

# **KINKAN DOJO**

## **COVID-19 INFECTION CONTROL PROCEDURES**

**Operating Procedures For The Safe Return Of Martial Arts  
Training At The Kinkan Dojo**

**These Procedures apply to the Children's Classes held in the sports hall at the  
Abbs Cross Leisure Centre, Abbs Cross Lane, Hornchurch, Essex.**

**Version 3 Updated 7th April 2021**

# VERSION CONTROL

Date:	Version:	Section:	Details:
25th September 2020	1	Original Document	
12th October 2020	2	Important Information (part 2)  4: Section 2  Appendix B  Appendix D	Updated to include actions to take when a Covid-19 test is required.  Updated to state the exit route is now through the door located in the sports hall.  Map updated to show exit route from the sports hall.  Guidance updated to state the exit route is now through the door located in the sports hall.
7th April 2021	3	Introduction  About This Document (page 4)  Important Information (part 2)	Updated to take into account the Government's Roadmap out of Lockdown  Updated to show that guidelines within the Contact Combat Sports Framework have been taken into account.  Updated to show the 2 types of test that are available, and what to do if a positive test is recorded.

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# INTRODUCTION

The Covid-19 Pandemic has affected all our lives since March 2020. We have currently experienced 3 Lockdowns since March 2020, the latest starting from January 1st 2021, which has prevented us all from doing the ordinary things we take for granted.

In February 2021 the Government published a four step Roadmap to ease restrictions England to provide a route back to a normal way of life. At the time of writing, we are currently about to enter Stage 2 which, among other things, allows gyms to re-open. This means we can return to martial arts training again, but with restrictions in place.

It is important that you read this document so that you are fully aware of the restrictions that will be in place, and that you follow all the process detailed in this document to protect everyone who comes into contact with the dojo.

Our martial arts classes will start again on Wednesday 21st April.

## About This Document

The purpose of this document is to detail the changes in operating procedures at the UK Kinkan Dojo in response to the Covid-19 Pandemic.

This document has been written taking into account Government Guidelines concerning the re-opening of indoor gyms and leisure centres, [Working Safely During Coronavirus, published by the Department For Business, Energy & Industrial Strategy and the Department for Digital, Culture, Media & Sport](#). In addition, the guidelines within the Contact Combat Sports Framework have also been taken into account.

These procedures are designed to reduce the risk to parents, students and instructors of being exposed to Covid-19 whilst training with us at the Abbs Cross Leisure Centre, and to further help reduce the risk of spreading the virus.

The activities carried out by the instructors of the Kinkan Dojo at this location have been risk assessed in compliance with the Health & Safety Act 1974, and the Management Of Health & Safety At Work Regulations 1999.

All parents, students and instructors will be sent a copy of this document, along with a copy of the risk assessment and a Training Guidelines document before being offered the chance to resume training at this location.

Copies of these documents can be found on the Kinkan Dojo website at [www.kinkandojo.com](http://www.kinkandojo.com)

# IMPORTANT INFORMATION

There are 3 very important points that I would draw your attention to.

## 1. SHOWING SYMPTOMS OF COVID-19

A parent **MUST NOT** leave home to bring their child to a training session if they or any person they live with is showing any of the main symptoms of Covid-19, or has shown symptoms within the last 14 days.

A student who is allowed to travel to the dojo without parental supervision **MUST NOT** leave home to attend the dojo if they or any person they live with is showing any of the main symptoms of Covid-19, or has shown symptoms within the last 14 days.

**The main symptoms of Covid-19 are:**

- a new and continuous cough
- a high temperature
- a loss of, or change to, their sense of smell or taste

If you or anyone you live with are experiencing at least one of these symptoms please let your instructor know, and the affected person should follow NHS guidance with regards to testing and self isolation.

## 2. TAKING A COVID-19 TEST (NEW APRIL 2021)

There are now 2 types of Covid-19 test that can be taken:

1. Rapid Lateral Flow Test (for people who do not show symptoms)
2. PCR test (for those who have symptoms)

### Rapid Lateral Flow Test

These tests can be taken at home or at a test centre, and give a result within 30 minutes of taking the test.

