

**BINGLEY COVID RESPONSE POLICY**

**Policy Version 1 – Issued Date 20th July 2020**

**Following an assessment of risk and in line with government guidance, this policy has been created to inform and advise members of the procedures put in place by the business in response to COVID-19. Please read and comply with the following information to help us minimise risk to our members, staff and all visitors to our site. Our aim is to deliver the best possible service whilst doing everything we can to support social distancing and infection control, however please understand that no location can make a guarantee of eliminating the spread of COVID-19. Visitors are therefore asked to exercise common sense, awareness and compliance so that we are doing everything possible to adhere to all guidelines we have received.**

**Staff at TSX Martial Arts have the authority to ask anyone who they believe poses a risk to the welfare of our members or staff, either in their actions or in deliberate defiance of our policies, to vacate the premises.**

**This policy sets out how we intend to progress with the services we offer and will be reviewed and updated as guidance and procedures change.**

**We ask for your understanding and support while we adjust to a new way of delivering our service to you. We have worked with all necessary parties and carried out all actions that we feel are needed to safeguard everyone visiting our premises, however if you have any concerns or wish to highlight anything you feel is a potential issue, then we welcome direct feedback.**

**COMMUNCIATION**

We will update you on any factors affecting our service and response to COVID-19 at any point of change. The primary location for information on this policy and updates will be via www.tsxmartialarts.com where you will find the latest version of this document. We will communicate with you via other channels such as our Facebook pages, however please ensure you refer to the www.tsxmartialarts.com as your primary source of information on this matter. This communication will include updates on this policy and any associated activities, such as last-minute closures, timetable changes, and any unforeseen concerns.

**ATTENDANCE & HYGIENE**

* Hand sanitiser is available for all and we encourage you to use it as often as necessary.
* Please do not visit if, in the past 14 days, you have displayed symptoms of COVID-19 or have been diagnosed or been in contact with anyone else who has been diagnosed or is displaying symptoms. Failure to adhere to this may result in the closure of classes. Please do not visit if you are in a demographic group that is considered vulnerable.
* Anyone displaying symptoms whilst on site may be requested to isolate and use PPE until they can leave the premises at their earliest possible opportunity.
* Anyone who presents with symptoms within 7 days of visiting the site should contact the person named at the end of this document so we can assess whether any further action is required.
* Please limit, where possible, the number of people visiting as spectators, e.g. only one parent/guardian and siblings only where no other childcare option is available.
* Members may wear socks during classes.
* A full and enhanced cleaning and sanitisation rota is in place for the premises.

**CLASSES**

* Class sizes have been reduced to allow the required social distancing and will be adjusted in accordance with any changes to government guidance.
* The timetable has been adjusted to ensure we have sufficient classes for students to attend and to provide a 15-minute changeover time between classes. The timetable will be amended in accordance with social distancing guidelines and will be posted at www.tsxmartialarts.com.
* Classes must be booked in advance via the booking system provided. This can be accessed via <https://tkdsoe.wavecrm.net/automation/embed/makebooking>. Access to classes will not be permitted without prior booking.
* To maintain social distancing, instructors will only provide verbal guidance alongside tuition from the front of the class.
* The self-sign in has been temporarily suspended and attendance will be recorded by staff. Late arrivals should report directly to the dojang entrance and wait to enter.

**ACCESS & MOVEMENT**

A one-way system is not possible at the Bingley Academy due to the stairs being the only entrance and exit point. Therefore, during timetabled opening hours the following must be used by everyone. Arrive for classes no earlier than 10 minutes prior to the start of your session and wait downstairs in the service bay area until a member of staff signals that all members and spectators from the previous class have exited. There will be a 15-minute changeover period between classes. When signalled you may head for the stairs:

