

KINKAN DOJO

COVID-19 INFECTION CONTROL PROCEDURES (Adult Classes)

**Operating Procedures For The Safe Return Of Martial Arts
Training At The Kinkan Dojo**

**These Procedures apply to the Adults Classes held in the gymnasium at the
Oaks Park High School, Oaks Lane, Newbury Park, IG2 7PQ**

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INTRODUCTION

Covid-19 has prevented all of us from living our normal lives for a number of months now. We all want to return to a version of 'normality' as quickly as possible, but at present this return will need to be staged, and the stages we still need to pass through will be quite different to what we are used to.

At times like this it is easy to understand just how important exercise is to our physical and mental well-being. This is why it was so important that the Government gave the go-ahead to open indoor gyms and leisure centres from the 25th July 2020. We now have permission to start our training classes again.

However it is not simply a case of just open the doors and start again. We are still faced with a difficult situation, and there is much to take into consideration before we can start training again in an environment that reduces the risk to every student, parent and instructor from contracting Covid-19. To that end, the structure of our training classes is going to be different until we can return to some kind of normality.

However, we can begin the process now by returning to martial arts training again. Myself and my instructors will do our utmost best to make training available to everyone again, within the Government Guidelines. We can't wait to get going again, and I hope you all feel the same way!

About This Document

The purpose of this document is to detail the changes in operating procedures at the UK Kinkan Dojo in response to the Covid-19 Pandemic.

This document has been written taking into account Government Guidelines concerning the re-opening of indoor gyms and leisure centres, [Working Safely During Coronavirus, published by the Department For Business, Energy & Industrial Strategy and the Department for Digital, Culture, Media & Sport](#).

These procedures are designed to reduce the risk to students and instructors of being exposed to Covid-19 whilst training with us at the Oaks Park High School, and to further help reduce the risk of spreading the virus.

The activities carried out by the instructors of the Kinkan Dojo at this location have been risk assessed in compliance with the Health & Safety Act 1974, and the Management Of Health & Safety At Work Regulations 1999.

All students and instructors will be sent a copy of this document, along with a copy of the risk assessment and a Training Guidelines document before being offered the chance to resume training at this location.

Copies of these documents can be found on the Kinkan Dojo website at www.kinkandojo.com

IMPORTANT INFORMATION

There are 2 very important points that I would draw your attention to.

1. SHOWING SYMPTOMS OF COVID-19

A student **MUST NOT** leave home to attend the dojo if they or any person they live with is showing any of the main symptoms of Covid-19, or has shown symptoms within the last 14 days.

A student who is allowed to travel to the dojo without parental supervision **MUST NOT** leave home to attend the dojo if they or any person they live with is showing any of the main symptoms of Covid-19, or has shown symptoms within the last 14 days.

The main symptoms of Covid-19 are:

- a new and continuous cough
- a high temperature
- a loss of, or change to, their sense of smell or taste

If you or anyone you live with are experiencing at least one of these symptoms please let your instructor know, and the affected person should follow NHS guidance with regards to self isolating.

2. CLEANING THE MATS

We are required to clean every piece of equipment we use for our training after use, and this includes cleaning the mats between classes. We will be using dettol hard surface cleaner to clean the mats after every use, and as a cleaning agent dettol may contain chemicals that may cause allergic reactions or breathing difficulties in some people.

If there is any chance whatsoever that you could potentially suffer an allergic reaction by coming into contact with a mat surface that has been cleaned with a chemical agent, please contact me immediately to discuss whether you should return to training at this stage.

SECTION 1 - OVERVIEW OF NEW PROCEDURES

This section details the main changes that have been implemented as a result of new Government Guidance for the re-opening of indoor gyms and leisure spaces.

like all other after school settings, I have had to make some significant changes to my processes in order to get back up and running. Some things are not as I would want them, but I have had to adapt in order to start my classes again. Ultimately the reason for these changes is to ensure the health and safety of all students and instructors whilst in the dojo.