If your child, or anyone in the child's household, records a negative result when taking a lateral flow test, then the child can attend the class as normal.

If your child, or anyone in the child's household, records a positive result when taking a lateral flow test, **you or anyone else in your household must not bring your child to class.** You must self isolate immediately and arrange to have a PCR test to confirm your positive result. If the result of the PCR test is positive, you must not return your child to class until the end of the self isolation period.

If the result of the PCR test is negative, your child can return to training.

If the result of your lateral flow test could not be read, or the result was shown as void, **you or anyone else in your household must not bring your child to class.** You should do another lateral flow test as soon as possible, and follow the instructions above depending on the result of the 2nd test.

### PCR Test

A PCR test is required if your child (or anyone in the household) is showing symptoms of Covid-19.

If your child, or anyone in the child's household, records a positive result when taking a PCR test, **you or anyone else in your household must not bring your child to class.** You must follow NHS guidelines for self-isolation.

If the result of the PCR test is negative, your child can return to training.

Please inform Jason if your child will not be attending training as a result of a positive test (lateral flow or PCR) within the household.

### **3. CLEANING THE MATS**

We are required to clean every piece of equipment we use for our training after use, and this includes cleaning the mats between classes. We will be using an anti-bacterial hard surface cleaner to clean the mats after every use, and this cleaning agent may contain chemicals that may cause allergic reactions or breathing difficulties in some people.

If there is any chance whatsoever that your child could potentially suffer an allergic reaction by coming into contact with a mat surface that has been cleaned with a chemical agent, please contact me immediately to discuss whether your child should return to training at this stage.

# SECTION 1 - OVERVIEW OF NEW PROCEDURES

This section details the main changes that have been implemented as a result of new Government Guidance for the re-opening of indoor gyms and leisure spaces.

like all other after school settings, we have had to make some significant changes to our processes in order to get back up and running. Some things are not as we would want them, but we have had to adapt in order to start our classes again. Ultimately the reason for these changes is to ensure the health and safety of parents, students and instructors whilst in the dojo.

Preparing to re-start classes again has taken longer than we would have hoped for, and we appreciate your patience and understanding during this time.

## 1. Student 'Return To Training' Form

The parent/Guardian is required to complete the student Return To Training Form before the student will be allowed to return to training, a copy of the form is shown in Appendix A. The form should be completed and ideally returned electronically by email to avoid physical contact. If this proves difficult, you can return the completed physical form at the student's first lesson back by placing it on the table at the entrance to the sports hall.

**PLEASE NOTE: IF THIS FORM HAS NOT BEEN RETURNED TO JASON BEFORE OR AT YOUR CHILD'S FIRST LESSON BACK, YOUR CHILD WILL NOT BE ALLOWED TO JOIN THE TRAINING.**

## 2. Student Drop-off & Pick-up

In response to Government Guidelines, the leisure centre are limiting the number of people who come into the building. This means parents will be allowed to bring their children to the entrance of the training room, but will not be permitted to enter the training room or stay in the building once their child has been dropped off.

We recommend that parents wait in their cars in the car park or stay close to the leisure centre for the duration of the lesson. Instructors are now much less able to help your child with their needs during the class, so we may need to contact you to help your child if they need it during the class.

The entrance to the sports hall will be through the dining room where we previously did our classes. An instructor will greet you at the entrance to the dining room and then guide your child onto their training mat in the sports hall. You should continue into the sports hall and exit via the fire door, which will be pointed out to you by an instructor. Do not exit the building the same way you came in.

For pick-up the routine is the same, you will collect your child at the entrance and leave the building immediately via the fire door exit in the sports hall.

For children who are attending a lesson for the very first time, the parent will be allowed to stay in the sports hall (socially distanced from the training) for their child's first 2 lessons to ensure a smooth transition into the class.

Appendix B shows a map of the building which details the route to be taken to and from the sports hall.

### **3. Lesson Duration**

Lesson duration has been reduced to 45 minutes for the children's classes. This is due for the need to clean all the mats, equipment and common touch points between classes as per Government Guidelines. This also allows us time to ensure everyone exits in a socially distanced and controlled way before the next class begins.