* Form a socially distanced queue at the front of the building at the top of the stairs and enter through the front main entrance (door 3) only.
* Members will be invited to enter through the dojang entrance at their class time, and spectators are immediately to either stay in the reception/lounge area or leave the premises as soon as their child has entered the training area.
* On entry to the dojang, members will be directed to their own training station which they will use for the duration of the class.
* Parents/Guardians are encouraged to drop and go to limit numbers in the building. If spectating from the reception/lounge area only one parent/guardian per child is allowed.
* Due to limited space and close proximity whilst passing others or spectating in the reception/lounge area it is advisable to wear a face mask out of courtesy to others. Juniors will not be required to wear a face mask whilst in the training area.
* At the end of the class, members will be dismissed one at a time through the Dojang door. This will give members adequate chance to collect their equipment whilst observing social distancing. Junior members are to be met by their parent/guardian either in the reception/lounge or from the outside of the external door (door 3).
* Spectators will be required to leave the premises via the external door (door 3). The following class is denied access until all members and spectators have exited the building and staircase. Please leave the premises promptly and follow social distancing guidelines.
* Within the reception/lounge area, please follow all signage, waiting guidance, and distancing instructions displayed. If the reception/lounge area reaches social distancing capacity, spectators may overflow into the warm up area if the area is unused.
* Access to the warm up room will be for scheduled classes and events only and specific access advice will be issued separately as necessary.
* No access will be permitted for members and parents to staff only areas, including behind reception and office, unless pre-arranged and supervised.

If you require any alternative arrangements to the above, please contact us prior to your arrival.

**EQUIPMENT**

* Strictly no sharing of equipment is permitted during classes.
* Wherever possible, bring and use your own pads and gloves.
* If using club equipment, this is to be returned directly to an area assigned by the instructor for sanitisation at the end of the class.
* Do not bring excess equipment on site – sparring gear will not be required until full curriculum training can resume.
* Please use the white shelving in the reception/lounge area to store your bag/equipment.

**FACILITIES**

We appreciate that limiting the use of toilets is not possible, however please ensure they are used only for their intended use and when absolutely necessary. We have 2 toilet facilities available – Gents toilet is located in the reception area and the ladies is located in the warm-up area. Shoes must be worn when using the toilets to comply with the hygiene policy.

Please arrive in uniform, ready for your class. The changing rooms located to the left of the warm up area can be used if absolutely necessary.

**SOCIAL DISTANCING**

All staff and visitors are expected to adhere to the current government guidance on social distancing, following signage displayed around the building.

We realise this poses a challenge for younger children and therefore ask that all parents/guardians take full responsibility for supervision of their children. No children under the age of 8 should be on the premises without a parent or guardian also on site and children under the age of 12 should be accompanied at least until they enter their class.

**ONLINE CLASSES**

We will continue to offer a limited timetable of online classes for those unable to return immediately. The timetable for these classes will be available via www.tsxmartialarts.com. These classes will be delivered from the main dojo, allowing members to follow along with the class taking place in real time.

The online timetable will be subject to demand and instructor availability. Other online training opportunities and courses may be available and information on these will be available in the app.

Additional training content, drills, activities and the video curriculum will continue to be available in the app.

**ADMINISTRATION**

Wherever possible we will be operating a cashless payment system. Payments can be made by card in person (contactless where possible), over the phone or via the online shop. Where possible, please make clothing and equipment orders and workshop and event bookings via the online shop at <https://www.philstaekwondoschools.com/shop>

**FIRST AID**

Fully stocked first aid kits are available and include PPE. We ask that treatment is carried out by the member or their parent/guardian initially. If we need to administer first aid, we will do so using PPE. It must be noted that in this situation social distancing may not be possible.

**INSURANCE & RISK ASSESSMENT**

We wish to assure members that by following procedures, guidance and risk assessments, our business insurance policies continue to be valid and the cover our members have to train remains fully active, subject to the member holding an up to date training license. This cover is limited to onsite training only. For any training undertaken online or outside our premises, please refer to our online training terms and guidelines, ensuring that personal cover is adequate for your own personal circumstances.

**CONTACT**

We will address any issues relating to the current COVID-19 situation with the highest priority. If you have any concerns about anything relating to this policy, your training or safety, please contact:

**Contact Name: Mr Philip Millington-Downing**

**Contact Telephone Number: 07792573357**

**Contact Email Address: tkddowning@googlemail.com**

Please note that this policy is in addition to all other policies, including Safeguarding and Health & Safety, but overrides any activities or actions that are deemed similar in nature for the duration that this policy is in circulation.