

CHUNG YONG TAEKWONDO ACADEMY

COVID 19

ACTIVITY IMPLEMENTATION PLAN & STANDARD OPERATING PROCEDURE

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This document contains the risk assessments and procedures
to be followed by the instructors and members of Chung Yong Taekwondo Academy.

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SECTION1: Introduction & What You Need to Do

Key points you must understand

- This document is a requirement of British Taekwondo and is designed to help keep everyone safe.
- Before you can return to training you must confirm that you have read and understood this document.
- This document will tell you what you can and cannot bring to training as well as what to expect and what is expected of you at training.
- If everyone follows these guidelines without constant need for reminders, your instructors can focus on delivering the best training possible.
- We aim to make classes fun and engaging for all, but if students do not follow the guidelines, you will be asked to leave the class.
- This Covid-19 Activity Implementation Plan forms the basis of the Control Measures this British Taekwondo Club is putting in place to protect its Members and Instructors from the Covid-19 hazard.
- This Plan will be reviewed after each session to ensure the Control Measures are being adhered to and are effective in use.
- We will also take note of any changes in UK Government advise
- Many of the rules in this document have been set by British Taekwondo or the owners of the venues we hire and cannot be changed until we are advised otherwise.
- Please now review this document and confirm via the CYTA online form that you have read and understood it.
- There are 6 sections to this document for you to read:
 - **Section 1** Introduction and what you need to know and do – *This is the section you are reading now.*
 - **Section 2** Coming to Training (Relevant to all training locations) – *How to prepare and what you can and cannot bring to any class.*
 - **Section 3** Training Activities (Relevant to all training locations) – *What to expect when training at any venue.*
 - **Section 4** Outdoor training (Relevant to all outdoor training locations) – *What to expect at any outdoor session.*
 - **Section 5** Godstone, White Heart Barn Classes (Venue specific) – *Additional information specific to this venue.*
 - **Section 6** Coulsdon, St Johns Parish Hall (Venue specific) – *Additional information specific to this venue.*
 - **Section 7** Wallington, Wilsons School Hall (Venue specific) – *Additional information specific to this venue.*

Thank you for your help. Let's "Just Keep Kicking", but also "Stay Safe".

[END OF SECTION 1]

SECTION 2: Coming to Training (Relevant to all training locations)

BEFORE PEOPLE COME TO THE CLUB		
Club information about new Controls Measures and changes to the Club operation		
Control Measures	Effect on Club participants	Check
Do you have symptoms?	If you have symptoms relating to COVID-19 please follow government guidance, self-isolate and do not come to training.	
Contact information	All students must have updated their contact information via the club online form prior to attending any class.	
Any changes to the days the Club will train?	Class times will be advised via the club Facebook and WhatsApp groups, however as of the date of this document, Godstone classes expect to restart in mid to late August, Coulsdon classes expect to restart in mid to late August and our Wallington venue will not be taking any bookings until at least the October 2020 half term. Outdoor classes will be arranged and advertised on a weekly basis.	
Any changes to session times?	Once classes restart, we do not expect any changes to session times. If changes are required, we will advertise these via the club Facebook and WhatsApp groups.	
Any changes to who can train?	All current and insured members can request to book into any class regardless of age. Lessons will be restricted by numbers. Instructors will confirm with you who can attend a class in advance. Do not turn up to a class unless your attendance has been agreed with the instructor. Age restrictions have been removed to allow greater flexibility when assigning students to classes.	
Can spectators and parents watch classes?	Spectators and parents are asked not to enter any of our venues. This is due to the restrictions on space and to assist with controlling which touch surfaces need to be cleaned. Our venues have adjacent carparks and greens you can wait in if you do wish to stay local.	
Any extra measures for members with higher risk and/ or with underlying health conditions?	There is currently a relaxation on what can be worn at training to allow those at higher risk or just those who wish to, to take extra precautions. You are welcome to wear your Taekwondo uniform and train in barefoot as normal. You are also welcome to wear other appropriate sports clothing to assist with regular washing of clothes, trainers or martial arts shoes to reduce skin	

