



EWKR COVID-19 RECOVERY PLAN: RETURN TO CLASS PROTOCOLS

A GUIDE TO RE-OPENING YOUR MARTIAL ARTS DOJO SAFELY

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As of July 25th 2020, sports activities that follow Government guidelines can go ahead as long as they follow the correct guidance and protocols.

With this in mind, we have carried out a risk assessment on all aspects of EWKR training and developed a detailed outline and protocol that you **must** follow within your dojo, to ensure that you have considered all aspects necessary. It will also serve as a guide that you can issue to your venue, to instil confidence that you are taking all the precautions necessary to ensure the protection and safety of yourself and your students. As of August 1st 2020, if you are in the shielding or vulnerable group (e.g. over 70) you are still allowed to instruct, but it is up to you to make that decision and whether you feel ready and safe to do so. Restrictions have been relaxed, even for those shielding, but extra special care must be taken if you fall within these groups. When restarting classes, the instructor should also consider the vulnerability of students (by age, health etc).

When exact Government guidance becomes available, please check that the assumptions below fall in line with the official guidance ultimately provided. The assumptions we have currently worked with for this document are:

1. Social distancing will remain at 2 metres.
2. Protocols must be applied when entering and inside the dojo (see pages 5-11 of this document).
3. Extra care and consideration must be made with the return of any vulnerable instructors or students.
4. The Instructor must ensure they are up-to-date with all current and ongoing Government advice and guidelines.
5. When controlling all risk, please do so as far as is reasonably practicable.

We hope you find this document useful and it helps you to structure your phased return to the dojo.

The next page highlights our return to karate in **four distinct phases**. All EWKR classes **must** adhere to these phases.

EWKR FOUR PHASE RETURN TO KARATE

There are no set timelines for when we will move into each phase, and as we do, various conditions may also apply.

The current EWKR guidance is that we are now in **PHASE ONE**, and all EWKR students and instructors are fully expected to comply. Should clubs **not** follow the guidance, then it is likely their insurance will be invalid.

EWKR guidance will be adapted and updated accordingly to meet the conditions required as we move through the phases. It also has to be recognised that whilst we might progress from one phase to another, it is entirely possible that we may have to take a step back as Government directives might dictate. Further, local conditions (such as we recently witnessed in Leicester with their lockdown) will also impact on how a dojo can operate, and any club that might be in such an area will be compelled to follow the local advice from their council.

Our hope is that we will soon be able to move to Phase two, if not indoors, then possibly outside. We must not under estimate the magnitude of this pandemic and the risks it brings to all of us. The safety of our instructors and students is paramount.

PHASE ONE:

As of July 25th 2020, return to non-contact indoor or outdoor training with full social distancing compliance, along with a number of safety measure as prescribed in pages 5-11 of this document.

PHASE TWO:

Allowing the use of equipment such as strike pads, gloves and very limited partner work.

PHASE THREE:

Return to full, regular training.

PHASE FOUR:

Return to competition. This may not be until 2021.

PHASE ONE:

The protocols in this document are based upon best advice provided by the UK Government directives and Sports England.

The principle aim is to safeguard against the potential spread of the COVID-19 virus whilst allowing for a phased return to full karate training. The document may be updated as and when new information is received.

It must be noted that EWKR clubs will also be obliged to follow any further regulations that are required by any facility/venue they might use. This EWKR guidance should be followed in conjunction with any such requirements from the facility/venue.

Safeguarding

In addition to our protocols (pages 5-11), all EWKR Safeguarding, child protection and vulnerable adults protocols **ALWAYS** remain in place. Our Safeguarding Policy can be found on the England Wado-Kai website under the 'Info' tab.

Each club must ensure they have clear and explicit written permission from the parents/guardians, allowing their child to return to indoor or outdoor karate training. There must be a clear paper trail. This will be left to the individual club instructors to follow through with this via email or a hand-written letter.

It is recognised that implementing EWKR protocol measures will place significant pressure on time and space.

In some instances, class sizes will more than likely be reduced in numbers, and perhaps need to be shorter.

This in-turn places pressure on club finances. However, these measures are **mandatory** if clubs wish to train in their dojo.