The lesson will run from 6pm to 6.45pm.

An instructor will take the children through a very quick warm-up process so that they have roughly the same amount of training time as they would in a normal class.

### **4. Layout Of The Mats**

To maintain social distancing during the class, the configuration of the mats will change. Each student will be allocated 1 mat which will be pulled apart from the rest of the mats, in effect the students will be training on their own little 'isolation island'. They must stay on their mat for the duration of the class, and must put their hand up if they need help from an instructor. One mat should leave all students with enough room to perform most of the techniques they will be required to do.

If it is possible to give a student a bit more mat space to practise techniques from their grade (rolling for example) then we will look to do this on a case by case basis.

Also wherever possible we will have siblings training together and will provide extra mat space for this.

The mat configuration is shown in Appendix C. Please note this is not to scale, but shows how we will space the mats out across the room.

### **5. If A Student Requires Help**

If a student requires help during the training, they must put their hand up to get an instructors attention. They must not leave the mats without permission as they may unwittingly break social distancing rules. All instructors will teach the students whilst maintaining social distancing.

Please be aware that instructors can no longer be 'hands on' at this current time. We cannot tie a students belt or uniform up, and we cannot guide a students limbs into the right positions as we have to maintain social distancing.

We will of course do our best to get our point across, but please be aware of the limitations we have to work with at this current time.

### **6. Use of Toilets**

Please ensure that your child goes to the toilet directly before they attend training. The changing rooms and main toilets will be closed. However if it is an emergency we will call the parent/guardian to come back to the sports hall to help your child.

### **8. Face Covering (mask)**

Current government guidelines suggest that young people 11 years of age and under are not required to wear a mask. Government Guidelines also state that no-one should wear a mask during exercise, due to the fact that a mask can restrict breathing, even more so if the wearer is exercising. Students will not be required to wear a mask during training.



However, if you do want your child to wear a mask during the training, then we will insist that they do everything very slowly, and we will ask them to sit down and rest to bring their heart rate down if we think they are exercising too hard.

Instructors will wear face masks whilst receiving the students into the sports hall and straight after the class finishes, but will remove them during the actual class to ensure good communication with the students (whilst teaching in a socially distanced way).

The leisure centre have advised us that people are not required to wear face masks inside the building. However, as you may be queuing in a socially distanced way for a few minutes on arrival to and departure from the dojo we have kept advice for parents/guardians to wear a face mask within all our procedures.

## 10. Test & Trace

The Dojo is required to collect sufficient data on each attendee at our classes to assist the NHS Test & Trace service as required. The information we are required to collect are the attendees name, home phone number, mobile number, date and times of entry and exit. We are required to keep this information for up to 21 days after the date of collection.

Jason has most of this information from your child's application form, and will record the names of the attendees at every class. Could you please ensure that Jason has the most up to date contact information for you. This information will be passed onto the Test & Trace teams should they request it, but until then the information will be kept secure as per GDPR procedures.

## 11. Payment of Class Fees

Cash payments can no longer be taken at the class for your child's lesson.

At present the best way to pay for your child's class is via online banking. The fees will remain the same (£6 per session, per child) and you can use the bank details below to make payment:

account name: Jason Hindley  
account type (business or personal): Business  
account number: 03804291  
sort code: 09-01-50  
bank: Santander

Please put your child's name as the reference so that I can confirm your payment has been made. The fee should be paid by the Monday before the Wednesday class you are attending.

If for any reason online payment is not an option for you, please contact Jason ASAP to discuss alternative arrangements.

**Please Note:** changes were made to the banking system last year where the banks now have to match payment details to the account holder. This has not always worked smoothly! If you get a message whilst making payment stating that details do not match, please continue with the payment as the account number and sort code are correct.

