

COVID-19 Return to Class Protocols

COVID-19 Return to Class Protocols											
Version 1.4								Considerations			
Grouping	Title	What	Why	How	When	Who	Full Time Academy	School Hall	Leisure Centre	Date Completed	
Re-Opening Venue	Establish Date	Establish the exact date you are able to re-open your venue	Allows you to operate in a legal manner compliant with government guidelines	Monitor government guidelines, advice and phased lockdown return plan	As advised by government	Instructors/School Owners	Enter Date XX/XX/XX	Enter Date XX/XX/XX	Enter Date XX/XX/XX		
	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	Obtain written confirmation from decision maker of your return date	As soon as you are made aware of your projected re-opening date	Instructors/School Owners	None required	From Head Teacher	From Leisure Centre Manager		
	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	Email/SMS/SMS-/Facebook/Online classes	As soon as you are made aware of your projected re-opening date	Instructors/School Owners	Provide details of all the provisions and measures you have put in place in the Academy	Provide details of provisions and measures you have put in place as well as any protocols stipulated by the School	Provide details of provisions and measures you have put in place as well as any protocols stipulated by the Leisure Centre		
Social Distancing	Interval between classes	15 minute intervals between classes	Enables separation on transition	Classes set at one hour intervals	Every class	Students need to be informed	Social distancing consideration entering and leaving class. Ensure yellow tape markers on the floor and stagger students entering, leaving	Social distancing consideration entering and leaving class. Ensure yellow tape markers on the floor and stagger students entering, leaving - Check School's protocol and what they already have in place	Social distancing consideration entering and leaving class. Ensure yellow tape markers on the floor and stagger students entering, leaving - Check Leisure Centre's protocol and what they already have in place		
	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, flexibility work and shadow fighting. Markers on the mats ensuring 2m distance	Every class	Instructors & Students	Structure timetable to ensure limited numbers of students per class. Ensure Instructor/Coach is mindful of distancing and manages students appropriately	Structure timetable to ensure limited numbers of students per class. Ensure Instructor/Coach is mindful of distancing and manages students appropriately. Check whether School have provided provisions to mark floor. If not, use flat round marker discs: https://www.sportballshop.co.uk/acatalog/Lusum-20-Flat-Round-Marker-Discs.html?gclid=CjwZPP1BRCARSAEg-vT8daaX0f69-WwWIDLqYQdSfUjRjVSAjYSG8kYpBD0rJtYVW5STEAshFEALw_wcb	Structure timetable to ensure limited numbers of students per class. Ensure Instructor/Coach is mindful of distancing and manages students appropriately. Check whether School have provided provisions to mark floor. If not, use flat round marker discs: https://www.sportballshop.co.uk/acatalog/Lusum-20-Flat-Round-Marker-Discs.html?gclid=CjwZPP1BRCARSAEg-vT8daaX0f69-WwWIDLqYQdSfUjRjVSAjYSG8kYpBD0rJtYVW5STEAshFEALw_wcb		
	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, coaches & students	Structure timetable to ensure limited numbers of students per class. Use yellow tape to set markers on floor space. Ensure Instructor/Coach is mindful of distancing and manages students appropriately. Use the mats or yellow tape to mark out 2m square areas	Structure timetable to ensure limited numbers of students per class. Ensure Instructor/Coach is mindful of distancing and manages students appropriately. Check whether School have provided provisions to mark floor. If not, arrive at hall in good time to put down yellow tape marking out 2m square areas at the start of classes and remove at the end	Structure timetable to ensure limited numbers of students per class. Ensure Instructor/Coach is mindful of distancing and manages students appropriately. Check whether Leisure Centre have provided provisions to mark floor. If not, arrive at hall in good time to put down yellow tape marking out 2m square areas at the start of classes and remove at the end		
	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 matting or 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 yellow tape to set markers on floor space. Ensure Instructor/Coach is mindful of distancing and manages students appropriately. Use the mats or yellow tape to mark out 2m square areas	Structure timetable to ensure limited numbers of students per class. Ensure Instructor/Coach is mindful of distancing and manages students appropriately. Check whether School have provided provisions to mark floor. If not, arrive at hall in good time to put down yellow tape marking out 2m square areas at the start of classes and remove at the end	Structure timetable to ensure limited numbers of students per class. Ensure Instructor/Coach is mindful of distancing and manages students appropriately. Check whether Leisure Centre have provided provisions to mark floor. If not, arrive at hall in good time to put down yellow tape marking out 2m square areas at the start of classes and remove at the end		
	No sharing of equipment	No use of shared equipment	Risk of cross infection	Restrict use of any club equipment. Advise students can bring their own but sharing of their own equipment is not permitted. 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	Instructor to only take their own equipment to venue. If equipment is stored at the school, leave it in storage during classes	Instructor to only take their own equipment to venue. If equipment is stored at the Leisure Centre, leave it in storage during classes		