	contact opportunities, gloves (sports or rubber) to reduce skin contact opportunities and sweatbands to help reduce sweat falling on the floor. Facemasks are optional.	
What if my BT Membership has expired?	If your British Taekwondo membership and insurance is out of date, members must renew membership before attempting to train. If you have not already been contacted, please contact the club in advance and arrange via the hub if your membership has expired.	
What should/can I wear?	Arrive at the venue in your training kit so use of changing rooms is not needed and contact minimised.	
Can I bring a bag?	Yes, but only if you need to. Please ensure it is wiped down thoroughly before coming to training and kept away from everyone else's bags whilst in the venue. If you are not advised that additional padding or equipment is required at a class, we recommend leaving this at home.	
Should I bring my own hand sanitiser and wipes?	Yes – sanitiser should also be available at the venue / club as you arrive but its better if you bring your own to minimise risk and assist with keeping enough available for all.	
Should I bring my own First Aid kit?	It is recommended that participants bring their own first aid kit with them where possible (Containing plasters, tape, scissors, sling, towel, hand sanitiser, kitchen roll, anti-septic wipes, disposable rubber gloves and a face mask.) The club will also have one at the session as a last resort.	
Do we need to wear masks?	The latest government guidance regarding the wearing of masks should be followed. At the time of writing this document masks are not compulsorily in training, however, we still recommend you keep one with you in of emergency and we cannot adequately social distance.	
Can I bring my own water bottle?	Members must bring their own drinks and must not share. Water will not be provided. As a number of you have the same club water bottle, please have your name clearly on your water bottle so others do not accidentally use it.	
Do I need to bring my own pads/protectors?	Only if requested to do so - equipment must not be shared between different household groups unless thoroughly cleaned before and after to minimise the risk of transmission.	
Can I pay in cash? Are the fees the same?	All payments are to be made online and no cash will be accepted. Please note that when you need to renew your British Taekwondo Membership, this is now to paid separately to your club membership. The cost is set by British	

	Taekwondo and is £22 per year. Payment can still be made via the club bank account.	
Is there anything else I need to know or prepare before I come to the session?	<p>Please consider that some students may be uncomfortable returning to a social setting. By following the rules and being patient, you will help everyone have an enjoyable class.</p> <p>Students who do not follow these guidelines will be asked to wait until the restrictions can be relaxed before returning to training again.</p>	

[END OF SECTION 2]

SECTION 3: Training Activities (Relevant to all training locations)

TAEKWONDO ACTIVITIES

Information on how we will practise Taekwondo during the Class

Control Measures	Effect on Club participants	Check
Warm Up/Cool Down/Stretching	This will be carried out at 2m distance from other training participants There will be no working in pairs or groups unless they are from the same household	
Basic Techniques (Up and Down or On the Spot)	This will be carried out at 2m distance from other members (as above)	
Poomsae	This will be carried out at 2m distance from other members (as above)	
Foot Technique/1-1 Kicking / 3 Step /1 Step Sparring and Self Defence	Simulated practice at distance allowed as long as a 2m distance is maintained between members unless from the same household	
Pad Kicking (e.g. Paddles/Bats/Targets etc.)	Not currently permitted unless working within a household group. Pads should be thoroughly cleaned before use and never shared between household groups. All equipment should be cleaned between sessions or if wanting to be shared with a different household group	
Breaking	Not currently permitted unless working within a household group and qualified / suitable age to hold Plastic board targets should also be thoroughly cleaned before use and never shared between household groups All equipment should be cleaned between sessions or if wanting to be shared with a different household group	
Sparring / Full Contact Sparring	Not currently permitted unless between members of the same household	
Poomsae	This will be carried out strictly in accordance with social distance rules from other members (in front/behind and to the sides)	
Club gradings and other assessments	Only permitted in accordance with all the above restrictions	