## SECTION 2 - THE TRAINING DAY PROCESS

### 1. Before You Leave Your House For Training

<p><b>INFORMATION</b></p>	<ul style="list-style-type: none"> <li>• Please make sure you have read the risk assessment, the guidance documents and this document fully, and that you understand everything within these documents. Please contact Jason if there is anything you do not understand.</li> <li>• <b>Please ensure you have read and signed the Return To Training Form and that you have sent it back to Jason via email (Appendix A)</b></li> <li>• Please make sure that Jason has your most up to date contact information in case the Track &amp; Trace protocol needs to be initiated.</li> <li>• Cash payments will not be accepted at the dojo. if you need to pay for the lesson or any other items please do so via bank transfer before the lesson starts.</li> </ul>
<p><b>TRAVEL</b></p>	<ul style="list-style-type: none"> <li>• Please abide by social distancing guidelines travelling to and from the dojo.</li> </ul>
<p><b>HYGIENE</b></p>	<ul style="list-style-type: none"> <li>• The student should wear a freshly laundered uniform with their belt already tied to the dojo. Instructors will not be able to adjust your child's clothing during the class.</li> <li>• The student should wash their hands before leaving for the dojo.</li> <li>• The student should bring their own towel or tissues to wipe away sweat, and to cough into if required.</li> <li>• Please ensure your child uses the toilet just before leaving for the dojo, you should avoid using the toilets at the leisure centre where possible.</li> </ul>
<p><b>PERSONAL ITEMS</b></p>	<ul style="list-style-type: none"> <li>• The student should bring their own hand sanitiser with their name on it, a water bottle with their name on it (filled up from home), and a notepad and pen for taking notes which only they will use.</li> <li>• Please ensure your child is wearing socks, children will not be allowed to train in bare feet.</li> <li>• The student must bring any other training tools they need (wooden sword, staff, etc). The dojo will not be able to lend any of their training items to students.</li> <li>• The student will not be permitted to share any personal equipment with other students (unless from the same immediate family).</li> </ul>
<p><b>SOCIAL DISTANCING</b></p>	<ul style="list-style-type: none"> <li>• Only 1 parent should bring their child to the dojo in order to reduce the number of people on site.</li> <li>• If possible siblings should be left at home in the care of another family member to maintain social distancing and reduce the number of people visiting the building.</li> </ul>

### 2. On Arrival At The School

<p><b>ENTERING THE DINING ROOM</b></p>	<ul style="list-style-type: none"> <li>• Follow the route to the dining room as shown in Appendix B.</li> <li>• Wait at the dining room entrance for an instructor to take you to the sports hall entrance.</li> <li>• If a queue forms an instructor will ensure the queue is socially distanced.</li> <li>• Apply your mask before following the instructor to the sports hall entrance.</li> </ul>
<p><b>AT THE SPORTS HALL ENTRANCE</b></p>	<ul style="list-style-type: none"> <li>• Both student and parent/guardian should use the hand gel available at the sports hall entrance, or apply their own hand gel.</li> <li>• Please place your completed Return To Training Form onto the table if you could not send via email. <b>Your child will not be allowed entry to the training room without the completed form.</b></li> <li>• The instructor will guide the student onto their allocated mat.</li> <li>• The parent should then leave via the door located in the sports hall.</li> </ul>

### 3. During The Training Session

<p><b>TRAINING PRINCIPLES</b></p>	<ul style="list-style-type: none"> <li>• Students will be grouped together in the training room via 'bubbles.' A students bubble will be based upon their grade, and the aim is to ensure that each student will be in the vicinity of the same people within their bubble at each lesson, minimising the amount of people they may come into contact with at the class.</li> <li>• Students will train "front to back" or "side to side" as per government guidelines in order to reduce face to face exposure.</li> <li>• Where possible the same instructor will be responsible for the same bubble(s) at every class.</li> <li>• Students will train on their own, without contact with any other students. All mats will be spread out and socially distanced from the other mats by a minimum of 2 metres (Appendix C)</li> <li>• <b>All students must wear socks (or Japanese tabi) during the lesson, students will not be allowed to train in bare feet.</b></li> </ul>
<p><b>THE TRAINING PROCESS</b></p>	<ul style="list-style-type: none"> <li>• The students will be guided onto their training mat by an instructor. They must bring with them all the personal items they will need for the lesson.</li> <li>• The student will train on their own on their mat. The instructor responsible for their bubble will tell/ show them what to practise.</li> <li>• If the student needs any kind of help they should put their hand up and stay on their mat until an instructor has recognised their call for help and approached them.</li> </ul>
<p><b>ENVIRONMENT</b></p>	<ul style="list-style-type: none"> <li>• Doors may be left open in order to aid ventilation into the room, as per government guidelines.</li> </ul>
<p><b>IF THE STUDENT NEEDS TO COUGH</b></p>	<ul style="list-style-type: none"> <li>• If a student needs to cough, they should cough into their towel/tissue or into their elbow. They must not cough into their hands.</li> <li>• If the student used a tissue, they must put their hand up immediately to make the instructor aware that the tissue needs to be thrown away.</li> <li>• The student must then apply their hand gel before they continue with their practise.</li> </ul>
<p><b>FIRST AID</b></p>	<ul style="list-style-type: none"> <li>• If for any reason a student requires first aid, the instructor will guide the student through their own first aid treatment whilst maintaining social distancing.</li> <li>• The parent/guardian of the injured student will be contacted to make them aware of the situation.</li> <li>• In the case of a serious injury, the instructors may break social distancing rules to provide first aid to the student. First aider's do not need to stay appropriately distanced if it would be unsafe to the patient to do so (Government Guidelines).</li> </ul>