	Waiting protocol before class	Procedure for entering the gym, arrive immediately before class, wait outside in a pre waiting area at appropriate distance until called in by instructors	To maintain social distance between students	Define a space that can be utilised as a waiting area outside of the matted area. 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	Before class	Instructors/Venue Managers	Use car park/reception/viewing area/commonal space as a designated waiting area and mark appropriately with 2m wide yellow tape markers	Use with School to define where you are able to utilise waiting area space. Establish who will be responsible for marking and managing this waiting area	Use with Leisure Centre to define where you are able to utilise waiting area space. Establish who will be responsible for marking and managing this waiting area		
	No use of changing/shower facilities	No use of showers or changing facilities. Make students aware of this policy in advance to class return	To avoid students coming in to close contact before & after classes	Students come to class prepared to train and leave afterwards to change and shower at home	During opening hours	Students/Parents	Lock doors to showers and changing facilities if possible. Put notice on doors advising of temporary closure of facilities	Liaise with Head Teacher/Care taker to ensure shower facilities are locked or cordoned off. If they are not, make students aware prior to return of the policy.	Liaise with Leisure Centre Manager to ensure shower facilities are locked or cordoned off. If they are not, make students aware prior to return of the policy.		
	Controlled use of toilets	Controls on use of toilets or other necessary facilities	To maintain social distance between Instructors/Students/Parents	Set 2m markers on floor outside toilet and operate a "one in one out" policy to be managed by facility users	During opening hours	Students to be informed before they attend class	Exceptions will be required for young children who need to be escorted by their parent/guardian	Exceptions will be required for young children who need to be escorted by their parent/guardian	Exceptions will be required for young children who need to be escorted by their parent/guardian		
	No spectators at classes	Only class students allowed in gym. Necessary spectators must adhere to the Rule of 6 both indoors and outdoors as and when this applies	To keep group sizes small, to avoid unnecessary social contact	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	Before, during and after class	All non students or part of teaching team	Exceptions may be required for very young children or students who feel uncomfortable without the presence of their parent/guardian. Designate an area of the Academy where non students are permitted to wait. Necessary spectators must adhere to the Rule of 6 both indoors and outdoors as and when this applies	Exceptions may be required for very young children or students who feel uncomfortable without the presence of their parent/guardian. Liaise with school to decide on designated area where non students will be permitted to wait. Necessary spectators must adhere to the Rule of 6 both indoors and outdoors as and when this applies	Exceptions may be required for very young children or students who feel uncomfortable without the presence of their parent/guardian. Liaise with Leisure Centre to decide on designated area where non students will be permitted to wait. Necessary spectators must adhere to the Rule of 6 both indoors and outdoors as and when this applies		
	Limited group size	Set and Limit class sizes based on government guidelines to maintain social distancing. Estimated 50% reduction in class sizes during phased return.	To maintain social distance between students	Amend timetable if possible 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	Every class	Students/Parents	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	Explore the possibility of hiring the hall for longer periods of time and on additional days to allow for a temporary timetable change. Implement pre-registration system and track attendance based on this. You can do this using the NEST "My Martial Arts" student portal	Explore the possibility of hiring the hall for longer periods of time and on additional days to allow for a temporary timetable change. Implement pre-registration system and track attendance based on this. You can do this using the NEST "My Martial Arts" student portal		
	Limit on age of students (to protect the most vulnerable)	Based on government guidance, introduction of students re-entry based on age i.e. youngest students re-enter first with the oldest and most vulnerable students entering last.	To protect both Instructors, students and most vulnerable individuals	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	On release of government advice	Students	Prepare attendance records by age so you are aware of who is due to attend and when based on their age. This can be done on the myMA website (not the app)	Prepare attendance records by age so you are aware of who is due to attend and when based on their age. Maintain dedicated online classes for those not yet ready to return.	Prepare attendance records by age so you are aware of who is due to attend and when based on their age. Maintain dedicated online classes for those not yet ready to return.		
