

COVID-19 Return to Class Protocols

Grouping	Title	What	Why	How	When	Responsibility	Considerations/Actions Required	Date to be completed by
Re-Opening Venue	Establish Date	Establish the exact date you are able to re-open your venue	Opening after the date specified by the Government allow us to operate in a legal manner complaint with government guidelines	Monitor government guidelines, advice and phased lockdown return plan	As advised by government 27th July 2020	School Owner	read and understand the full goverment guidelines	15th July 2020
	Gain Authorisation	Obtain definitive authorisation from the appropriate person/organisation to enable your venue re-opening	Ensure that your re-opening date coincides with the venue decision making authority and that facilities are made available on your return	Kung Fu Schools franchise and insurance company have confirmed that they are happy with the opening date in line with the dates provided by the Government as long as all Government guidelines are followed.	Before reopening	School Owner	None required	14th July 2020
	Communicate with Students	Make your students aware as soon as possible of the re-opening date	Help them to plan their own schedule for the re-opening and understand the measures put in place on their return	E-Mail, SMS and social media posts will be produced to communicate the date of re-opening.	As soon as you are able to confirm your projected re-opening date	School Owner	Provide details of all the provisions and measures you have put in place in the School.	17th July 2020

	Interval between classes	10 minute intervals between classes	Enables separation on transition and adequate time for sanitation between classes.	Set a new timetable with allocated students to each lesson to allow for the extra transition time between classes.	Every class	Students need to be informed	Social distancing consideration entering and leaving class. Ensure markers on the floor and stagger students entering, leaving	17th July 2020
	No contact training	No Contact activity permitted e.g. sparring/pad work/grappling	To maintain social distance between students	Class plans based on traditional side of martial art, strength training and flexibility work. Markers on the floor ensuring 2m distance.	Every class	Instructors & Students	Structure timetable to ensure limited numbers of students per class. Markers will be used to make clear each student and instructors allocated floor space. Ensure Instructors are mindful of distancing and manages students appropriately.	17th July 2020
	Stationary training	No exercises or warm ups that would bring students into close contact	To maintain social distance between students	Warm ups & exercises based on the students staying in a designated area	Every Class/Prior to the class	Instructors & students	Structure timetable to ensure limited numbers of students per class. Use of floor markers on floor space. Ensure Instructors are mindful of social distancing and manage students appropriately.	17th July 2020
	Defined personal training areas	Marked training areas to ensure distance is maintained between students at all times	To maintain social distance between students	Either using floor tape to mark out areas with A minimum of 2 metres between each person	Every Class/Prior to the class	Instructors, coaches & students	Structure timetable to ensure limited numbers of students per class. Use of floor markers on floor space. Ensure Instructors are mindful of social distancing and manage students appropriately.	Prior to opening
	No sharing of equipment	No use of shared equipment	Risk of cross infection	No equipment or weapons to be used. Classes to be based on traditional martial arts, flexibility and strength work to avoid the need for shared equipment.	Before and during class	Instructor & Students	Move equipment to a closed off area if possible i.e. in storage cupboard. If that is not possible, apply large visible signage warning students not to touch equipment. If possible, cover equipment with a sheet or mark the area off with yellow tape	Prior to opening

Social Distancing

<p>Waiting protocol before class</p>	<p>Procedure for entering the class, arrive immediately before class, wait outside in a pre waiting area at appropriate distance until called in by instructors</p>	<p>To maintain social distance between students</p>	<p>Define a space that can be utilised as a waiting area outside of the building. Send clear instructions to students/parents before re-entry date advising exactly where they need to go on arrival. Ensure someone is present on student arrival to manage this waiting area protocol</p>	<p>Before class</p>	<p>Instructors</p>	<p>Use space outside of building as a designated waiting area and mark appropriately with 2m markers.</p>	<p>15th July 2020</p>
<p>No use of changing/shower facilities</p>	<p>No use of changing facilities. Make students aware of this policy in advance to class return</p>	<p>To avoid students coming in to close contact before & after classes</p>	<p>Students come to class prepared to train in their uniform and leave afterwards to change at home.</p>	<p>During opening hours</p>	<p>Students/Parents</p>	<p>Send notice to parents and adult students informing them of this protocol.</p>	<p>N/A</p>
<p>Controlled use of toilets</p>	<p>Controls on use of toilets or other necessary facilities</p>	<p>To maintain social distance between Instructors/Students/Parents</p>	<p>Set 2m markers on floor outside toilet and operate a "one in one out" policy to be managed by facility users</p>	<p>During opening hours</p>	<p>Students to be informed before they attend class</p>	<p>Younger students will be asked to go to the toilet before class. In the event they need the toilet they will be required to use the marked pathway to ensure social distance. After using the toilet they will be instructed to wash their hands thoroughly and use a paper towel to dry their hands which should be disposed of in a bin.</p>	<p>17th July 2020</p>
<p>No spectators at classes</p>	<p>Only class students allowed</p>	<p>To keep group sizes small, to avoid unnecessary social contact</p>	<p>Parents advised on the importance of social distancing, asked not to enter the training facility. Where parents must attend - seats are laid out individually at least 2 metres apart</p>	<p>Before, during and after class</p>	<p>All non students or part of teaching team</p>	<p>Exceptions may be required for very young children or students who feel uncomfortable without the presence of their parent/guardian. A designated area will be supplied where non students are permitted to wait.</p>	<p>Prior to opening</p>

