

Coronavirus COVID-19 RETURN TO TRAINING

GUIDELINES FOR STUDENTS & PARENTS

BEFORE

- Do not attend training if they or members of their household experience symptoms of illness
- Complete screening questionnaire
- Pre-book for training and pay through bank transfer or cash in an envelope
- Use toilet before you leave home
- Arrive dressed to train with clean uniform
- Don't car-pool to training
- Wait in car/ social distance until training time

DURING

- Only one person at a time to enter or exit the training area
- Temperatures will be measured with a temperature gun when they arrive
- Maintain social distancing in accordance with Government guidelines
- Do not use changing facilities
- Only use toilets if necessary
- Follow sanitation & respiratory protocols
- No contact allowed
- Only participants & coaches to enter training hall
- Stay in designated training pod
- No sharing equipment / personal items
- Tell your Instructor immediately if you have any symptoms of Coronavirus

AFTER

- Parents should be on time & social distance
- No loitering after training
- Follow sanitation protocols
- Thoroughly clean cloths and equipment
- Tell your Instructor immediately if you have any symptoms of Coronavirus

Coronavirus COVID-19 RETURN TO TRAINING

GUIDELINES FOR INSTRUCTORS

BEFORE

- Ensure that you remain up to date with official COVID-19 information
- Develop a written operational plan risk assessment and consult with students and parents
- Ensure training facilities have been sanitised before use and will be sanitised after use
- Ensure sanitisers are available on entry and exit to room and toilets
- Make arrangements to receive payments via bank transfer
- Make arrangements to handle cash payments received in an envelope
- Ensure all class participants complete screening questionnaire
- Arrive dressed to teach
- Identify the room size and design the floor plan to meet the social distancing guidelines. Markers will help support this
- Obtain temperature gun.

DURING

- Complete contact tracing register
- Keep windows and doors open
- Mark out or use cones to mark out maximum space
- Temperatures to be measured with a temperature gun when they arrive
- Only allow one person at a time to enter or exit the training area
- Do not shout directly in front or towards your students
- Tell your students:
 - the sanitation & respiratory protocols
 - Not to use the changing facilities
 - Only use toilets if necessary
 - No contact allowed
 - Only participants & coaches to enter training hall
 - Stay in designated training pod
 - No sharing equipment / personal items
 - Tell you immediately if you have any symptoms of Coronavirus

AFTER

- Parents should be on time & social distance
- No loitering after training
- Follow sanitation protocols including time interval between classes for cleaning
- Tell your Instructor immediately if you have any symptoms of Coronavirus

GUIDANCE ON OPERATIONAL PLAN FOR INSTRUCTORS

BEFORE OPENING THE CLUB

What	With
Ensure that you remain up to date with official COVID-19 information	
Develop a written operational plan	This document
Obtain cleaning supplies if not supplied by the class venue	<ul style="list-style-type: none"> • Household bleach • Detergent • any other recommended cleaning agents • Spray bottles • Disposable cloths • Mops, buckets • Paper towels / wipes
Clean all equipment and confirm it is in working order	
Pre-entry deep clean of facility is done before and after class	Cleaning equipment, disposable cloths, gloves, sanitisers
Designated zones and routes in/out/around club to be clearly visible prior to reopening	Tape, signage, barriers
Establish and isolate “out of bounds” areas	Signage, barriers, locks
Signage relating to hygiene, Covid-19 symptoms and sanitation throughout the facility	Samples provided; create additional as required
Determine max safe numbers for each club facility.	
Re-assess and refine with experience on a regular basis.	
Disinfectant spray/wipes, sanitiser and paper towels spread through the class venue, replenished as needed	Disinfectant spray/wipes and paper towels, “nontouch” rubbish bins
Contact Tracking sheets / registers available	Contact tracking Logs, suitable apps, registers, QR technology, etc
Contact-Tracing Registers MUST be available to be accessed quickly for contact tracing purposes and for up to 4 weeks after the contact was recorded.	Secure, centralised storage
Plan training sessions not longer than 2 hours.	
All attendees should be notified of precautions that will be put in place on arrival and for the duration of sessions and to ensure that they are fully aware of all symptoms of COVID-19	Emails, Messages, Facebook, Social Media
Students should be asked to bring their own water bottles, towels and where possible personal equipment. Personal equipment should only be shared with people from the same household.	

AS / BEFORE PEOPLE ARRIVE

WHAT	WITH
Establish and maintain social distancing (2m where possible) at entry point	Markings, cones, barriers, signage
Single point of entry	Sign
Complete contact tracing form on entry	Contact tracking Logs, suitable apps, registers, QR technology, etc; pens, cleaning product for pens after use
Hand sanitiser on entry; wash hands and forearms down to elbow for 20-30 seconds duration and dry using own or paper towels	Sanitiser, hand-washing poster, paper-towels, touch-free bins
Follow designated routes / zones	Signage, tape, cordons
Only essential visitors allowed on site	
No “drop-in” spectators. Third-party access to the club will be by appointment only. To plan your appointments, liaise with club administrator.	
Limit numbers of non-participants to “essential” - dependant on room size / seating availability so physical distance can be maintained – preferably 2m	
Ensure there are enough people present to maintain safety and carry out sanitation duties, etc	
Ensure that First Aid kits have been updated to include additional face masks, surgical gloves and sanitisers.	
Decide how to manage any injuries during the class. Maybe plan to have a second adult to manage treatment in accordance with First Aid and Covid19 guidelines for protection.	