TAEKWONDO CLASS MEASURES

Control Measures we will use in the Taekwondo Club during the Session

Control Measures	Effect on Club participants	Check
Have coaches been trained in these Risk Assessments and implementation measures?	All coaches and club leaders should be fully aware of these risk control measures and expected to apply them at all times. Please support them by following instructions.	
Will the club have a first aid kit?	The club will ensure it has an up to date, well stocked first aid kit at all sessions (regardless of Covid-19 measures). Containing plasters, tape, scissors, sling, towel, hand sanitiser, kitchen roll, anti-septic wipes, disposable rubber gloves and a face mask. This would be used as a last resort in case the participant has not brought their own first aid kit (recommended).	
Do coaches and club leaders need to wear gloves?	When handling any shared equipment or using cleaning items, gloves should be worn and then disposed in a secure manner.	
Will Track & Trace apply to the class?	The club should keep a record of everyone attending each class. If any participant is subsequently confirmed to have the virus, they should contact the club for the list of people who they may have been in contact with and inform the local authorities.	
What if things change before the next class?	The club should review the most recent government guidance and update the risk assessment and implementation plan accordingly. They should reissue this plan to all participants each time there is a significant change to the lockdown rules that could impact on the safety of everyone.	

[END OF SECTION 3]

SECTION 4: Outdoor training (Relevant to all outdoor training locations)

This section details additional information specific to outdoor training. All measures detailed in sections 1 to 3 still apply.

BEFORE PEOPLE COME TO OUTDOOR TRAINING		
Club information about new Controls Measures and changes to the Club operation		
Control Measures	Effect on Club participants	Check
Can I change at outdoor locations?	No. Please arrive ready to train or with loose clothing over your uniform that can be easily removed.	
Can I pay in cash?	No. All payments are to be made online	
Is there anything else I need to know or prepare before I come to the session?	Spectators are not permitted as part of our group unless with prior agreement.	
What students can attend this class?	Outdoor training is restricted to a maximum of 30 people including students, instructors and management team. If locations do not allow enough space to socially distance, numbers will be reduced accordingly. Nobody should attend a session without prior agreement with Master Dean Gibbs who will arrange sessions via the club Facebook and WhatsApp group.	

TRAVELLING TO / FROM OUTDOOR LOCATIONS

Club information about new Controls Measures and changes to Arrival & Departure

Control Measures	Effect on Club participants	Check
How should I get to the venue now (Walk/Car/Bike/Public Transport)?	Students should only travel in household groups and maintain social distancing with everyone else at all times.	
Is there a specific drop off and pickup point?	Students will be informed of the meeting point in advance via the club Facebook Group or WhatsApp group.	
Where do we park if we are driving?	If driving, it is your responsibility to find a safe parking location.	
What if I am late arriving or my lift is late to pick up?	If you arrive late and the class has moved away from the meeting point, please phone Master Dean Gibbs on 07989642132 and you will be informed where to meet us. If your lift is late to pick up you will be asked to wait with the instructor maintaining social distance.	
What if I am under 18 and left alone at the meeting point?	Parents of younger students must not leave them alone until they have handed them over to the class instructor. Older children who travel to class alone should wait at the meeting point maintaining social distance if early or phone Master Dean Gibbs if late. In general, the class will not move from the meeting point until all those who are booked into the class have arrived, especially if those under 18 years old are expected.	
Is there anything else I need to know about getting to/from outdoor training?	We will not always stay at the meeting point. If you are arriving by bike it is your responsibility to ensure this is parked and secured/locked in a safe location.	

ARRIVING AT / LEAVING OUTDOOR LOCATIONS

Control Measures in place at the Venue

Control Measures	Effect on Club participants	Check
Are there any Control Measures on arrival?	<p>Students will be met at the agreed meeting point 5 minutes before the lesson is due to start. Students will be guided in family groups to the appropriate training area.</p> <p>Please maintain social distance when waiting at the meeting point.</p>	
Are there toilets at training?	Members are advised to go to the toilet before they leave home and not use toilets at the venue. It should not be expected that toilets will be available.	
Are refreshments available at training?	No.	
Is water available at training?	No. (except in emergency) Please bring your own.	
What happens when we leave training?	<p>At the end of a class we will return to the same meeting point and the instructor will look to see who is waiting to pick up. Students will then be instructed when they can leave.</p> <p>If students under 18 make their own way home, the instructor should be informed in advance so they can allow the student to leave once the class is finished.</p> <p>No parents or spectators should come closer than 2m to any member of the group other than those they are collecting.</p>	