### 4. At The End Of The Training Session

<p><b>END OF THE CLASS</b></p>	<ul style="list-style-type: none"> <li>• At the end of the training session, the student must stay on their mat until an instructor guides them back to their parent waiting at the dojo entrance.</li> <li>• When asked to do so the student must collect all their personal belongings (hand gel, towel, etc) and return to their parent.</li> <li>• When the student is returned to their parent, both student and parent should leave the sports hall via the same door they used earlier.</li> <li>• Both parent and student must leave the premises immediately following the end of the class.</li> </ul>
<p><b>MAT CLEANING</b></p>	<ul style="list-style-type: none"> <li>• Mats will be cleaned at the end of every training session.</li> <li>• Mats will be allowed to completely dry before students from the next class are allowed onto them.</li> <li>• Mats will be cleaned with a suitable cleaning product.</li> </ul>

# APPENDIX A - Kinkan Dojo Return To Training Form

This form must be completed by the parent/guardian/student before a return to training to indicate that the student is free from Covid-19 symptoms and poses a limited risk to others. Once you have completed and signed the form please return it back to Jason.

To avoid the risk of transmission, it is recommended that you complete and sign the form electronically and then email it back to Jason or use any other electronic means.

Name of Student:		
Date:		
Contact email address:		
Contact Telephone Number:		
Are you currently diagnosed with, or believe you may have Covid-19? (check appropriate box with 'X')	<b>YES</b>	<b>NO</b>

