

**BARNOLDSWICK COVID RESPONSE POLICY**

**Policy Version 1 – Issued Date 24th 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 (although not encouraged as this creates slip risks).
* 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 will be in effect and must be followed by everyone during timetabled opening hours. Arrive for classes no earlier than 10 minutes prior to the start of your session and enter through the main front doors off Station Road. Please use the hand sanitizer located on the second door. If there is a class on prior to yours then wait downstairs in the corridor area whilst observing social distancing guidelines until a member of staff signals that all members and spectators from the previous class have exited via the fire escape in the main hall. There will be a 15-minute changeover period between classes. When signalled you may head for the main hall training/spectating area.

* Members will be invited to enter the training/spectator area at their class time, and spectators are immediately to either stay whilst observing social distancing guidelines or leave the premises as soon as their child has entered the training area.
* On entry to the training/spectator area, members will sanitize their hands at the sanitizing station located at the training/spectator area entrance door.
* Parents/Guardians are encouraged to drop and go to limit numbers in the building. If spectating only one parent/guardian per child is allowed (except in previously agreed circumstances).
* The wearing of a face mask is optional but Juniors will not be required to wear a face mask whilst in the training area.
* Students should keep their belongings/bags/equipment at the back of the room leaving adequate space from each other to be able to maintain social distancing guidelines when collecting at the end of the class.
* At the end of the class, members will collect their belongings/bags/equipment and exit the training hall via the fire door in single file whilst observing social distancing guidelines.
* Junior members are to be met by their parent/guardian either in the training/spectator area or from the outside of the external door at the back of the building.
* 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.
* No access will be permitted for members and parents to staff only areas.
* If members have to leave the training area during class for any reason e.g. toilet breaks, the member must use the hand sanitizing station on exit and re-entry. When re-entering the training area Members must wait by the entrance door and raise their right hand until the Instructor allows them to re-join the class.

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 common sense and observe social distancing guidelines when storing 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. 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 can be used but only 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.