OUTDOOR TAEKWONDO CLASS MEASURES

Control Measures we will use in the Taekwondo Club during the Session

Control Measures	Effect on Club participants	Check
Why are outdoor classes taking place?	Outdoor classes whilst the weather is good allow us to offer larger classes in open, well ventilated spaces. These may include greens, parks and gardens.	
What should I do with my shoes and bag?	As we will likely not stay at the meeting point, you are advised to keep bags to an absolute minimum and only what you can easily carry while jogging. Shoes are to stay on during training. If bags are put down they should be kept separate from other students bags.	
Is hand sanitiser available for members use?	Yes – the club should provide hand sanitiser. Its better if you can bring your own to minimise risk. You should use hand sanitiser on arrival and when leaving.	
Is the floor cleaned?	No, we cannot practically clean outdoor locations. Shoes should be kept on.	
Is the training equipment clean? How often will equipment be cleaned? Will you provide disinfectant wipes to clean equipment etc?	Equipment should be thoroughly disinfected & cleaned before and after sessions to minimise the risk of transmission and must not be shared between different household groups during sessions. Disinfectant wipes will be provided but again if you can wipe and manage your own equipment, this will assist with ensuring sufficient stock. Students are requested to have their own shoes or bag gloves that have been wiped on arrival. These should not be shared outside of you household group.	
What about waste materials that might be infected? (e.g.: tissues, PPE etc)	A separate bin will be provided. Secure disposal at the end of a session will take place.	
Are there any other measures relating to the Taekwondo class that I need to know about?	We will do our best to select appropriate outdoor locations to train but you should expect that the ground may not be level and that normal outdoor hazards are present. Please keep an eye on the weather and prepare accordingly (e.g. sunscreen and hats / raincoat).	

[END OF SECTION 4]

SECTION 5: Godstone, White Heart Barn Classes (Venue specific)

This section details additional information specific to this venue. All measures detailed in sections 1 to 3 still apply.

BEFORE PEOPLE COME TO THIS VENUE		
Club information about new Controls Measures and changes to the Club operation		
Control Measures	Effect on Club participants	Check
Can I change at the venue?	No. Please arrive ready to train or with loose clothing over your uniform that can be easily removed.	
Can I shower at the venue?	No.	
Can I pay in cash?	No. All payments are to be made online	
Is there anything else I need to know or prepare before I come to the session?	Spectators are not permitted at this class. Instructors and members of the club management & safeguarding team can attend following agreement with Master Dean Gibbs in advance. This will also be limited by venue number restrictions.	
What students can attend this class?	Due to the size of this venue, this class is limited to 7 students training. There is some flexibility on this number as students from the same household can train in closer proximity. Attendance at this class must be agreed in advance with Master Dean Gibbs. The venue owners have limited a maximum number of people permitted in the venue at any one time to 20 people.	

TRAVELLING TO / FROM THIS VENUE

Club information about new Controls Measures and changes to Arrival & Departure

Control Measures	Effect on Club participants	Check
How should I get to the Venue now (Walk/Car/Bike/Public Transport)?	People should only travel in household groups and maintain social distancing with everyone else at all times.	
Is there a specific drop off and pickup point?	Students will be met at the front door by the instructor. Pick up will also be from the front door.	
Where do we park if we are driving?	Parking remains available at the front of the venue or adjacent to the green opposite. Please maintain social distance when waiting.	
What if I am late arriving or my lift is late to pick up?	If you arrive late the doors will be locked, please phone Master Dean Gibbs on 07989642132 and you will be let in when there is a safe break in the class activity. If your lift is late to pick up you will be asked to wait with the instructor maintaining social distance.	
What if I am under 18 and left alone at the venue?	Parents of younger students must not leave them alone until they have handed them over to the class instructor. Older children who travel to class alone should wait outside the hall maintaining social distance if early or phone for access if late.	
Is there anything else I need to know about getting to/from the venue	No	