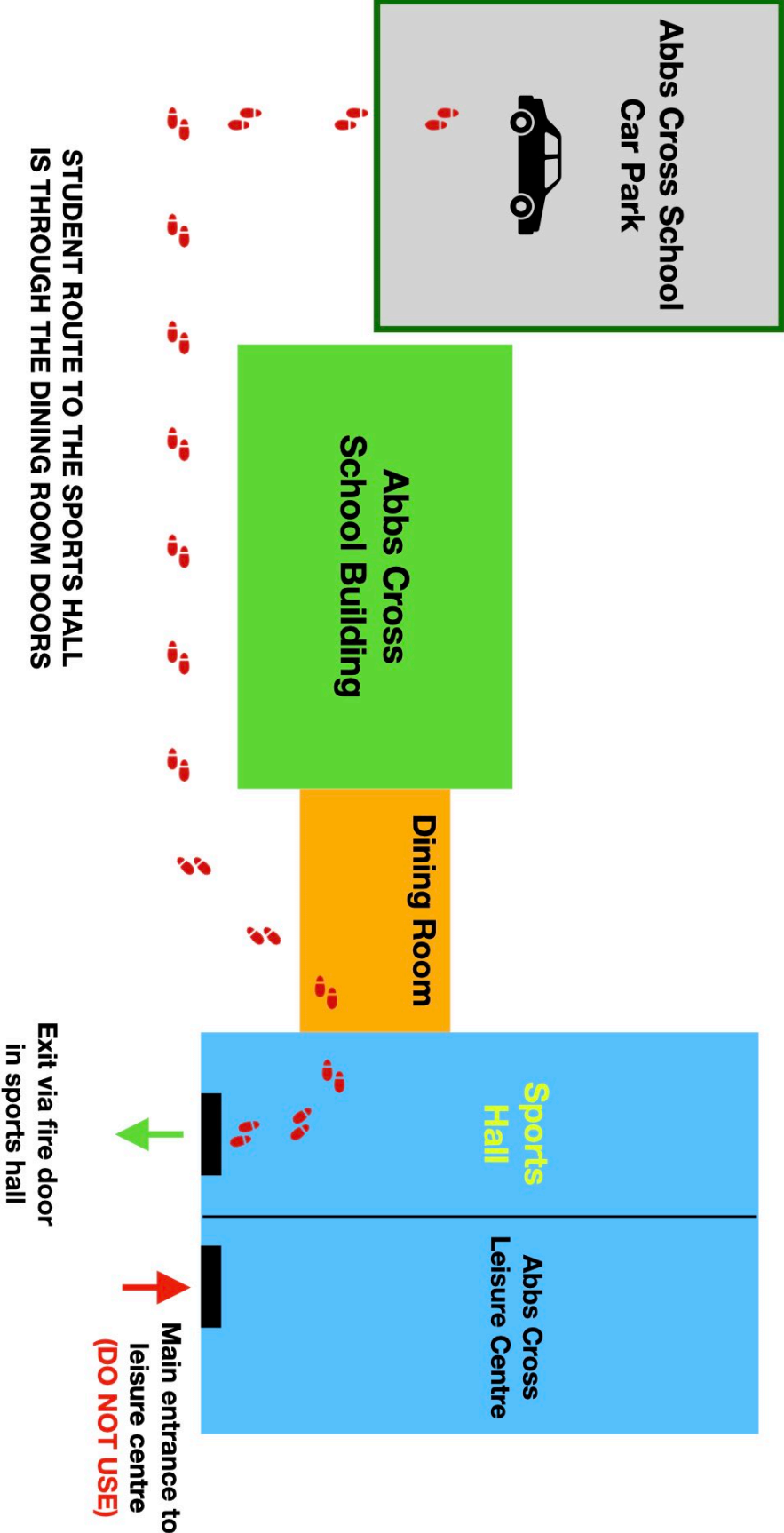
**Do you currently display any of the following symptoms? (check appropriate box with 'X')**

	<b>YES</b>	<b>NO</b>
High temperature (fever)		
A new or continuous cough		
Loss of or change to your sense of taste and smell		
New unexplained shortness of breath		
Have you been in contact with a Covid-19 confirmed or suspected case in the previous 14 days? (check appropriate box with 'X')		
<b>YES</b>	<b>NO</b>	<b>MAYBE</b>

If you have answered yes to any of these questions you should stay at home and inform your instructor. you should also follow the latest NHS advice.

