			COVID-19 R	eturn to Class Pro	tocols			
Grounies	Title	What	Why	How	When	Who	Considerations	Date Completed
Grouping	Title Establish Date	Establish the exact date you are able to re-open your venue	Allows you to operate in a legal manner complaint with government guidelines	Monitor government guidelines, advice and phased lockdown return plan	As advised by government	Instructors/School	List September 2020	Aug-20
Re-O pening Venue	Gain Authorisation	Obtain definitive authorisation from the appropriate person/organisation to enable your venue re-opening	government guidelines Ensure that your re-opening date coincides with the venue discision making authority and that facilities are made available on your neturn	and proved sociolowin return poin. Obtain written confirmation from disclosion maker of your neturn date.	As coon as you are made aware of your projected re- opening date	Instructors/School Owners	Nane required	N/A Building owners
	Communicate with Students	Make your students aware as soon as possible of the re- opening date	sielp them to plan their own schedule for the re-opening and understand the measures put in place on their return	Email/SMS/SMS-/Facebook/Unline classes	As soon as you are made aware of your projected re- opening date	instruction/School Owners	Provide details of all the provisions and measures you have put in place in the Academy	Aug-20
Automatiguesog	Interval between classes	15 minute intervals between classes	Enables separation on transition	Classes set at one hour intervals	Every class	Students need to be informed	Social distancing consideration entening and leaving class. Ensure yellow tape markers on the floor and stagger students entening, leaving	Aug-20
	No contact training	to Contact activity permitted e.g. sparringlyed work/grappling	To maintain social distance between students	Class plans based on Yaddional ide of matila art, strength toloing, flexibility work and photologistics, Morieron on the natts ensuring 2m distance	Every class	instructors & Students	consours directable to review limited manufaces of closidating for Class Liber plans table to or markers on floor space. Classes review.com/Class his model of directancing and manages maderns appropriately.	In place since June 20
	Stationary training	No exercises or warm ups that would bring students into dose contact	To maintain social distance between students	Warm ups & exercises based on the students coupling in a designated area	Every Class/Prior to the class	instruction, coaches & students	Oncetture directable to ansure forlinds summers of students; per claim. Use yellow take to set marken on floor space. Ensure inventuracy/Cooks in middle of distance, and manages routered to the middle of distance, tradents appropriately. Use the master or yellow tape to mark out 2m square areas.	Sep-20
	Defined personal training areas	Marked training areas to encure distance is maintained between students at all times	To maintain sodal distance between students	Scher using floor musting or floor tape to mark out areas with A minimum of 2 merces between each person	Every Class/Prior to the class	instructors, coaches & students	Structure Sinestable to ensure limited numbers of students per class. Use yellow take to set markets on floor space. Ensure becames of the similar of estimates made of second manages students appropriately. Use the autitor of yellow tape to mark out 2 in square area.	Sep-20
	No sharing of equipment	No use of shared equipment	Risk of cross infection	Restrict use of any club equipment. Advise students can bring their own but whating of their own equipment in our permitted. Clauses to be based on variational mutal staff, festibility and emergen work to avoid the need for whated equipment.	Before and during class	linstructor & Students	Move equipment to a closed off area if possible is. In strange capboar if that is not possible, but have been possible proper with equipment warning students set to truck equipment of the area off with yellow tape.	Sep-20
	Waiting protocol before class	procedure for eccening the gym, arrive immediately before data, and curided in a pre-waiting area at appropriate distance until called in by instruction.	To maintain social distance between students	before a space that can be utilised as a walking area custised of the natural area. See a consideration of the natural area. See a consideration of the natural area shading exactly where they need to go on arrival. Groups were seen as a specific and a consideration of the natural area of the natural area.	Before class	Instructions/Venue Managers	tas car park/recyption/vireling analyticommunit space as a designated wasting areas and many perceptionly with 2m wide yellow tape makes	Sep-20
	No use of changing/shower facilities	No use of showers or changing facilities. Make students aware of this policy in advance to class return	To avoid students coming in to close contact before & after classes	students come to class prepared to train and leave afterwards to change and shower at home	During opening hours	Students,/Parents	Lock doors to showers and changing facilities if possible. Put notice on doors adviding of temporary closure of facilities	Sep-20
