

GENBUKAN KENSU DOJO
COVID-19 INFECTION CONTROL PROCEDURES

Operating Procedures for The Safe Return of Martial Arts

Training at The Genbukan Kenshu Dojo

**These Procedures apply to Classes held at the
Village Hall, Thorpe Malsor, Nr Kettering**

Version 1: June 2021

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INTRODUCTION

The Covid-19 Pandemic has affected all our lives since March 2020. We have currently experienced a number of 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 in England to provide a route back to a normal way of life. At the time of writing, we are currently in 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 Saturday 11th September 2021.

About This Document

The purpose of this document is to detail the changes in operating procedures at the Genbukan Kenshu 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 risks to students and instructors of being exposed to Covid-19 whilst training at the Joseph Whitaker School Sports College, and to further help reduce the risk of spreading the virus.

The activities carried out by the instructor/s of the Genbukan Kenshu 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 students and instructors will be issued 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 Genbukan Kenshu Dojo website at www.genbukan-ninjutsu.co.uk

IMPORTANT INFORMATION

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

1. SHOWING SYMPTOMS OF COVID-19

Students or Instructors **Must Not** attend a training session if they or any person they live with are displaying 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, your sense of smell or taste

If you or anyone you live with are experiencing at least one of these symptoms please let the 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 now be taken at home and give a result within 30 minutes of taking the test.

If everyone in the household records a negative result when taking a lateral flow test, then the student **can** attend the class as normal.

If anyone in the household records a positive result when taking a lateral flow test, you **must not attend the class**. You must self-isolate immediately and arrange to have a PCR test to verify if you have been infected. If the result of the PCR test is positive, you **must not** return to the class until the end of the self-isolation period. If the result of the PCR test is negative, you 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 attend the class. It is recommended that you 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 anyone in the household is showing symptoms of Covid-19.

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

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

Please inform the instructor if you 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 you could potentially suffer an allergic reaction by coming into contact with a mat surface that has been cleaned with a chemical agent, please contact the instructor immediately to discuss whether you should return to training at this stage.

During the process of mat cleaning, you will be required to wear a face covering and apply alcohol gel before handling the mats when returning them to storage. This is in accordance with government guidelines and no additional PPE is required.

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.

Similar to 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 anyone entering the training area.

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

1. Student Covid-19 Declaration Form

All students are required to complete the student Covid-19 Declaration Form before they will be allowed to return to training (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 prior to the start of the first lesson by placing it in the designated area adjacent to the entrance of the training room.

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

2. Arriving and Exiting the Village Hall

Please wait in your vehicle until the gate is opened. To access the village hall, enter the main entrance of the venue in an orderly socially distanced manner, if you need to queue, do so maintaining social distancing from others in the queue. To Exit the village hall, use the entrance door when directed to leave. We may have to run smaller class sizes initially and you will be allocated either group A or group B when you book your place. Only enter the courtyard when you group is indicated via a sign on the gate. This provides a one-way system to minimise congestion and to maintain social distancing. Appendix B shows a map of the building which details the route to be taken to and from the village hall entrance.

3. Lesson Duration

Lesson duration has been reduced to 60 minutes for the class. This is due for the need to clean all the mats, equipment and common touch points between classes as per Government Guidelines.

The lessons will run from 10:00am to 11:00am (Group A) and 11:10am to 12:10PM initially. As restrictions ease and the requirement to sanitise all equipment is ceased, the plan is to amalgamate the two classes in to one for an extended training period.

4. Layout of The Mats

To maintain social distancing during the class, the configuration of the mats will change. Each student will be allocated a mat area which will be separated from the rest of the mats, in effect the students will be training on their own little 'isolation island'. They must stay on their matted area for the duration of the class, and must put their hand up if they need help from an instructor. This 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.

In addition, wherever possible we will have siblings/family members 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. This may change as we unlock the phases of the contact combat sports framework.

5. What Will You Be Practising?

The format of the class will include warm up, Taijutsu/Jujutsu Kihon Gata (unarmed patterns), either Kenjutsu/Iaijutsu (Sword Patterns) or Bojutsu (stick techniques) and will finish with a cool down or Chugoku Kenpo (Chinese systems). Please bring your own weapons to the appropriate class where possible.