Please ensure that all students, parents/guardians receive the 'Student return to training protocols' as seen on page 13 of this document. They must confirm back to their instructor prior to commencing their first lesson back, that they have read and understood the protocols. The protocols sheet will be made available on the England Wado-Kai website for download.

We will move onto **Phase Two** once we have further guidance from Government and Sports England to say that it is safe to do so. We may have to issue a new version of this document for each new Phase we enter into.

WHAT	HOW	RESPONSIBILITY	WHY	COMPLETED
Opening Date	<p>Establish a date that you are able to re-open your club either indoors or outdoors.</p> <p>Monitor the Government guidelines, sports england advice and this EWKR COVID-19 Recovery Plan.</p>	Instructor.	To ensure you are safe and ready for when your dojo re-opens.	
Gain Authorisation from your venue	<p>Obtain authorisation and written confirmation for re-opening from the appropriate venue contact.</p> <p>Check that you have relevant EWKR insurance cover.</p>	Instructor.	To ensure that your re-opening date coincides with the official venue authorisation and that facilities are made available on your return.	
Communicate with Students	<p>Make your students aware as soon as possible of the re-opening date and provide details of all the measures you have put in place as well as those required by the venue. This should be done via Email/ SMS/SMS+/Facebook /website or Online classes.</p>	Instructor.	To help your students and parents/guardians understand what they and the club needs to do when they return.	
Register of attendees each lesson for NHS Track and Trace	<p>All people that are in the dojo including parents/ guardians that may be watching, must provide contact tracing details prior to the lesson. Where possible avoid paperwork and take students details prior to them attending class. They should supply their details (as per the form at the back of this document) every time they attend. They can send these details to you via email.</p> <p>If they are unable to do this digitally, then you should use the form supplied in this document. On arrival you should ask them these questions verbally and fill the form out yourself. These should be kept for 21 days. No karate may commence until you know who is in attendance and have all their contact tracing details.</p>	Instructor, Students, Parents/ Guardians.	To assist NHS Track and Trace with requests for the data, if needed.	
Entry and Exit to Dojo	<p>Students to enter dojo with social distancing of at least 2 metres. Students to wait in line whilst each one in-turn enters the dojo.</p> <p>Ideally someone should be stationed at the doors to manage entry and exit.</p>	Instructor and Students.	To ensure a safe social distance from each other.	

WHAT	HOW	RESPONSIBILITY	WHY	COMPLETED
Registration Books	EWKR Registration books <u>must</u> not be stamped. Instructors to keep a record of who attends. Student to put a pencil mark in their book to show when they have attended. Books will be stamped at a later date once it is safer to do so.	Instructor and Students.	To avoid any cross-contamination of surfaces.	
Arrival of attendees and clothing/footwear protocol	All students must arrive fully dressed in their gi. No changing of clothes will be allowed inside the dojo. It will be unlikely that any changing rooms will be open. All students must wear trainers or non-slip socks (no bare feet allowed). All gi's or other sports clothing to be washed before every new training session. Students should wait outside the class (2m spaced) before being invited in.	Instructor and Students.	To minimise time in the dojo and to avoid any cross-contamination of surfaces.	
Symptoms	If students/parents/guardians have any of the symptoms of Covid-19, or someone in their household is symptomatic, they must not attend the club. If the instructor has symptoms the club <u>must</u> be closed and all students notified immediately and NHS Track and Trace contacted.	Instructor, Students, Parents/Guardians.	To ensure safety for all.	
Vulnerable students/instructors	For those defined as clinically vulnerable, please ensure that they are aware of the latest advice from the Government. Whilst they no longer need to shield from the 1st August, they may still be at risk of severe illness if they catch coronavirus so they may want to take further precautions when training. They should let the instructor know if they fall within the Government's definition of a vulnerable group (e.g. those aged 70+, those with certain underlying conditions & pregnant women).	Instructor, Students, Parents/Guardians.	To ensure safety for all.	