The Government has previously indicated that they want to get things 'back to normal' by Christmas, so hopefully by January 2021 we can get back to our normal training processes, and I appreciate your patience and understanding during this time.

1. Student 'Return To Training' Form

The student is required to complete the Return To Training Form before the student will be allowed to return to training, a copy of the form is shown in Appendix A. The form should be completed and ideally returned electronically by email to avoid contact. If this proves difficult, you can return the completed physical form at your first lesson back by placing it on the table at the entrance to the Dojo.

PLEASE NOTE: IF THIS FORM HAS NOT BEEN RETURNED TO ME BEFORE OR AT YOUR FIRST LESSON BACK, YOU WILL NOT BE ALLOWED TO JOIN THE TRAINING.

2. Arriving At The Dojo

In response to Government Guidelines, the school are limiting the number of people who come into the building through the same entrance. Therefore, I have agreed with the school that my students will use the stairwell at the rear of the building to enter and leave the building. This stairwell will take you to the dojo entrance at the back of the room, so you will no longer enter the dojo through the normal entrance. I have attached an awesome map in Appendix B to show you where to go!

If you are a parent dropping off a student who is under 18 years of age, you are allowed to escort your child into the building and drop them off at the dojo entrance. As soon as you have dropped the student off, you must immediately leave the building via the same route as you entered. Please be aware that you must wear a face mask whilst in the building.

My students have exclusive use of this stairwell, so the only people you should encounter on the stairwell are other students. Please ensure you practise social distancing whilst using the stairwell.

The routine for arriving at the dojo will be as follows:

1. Park in the car park, put on your mask & enter the building via the rear entrance:
 - i) at the main entrance to the sports hall, turn left and then turn right at the corner of the building
 - ii) walk the length of the building (so that the green fenced hardcourt area is on your left)
 - iii) turn right at the end of the building & go through the entrance doors
2. Once you have entered the building via the rear doors, turn left up the staircase into the upstairs hallway. This will be the entrance point for the training room. A hand gel station will also be stationed here.

3. In instructor will greet you at the entrance to the room, and the instructor will guide you to your mat in the training room.

For a parent collecting a student the routine is the same, come to the dojo entrance where the student will be given permission to leave the mat.

At the end of the session all students will need to leave in an orderly, staggered way to maintain social distancing, so please stay on your mat and indicate to an instructor when you are ready to leave.

3. Lesson Duration

Lesson duration has been reduced to 1 hour 15 minutes for the adults classes. This is due for the need to clean all the mats, equipment and common touch points between classes as per Government Guidelines. I need to clean all the mats after the kids classes and before the adults can train.

The new lesson times are as follows:

Tuesday evenings 8.15pm - 9.30pm

Thursday evenings 8.15pm - 9.30pm

Saturday mornings 10.45am - 12pm

REQUEST FOR HELP!

If anyone could help me clean the mats by arriving a bit earlier or help me clean the mats after the lesson that would really be appreciated! I have a good system in place and all PPE will be supplied.

I have allocated half an hour for cleaning and drying mats, but with help we may get that time down and therefore get back to our normal 1.5 hours (ensuring of course that the cleaning is done thoroughly).

4. Reduced Class Numbers

Unfortunately we will need to reduce the number of students we can teach in the training room, due to social distancing and ventilation rules. I can safely fit 16 students into the room when socially distanced.

I therefore need to split all the students I teach into 3 groups across Tuesday, Thursday and Saturday.

Most of you have already got back to me with the days you would prefer to train on, if you haven't done so yet could you please get back to me ASAP.

5. Layout Of The Mats

To maintain social distancing during the class, the configuration of the mats will change. Each student will be allocated 1 mat which will be pulled apart from the rest of the mats, in effect you will be training on your own little 'isolation island'. You must stay on your mat during the training to maintain social distancing. One mat should give you enough room to perform most of the techniques you will be required to do.

The mat configuration is shown in Appendix C.