6. Supporting Students During the class.

If a student requires help during the training, they must put their hand up to get the instructor's attention.

They must not leave the mats without permission as they may unwittingly break social distancing rules. 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 physically guide a student's 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.

7. Use of Toilets & Changing Rooms

The Thorpe Malsor Village Hall committee have agreed that we can have use of the toilets on a one in / one out system. Changing facilities will be closed, so please make sure you arrive to the class in your training uniform or appropriate attire. Special arrangements can be made for those travelling greater distances to attend the class, please organise this with the instructor prior to training.

8. Travel Arrangements

All those attending the class must travel to the venue by their own vehicle, either on their own or with members of the same household only.

If you have to travel by public transport then you will need to abide by the government guidance, such as wearing a face covering and maintaining social distancing as you are able.

9. Face Covering (mask)

Current government guidelines 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 choose to wear a mask during the training, then we will insist that you do everything at a comfortable level (Borg level 4-5). You can choose to, or may be asked to, sit down and rest if you/we feel you are exercising too intensely.

Everyone will however be required to wear your face mask when they are inside the building before and after training. Please put your face mask on before you enter the building, and keep your face mask on until you have stepped onto your mat area, at which point you can take your mask off. When the training has finished and you are ready to clean and put away your mats, please reapply your face mask. You will need to keep your face mask on until you have left the building and it is suggested you should only remove the face mask once you are inside your vehicle.

10. Test & Trace

We are required to collect sufficient data on each attendee at the classes to assist the NHS Test & Trace service. The information required to be collected includes 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. We will record this information for all attendees at every lesson. Could you please ensure that the instructor 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. Cash Payments

There will be no cash payments taken at class for any reason. Ideally payments should be in advance and your place reserved. If you need to pay at the start of class then PayPal contactless payments will be accepted.

SECTION 2 - THE TRAINING DAY PROCESS

1. Before You Leave Your House for Training

- 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 Kevin if there is anything you do not understand.
- **Please ensure you have read and signed the Covid-19 Declaration Form and that you have returned it via email (Appendix A)**
- Please make sure that Kevin has your most up to date contact information in case the Test & Trace protocol needs to be initiated.
- 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 PayPal before the lesson starts.

TRAVEL

- Please abide by social distancing guidelines travelling to and from the dojo.
- Participants should wear a freshly laundered uniform to the dojo.
- Everyone should wash their hands before leaving to travel to the dojo.

HYGIENE

- The student should bring their own towel or tissues to wipe away sweat, and to cough into if required.
- Using the toilet before leaving for the dojo may help to avoid using the toilets at the sports college, thus reducing the risk of contamination.
- Instructors and students 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.

PERSONAL ITEMS

- The student must bring any other training tools they need (wooden sword, staff, etc). The dojo will avoid lending any of their training equipment unless it is for a new member, in which the piece of equipment will be sanitised prior to use and after use by the instructor wearing the appropriate PPE.
- Student will not be permitted to share any personal equipment with other students (unless from the same immediate family).

2. On Arrival at The Village Hall

- Apply your mask before leaving your vehicle
- Follow the route to the Village Hall entrance as shown in Appendix B.
- Avoid arriving too early thus limiting any congestion with other users of the venue. Ideally arrive between 9:45am – 10:00am (Group A) or 11:00am (Group B) to help with the room set up and laying of mats or clean down and mat removal.

ENTERING THE VENUE

- Enter the venue through the allocated doorway (see Appendix B).
- If a queue forms please ensure you stand socially distanced from others in the queue.
- Everyone entering the venue must use the hand gel available at the village hall, or apply their own hand gel.
- Please place your completed Covid-19 Declaration Form onto the table if you could not send it via email. You may not be permitted to train if the declaration form is not completed.
- You will be directed where to position your mats ready for training.