<p>Limited group size</p>	<p>Set and Limit class sizes based on government guidelines to maintain social distancing. Estimated 50% reduction in class sizes during phased return.</p>	<p>To maintain social distance between students</p>	<p>Amend timetable to allow for more lessons throughout the day/week enabling students to spread out. Request pre-registration of students to enable the management of students numbers by class.</p>	<p>Every class</p>	<p>Students/Parents</p>	<p>Implement temporary timetable change to utilise all time and space available. Implement pre-registration system and track attendance based on this. You can do this using the NEST "My Martial Arts" student portal</p>	
<p>Limit on age of students (to protect the most vulnerable)</p>	<p>Based on government guidance, introduction of student re-entry based on age i.e. youngest students re-enter first with the oldest and most vulnerable students entering last.</p>	<p>To protect both Instructors, students and most vulnerable individuals</p>	<p>Restrict and manage re-entry of students by age and medical conditions. Identify students by age and invite them to return at the appropriate time based on government guidelines</p>	<p>On release of government advice</p>	<p>Students</p>	<p>Prepare attendance records by age so you are aware of who is due to attend and when based on their age. This will be done using the attendance system supplied by the provider NEST Management who manage our subscription administration.</p>	<p>Once opened</p>
<p>Limits on age of students (to enforce social distancing)</p>	<p>Limitation on ages and levels of students as appropriate for the martial art.</p>	<p>Ensure Instructor's ability to enforce social distancing requirements</p>	<p>Instructors may need to ask younger students who are unable to maintain social distancing to postpone their return.</p>	<p>Every class</p>	<p>Students below an age defined by government guidelines and based on Instructor judgement</p>	<p>Maintain Online Classes for those unable to return immediately.</p>	<p>Continued until September currently</p>

	Instructors/Coaches hygiene	Maintain highest standards of personal hygiene as outlined in government guidelines.	Maintain hygiene standards and protect all individuals	Wash hands (and face if possible) before and after every class. Boil wash clothes after every teaching day.	Every day, before and after every class	Instructors	The personal hygiene policy will be made clear and visible in the School. Ensure hand wash is continually replenished. Ensure hand drying facilities are always available. Automatic sanitiser dispensers will also be made available.	As from 27th July
	Wash Hands	Every member of the organisation washes their hands on a regular basis particularly before and after class	Maintain hygiene standards and protect all individuals	Schedule into timetable allocated times for Instructors and students to wash their hands before and after class. Make sure facilities and appropriate sanitiser stations and hand wash are always available.	Before and after every class	Instructors/Staff/Students	Hand washing policy will be clear and visible. Ensure hand wash is continually replenished. Ensure hand drying facilities are always available (only air dry or disposable paper towels).	As from 27th July
	Coughing	Catch it, Bin it, Kill it	Protect both Instructor and Students	Instructors, Staff, Students and Parents to be reminded on a regular basis to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the venue.	Before, during and after class	Instructors/Staff/Students/Parents	Make sure boxes of tissues are readily to hand before during and after class in various places around the School, Keep a stock in the School.	As from 27th July
	First Aid	If the need arises for first aid, the following safety protocols. Mask worn, gloves worn, eye protection worn	Protect both Instructor and Students	Equipment available in the event of injury/accident	Every class	Instructors, Staff, Venue Managers	Make sure there is a full stock level of equipment required to uphold this policy. Store in an easy to reach location preferably next to the first aid kit	As from 27th July