BEFORE STARTING ACTIVITY

WHAT	WITH
<p>Explain safe practice protocols (verbal / checklists / signs / demonstrate)</p> <ul style="list-style-type: none"> • Social distancing • Coughing or sneezing into a tissue or elbow and then performing hand hygiene • Hand hygiene – that is, washing hands regularly with soap and water for at least 20secs, or cleansing with hand sanitiser • Staying at home if you are sick • Going home if you feel sick before or during • Cleaning surfaces regularly • Good toilet etiquette • Flush the toilet after use 	Checklists, signs

<ul style="list-style-type: none"> • Wash your hands when finished. • Rubbish goes in the bins. 	
Soap, hand sanitiser and paper towels checked regularly and replenished. Regular removal of rubbish from toilets	Soap, hand sanitiser and paper towels “touch-free” bins
Define “out of bounds” areas. No access to club office or non-club space within the facility	Signage, barriers

DURING ACTIVITY

WHAT	WITH
Use alcohol hand gel before and after using towels or water bottle and before training with partner.	Spray sanitiser, paper-towels, wipes, bins
Each participant to have a personal towel to be used frequently to minimise droplet dispersal, and for hand-drying after washing	
Maintain 2 metre distance between training students, it may help to tape out or cone off training squares on floor to assist distancing.	Tape

AS PEOPLE LEAVE

WHAT	WITH
Hand sanitiser on exit	Sanitiser, hand-washing poster, paper-towels, touch-free bins,
Control departure to maintain required physical distancing — extend the time interval between sessions (e.g. use different exit and entry doors if available).	Signage, tape, cordons
Avoid interacting at communal points such as entries and car parks. Phasing of sessions should be used to allow time for people to pass through these areas safely.	

References

The most up-to-date government guidance can be found here:

England: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>

Scotland: <https://www.gov.scot/coronavirus-covid-19/>

Wales: <https://gov.wales/coronavirus-regulations-guidance>

Evidence

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-ofgrassroots-sport-and-gym-leisure-facilities#section-2-1>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phasedreturn-of-sport-and-recreation/elite-sport-return-to-training-guidance-step-one--2#guidance-for-sports-clubs-and-support-service-providers>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phasedreturn-of-sport-and-recreation/elite-sport-return-to-training-guidance-step-one--2>

<https://www.sportengland.org/how-we-can-help/coronavirus/support-projects-andorganisations/coronavirus-prepare-and-adapt-future>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-afterschool-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://sportscotland.org.uk/covid-19/>

<https://gov.wales/sport-recreation-and-leisure-guidance-phased-return-html>

<https://www.sport.wales/>

<https://www.dropbox.com/s/Oo9uvsri5ywi0lb/WAKO%20GB%20COVID19%20Policy.pdf?dl=0>

FORM

Martial Arts COVID-19 Pre return to class screening form:

This form must be sent back to your Instructor filled in and signed, **BEFORE** you are able to return to class. You can print, sign, take a picture and then send it back to your Instructor, or you can print, sign, scan and return it by email. **If any of the answers below change in the next 14 days, it is your responsibility to immediately inform your Instructor.**

All people interacting with our club, all club members / parents / visitors must complete this declaration form PRIOR to entering.

Your Name / Child's Name	
Your mobile No (parents' no if under 18)	
Your email address	
Club / Class day and time	

Please answer all questions below – **Tick Yes or No**

Q No	Question	Yes	NO
1	Have you visited any of the countries outside UK?	Yes	NO
2	Are you suffering any flu like symptoms / symptoms of COVID-19?	Yes	NO
3	Are you experiencing any difficulty in breathing, shortness of breath?	Yes	NO
4	Are you experiencing ant fever-like / temperature symptoms?	Yes	NO
5	Did you consult a Doctor or other medical practitioner within the last 14 days	Yes	NO
6	How are you feeling health wise?	Yes	NO
7	Have you been in contact with someone who has visited an affected region in the past 14 days?	Yes	NO
8	Have been around someone with symptoms of COVID-19 in the last 14 days?	Yes	NO
9	Is a member of your household self-isolating?	Yes	NO
10	Are you in a period of self-isolation under current Health Policy Rules?	Yes	NO
11	Are you in a high risk health category?	Yes	NO

If you have answered “Yes” to any of the questions above or have indicated to us that you have symptoms of COVID-19, You SHOULD NOT attend classes.

You are prohibited from entering or using the grounds / facilities and advised to seek professional medical help / assistance.

NOTE: When on site, please adhere to our on-site standard processes / procedures regarding infection control, i.e. social distancing, hand washing / hand sanitising and general coughing / sneezing etiquette.

Student Signature:

Date:

Signature of parent / Guardian required for under 18.....

Reminder: If any of these answers change, it is your responsibility to inform the Instructor.