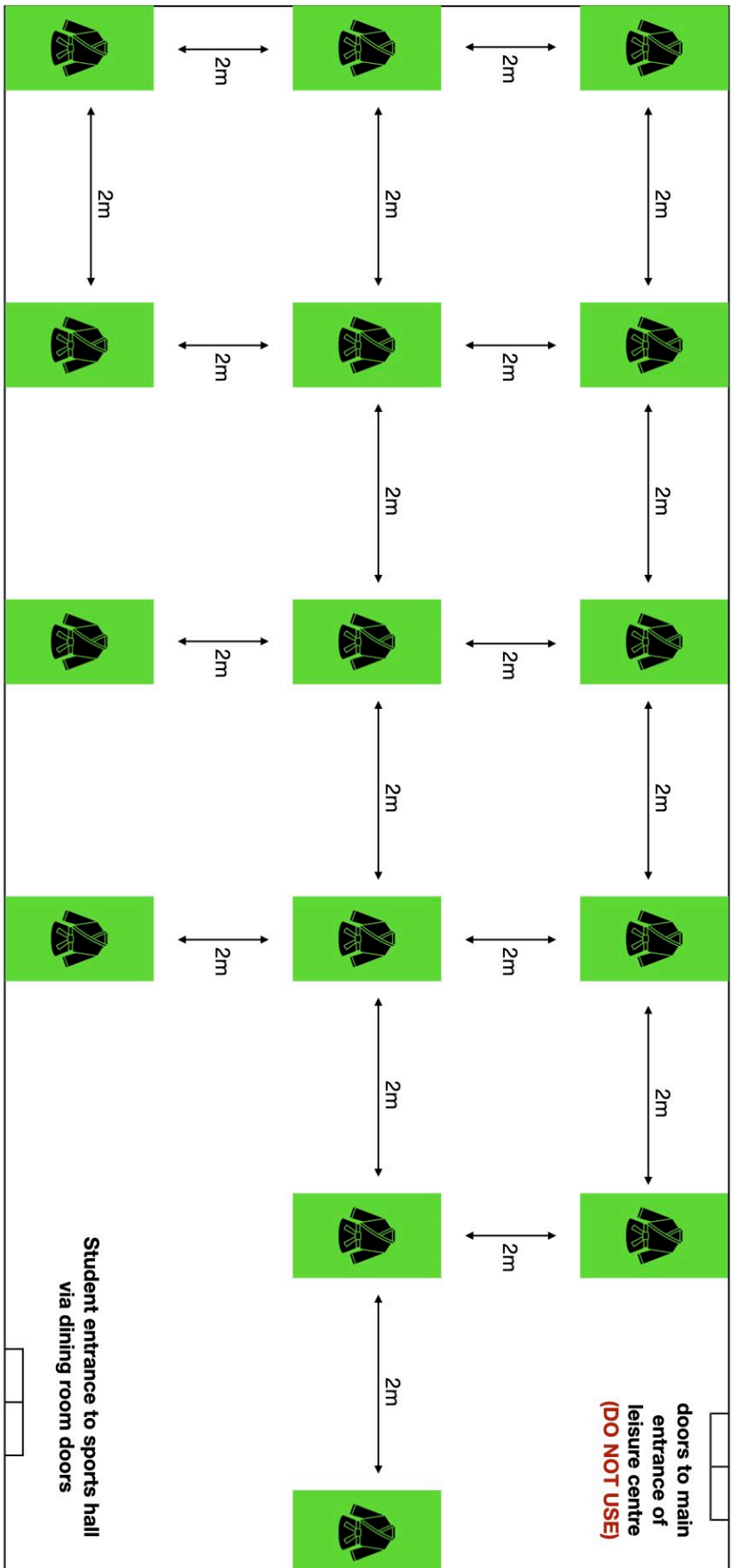
Typed / electronic signature (parent to sign if student under 18 years of age)	
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# APPENDIX B - Route To The Sports Hall




# APPENDIX C - New Mat Configuration

## Proposed Layout Of The Training Room - Abbs Cross (not to scale)








# APPENDIX D - Parent Guidance Document



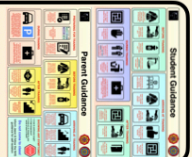
## Parent Guidance


### PREPARING FOR TRAINING



PLEASE READ THE COVID-19 RISK ASSESSMENT & NEW PROCEDURES DOCUMENT




PLEASE READ THROUGH THE PARENT AND STUDENT GUIDANCE




PLEASE COMPLETE THE RETURN TO TRAINING FORM & SEND TO JASON BY EMAIL BEFORE YOUR CHILD'S FIRST LESSON BACK

### DURING TRAINING




WE WOULD RECOMMEND THAT YOU STAY IN YOUR CAR OR CLOSE TO THE LEISURE CENTRE DURING THE LESSON. THIS IS SO THAT YOU ARE CLOSE TO THE DOLO SHOULD WE NEED YOUR ASSISTANCE TO HELP YOUR CHILD (FOR EXAMPLE, IF YOUR CHILD NEEDS FIRST AID OR NEEDS TO GO TO THE TOILET)




IF YOUR CHILD NEEDS FIRST AID, AN INSTRUCTOR WILL GUIDE THEM THROUGH THEIR OWN TREATMENT AND WE WILL CONTACT YOU TO MAKE YOU AWARE OF THE SITUATION