	Controlled use of toilets	Controls on use of toilets or other necessary facilities	To maintain social distance between instructors/Soudents/Panest s	Set 2m markers on floor outside sollet and operate a "one in one out" policy to be managed by facility users.	During opening hours	students to be informed before they attend class	Exceptions will be required for young children who need to be eccourted by their parent/guardian	Sep-20
	No spectators at classes	Only class students allowed in gyen	To keep group sizes small, so avoid unnecessary social contact	Parents advised on the importance of social distancing, saked not to enter the training facility. Where parents must attend - seats are laid out individually at least 2 metres apart	Before, during and after class	All non students or part of teaching team	Exagations may be required for very young children or students who feel uncomfortable without the presence of their parent/gluarfib. Designate an area of the Academy where non students are permitted to wait.	Aug-20
	Limited group size	Set and Limit class sizes based on government guidelines to maintain social distancing. Estimated Sch reduction in class sizes during phased return.	To maintain social distance between students	Amend simetable if possible to allow for more lections throughout the day/week enabling students to operad out. Request per-engitaristics of students to enable the numagement of students numbers by class.	Every class	Scudents, Parents	Implement temporary timetable change to valies all time and space available. Implement pre-eightration systems and track attendance based on this. You can do this valing the NST1"My Martial Arts1" dudeet portal	Sep-20
	Limit on age of students (to protect the most vulnerable)	Based on governement guidance, introduction of student re-entry based on age i.e. youngest students re-enter first with the oldest and most vulnerable students entering last.	To present both instructions, students and most vulnerable individuals.	Restrict and manage re-entry of mudents by age and medical conditions, identify students by age and inside them to cetum at the appropriate time based on government guidelines	On release of government advice	Students	Fregare attendance records by age so you are aware of who is due to strend and when based on their jag. This can be done on the myMM website (sot the app)	Awaiting guidance
	Limits on age of students (to enforce social distancing)	Limitation on ages and levels of students as appropriate for the martial air. Fortpone the return of youngest students who may not be able to achieve to the social distancing requirements.	Ensure Instructor's ability to enforce social distancing requirements	Instructors may enflorce minimum age for kids classes, or may choose not to nun beginners' classes	Ewery class	Students below an age defined by government guidelines and based on instructor judgement	Maintain Chiline Classes for those too young to be able to return immediately	To re-assess following first week of classes
aasilii	Instructors/Coaches hygiene	Maintain highest standards of personal hygiene as outlined in government guidelines.	Maintain hygiene standards and protect all individuals	Wash hands (and face if possible) before and after every class. Boil wish diothes after every reaching day. See government guidance for full details	Every day, before and after every class	instructions, Staff, Venue Managers	Malar your personal hygiene policy clear and witble in the Academy, fincure hand wash is continually repletelyhed. Censure hand drying facilities are always available	Sep-20
	Wash Hands	Every member of the organization washes their hands on a regular basis particularly before and after class	Maintain hygiene etandands and protect all individuals	Schedule into simetable allocated times for instructors and students to wash their hands before and after class. Make sure facilities and appropriate hand wash are always available	Before and after every class	instruction/Staff/Student s	Makin your hand working policy (forms part of your pensaral hygiene policy) clear and working in the Academy, forum hand work in the Academy, forum hand work in the Academy, forum hand working the Academy for a fine policy and the Academy for a fine policy and the Academy for a fine policy and the Academy for a fine policy for the Academy for working policy forum the Academy for working policy forum way for working policy forum way for working policy forum way for working policy forum the Academy for working policy forum and the Academy for working policy for the Academy for working policy for the Academy for the Academ	Sep-20
	Coughing	Canch iz, Sin iz, Kill iz	Protect both instructor and Students	Instructions, Staff, Shuderets and Parverss to be reminded on a regular basis to to court cought and onesees in trisuase—Sollow Catch is, Bin is, Kill is and to avoid touching flow, yees, nose or mouth with suchean hands. Tissues will be made available shoughout the venue.	Before, during and after dass	Instruction/Staff/Student s/Panests	Make sure boxes of tissues are readily to hand before during and after class in various places around the Academy. Keep a stock in the Academy.	Sep-20
	First Aid	If the need arises for first aid, the following safety protocols. Mask worn, gloves worn, eye protection worn	Protect both Instructor and Students	Equipment available in the event of injury/accident	Every class	Instructors, Staff, Venue Managers	Make sure there is a full stock level of equipment required to uphold this policy. Store in an easy to reach location preferably next to the first aid kit	Sep-20
