

COVID-19 Return to Class Protocols

							Considerations		
Grouping	Title	What	Why	How	When	Who	CMAC	Date Completed	
Re-opening/Visor	Establish Date	Establish the exact date you are able to reopen your school	Allow you to operate in a safe manner consistent with government guidelines	Monitor government guidance, advice and phased lockdown return plan	As advised by government	Instructors/School Owners	1st September 2020	Aug 20	
	Gain Authorization	Obtain definitive authorization from the appropriate government/education authority to ensure your measure is working	Ensure that your re-opening plan complies with the relevant health and safety authority and that facilities are ready to support your plan	Obtain written confirmation from relevant authority of your return date	As soon as you are able to meet your re-opening date	Instructors/School Owners	None required	N/A Building owners	
	Communicate with Students	Make your students aware in a suitable manner of the re-opening date	Keep them in place that are suitable for the re-opening and appropriate measures in place on the return	CMAC/CMAS-Feedback/Other Issues	As soon as you are able to meet your re-opening date	Instructors/School Owners	Provide details of all the processes and measures you have put in place to the Academy	Aug 20	
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 advised	Less than 15 minutes transition and leaving class. Ensure yellow tape markers on the floor and signage indicates entering leaving	Aug 20	
	No contact training	No Contact activity permitted to be supported work/learning	To maintain social distance between students	Class time duration on individual table of work set, length involving teaching and learning to be based on the current 20th class	Every class	Instructors & Students	Structure timetable to ensure limited numbers of students per class. Use yellow tape to mark on floor space. Ensure instructor/CMAC is visible of distancing and manage students appropriately	In place since June 20	
	Stationary training	No exercises or work that would require students to be in contact	To maintain social distance between students	Work set & lessons based on the students staying in a designated area	Every Class/Prior to lessons	Instructors, students & students	Structure timetable to ensure limited numbers of students per class. Use yellow tape to mark on floor space. Ensure instructor/CMAC is visible of distancing and manage students appropriately. Use the floor or yellow tape to mark out 20th square area	Sep 20	
	Defined personal working areas	Working training area to ensure distance is maintained between students at all times	To maintain social distance between students	Other staff working for their own work set area with a maximum of 20 people between each person	Every Class/Prior to lessons	Instructors, students & students	Structure timetable to ensure limited numbers of students per class. Use yellow tape to mark on floor space. Ensure instructor/CMAC is visible of distancing and manage students appropriately. Use the floor or yellow tape to mark out 20th square area	Sep 20	
	No sharing of equipment	No use of shared equipment	Risk of cross infection	Review all of any risk equipment. Advise students on things that need to be shared. Classes to be based on individual work sets. Review and manage work sets to avoid the need for shared equipment.	Before and during class	Instructors & Students	Make equipment to be shared off area of students on things that need to be shared. Use yellow tape to mark on floor space. Ensure instructor/CMAC is visible of distancing and manage students appropriately. Use the floor or yellow tape to mark out 20th square area	Sep 20	
	Waiting protocols before class	Procedure for entering the gym, gymnasium, etc. to be followed	To maintain social distance between students	Before a space that can be utilized as a waiting area outside of the marked area. Review instructions to students before they enter the gymnasium. Ensure someone is present on duty to manage the waiting area protocol	Before class	Instructors/Venue managers	Use one-way lines/queues/queues to manage waiting area as a designated waiting area. Use yellow tape to mark out 20th square area	Sep 20	
	No use of changing/showers facilities	No use of showers or changing facilities. Make students aware of this policy in advance to their classes	To avoid contact between other classes	Students come to class prepared to do their own activities to change and shower at home	During opening hours	Students/Parents	Lock down to ensure no sharing facilities. Use yellow tape to mark on floor space. Ensure instructor/CMAC is visible of distancing and manage students appropriately. Use the floor or yellow tape to mark out 20th square area	Sep 20	
	Controlled use of tablets	Controlled use of tablets or other necessary facilities	To maintain social distance between students	Set 2m markers on floor outside table of equipment. Use yellow tape to mark out 20th square area	During opening hours	Students	Capacity will be required for young children. Capacity to be restricted by staff	Sep 20	
	No operators at classes	Only class students allowed to run	To avoid contact between other classes	Review all of any risk equipment. Advise students on things that need to be shared. Classes to be based on individual work sets. Review and manage work sets to avoid the need for shared equipment.	Before, during and after class	All non students or part of teaching team	Capacity may be required for very young children. Capacity to be restricted by staff	Aug 20	
	Limited group size	Set and limit class size based on government guidance to ensure social distancing	To maintain social distance between students	Review timetable if possible to allow for more classes to be held. Review and manage work sets to avoid the need for shared equipment.	Every class	Students/Parents	Adjustment timetable change to allow all time and open timetable	Sep 20	
	Limit on age of students (the more vulnerable the most vulnerable)	Based on government guidance, restrict access to high risk areas and avoid vulnerable individuals	To avoid contact between other classes	Review all of any risk equipment. Advise students on things that need to be shared. Classes to be based on individual work sets. Review and manage work sets to avoid the need for shared equipment.	On release of government advice	Students	Review timetable to ensure limited numbers of students per class. Use yellow tape to mark on floor space. Ensure instructor/CMAC is visible of distancing and manage students appropriately. Use the floor or yellow tape to mark out 20th square area	Following guidance	