6. What Will You Be Practising?

At this time there will be no schedule for training, the choice will be yours as to what you want to practise at each session. My opinion is that this is a great opportunity to really get your weapons skills up, so bring your weapons to every class. I will move you on through the weapons syllabus at each class. You can of course continue to go through your Ninpo and Jujutsu, and I will keep you moving forward with those as well.

7. Use of Toilets

I really don't know if the toilets will be open to use at this point, so you should assume they will be closed. Also where possible please attend class already changed into your uniform so that you do not need to get changed at the school.

8. Changes To The Training Environment

There are small changes I will need to make to the room in order to meet Government Guidelines. I will need to keep the entrance doors open throughout the class, in order to reduce the need to touch door handles and to improve ventilation in the room. Windows will also be left open to increase ventilation through the room, so you may want to wear an extra layer under your training uniforms if the temperature drops outside.

9. Face Covering (mask)

Current government guidelines suggest that young people 11 years of age and under are not required to wear a mask. Government Guidelines also state that no-one should wear a mask during exercise, due to the fact that a mask can restrict breathing, even more so if the wearer is exercising. Students will not be required to wear a mask during training.

You will however be required to wear your face mask when you are inside the building before and after training. Please put your face mask on before you enter the building, and keep your face mask on until you have stepped onto your mat, at which point you can take your mask off.

When the training has finished and you are ready to leave the dojo, please apply your face mask before you step off the mats to leave the dojo. You should keep your face mask on until you have left the building.

As the parent dropping-off and picking-up your child, you are required to wear a face covering whilst inside the building (unless you are medically exempt from doing so). You should apply your mask before entering the building, and should not remove your mask until you have exited the building.

10. Test & Trace

I am required to collect sufficient data on each attendee at my classes to assist the NHS Test & Trace service as required. The information I am required to collect are the attendees name, home phone number, mobile number, date and times of entry and exit. I am required to keep this information for up to 21 days after the date of collection.

I will record this information for all attendees at every lesson. Could you please ensure that I have the most up to date contact information for you. This information will be passed onto the Test & Trace teams should they request it, but until then the information will be kept secure as per GDPR procedures.

11. Cash Payments

There will be no cash payments taken at class for any reason. All payments for such items as uniforms, books, etc. will need to be paid by bank transfer, just ask me for my details.

SECTION 2 - THE TRAINING DAY PROCESS

1. Before You Leave Your House For Training

INFORMATION	<ul style="list-style-type: none">• Please make sure you have read the risk assessment, the guidance document and this document fully, and that you understand everything within these documents. Please contact Jason if there is anything you do not understand.• Please ensure you have read and signed the Return To Training Form and that you have sent it back to Jason via email (Appendix A)• Please make sure that Jason has your most up to date contact information should the Track & Trace protocol be initiated.• Cash payments will not be accepted at the dojo. if you need to pay for any item please do so via bank transfer before the lesson starts. You can obtain the bank details from Jason.
TRAVEL	<ul style="list-style-type: none">• Please abide by social distancing guidelines travelling to and from the dojo.
HYGIENE	<ul style="list-style-type: none">• You should wear a freshly laundered uniform to each lesson at the dojo.• You should wash your hands before leaving for the dojo.• You should bring your own towel or tissues to wipe away sweat, and to cough into if required.• Please assume that the toilets and changing rooms at the school are closed and cannot be used.
PERSONAL ITEMS	<ul style="list-style-type: none">• You should bring your own hand sanitiser and a water bottle (filled up from home), and a notepad and pen for taking notes which only you will use. Please bring enough water for your use as you will not be able to refill your water bottle at the school.• Please ensure you wear socks or tabi on the mats, you will not be allowed to train in bare feet.• You must bring any other training tools you need (wooden sword, staff, etc). I will not be able to lend you any of my training items to train with.• You are not permitted to share any personal equipment with other students (unless from the same household).
SOCIAL DISTANCING	<ul style="list-style-type: none">• Only 1 parent should bring the student to the dojo in order to reduce the number of people on site.