Hygiene

<p>Wearing of footwear</p>	<p>Trainers must be worn to class. Socks and bare feet are not allowed in the training facility.</p>	<p>Maintain hygiene standards and protect all individuals</p>	<p>Advise all students prior to return that they must bring their own trainers and wear them before, during and after class. Socks and shoes are not to be changed at the venue.</p>	<p>Every Class</p>	<p>Instructors/Students</p>	<p>Students will only be allowed to enter the training facility in appropriate footwear which will be worn throughout the entire duration of their visit to the training venue.</p>	<p>As from 27th July</p>
<p>Sanitation Protocols</p>	<p>Put in place sanitation protocols for between classes as well as daily measures for thorough cleaning</p>	<p>To ensure the cleanest possible training area</p>	<p>Disinfect all surfaces within the venue including door handles, bannisters, bathrooms, etc on a regular basis. Floor area to be cleaned after every lesson.</p>	<p>Before class, between classes, in the evening after classes finish</p>	<p>Instructors, Students, Staff, Management of venues</p>	<p>Delegate who is responsibilities for all aspects of sanitation protocol and provide daily sign off sheet to be completed by all parties responsible. Provide sanitisation stations which each student can access at the beginning and end of every class.</p>	<p>Stephen Dunsdon 17th July</p>
<p>Paperless DD / Controlled eDD</p>	<p>No paper DD Mandates to be completed, only use of eDD. Payer must complete eDD process on their own device</p>	<p>To avoice cross contamination</p>	<p>Set up the eDD on School device but do not allow Payer to complete on School device. They must use their own device to complete the online DD mandate. Santise School device on regular basis</p>	<p>Before, during and after class</p>	<p>Instructors, Payers</p>	<p>Keep disinfectant wipes close to fixed PC or tablet so you are able to wipe down after every use</p>	<p>As from 27th July</p>

	No cash policy	No cash transactions/exchanges permitted during phased re-opening.	To avoid cross contamination	All sales payments to be done by card (preferably contactless) or own online payment portal on website.	Always	Instructors, Students, Payers, Staff, Management of venues	Disinfect handset after every transaction	Constantly
	Respiration	No shouting or singing	To avoid droplets being released over a wide area and risking cross contamination	No shouting. There must be silence while Instructor speaks to avoid the need to raise voice.	Always	Instructors and Students	Put large visible signage on display to remind both Instructors and Students that they must speak at normal volumes and not attempt to raise voices. Remind all members at the beginning of every class that they must not shout or sing and that they must remain silent when receiving instructions	As from 27th July
	Ventilation	Ensure that a steady stream of outside air is brought into the room/building whilst stale air is exhausted. Ventilation system should provide 100% fresh air and not recirculate air from one space to another.	Reduce airborne exposure concentration of infectious material and deposition of infectious particles	Ensure all outside windows and doors are kept open to ensure adequate outside air ventilation.	During class	Instructors	Keep all windows and doors open to allow a stream of outdoor air into the room	As from 27th July
	Wearing of PPE (based on advice)	The wearing of face masks and/or gloves as stipulated by the government phased return plan should guidelines change.	To protect all individuals and operate within the confines of government and medical stipulations	Once protocol is established, let students know prior to return. Visible signage of policy and usage instructions to be put up. Provide a supply of masks and gloves but also ask students to bring their own, if guidelines state to say that they are compulsory.	Before, during and after class	Instructors/Staff/Students/Parents	Make sure you have an adequate stock level of PPE and store it in a highly sanitised area. Make available at entrance in a way that adheres to social distancing requirements	As from 27th July

Class Records	Pre-Booking only	All students must be allocated to one specific class per week, no unregistered arrivals will be permitted.	To ensure class size is limited and that students are briefed in advance on protocols	Students and parents will be advised of their allocated lesson and informed that they must not arrive to any other class.	Before class	Students	Ensure full implementation of allocated class booking system to avoid confusion and reduced class size limitations are met. Students unable to attend a weekly lesson will be advised to attend a zoom class.	17th July 2020
	Keeping of Attendance Records	Track attendance of every class. Monitor who is not attending and offer them option of online training	To report on class/individual attendance should it be required.	Each students attendance will be logged onto the Nest Management system.	Immediately after class	School Owner	Check prior to lesson if any registered students have recorded medical conditions.	20th July 2020