WHAT	HOW	RESPONSIBILITY	WHY	COMPLETED
Attendees	<p>Only students and instructors should be inside the dojo. Where possible, a parent should not enter the dojo and must stay outside and wait for their child until the lesson has finished. Only particularly vulnerable children should have a parent present. Ideally this should be limited to one person.</p> <p>EXCEPTIONS These may be required for very young children or students who feel uncomfortable without the presence of their parent/guardian. In this instance they will need to be seated individually at a minimum 2 metre distance. All seating to be cleaned before and after use. Hand sanitising to be implemented by all. Any spectator seated in the dojo should wear a face covering.</p> <p>Very young children may not be able to comply with social distancing so consider postponing the return of the youngest students until after a trial with older children (over 10s) and adults.</p> <p>For safeguarding purposes, children should arrive and be collected from the dojo by their parent or guardian. If necessary they should be escorted (with social distancing) to their parent/guardian by a DBS checked adult. If there is only one adult instructor teaching at the club, then there must be at least one other adult (parent/guardian) in the dojo to comply with the EWKR safeguarding policy.</p>	Instructor, Students, Parents/ Guardians.	To keep group sizes small and to maintain correct social distancing procedures in-line with Government recommendations.	
Class sizes	Set and limit your class sizes based on government guidelines that maintain social distancing. It is estimated that you have a 30-50% reduction in class sizes during a phased return. This depends very much on normal class sizes. A smaller class for example may be able to accommodate all students.	Instructor.	To maintain correct social distancing procedures in line with Government recommendations.	
Entry/Exit	Use one way systems if building allows.	Instructor and Students.	To maintain correct social distancing procedures in line with Government recommendations.	

WHAT	HOW	RESPONSIBILITY	WHY	COMPLETED
Marked training spaces	<p>The dojo must have clear markings where each person should stand. Each mark must cover 3x3 metres square. The student should occupy the middle of that square. This is to ensure that adequate distance is maintained at all times even during practice. It is possible for a student to occupy other parts of their allocated space, but all students in the class must occupy the equivalent space within their allocated area. Instructor must constantly observe that social distancing is maintained throughout training.</p> <p>Instructors need to check what the venue has done or what they require you to do. They may not want tape put on their floors in which case you would need to use other sorts of markers (e.g. floor disks or cones). Such as:</p> <p>https://amzn.to/2ZQsjao https://amzn.to/2BrR1EE</p> <p>All tape to be removed from floor at end of lesson and discarded. Any markers used must be fully sanitised at the end of each session.</p>	Instructor to do this prior to lesson commencing.	To maintain correct social distancing procedures in line with Government recommendations.	
Sterile Cleaning Gel	<p>Instructor to supply sterile anti-viral hand cleaning gel, which must be used by all students and the instructors at the entrance and exit of the dojo.</p> <p>This needs to be done at the start and the end of each session.</p>	Instructor and Students.	To ensure that all students have cleaned off any possible virus.	

WHAT	HOW	RESPONSIBILITY	WHY	COMPLETED
The lesson	<p>During the lesson students should stay in their 3m square area.</p> <p>Drills (in line) are allowed if the students stay in their lines as a single rank. There must be no entry into another person's marked space at any time.</p> <p>If kata is to be practiced the instructor should ensure that the students stay in their space and perhaps stagger the students. When running through a Kata all the way through, this must only be done with a small number of students at a time dependent on space. Maybe only 2/3 students at a time.</p>	Instructor and Students.	To maintain correct social distancing procedures in line with Government recommendations.	
Instruction whilst teaching	The instructor must refrain from guiding, or touching any students during practice.	Instructor.	To maintain correct social distancing procedures in line with Government recommendations.	
Equipment	<p>No sharing of equipment of any kind e.g. pads, gloves etc.</p> <p>Only bring the essentials with you to the dojo. Preferably leave everything in the car, or provide socially distanced zones for placing water bottles/keys etc.</p>	Instructor, Students, Parents/ Guardians.	To protect everyone from possible cross-contamination of the virus via other surfaces.	
Cleaning before and after classes and inbetween classes.	Some schools/venues may provide a room that has already been sanitised and cleaned. If it has not, you will have to do this yourself before the lesson commences. There must be a 15 minute gap between classes to allow for any surfaces to be cleaned down where necessary (e.g. chairs that parents have sat on, door handles etc).	Instructor and possibly Venue.	To protect everyone from possible cross-contamination of the virus via other surfaces.	

