



Covid-19 Activity Implementation Plan

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| UTA CLUB NAME: | St Neots TKD |
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| CLUB VENUE: | St Mary's Primary School |
| CLUB DAYS: | Wednesday |
| CLUB TIMES: | 4:30pm 5:15pm – 5:30pm – 6:15pm |

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| PLAN COMPLETED BY (Name): | Paul O'Brien |
| DATE OF COMPLETION: | 07/09/2020 |

- This Covid-19 Activity Implementation Plan forms the basis of the Control Measures this UTA 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

| Review Dates & Signature | | |
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Please complete the following information which applies specifically to your UTA Club training in a specific Venue:

The **information you enter below must be communicated to your Coaches, club leaders, participants and supporters and Members in advance of their arrival at the Venue.** This is to enable them to come prepared and safely to the Club at the appropriate time.

UTA suggests that you print these pages to carry to the Club to demonstrate your compliance.

| Things you may need to buy or prepare | | |
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| Product | Specification | Check |
| UTA Signage & Any Additional Signage needed | As required | |
| Warning Tape | Black/Yellow Type - as needed | |
| Hand Sanitiser Gel | Must have 60% Alcohol | |
| Detergent/Disinfectant | Must contain 1000ppm Chlorine | |
| Wipes for Equipment | Must contain 60% Alcohol or 1000ppm Chlorine | |
| Additional items for the club first aid kit | Masks & Gloves (get and keep a few) | |
| Mop for Floors | If needed | |
| Contactless Payment Machine | If required | |
| Member Briefing | Copy of this completed Implementation Plan | |



Covid-19 Activity Implementation Plan

This Plan forms the basis of the Control Measures this UTA Club is putting in place to protect its Coaches, Members and Supporters from the Covid-19 hazard whilst attending our Taekwon-Do Activity.

Everyone planning to attend our Taekwon-Do Activity should review this document carefully and adhere to all of the measures contained within this plan.

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| PLAN EDITION DATE: | Sept 2020 |
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| BEFORE PEOPLE COME TO THE CLUB | | |
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| Club information about new Controls Measures and changes to the Club operation | | |
| Control Measures | Effect on Club participants | Check |
| Any changes to the Days the Club will train? | Days to remain the same | |
| Any changes to Session Times? | No session times changed | |
| Any changes to who can train? | All students can train unless they show signs of Covid-19, if this is the case students should follow Government guidance on self isolation and testing. | |
| Any extra measures for members with higher risk and/ or with underlying health conditions? | Running Zoom lessons for those who are in the at-risk groups or students who are not comfortable training indoors. Individual emails with zoom links to those students only. | |
| What if my UTA Membership has expired? | Members must renew membership before attempting to train. Contact the club in advance and arrange renewal | |
| What should/can I wear? | Arrive at the venue in your training kit as there is NO use of changing rooms, sports shoes are to be worn throughout the lesson. | |
| Can I bring a bag? | Ideally no – but if you need to, ensure it is wiped down thoroughly before coming | |

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| | to training and kept away from any other bags whilst in the venue. | |
| 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 | |
| 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? | Follow the latest government guidance regarding the wearing of masks outside the Dojang. Masks are not required for TKD. We will also not require students to use breath control while training inside the hall. We will NOT be doing any face to face or partner work to keep the social distancing within the hall. This will keep risks to a minimum. If a student wishes to wear a mask they can. | |
| Can I bring my own Water Bottle? | Members must bring their own drinks and must not share | |
| Do I need to bring my own Pads/Protectors? | No – we will refrain from using equipment but if we do, they must not be shared between different household groups unless thoroughly cleaned before and after to minimise the risk of transmission | |
| Can I Change at the Venue? | NO – there will be NO Changing Facilities – so come to training in your dobok. | |
| Can I Shower at the Venue? | There will be NO shower facilities available. | |
| Can I pay in Cash? | Ideally no – We can accept contactless payment or payment via Direct Debit. | |
| Is there anything else I need to know or prepare before I come to the session? | Please adhere to the signage and email instructions for each venue. There will be strict arrival times and training times to prevent overcrowding at each of the St Neots TKD venues. These times must be adhered to no early arrivals will be tolerated. Stay away if you/your child feels ill in anyway at all. | |

TRAVELLING TO / FROM THE CLUB

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

| Control Measures | Effect on Club participants | Check |
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| 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? | The St Marys School Drop off point is outside the main entrance where an instructor will ensure the students access the Dojang. Only students to enter the school. Pick up will be outside in the car park where an instructor will ensure young students are collected and social distancing is adhered to. | |
| Where do we Park if we are driving? | The normal parking facilities are available at all the locations. | |
| What if my lift is late? | If a parent is late to pick up their child, the child will wait at the exit point with an instructor. | |
| What if I am Under 18 and left alone at the venue? | The normal safeguarding procedures will be in place for all under 18's plus additional markers on the floor for the children to keep social distancing whilst training. | |
| Is there anything else I need to know about getting to/from the venue | When arriving to the venue please adhere to the social distancing while you/your child is waiting to enter the building. Parents to drop off and wait in the car or in the car park area but adhering to social distancing at all times. | |

