Renaming: Ensure participants are all identified by their names to make interaction and attendance easier. Steps for renaming:
    1. Hover cursor over the top right corner of the participant's window.
    2. Three dots will appear, click the three dots for a drop-down menu.
    3. Click "Rename" from the drop-down menu.
    4. A window will appear to type the preferred name.

Equipment
- If participants do not have their own ankle/wrist weights or hand weights, they may use soup cans, water bottles, or other objects of equal size and weight.
- Encourage participants to use a chair without wheels or arms.

Delivery
- Leader should use clear, easy to follow verbal and visual cues.
- Left/Right cues may cause confusion for some participants. Ask for feedback on what types of cueing is helpful.

Safety
- Emphasize safety cues for participants during all exercises.
- Reminders for Participants:
    - Participants ensure their area is free of fall hazards.
    - Good lighting.
    - Safety first! Work within limits of stability and balance, challenge, but be safe.
- Leader uses the "Gallery View" on Zoom so they can see all participants and ensure safety.

Session 0

Introductions
Use Session 0 as an opportunity to welcome participants. Go through introductions, feel welcome to use an ice breaker question or activity. Questions to ask:
- Name and fun fact
- What are you hoping to get out of the class?

Zoom Orientation

Help the participants explore Zoom by walking them through features relevant to the class:

- Switch between Gallery View and Speaker View

- Mute and unmute

- Turn camera on and off

- Use rename function to type in their name

- Note: While all devices have the same Zoom functionality, the Zoom toolbar appears in different locations on different devices. For laptops and cell phones the toolbar is at the bottom of the screen, for iPads and tablets it is at the top.

Zoom Etiquette

Help prevent embarrassing moments with a few reminders to participants.

- If you need to step away from the class mute your microphone and turn off your camera.

- Use the chat feature to let the leaders know you need to step away and whether you will be rejoining.

Other Session 0 Orientation Elements

- Explain the structure of the class, what to expect, and what equipment the participants will need.

- Go through practice exercises with participants.

- Check-in to see if participants can hear and see leader.

- Ensure that the instructor can see the participants. Work with participants to adjust cameras as needed.

- Explain that you hope to start on time, remind participants to join 5-10 minutes early.

- Remind the participants about the electronic first session forms (privacy policy, liability agreement, pre-survey, and par-q). These forms are required before the first session.

- Answer any questions.