WHAT	HOW	RESPONSIBILITY	WHY	COMPLETED
Kiais and Bows	<p>We know that shouting risks projecting droplets containing virus over a wider space area so no Kiais will be allowed.</p> <p>Bows should only be done standing to avoid students touching the floor with their hands.</p>	Instructor and Students.	To protect everyone from possible cross-contamination of the virus.	
Ventilation	Open all windows where possible and as appropriate.	Instructor.	To ensure a good flow of fresh air around the dojo as good ventilation is known to dilute virus particles and so reduces the chance of infection.	
Payment	<p>Cash payments should be avoided and instead clubs should implement online payments, BACS transfers or Contactless card payments. Consider setting up a monthly payment session rather than payment per lesson.</p> <p>If a cashless or online payment option is not accessible to some, then please implement a no-change policy. Correct money to be paid, preferably notes only as these are plastic and can be sanitised – this might mean there needs to be a change in prices charged or paying for several sessions at once.</p>	Instructor.	To help prevent any additional possible route for the virus to enter into the dojo.	
Controlled use of toilets	<p>The venue may not allow use of toilets or other facilities. Where they can be used there must be a 'one in, one out' policy and queues outside must maintain social distancing rules.</p> <p>Students to be informed of this before they attend class. On return to the dojo they must follow the full hygiene protocol of hand sanitisation and keep to their 2metre social distance.</p>	Instructor, Students, Parents/ Guardians.	To ensure a safe social distance from each other.	
Instructors and Students hygiene	Maintain highest standards of personal hygiene. Karate gi must be washed between every lesson. Hand sanitisation must take place before arriving into the dojo. Students must shower/bath immediately upon their return home.	Instructor and Students.	To maintain hygiene standards and protect all individuals.	

WHAT	HOW	RESPONSIBILITY	WHY	COMPLETED
Hand washing	Every student/parent attending must wash their hands on a regular basis particularly before and after class.	Instructor, Students, Parents/ Guardians.	To maintain hygiene standards and protect all individuals.	
Coughing	<p>Instructors, Students and Parents/Guardians to be reminded on a regular basis to catch coughs and sneezes in tissues – Follow: ‘Catch it, Bin it, Kill it’ and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the venue.</p> <p>Instructor to make sure boxes of tissues are readily to hand before, during and after class in various places around the dojo.</p> <p>If a tissue is not immediately to hand, catch a cough or sneeze in your elbow and do not use your hands to cover your mouth or nose.</p>	Instructor, Students, Parents/ Guardians.	To protect Students, Instructor and Parents.	
First Aid	<p>If the need arises for first aid, the following safety protocols apply.</p> <p>Face Mask, gloves and eye protection (visor) must be worn by the Instructor/First Aider.</p> <p>Store first aid kit in an easy to reach location.</p> <p>First aid kits should be checked and updated to include face mask, gloves and visor.</p>	<p>Instructor.</p> <p>People involved in the provision of First Aid should pay particular attention to sanitation measures immediately afterwards including washing hands.</p>	To protect Students, Instructor and Parents.	
Sanitation Protocols	Disinfect all surfaces within the venue including registration desk, door handles, bannisters, bathrooms, equipment (when use is permitted) etc on a regular basis. Matted area to be cleaned after every lesson.	Instructor.	To ensure the cleanest possible training area.	

EWKR COVID-19 CONTACT TRACING FORM

There is a higher risk of transmitting COVID-19 in premises where people/visitors spend a longer time in one place and potentially come into close contact with other people outside of their household. To manage this risk, the Government has advised that these sectors should collect details and records for contact tracing if required. Where possible, please send the required information below to your club instructor prior to your first training session (email, text, WhatsApp or similar). If that is not possible, please fill in this form and bring it with you to the dojo. Your details may be needed for NHS Track and Trace procedures in case of someone coming down with symptoms of COVID-19.