3. During the Training Session

- Students will train “front to back” or “side to side” as per government guidelines in order to reduce face to face exposure.
- Students will train on their own, without contact with other students. All mats will be spread out socially distanced from the other mats by a minimum of 2 metres (Appendix C).
- All students must wear socks (or Japanese tabi) during the lesson, students will not be allowed to train in bare feet.
- The instructor will demonstrate what to practise from their matted area, maintaining a social distance.
- The class format will include warm up, Ninpo Taijutsu / Jujutsu Kihon Gata, Kobudo weapons (either Bikenjutsu or Bojutsu) and finish with Chugoku Kenpo/Relaxation.
- If you need any help, please raise your hand and stay on the mat until an instructor has recognised your request for help.

ENVIRONMENT

- Doors may be left open in order to aid ventilation into the room, as per government guidelines.

IF THE STUDENT NEEDS TO COUGH

- If a student needs to cough, they should cough into their towel/tissue or into their elbow. They should avoid coughing into their hands.
- If the student has used a tissue, they must secure it in their training bag to be thrown away at home and gel their hands before continuing training.

FIRST AID

- 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.
- 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).

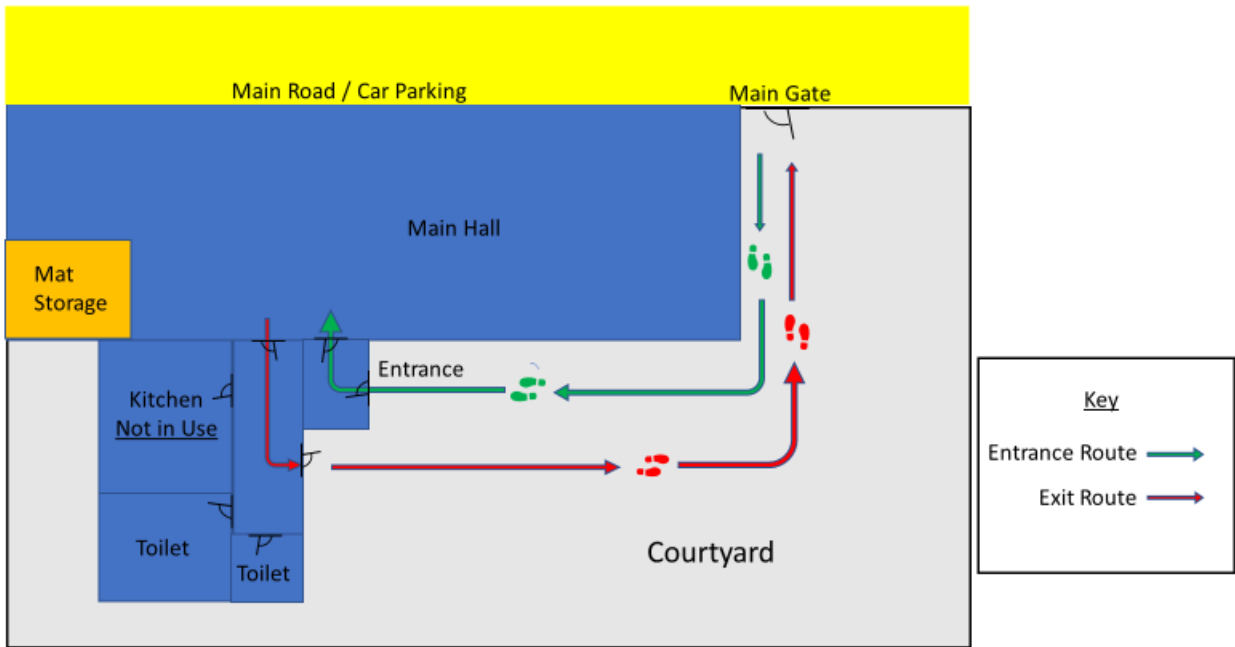
4. At the End of the Training Session

- At the end of the training session, reapply your face mask and stay on your mats. until the instructor informs you that it is safe to exit the venue.
- The instructor, wearing a face mask, will issue you with disinfecting wipes for your mats.
- Once all mats are clean, the instructor will collect the used cleaning wipes in an appropriate refuse bag and will be responsible for its disposal.
- The instructor will then coordinate the returning of mats to the storage area in an orderly manner, maintaining social distancing.
- When asked to do so you must collect all your personal belongings (Training bag, equipment, hand gel, towel, etc) and exit the building directly.
- Please avoid congregating in the courtyard, as this may prevent others from attending classes which possibly follow.