2. On Arrival At The School

ENTERING THE BUILDING	<ul style="list-style-type: none">• Apply your face mask before you enter the building.• Enter the building through the rear set of doors, as shown in Appendix B.• Only use the stairwell that has been allocated for our use, and do not go anywhere else in the building.
AT THE DOJO ENTRANCE	<ul style="list-style-type: none">• If you are not the first in line at the dojo entrance, please wait behind those in front of you, maintaining social distancing as you wait and taking note of any Covid-19 signage.• When you arrive at the dojo entrance the student should apply their hand gel, or make use of the hand gel available.• Please place your completed Return To Training Form onto the table if you could not send via email. You will not be allowed entry to the training room if I have not received your completed form.• An instructor will greet you and guide the student to their mat in the dojo.• The parent should then leave the building via the same route they entered it immediately.

3. During The Training Session

TRAINING PRINCIPLES	<ul style="list-style-type: none"> Students will be grouped together in the training room via 'bubbles.' A student's bubble will be based upon their grade, and the aim is to ensure that each student will be in the vicinity of the same people within their bubble at each lesson, minimising the amount of people they may come into contact with at the class. Students will train "back to back" or "side to side" as per government guidelines in order to reduce face to face exposure. Where possible the same instructor will be responsible for the same bubble(s) at every class. Students will train on their own, without contact with any other students (unless from the same household). All mats will be spread out and socially distanced from the other mats by 2 metres (Appendix C) All students must wear socks (or Japanese tabi) during the lesson, students will not be allowed to train in bare feet.
THE TRAINING PROCESS	<ul style="list-style-type: none"> You will be guided onto your training mat by an instructor. You must bring with you to your mat all the personal items you will need for the lesson. You will be able to practise whatever system you want to (bo, sword, Ninpo, Jujutsu, etc) If you need any kind of help you should put your hand up and stay on your mat, an instructor will come to you.
ENVIRONMENT	<ul style="list-style-type: none"> Windows and doors will be left open in order to aid ventilation into the room, as per government guidelines.
IF THE STUDENT NEEDS TO COUGH	<ul style="list-style-type: none"> If you need to cough, you should cough into your towel/tissue or into your elbow. You must not cough into your hands. If you use a tissue, you must put your hand up immediately to make the instructor aware that the tissue needs to be thrown away. You must then apply your hand gel before you continue with your practise.
FIRST AID	<ul style="list-style-type: none"> If for any reason you require first aid, the instructor will attempt to guide you through your own first aid treatment whilst maintaining social distancing. In the case of a serious injury, the instructors may break social distancing rules to provide first aid to you. First aiders do not need to stay appropriately distanced if it would be unsafe to the patient to do so (Government Guidelines).

4. At The End Of The Training Session

END OF THE CLASS	<ul style="list-style-type: none"> At the end of the training session, collect your personal items together and stay on your mat. Put your mats on & then put your hand up so that the instructor knows you are ready to leave. When the student is being collected by their parent, both student and parent should leave the building immediately via the same route they entered the building.
MAT CLEANING	<ul style="list-style-type: none"> Mats will be cleaned before the training session starts, so students start on freshly cleaned mats. Mats will also be cleaned at the end of every training session. Mats will be allowed to completely dry before students from the next class are allowed onto them. Mats will be cleaned with a suitable cleaning product.

APPENDIX A - Kinkan Dojo Return To Training Form

This form must be completed by the parent/student before a return to training to indicate that the student is free from Covid-19 symptoms and poses a limited risk to others. Once you have completed and signed the form please return it back to Jason.

To avoid transmission, it is recommended that you complete and sign the form electronically and then email it back to Jason or use any other electronic means.