	Wearing of footwear	If trainers are not permitted or are not appropriate, instruction and students to wear non-slip socks: EXAMPLE https://www.amazon.co.uk/Am see-Grip-Socks-Plates- basies/doj/S011F-UCHS-Yet-Jefud 9_pl_49_1	Maintain bygiene standards and protect all individuals	Advice all students prior to return that they must bring their even non slip socks and went rether before, during and after class. Socks are not to be changed at the weuse	Every Class	instruction/Students	lower in a number of pairs of these socks in case the students forget to bring their own. These may be chargeable or not depending on your own policy. Books are derived in class, make sure student changes toolwere outside of the Academy and then returns back into class.	Sep-20
	Sanitation Protocols	Put in place sanitation protocols for between classes as well as daily measures for thorough cleaning	To ensure the cleanest possible training area	Disinfect all surfaces within the venue including registration deal, door handles, boantiens, bathooms, equipment (when such is permitted) as a registration, Matterd was to be deamed after every lesson.	Before classs, between classes, in the evening after classes finish	instructions, Students, Studf, Management of venues	Delegate who is responsibilities for all aspects of sanitation protocol and provide daily sign off them to be completed by all parties responsible. Provide distincturar wipes which each student can access the end of weep data and wipe down their own and. This will allow for trainer internal ealth over between classes.	Sep-20
	Paperiess DD / Controlled eDD	No paper DD M andates to be completed, only use of eCO. Payer must complete eCO process on their own device	To avoice cross contamination	Set up the eCO on School device but do not allow Payer to complete on School device. They must use their own device to complete the online DD mandate. Sandse School device on regular basis	Before, during and after class	instructors, Payers	Keep disinfectant wipes done to fixed PC or Tablet on you are able to wipe down after every use	Sep-20
	No cash policy	No cash transactions/eschanges permitted during phased re- opening.	To avoid cross contamination	All sales payments to be done by card ignificabley contactions; myMA. Serents, myMA Prolinop, School's own online payment portal	Always	instructions, Students, Payers, Staff, Management of venues	If you use a till system, check that contactless transactions are accepted. Disinfect handset after every transaction	Sep-20
	Respiration	No shouting or singing	To avoid droplets being released over a wide area and risking cross contamination	No Ki-al's or shouring. There must be silence while instructor speaks to avoid the need to rake volce.	Always	Instructors and Students	Put large visable signage on display to remind both Coaches and Students that they must speak an oronal volumes and not attempt to raise volum. Remind all members at the beginning of every class that they must not li-si, shout or sing and that they must remain silent when receiving instructions.	Sep-20
	Ventilation	Ensure that a steady stream of outside air is brought into the room/building whiter state air is enhausted. Verolation system should provide 100% feet air andnot recirculate air from one space to another.	Reduce sirborne exposure concentration of infectious material and deposition of infectious particles	https://www.citie.org/conservous-cond- zofermanne-from Anti-Boux	During class	instructors	Check that your own vertilation system complies with government guidance. If you are able, keep all indiones and door not allow a stream of outdoor air into the room allow a stream of outdoor air into the room.	Aug-20
	Wearing of PPE (based on advice)	The wearing of face masks and/or gloves as stipulated by the government phased return plan and medical advice.	To pretect all individuals and operate within the confines of government and medical stipulations	Once protocol is established, let students know prior to return, visible signage of policy and usage instructions to be put up. Provide a supply of marks and glower but also ask students to bring their own.	Before, during and after class	instruction/Staff/Student s/Parents/Venue Management	Make sure you have an adequate stock level of PPG and store it in a highly contined area. Make available at entrance in a way that adheres to social distancing requirements.	Aug-20
Class Records	Pre-Booking only	All students must pre-register to attend class, no unregistered arrivals will be permitted	To ensure class size is limited and that students are briefed in advance on protocols	Use of NSST "My Martial Arts" student booking system	Before class	Students	Ensure full implementation and training of choses backing system to avoid confusion and over backing on return	N/A the will commerce first week without need for pre- booking and a front of house will monitor numbers entering building
	Keeping of Attendance Records	Track attendance of every class. Monitor who is not attending and offer them option of online training	To report on class/individual attendance should it be required. To retain non attending students.	enyMM-Attend	Before class	instructors	If myMA Touch Screen functionality is used, ensure screen is cardised on a regular basis. Check on app prior to lesson if any registered students have recorded medical conditions.	Sep-20