ENTRY / EXIT AND USE OF THIS VENUE

Control Measures in place at the Venue

Control Measures	Effect on Club participants	Check
Are there any Control Measures on entry to the venue?	<p>Spectators are not permitted at this class or to enter the venue. Instructors and members of the club management & safeguarding team can attend following agreement with Master Dean Gibbs in advance.</p> <p>Students will be met at the front door 5 minutes before the lesson is due to start. Students will be guided in family groups into the venue and assigned a training area.</p> <p>Please maintain social distance when waiting outside the venue.</p> <p>The front door will be locked once the lesson starts to prevent others from gaining access and to stop passers by from using any of the facilities.</p>	
Are there any Control Measures inside the venue layout?	Only the hallway and main hall are available for use. Students will be instructed when they can pass through these areas by the instructor. The toilets are not to be used accept in exceptional circumstances and the kitchen is off limits.	
Is there a special process for Emergency Evacuation?	The front door will be locked from the inside with the keys remaining by the door to allow exit when needed. The keys are not to be left in the lock. All emergency exits remain usable as normal.	
Are there any Control Measures inside the venue toilets?	Members are advised to go to the toilet before they leave home and not use toilets at the venue. If toilets must be used, these will need to be wiped down after use.	
Are refreshments available in the venue?	No	
Is water available in the venue?	No (except in case of emergency)	
What happens when we leave the venue? Is there a separate exit to the way I came in?	At the end of a class the front door will be unlocked and the instructor will look to see who if waiting to pick up. Students will then be instructed when they can leave via the hallway.	

	<p>If students under 18 make their own way home, the instructor should be informed in advance so they can allow the student to leave once the class is finished.</p> <p>No parents or spectators are permitted to enter the venue.</p>	
<p>What other changes to the venue affect my Taekwondo club?</p>	<p>The venue owners have implemented a number of measures and procedures:</p> <ul style="list-style-type: none"> - The venue can only be booked by existing regular user groups. (CYTA are one of these groups) - The kitchen is closed to all hirers although access to the fire door in the kitchen is still possible. - We must wipe down surfaces, handles and toilets if used before and after each class. - The venue owners will clean once a day as well. - The venue owners have requested that instructors teaching at this venue complete the requested online COVID-19 course (details will be sent to instructors) - Keys will be collected and returned by the class instructor or a member of the CYTA management team. - The venue owners have requested that a record of all attending class is kept. This aligns with our own processes and British Taekwondo requirements. - The venue owners may carry out spot checks to ensure all requested measures are being followed. - The heating system is now managed remotely by the venue owners. We can discuss and changes to the heating but will not be able to change the settings ourselves. - We do not expect changes to lesson times, however we will work with the venue owners to provide a safe environment for all users, not just our club. 	

TAEKWONDO CLASS MEASURES AT THIS VENUE

Control Measures we will use in the Taekwondo Club during the Session

Control Measures	Effect on Club participants	Check
Will there be any Taekwondo specific signs in place?	Yes – clubs should display the BT advisory signs within the class setting	
What should I do with my shoes and bag?	Put them at least 1m+ away from other people's shoes and bags	
Is hand sanitiser available for members use?	Yes – the club should provide hand sanitiser, and everyone should sanitise their hands as they enter the Taekwondo gym space. Its better if you can bring your own to minimise risk. You should use hand sanitiser on arrival and when leaving.	
Is the floor cleaned?	The floor should be mopped between sessions (by venue owners) The floor should be spot cleaned during sessions where sweat or other bodily fluids are apparent that could contain the virus. (By instructors or members of the management team) This venue is not matted.	
Will there be any taped/marked off areas I should know about?	All participants, coaches and spectators should be a minimum of 2 metres away from anyone else whilst training who is not from their household. We are unable to permanently mark the floor. Pads or temporary tape may be used to assist with marking out areas.	
Is the training equipment clean? How often will equipment be cleaned? Will you provide disinfectant wipes to clean equipment etc?	Equipment should be thoroughly disinfected & cleaned before and after sessions to minimise the risk of transmission and must not be shared between different household groups during sessions. Disinfectant wipes will be provided but again if you can wipe and manage your own equipment, this will assist with ensuring sufficient stock.	
What about waste materials that might be infected? (e.g.: tissues, PPE etc)	A separate bin will be provided Secure disposal at the end of a session will take place.	
Are there any other measures relating to the Taekwondo class that I need to know about?	No. You will be informed of any changes to this plan.	