Name of Student:		
Date:		
Contact email address:		
Contact Telephone Number:		
Are you currently diagnosed with, or believe you may have Covid-19? (check appropriate box with 'X')	YES	NO

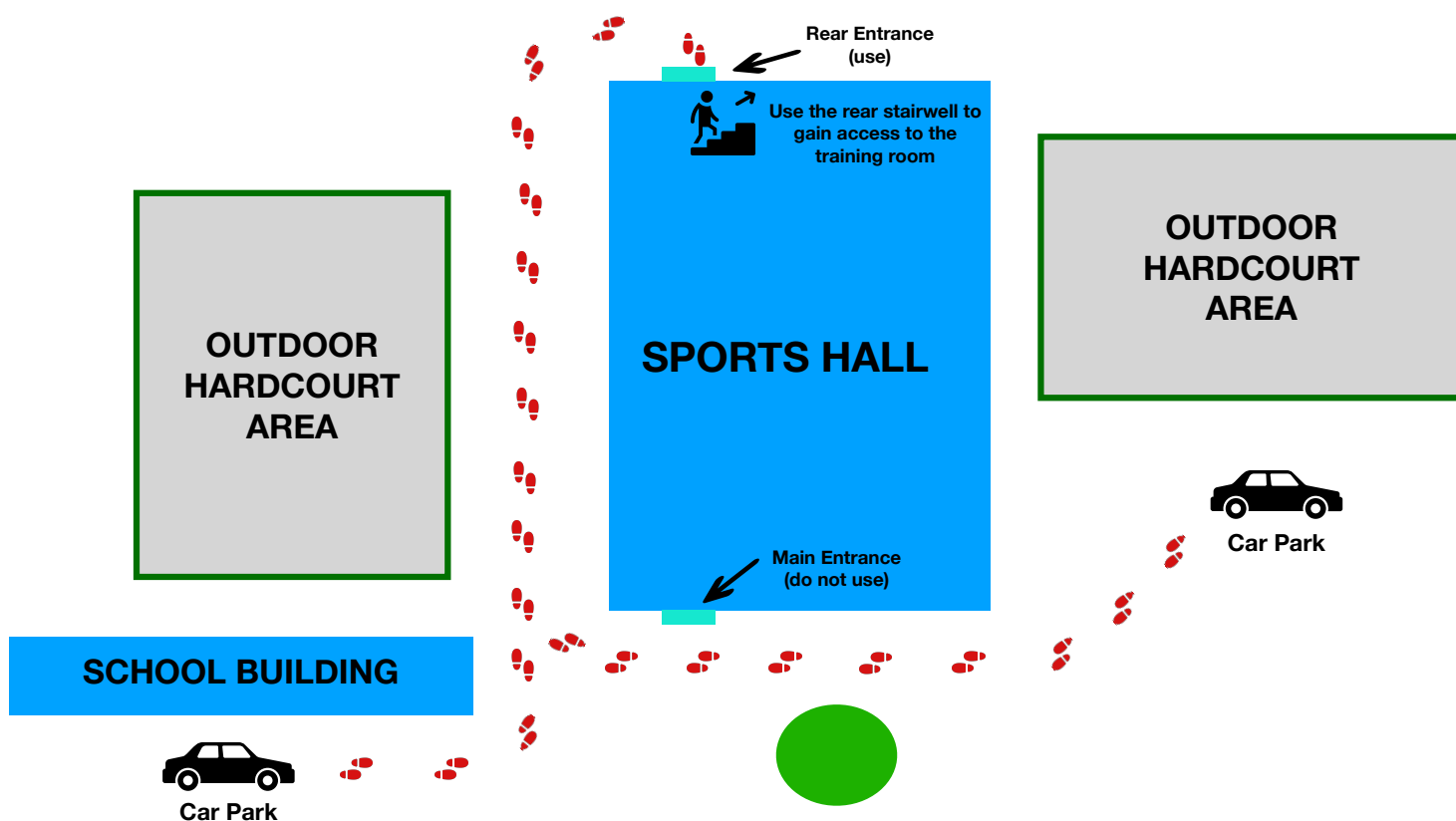
Do you currently display any of the following symptoms? (check appropriate box with 'X')

	YES	NO
High temperature (fever)		
A new or continuous cough		
Loss of or change to your sense of taste and smell		
New unexplained shortness of breath		
Have you been in contact with a Covid-19 confirmed or suspected case in the previous 14 days? (check appropriate box with 'X')		
YES	NO	MAYBE

If you have answered yes to any of these questions you should stay at home and inform your instructor. you should also follow the latest NHS advice.