	Limits on age of students (to enforce social distancing)	Limitation on ages and levels of students as appropriate for the martial art. Postpone the return of youngest students who may not be able to adhere to the social distancing requirements	Ensure instructor's ability to enforce social distancing requirements	Instructors may enforce minimum age for kids classes, or may choose not to run beginners' classes	Every class	Students below an age defined by government guidelines and based on instructor judgement	Maintain Online Classes for those too young to be able to return immediately. Establish whether School have also set a restriction so you are able to align your policies	Maintain Online Classes for those too young to be able to return immediately. Establish whether School have also set a restriction so you are able to align your policies	Maintain Online Classes for those too young to be able to return immediately. Establish whether School have also set a restriction so you are able to align your policies		
	Hygiene	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. See government guidance for full details	Every day, before and after every class	Instructors, Staff, Venue Managers	Make your personal hygiene policy clear and visible in the Academy. Ensure hand wash is continually replenished. Ensure hand drying facilities are always available	Ensure that the School has all the facilities available to uphold your personal hygiene policy guidelines are always available	Ensure that the Leisure Centre has all the facilities available to uphold your personal hygiene policy guidelines are always available	
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 hand wash are always available	Before and after every class	Instructors/Staff/Students	Make your hand washing policy (forms part of your personal hygiene policy) clear and visible in the Academy. Ensure hand wash is continually replenished. Ensure hand drying facilities are always available (only air dry or disposable paper towels). See NHS guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/	Make your hand washing policy (forms part of your personal hygiene policy) clear and visible in the Academy. Ensure that the School has all the facilities available to uphold your hand washing policy. See NHS guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/	Make your hand washing policy (forms part of your personal hygiene policy) clear and visible in the Leisure Centre. Ensure that the Leisure Centre has all the facilities available to uphold your hand washing policy. See NHS guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/		
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 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 Academy. Keep a stock in the Academy.	Make sure boxes of tissues are readily to hand before during and after class in various places around the hall. Check with Head Teacher whether they are supplied by School and if not, if there is anywhere you can store them at the School. If not, make sure to bring them to the hall for every class.	Make sure boxes of tissues are readily to hand before during and after class in various places around the hall. Check with Leisure Centre Manager whether they are supplied by them and if not, if there is anywhere you can store them at the Leisure Centre. If not, make sure to bring them to the venue for every class.		
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	Establish whether the school have a stock of the equipment needed and whether it will be made available to you. If not, purchase equipment and take it to every class.	Establish whether the school have a stock of the equipment needed and whether it will be made available to you. If not, purchase equipment and take it to every class.		
Wearing of footwear		If trainers are not permitted or are not appropriate, instructors and students to wear non slip socks: https://www.amazon.co.uk/Active-Grip-Socks-Pilates-Ballet/dp/B01JUC46Hef/ref=fbidp_pi_dp_1	Maintain hygiene standards and protect all individuals	Advise all students prior to return that they must bring their own non slip socks and wear them before, during and after class. Socks are not to be changed at the venue	Every Class	Instructors/Students	Invest in a number of pairs of these socks in case the students forget to bring their own. These may be chargeable or not depending on your own policy. If socks are distributed in class, make sure student changes footwear outside of the Academy and then returns back into class.	Invest in a number of pairs of these socks in case the students forget to bring their own. These may be chargeable or not depending on your own policy. If socks are distributed in class, make sure student changes footwear outside of the Academy and then returns back into class.	Invest in a number of pairs of these socks in case the students forget to bring their own. These may be chargeable or not depending on your own policy. If socks are distributed in class, make sure student changes footwear outside of the Academy and then returns back into class.		