ENTRY / EXIT AND USE OF THE VENUE

| Control Measures in place at the Venue | | |
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| Control Measures | Effect on Club participants | Check |
| Are there any Control Measures on entry / exit to the Venue? | <p>When arriving to the venue please adhere to the social distancing while you/your child is waiting to enter the building. Parents to drop off and if waiting, they must wait in the car or car park area adhering to social distancing at all times.</p> <p>At St Marys School there is only one way in and one way out, so a queuing system will be in place to ensure social distancing is adhered to at all times.</p> <p>No other persons allowed in the premises other than the students and Instructors at all times.</p> | |
| Are there any Control Measures inside the Venue layout? | There will be rubber dot markers on the floor to enable each student to keep to the social distancing whilst training. | |
| Can the changing rooms be used? | NO changing facilities available at any of the venues | |
| Are there any Control Measures inside the Venue Changing Rooms? | | |
| Is there a special process for Emergency Evacuation? | Normal emergency evacuation procedures will apply except all students to keep to social distancing when roll call is taking place. | |

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| Are there any Control Measures inside the Venue Toilets? | Members are advised to go to the toilet before they leave home. Only one set of toilets to be used at St Marys School to minimise contact points. Direction to be provided. | |
| Can the Venue Showers be used? | NO Shower Facilities available. | |
| Are there any Control Measures for the Showers? | | |
| Are Refreshments available in the Venue? | NO refreshments available in any of the venues. | |
| Is Water available in the Venue? | Students must bring their own water. | |
| What happens when we leave the Venue? | For St Marys School – There will be a queuing system on exit and an Instructor will assist young students to be collected one by one by their parent or carer via the carpark area in a socially distant manor. | |
| Is there a separate exit to the way I came in? | | |
| What if I/my child develops Covid-19 Symptoms? | If after attending a lesson you/your child has COVID -19 symptoms, please arrange to have a test. | |
| What other changes to the venue affect my Taekwon-Do club? | NONE | |

TAEKWON-DO GYM MEASURES

Control Measures we will use in the Taekwon-Do Club during the Session

| Control Measures | Effect on Club participants | Check |
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| 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. To conduct a meeting with all LBTKD instructions to make sure they are all fully aware of these implementation procedures. | |
| 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) | |

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| | 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 there be any Taekwondo specific Signs in place? | Yes – clubs should display the UTA advisory signs within the class setting | |
| What should I do with my shoes and bag and water? | Put them at least 1m+ away from other people’s shoes and bags and water. | |
| Is Hand Sanitiser available for Members use? How often will we break to clean our hands? | Yes – the club should provide hand sanitiser, and everyone should sanitise their hands as they enter the Taekwondo gym space. You may also bring your own. We won’t break to wash hands but if students leave to use the toilets, they must wash their hands before and after. | |
| Are the Mats/Floor clean? How often will the Mats/Floors be cleaned? | Students wearing trainers will minimise the risk of transition from individuals to the floor. However, we will clean the floor if required by the venue after each session. The floor should be spot cleaned during each session where sweat or other bodily fluids are apparent that could contain the virus, Students to point out any area for cleaning that the instructor might miss. | |
| 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. There will be rubber dot markers on the floor to enable each student to keep to the social distancing while training. At St Marys school only one set of toilets to be used. Direction to toilets will be given. | |
| Is the Training equipment clean? | Equipment should be thoroughly disinfected & cleaned before and after sessions to minimise the risk of transmission and must not be | |

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| How often will equipment be cleaned? Will you provide Disinfectant Wipes to clean equipment etc? | shared between different household groups during sessions. We will refrain from using any equipment in the first instance but if and when they are used, we will clean all equipment after use. | |
| What about waste materials that might be infected? (e.g.: tissues, PPE etc) | A separate bin should be provided Secure disposal at the end of a session should be arranged | |
| 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 inform the local authorities Track and Trace team who will contact us if required. | |
| 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. | |
| Are there any other measures relating to the Taekwon-Do gym that I need to know about | No | |
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TAEKWON-DO TRAINING

Information on how we will practise Taekwondo during the Class

| Control Measures | Effect on Club participants | Check |
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| 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 | |

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| Basic Techniques (Up and Down or On the Spot) | 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 | Not currently permitted unless between members of the same household | |
| Patterns | 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 in accordance with all the above restrictions | |