AN EXAMPLE LAYOUT OF THE GODSTONE HALL WOULD BE:

Godstone Hall: 13m x 6.5m training area + stage															
	1	2	3	4	5	6	7	8	9	10	11	12	13	Stage	
1	1 STUDENT					1 STUDENT					1 STUDENT			1 STUDENT	
2															
3															
3.5	1 EXTRA					1 EXTRA					1 EXTRA			1 EXTRA	
4.5															
5.5	1 STUDENT					1 STUDENT					1 STUDENT			1 INST	
6.5															
	Each row can have 2 separate students or three from the same household						Seating Area				Seating area allows room for two management / safeguarding team members				

As you can see, by allowing a fixed training area and maintaining a 2m social distance, we can accommodate 7 individual students at this venue. If there are families of three training together, we can accommodate a number of extra students.

[END OF SECTION 5]

SECTION 6: Coulsdon, St John's Parish Hall (Venue specific)

This section details additional information specific to this venue. All measures detailed in sections 1 to 3 still apply.

BEFORE PEOPLE COME TO THIS VENUE		
Club information about new Controls Measures and changes to the Club operation		
Control Measures	Effect on Club participants	Check
Can I change at the venue?	No. Please arrive ready to train or with loose clothing over your uniform that can be easily removed.	
Can I shower at the venue?	No.	
Can I pay in cash?	No. All payments are to be made online	
Is there anything else I need to know or prepare before I come to the session?	Spectators are not permitted at this class. Instructors and members of the club management & safeguarding team can attend following agreement with Master Dean Gibbs in advance. This will also be limited by venue number restrictions.	
What students can attend this class?	Due to the size of this venue, this class is limited to 6 students training. There is some flexibility on this number as students from the same household can train in closer proximity. Attendance at this class must be agreed in advance with Master Dean Gibbs.	

TRAVELLING TO / FROM THIS VENUE

Club information about new Controls Measures and changes to Arrival & Departure

Control Measures	Effect on Club participants	Check
How should I get to the venue now (Walk/Car/Bike/Public Transport)?	People should only travel in household groups and maintain social distancing with everyone else at all times.	
Is there a specific drop off and pickup point?	Students will be met at the front double door by the instructor. Pick up will also be from the front double door. Only the instructor will access the hall via the side door to open up.	
Where do we park if we are driving?	Parking remains available at the front and rear of the venue or adjacent to the green opposite. Please maintain social distance when waiting.	
What if I am late arriving or my lift is late to pick up?	If you arrive late the doors will be locked, please phone Master Dean Gibbs on 07989642132 and you will be let in when there is a safe break in the class activity. If your lift is late to pick up you will be asked to wait with the instructor maintaining social distance.	
What if I am under 18 and left alone at the venue?	Parents of younger students must not leave them alone until they have handed them over to the class instructor. Older children who travel to class alone should wait outside the hall maintaining social distance if early or phone for access if late.	
Is there anything else I need to know about getting to/from the venue	No	

ENTRY / EXIT AND USE OF THIS VENUE

Control Measures in place at the Venue

Control Measures	Effect on Club participants	Check
Are there any Control Measures on entry to the venue?	<p>Spectators are not permitted at this class or to enter the venue. Instructors and members of the club management & safeguarding team can attend following agreement with Master Dean Gibbs in advance.</p> <p>Students will be met at the front door 5 minutes before the lesson is due to start. Students will be guided in family groups into the venue and assigned a training area.</p> <p>Please maintain social distance when waiting outside the venue.</p> <p>The front door will be locked once the lesson starts to prevent others from gaining access and to stop passers by from using any of the facilities.</p>	
Are there any Control Measures inside the venue layout?	Only the hallway and main hall are available for use. Students will be instructed when they can pass through these areas by the instructor. The toilets are not to be used accept in exceptional circumstances and the kitchen is off limits.	
Is there a special process for emergency evacuation?	The side door will be locked from the inside with the keys remaining in door to allow emergency exit if when needed. All emergency exits remain usable as normal.	
Are there any Control Measures inside the venue toilets?	Members are advised to go to the toilet before they leave home and not use toilets at the venue. If toilets must be used, these will need to be wiped down after use.	
Are refreshments available in the venue?	No	
Is water available in the venue?	No (except in case of emergency)	
<p>What happens when we leave the venue?</p> <p>Is there a separate exit to the way I came in?</p>	At the end of a class the front doors will be unlocked and the instructor will look to see who is waiting to pick up. Students will then be instructed when they can leave.	