Sanitation Protocols		Put in place sanitation protocols for between classes as well as daily measures for thorough cleaning	To ensure the cleanest possible training area	Disinfect all surfaces within the venue including registration desk, door handles, banisters, bathrooms, equipment (when use is permitted) etc. on a regular basis. Matted area to be cleaned after every lesson	Before class, between classes, in the evening after classes finish	Instructors, Students, Staff Management of venues	Delegate who is responsible for all aspects of sanitation protocol and provide daily sign off sheet to be completed by all parties responsible. Provide disinfectant wipes which each student can access at the end of every class and wipe down their own area. This will allow for faster interval switchover between classes	Establish who is responsible for all aspects of sanitation protocol and provide daily sign off sheet to be completed by all parties responsible. Provide disinfectant wipes which each student can access at the end of every class and wipe down their own area. This will allow for faster interval switchover between classes	Establish who is responsible for all aspects of sanitation protocol and provide daily sign off sheet to be completed by all parties responsible. Provide disinfectant wipes which each student can access at the end of every class and wipe down their own area. This will allow for faster interval switchover between classes		
Paperless DD / Controlled eDD		No paper DD Mandates to be completed, only use of eDD. Payer must complete eDD process on their own device	To avoid cross contamination	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. Santsse School device on regular basis	Before, during and after class	Instructors, Payers	Keep disinfectant wipes close to fixed PC or tablet so you are able to wipe down after every use	Keep disinfectant wipes close to tablet so you are able to wipe down after every use	Keep disinfectant wipes close to tablet so you are able to wipe down after every use		
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), myMA events, myMA ProShop, School's own online payment portal	Always	Instructors, Students, Payers, Staff, Management of venues	If you use a till system, check that contactless transactions are accepted. Disinfect handset after every transaction	If you use a till system, check that contactless transactions are accepted. Disinfect handset after every transaction	If you use a till system, check that contactless transactions are accepted. Disinfect handset after every transaction		
Respiration		No shouting or singing	To avoid droplets being released over a wide area and risking cross contamination	No Ki-ai's or 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 Coaches 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 ki-ai, shout or sing and that they must remain silent when receiving instructions	Remind all members at the beginning of every class that they must not ki-ai, shout or sing and that they must remain silent when receiving instructions	Remind all members at the beginning of every class that they must not ki-ai, shout or sing and that they must remain silent when receiving instructions		
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	https://www.cbsa.org/coronavirus-covid-19/entering-from-lockdown	During class	Instructors	Check that your own ventilation system complies with government guidance. If you are able, keep all windows and doors open to allow a stream of outdoor air into the room	Ask the School what ventilation system they use and ensure it is sanitised on a regular basis. If you are able, keep all windows and doors open to allow a stream of outdoor air into the room	Ask the Leisure Centre Manager what ventilation system they use and ensure it is sanitised on a regular basis. If you are able, keep all windows and doors open to allow a stream of outdoor air into the room		
Wearing of PPE (based on advice)	The wearing of face masks and/or gloves as stipulated by the government phased return plan and medical advice.	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	Before, during and after class	Instructors/Staff/Students/Parents/Venue Management	Make sure you have an adequate stock level of PPE and store it in a highly sanitised area. Bring PPE to each class if you are not able to store it at the school. Make available at entrance in a way that adheres to social distancing requirements	Make sure you have an adequate stock level of PPE and store it in a highly sanitised area. Bring PPE to each class if you are not able to store it at the Leisure Centre. Make available at entrance in a way that adheres to social distancing requirements	Make sure you have an adequate stock level of PPE and store it in a highly sanitised area. Bring PPE to each class if you are not able to store it at the Leisure Centre. Make available at entrance in a way that adheres to social distancing requirements			
Class Records	Pre-Booking only	All students must pre-register to attend class, no unregistered arrivals will be permitted	To ensure class size is limited and that students are briefed in advance on protocols	Use of NEST "My Martial Arts" student booking system	Before class	Students	Ensure full implementation and training of chosen booking system to avoid confusion and over booking on return	Ensure full implementation and training of chosen booking system to avoid confusion and over booking on return	Ensure full implementation and training of chosen booking system to avoid confusion and over booking on return		
	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. To retain non attending students	myMA Attend	Before class	Instructors	If myMA Touch Screen functionality is used, ensure screens are sanitised on a regular basis. Check on app prior to lesson if any registered students have recorded medical conditions.	If myMA Touch Screen functionality is used, ensure screens are sanitised on a regular basis. Check on app prior to lesson if any registered students have recorded medical conditions.	If myMA Touch Screen functionality is used, ensure screens are sanitised on a regular basis. Check on app prior to lesson if any registered students have recorded medical conditions.		