### BEFORE TRAINING



YOUR CHILD WILL NEED TO WEAR A CLEAN UNIFORM AND IT SHOULD BE TIED UP CORRECTLY




YOUR CHILD WILL NEED THEIR OWN HAND SANITISER WITH THEIR NAME ON IT




YOUR CHILD WILL NEED THEIR OWN WATER BOTTLE & TISSUES OR A TOWEL


### AFTER TRAINING



PUT ON YOUR MASK & GO TO THE ENTRANCE OF THE DOLO, USING THE SAME ROUTE AS WHEN YOU ARRIVED




MEET YOUR CHILD AT THE ENTRANCE OF THE SPORTS HALL FOR PICK-UP, MAINTAINING SOCIAL DISTANCING IF QUEUING




LEAVE THE BUILDING IMMEDIATELY THROUGH THE DOOR IN THE SPORTS HALL THE SAME ONE YOU USED EARLIER


### ARRIVING AT TRAINING



DRIVE TO THE CENTRE IF POSSIBLE & PARK IN THE SCHOOL CAR PARK AS USUAL. PUT ON YOUR MASK BEFORE YOU ENTER THE BUILDING




AN INSTRUCTOR WILL MEET YOU AT THE DINING ROOM DOORS & TAKE YOU TO THE SPORTS HALL ENTRANCE



WHEN YOUR CHILD HAS ENTERED THE SPORTS HALL LEAVE USING THE DOOR IN THE SPORTS HALL

### SHOWING ANY SYMPTOMS?


1. A new & continuous cough?
2. A high temperature?
3. A loss of, or change to, your sense of taste or smell?





Do not come to class!

Inform Jason & follow the NHS guidance for testing.


# APPENDIX E - Student Guidance Document




## Student Guidance


### BEFORE TRAINING




**WEAR A CLEAN UNIFORM TO CLASS (DON'T USE THE CHANGING ROOMS AT THE CENTRE)**



**BRING YOUR OWN HAND SANITISER & PUT YOUR NAME ON IT**




**BRING YOUR OWN WATER BOTTLE & PUT YOUR NAME ON IT**




**WASH YOUR HANDS WITH SOAP & WATER (20 SECONDS) BEFORE YOU LEAVE FOR TRAINING**


### ARRIVING AT TRAINING




**ARRIVE AT THE DOJO ENTRANCE WITH YOUR PARENT OR GUARDIAN**




**MAKE SURE YOUR BELT & UNIFORM ARE TIED SECURELY**



**APPLY YOUR HAND SANITISER OR USE THE SANITISER PROVIDED BEFORE YOU BEGIN TRAINING**




**GET THE THUMBS UP FROM AN INSTRUCTOR TO COME INTO THE ROOM & GO ONTO YOUR MAT**




**STAY ON YOUR MAT AND WAIT FOR FURTHER INSTRUCTIONS**


### DURING TRAINING




**STAY ON YOUR MAT AT ALL TIMES DURING THE LESSON**



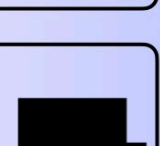
**PUT YOUR HAND UP IF YOU NEED HELP OR NEED TO LEAVE THE MAT AN INSTRUCTOR WILL COME TO YOU**



**COVER YOUR MOUTH AND NOSE WITH A TISSUE OR YOUR SLEEVE (NOT YOUR HANDS) WHEN YOU COUGH OR SNEEZE**




**PUT YOUR TISSUE IN THE BIN IMMEDIATELY AND USE YOUR HAND SANITISER**




**IF YOU NEED BASIC FIRST AID TREATMENT AN INSTRUCTOR WILL GUIDE YOU THROUGH YOUR OWN TREATMENT, OR THEY MAY CALL YOUR PARENT TO HELP YOU.**


### AFTER TRAINING



**STAY ON YOUR MAT AT THE END OF THE CLASS**



**APPLY YOUR HAND SANITISER & GET ALL YOUR EQUIPMENT TOGETHER READY TO LEAVE**



**GET THE THUMBS UP FROM AN INSTRUCTOR TO LEAVE YOUR MAT AND GO TO YOUR PARENT OR GUARDIAN**