Date of training	
Students name	
Anyone accompanying the student (if applicable)	
Home address	
Are you in a Vulnerable Group? (supply details)	
Telephone/Mobile	
Email address	

To comply with the UK Government Data Protection Act we will collect only the minimum amount of information as above. We will **not** use this information for anything else other than for possible contact tracing if required. The COVID-19 incubation period is 14 days. The UK Government has said business should keep a temporary record of people/visitors for 21 days, in a way that is manageable for the club and to assist NHS Track and Trace with requests for the data if needed. All tracing forms will be destroyed after 21 days. No data will be added to a general marketing database as this would breach the data protection laws in the UK.

STUDENT RETURN TO TRAINING PROTOCOLS

All parents/guardians and students **must** follow the below protocols prior to returning to indoor or outdoor karate training.

Some of these protocols may only apply to indoor training sessions. If you are unclear as to what to do, please contact your instructor.

<p>1. Before arrival at the class, ALL students, parents/guardians to ensure that they have sanitised their hands with anti-viral gel. Students should wear a clean gi (which should be cleaned between every lesson). There must be no bare feet in the dojo, so trainers or non-slip socks must be worn. There will be no changing facilities.</p>	<p>8. Let the instructor know if you fall within the Government's definition of a vulnerable group. Whilst you can still train, you may want to take further precautions and please ensure you are aware of the latest Government advice.</p>
<p>2. Wherever possible, students to pre-pay in advance of training sessions or pay using contactless methods. The club instructor will notify you of how payments should be made. If payment can only be made by cash, then this should be the correct amount of money, preferably notes.</p>	<p>9. The karate class may be limited in size. The dojo will have clear markings where each person should stand. Each mark will cover 3x3 metres square. The student should occupy the middle of that square. This is to ensure that adequate distance is maintained at all times even during practice. It is possible for a student to occupy other parts of their allocated space, but all students in the class must occupy the same space within their allocated area. Line drills are allowed as long as students remain in their lines and maintain 2 metre social distance.</p>
<p>3. Students to enter dojo with social distancing of at least 2 metres. Students to wait in line whilst each one in-turn enters the dojo. Parents/guardians should not come into the dojo where possible (there are exceptions, see Point 5 below).</p>	<p>10. Some venues may not allow use of toilets or other facilities. Where they can be used, there must be a 'one in, one out' policy and queues outside must maintain social distancing rules.</p>
<p>4. All people that will be in the dojo must provide NHS Track and Trace details prior to the lesson. This should be done before you start a new lesson by way of email/text or similar to your club instructor. If you have not done so, upon arrival you will be asked by your instructor for these details. No karate may commence until all information is received from everyone in attendance.</p>	<p>11. With regards Coughing – Instructors, students and parents/guardians must catch coughs and sneezes in tissues. Follow: 'Catch it, Bin it, Kill it' and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the venue. Where a tissue is not available they should catch in a sleeve.</p>
<p>5. Only students and instructors should be inside the dojo. Parents/guardian will not be allowed inside the dojo and must stay outside and wait for their child until the lesson has finished. Exceptions may be required for particularly vulnerable children or students who feel uncomfortable without the presence of their parent/guardian. In this instance parents/guardians will need to be seated individually at a 2 metre distance.</p>	<p>12. There must be no hugging or embracing between students at any point, but especially after a session when students are likely to have been perspiring.</p>
<p>6. All Safe-Guarding, child protections, and vulnerable adults protocols remain in place. The EWKR safe guarding policy is available for download on the England Wado-kai website under the 'info' tab.</p>	<p>13. Any congregating of people must be away from the dojo and outside, whilst maintaining social distancing protocols. Students must leave the dojo in an orderly and organised fashion. They must leave as they arrived, and change at home.</p>
<p>7. If students/parents/guardians have any of the symptoms of Covid-19, or someone in their household is symptomatic, they must not attend the club. If the instructor has symptoms; the club will be closed, all students will be notified immediately and NHS Track and Trace contacted.</p>	<p>14. Only NON CONTACT training is allowed at this time. There will be no pair work, or kumite.</p>
	<p>15. There must be no shared use of drinking bottles at any time.</p>
	<p>16. There will be no sharing of equipment of any kind e.g. pads, gloves etc.</p>

Students & parents (where applicable) must confirm in writing (email, text, WhatsApp or similar) that they have read and understood these return to training protocols and that they will follow the protocols at the dojo.

ENGLAND WADO-KAI KARATE-DO RENMEI

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