Typed / electronic signature (parent to sign if student under 18 years of age)	
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APPENDIX B - New Route To The Training Room



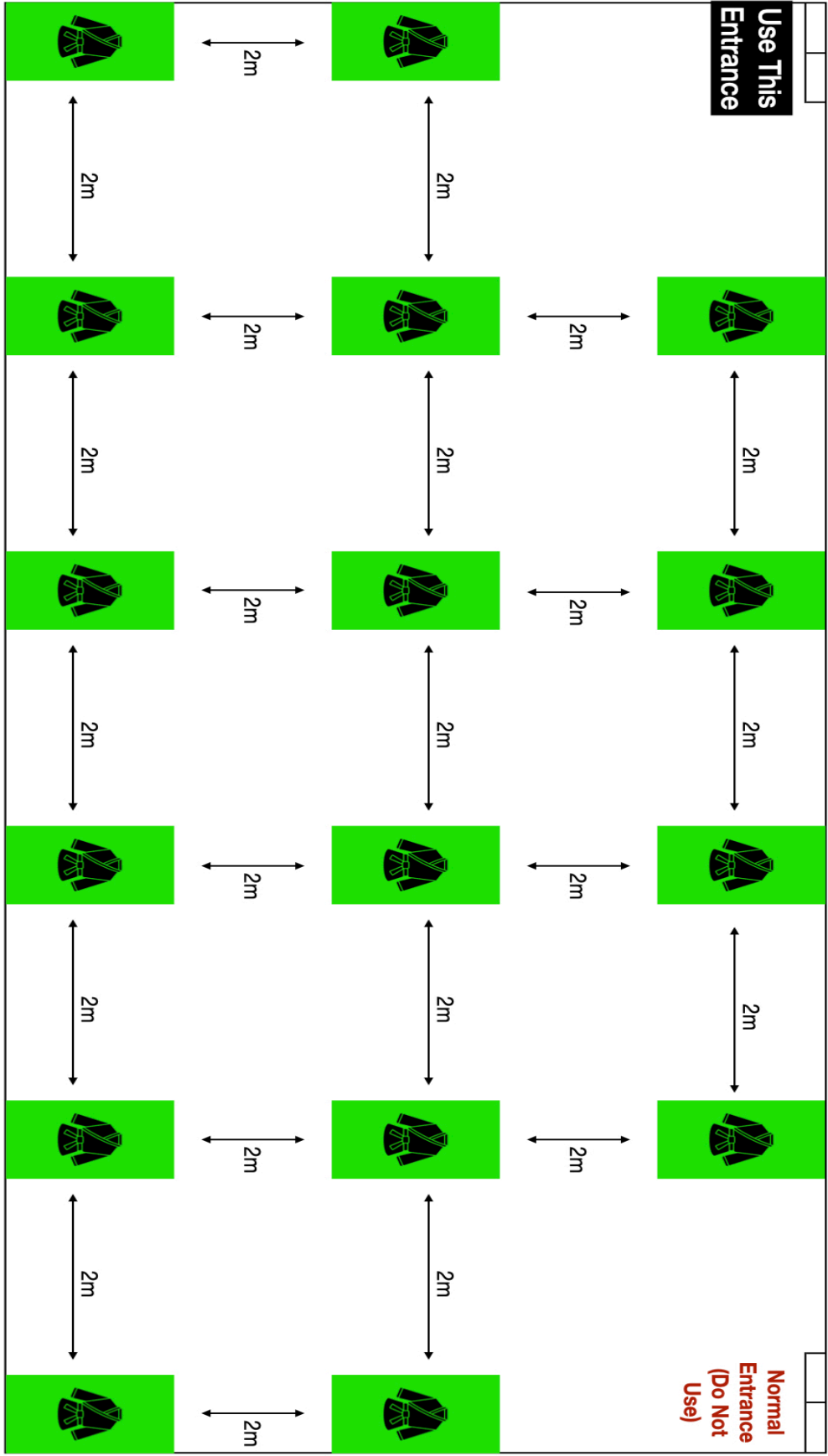
The above shows a map of the building which details the route to be taken to and from the training room.