	<p>If students under 18 make their own way home, the instructor should be informed in advance so they can allow the student to leave once the class is finished.</p> <p>No parents or spectators are permitted to enter the venue.</p>	
<p>What other changes to the venue affect my Taekwondo club?</p>	<p>We are still awaiting the venue's own risk assessment. This may include a number of measures and procedures that will need to be added to this plan. We will not be able to agree a return to training date at this venue until this has been received and this plan has been updated.</p>	

TAEKWONDO CLASS MEASURES AT THIS VENUE

Control Measures we will use in the Taekwondo Club during the Session

Control Measures	Effect on Club participants	Check
Will there be any Taekwondo specific signs in place?	Yes – clubs should display the BT advisory signs within the class setting	
What should I do with my shoes and bag?	Put them at least 1m+ away from other people’s shoes and bags	
Is hand sanitiser available for members use?	Yes – the club should provide hand sanitiser, and everyone should sanitise their hands as they enter the Taekwondo gym space. Its better if you can bring your own to minimise risk. You should use hand sanitiser on arrival and when leaving.	
Is the floor cleaned?	The floor should be mopped between sessions (by venue owners) The floor should be spot cleaned during sessions where sweat or other bodily fluids are apparent that could contain the virus. (By instructors or members of the management team). Due to the group effort required to put down and take up the mats, these will not be used for training. If mats are used instructors will arrive early mat the hall and mop the mats. Mats will be cleaned after training as well.	
Will there be any taped/marked off areas I should know about?	All participants, coaches and spectators should be a minimum of 2 metres away from anyone else whilst training who is not from their household. We are unable to permanently mark the floor. Pads or temporary tape may be used to assist with marking out areas.	
Is the training equipment clean? How often will equipment be cleaned? Will you provide disinfectant wipes to clean equipment etc?	Equipment should be thoroughly disinfected & cleaned before and after sessions to minimise the risk of transmission and must not be shared between different household groups during sessions. Disinfectant wipes will be provided but again if you can wipe and manage your own equipment, this will assist with ensuring sufficient stock.	
What about waste materials that might be infected? (e.g.: tissues, PPE etc)	A separate bin will be provided Secure disposal at the end of a session will take place.	
Are there any other measures relating to the Taekwondo class that I need to know about?	No. You will be informed of any changes to this plan.	

AN EXAMPLE LAYOUT OF THE COULSDON HALL WOULD BE:

Coulston Hall: 13m x 7m training area + stage														
	1	2	3	4	5	6	7	8	9	10	11	12	13	Stage
1	1 STUDENT					1 STUDENT					1 STUDENT			
2														
3	1 EXTRA					1 EXTRA					1 EXTRA			1 INST
4														
5														
6	1 STUDENT					1 STUDENT					1 STUDENT			
7														
	Each row can have 2 separate students or three from the same household						Stage area allows room for 1 Instructor and 1 management / safeguarding team member							

As you can see, by allowing a fixed training area and maintaining a 2m social distance, we can accommodate 6 individual students at this venue. If there are families of three training together, we can accommodate a number of extra students.

[END OF SECTION 6]

SECTION 7: Wallington, Wilsons School (Venue specific)

This section details additional information specific to this venue. All measures detailed in sections 1 to 3 still apply.

Wilsons School is not expecting to be taking any bookings again until at least the October 2020 half term. A review of government guidelines and the school's own risk assessment will be undertaken once a confirmed return to training date has been agreed.

[END OF SECTION 7]

END OF DOCUMENT

**Thank you for taking the time to read and understand this plan.
If you have any questions, please feel free to contact me.**

*Master Dean Gibbs
Chung Yong Taekwondo Academy*