	Limits on age of students (based on distancing)	Restrict access to high risk areas and avoid vulnerable individuals	To avoid contact between other classes	Review all of any risk equipment. Advise students on things that need to be shared. Classes to be based on individual work sets. Review and manage work sets to avoid the need for shared equipment.	Every class	Instructors (with advice of government guidance) and based on instructor judgement	Review timetable to ensure limited numbers of students per class. Use yellow tape to mark on floor space. Ensure instructor/CMAC is visible of distancing and manage students appropriately. Use the floor or yellow tape to mark out 20th square area	To re-examine following first week of classes	
	Hygiene	Instructors/Coaches hygiene	Personal hygiene standards of personal hygiene as outlined in government guidelines	Maintain hygiene standards and prevent at individual	Wash hands (and face if possible) before and after every class	Every class before and after every class	Instructors, Staff/Venue managers	Make sure personal hygiene policy clear and visible to the Academy. Ensure hand wash facilities are available at every class	Sep 20
		Wash Hands	Every member of the organization washes their hands on a regular basis	Maintain hygiene standards and prevent at individual	Check this into minutes allocated time to instructors and students to wash their hands before and after class. Make sure hand sanitizer is available at every class	Before and after every class	Instructors/Staff/Students	Make your hand washing policy (form part of your personal hygiene policy) clear and visible to the Academy. Ensure hand wash facilities are available at every class. Use yellow tape to mark on floor space. Ensure instructor/CMAC is visible of distancing and manage students appropriately. Use the floor or yellow tape to mark out 20th square area	Sep 20
		Coughing	Cough in to elbow, not in to hand	Prevent both instructor and students	Instructors, Staff, Students and Parents to cough into elbow and tissues in class	Before, during and after class	Instructors/Staff/Students	Make sure tissues of tissues are readily available before and after class in visible location. Ensure hand wash facilities are available at every class in the Academy.	Sep 20
		First Aid	If the need arises for first aid, the following safety protocols should always be followed	Prevent both instructor and students	Equipment available in the area of every class	Every class	Instructors, Staff/Venue managers	Make sure there is a full stock level of equipment required to uphold this policy. Ensure it is easy to reach. Ensure equipment is visible to all staff	Sep 20
		Wearing of footwear	If shoes are not permitted or are not appropriate, instructors and students to wear their own shoes	Maintain hygiene standards and prevent at individual	Make all students prior to return that they must bring their own shoes to wear	Every class	Instructors/Students	Review a number of pairs of shoes to ensure the students have to bring their own shoes. Ensure hand wash facilities are available at every class. Use yellow tape to mark on floor space. Ensure instructor/CMAC is visible of distancing and manage students appropriately. Use the floor or yellow tape to mark out 20th square area	Sep 20
		Sanitisation Protocols	Put in place sanitisation protocols for all classes	To ensure the class is as safe as possible through cleaning	Sanitised all surfaces within the venue including registration desk, staff desks, tables, chairs, etc. in the minutes after every class	Before class, during class and after class	Instructors, Students, Staff/Management or others	Designate who is responsible for all aspects of sanitisation protocol and provide sign off sheet to be completed by all parties. Ensure hand wash facilities are available at every class. Use yellow tape to mark on floor space. Ensure instructor/CMAC is visible of distancing and manage students appropriately. Use the floor or yellow tape to mark out 20th square area	Sep 20
Paperless ID / Contactless card		No paper ID tickets to be completed, only use of RFID smart cards or contactless cards	To reduce cross contamination	Set up the RFID on School device that is used to issue ID tickets to staff and students	Before, during and after class	Instructors, Parents	Ensure all ID tickets are issued from the RFID on School device on regular basis	Sep 20	
No cash policy		No cash transactions/changes provided during re-opening	To reduce cross contamination	Set up payments to be done via card payments only. Review and manage work sets to avoid the need for shared equipment.	Before	Instructors, Students, Staff/Management or others	Ensure all payments are processed via card payments only. Review and manage work sets to avoid the need for shared equipment.	Sep 20	
Respiration		No shouting or singing	To avoid droplets being spread in the air	Use of N95 or equivalent. There must be a distance while structure speaks to avoid the need to speak	Always	Instructors and Students	Put large visible signage on display to remind both Coaches and Students that they must wear a mask at all times and not to speak in class. Ensure hand wash facilities are available at every class. Use yellow tape to mark on floor space. Ensure instructor/CMAC is visible of distancing and manage students appropriately. Use the floor or yellow tape to mark out 20th square area	Sep 20	
Ventilation		Ensure that a steady stream of fresh air is brought into the building through all windows	Reduce airborne respiratory particles and prevent at individual	Check that all windows are open and that there is a steady stream of fresh air into the building	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 steady stream of fresh air into the building	Aug 20	
Wearing of PPE based on advice		The wearing of face masks and/or gloves is required to be worn at all times	To prevent all individuals and separate within the confines of government and medical advice	Once personal restrictions, students must wear a face mask, gloves and a cap or hair net at all times	Before, during and after class	Instructors/Staff/Students	Make sure you have an adequate stock level of PPE and ensure it is highly visible to all students and staff. Ensure hand wash facilities are available at every class. Use yellow tape to mark on floor space. Ensure instructor/CMAC is visible of distancing and manage students appropriately. Use the floor or yellow tape to mark out 20th square area	Aug 20	
Class Records		Pre-Booking only	All students must pre-register for classes, to ensure capacity is maintained	To ensure class size is limited to 20 students	Use of N95 or equivalent. There must be a distance while structure speaks to avoid the need to speak	Every class	Students	Ensure full implementation and training of current booking system to avoid confusion and over booking of class	N/A we will continue to work with the building owners to ensure we have a booking system in place
	Keeping of Attendance Records	Track attendance of every class, ensure that all students are present and record the reason for absence	To report on class/individual attendance	N/A	Before class	Instructors	If you are a 10 person, check that contactless transactions are supported. Check that every transaction is supported	Sep 20	