The routine for drop-off and pick-up will be as follows:

1. Park in the car park, put on your mask & enter the building via the rear entrance:
 - iv) at the main entrance to the sports hall, turn left and then turn right at the corner of the building
 - v) walk the length of the building (so that the green fenced hardcourt area is on your left)
 - vi) turn right at the end of the building & go through the entrance doors
2. Once you have entered the building via the rear doors, turn left up the staircase into the upstairs hallway. This will be the entrance point for the training room. A hand gel station will also be stationed here.

APPENDIX C - Mat Configuration For Safe Training

Layout Of The Training Room For Adults Classes - Oaks Park





Student Guidance

PREPARING FOR TRAINING



PLEASE READ THE COVID-19 RISK ASSESSMENT & NEW PROCEDURAL GUIDELINES



PLEASE READ THROUGH THE STUDENT GUIDANCE DOCUMENT



PLEASE COMPLETE THE RETURN TO TRAINING FORM & SEND TO JASON BY EMAIL BEFORE YOUR FIRST LESSON BACK

BEFORE TRAINING



WEAR A CLEAN UNIFORM TO CLASS (DON'T USE THE CHANGING ROOMS AT THE SCHOOL)



BRING YOUR OWN HAND SANITISER & PUT YOUR NAME ON IT



BRING YOUR OWN WATER BOTTLE & PUT YOUR NAME ON IT

ARRIVING AT TRAINING



DRIVE TO THE SCHOOL IF POSSIBLE & PARK IN THE SCHOOL CAR PARK AS USUAL, PUT ON YOUR MASK BEFORE YOU ENTER THE BUILDING

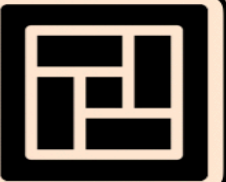


COME UP THE REAR STAIRCASE IN THE SPORTS HALL (GO THROUGH THE REAR ENTRANCE AS SHOWN IN THE NEW PROCEDURES)



ARRIVE AT THE ENTRANCE TO THE DOJO & WAIT TO BE DIRECTED TO YOUR MAT IN THE DOJO

DURING TRAINING



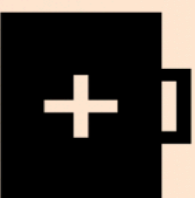
STAY ON YOUR MAT AT ALL TIMES DURING THE LESSON, PUT YOUR HAND UP IF YOU NEED HELP



COVER YOUR MOUTH AND NOSE WITH A TISSUE OR YOUR SLEEVE (NOT YOUR HANDS) WHEN YOU COUGH OR SNEEZE



PUT YOUR TISSUE IN THE BIN IMMEDIATELY AND USE YOUR HAND SANITISER



IF YOU NEED BASIC FIRST AID TREATMENT AN INSTRUCTOR WILL GUIDE YOU THROUGH YOUR OWN TREATMENT

AFTER TRAINING



COLLECT YOUR STUFF TOGETHER AND PUT ON YOUR MASK, PUT YOUR HAND UP WHEN YOU ARE READY TO LEAVE



LEAVE THE BUILDING IMMEDIATELY USING THE SAME STAIRCASE AND ROUTE AS WHEN YOU ARRIVED

SHOWING ANY SYMPTOMS?

1. A new & continuous cough?
2. A high temperature?
3. A loss of, or change to, your sense of taste or smell?



Do not come to class!

Inform Jason & follow the NHS guidance for self-isolation