APPENDIX A – Genbukan Kenshu Dojo Return to Training Covid-19 Declaration Agreement Form

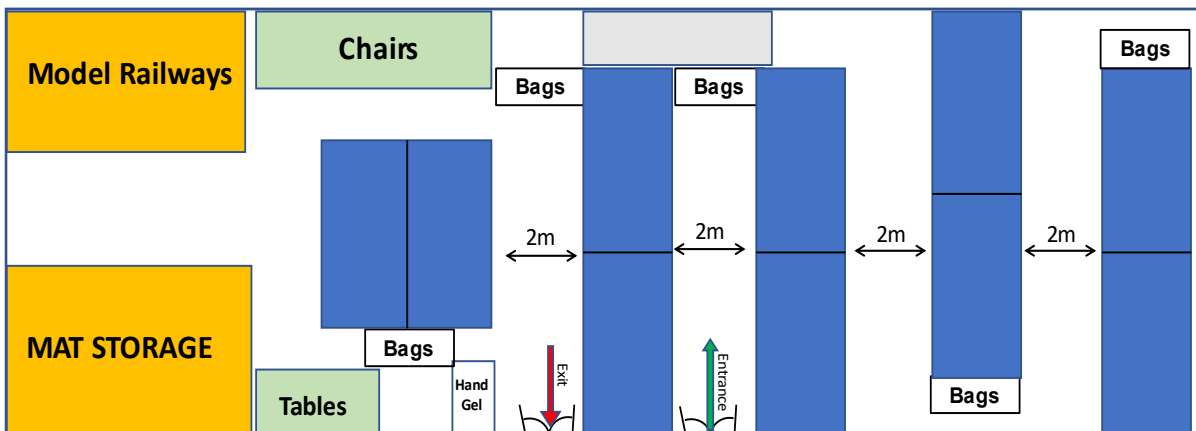
| Genbukan Kenshu Dojo Return to Training Covid-19 Declaration Agreement Form | | | |
|--|----------------------------------|-----------|--|
| This form must be completed prior to your first training session to indicate that you have read and understood the Kenshu Dojo Generic Risk Assessment and Infection Control Procedure. Once you have completed and signed the form, please return it to the instructor. | | | |
| To avoid the risk of transmission, it is recommended that you email it to the Genbukan Kenshu Dojo. | | | |
| Full Name: | | | |
| Date: | | | |
| Contact E-mail: | | | |
| Contact Telephone No: | | | |
| | (check appropriate box with 'X') | | |
| | YES | NO | |
| I have read and understood the Kenshu Dojo Generic Risk Assessment? | | | |
| I have read and understood the Kenshu Dojo Infection Control Procedure? | | | |
| I will abide by the guidance provided by the Kenshu Dojo? | | | |
| I have completed and discussed the Individual Member Risk Assessment (IMRA) with the instructor? | | | |
| I will <u>not</u> attend if I display symptoms of Covid 19? | | | |
| I will <u>not</u> attend if I suspect I have been infected with Covid 19 (asymptomatic)? | | | |
| I will <u>not</u> attend if the household I live with is having to self isolate? | | | |
| If you have answered No to any of the above questions, please do not attend until you have discussed this with the instructor. | | | |
| Typed / electronic signature | | | |
| Return Form to KENSHUDOJO@HOTMAIL.COM | | | |

APPENDIX B - Route to The Thorpe Malsor Village Hall





APPENDIX C - Village Hall Mat Configuration


Proposed mat layout in the Village Hall





Student Guidance





BEFORE TRAINING

- 


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


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 DOOR ENTRANCE WITH YOUR PASSPORT OR QUARANTIN
- 


MAKE SURE YOUR BELT & UNIFORM ARE TIED SECURELY
- 


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


GET THE THUMB 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 UNTIL AN INSTRUCTOR INDICATES YOU CAN LEAVE
- 

APPLY YOUR HAND SANITISER BEFORE YOU LEAVE
- 

LEAVE THE DOOR WITH YOUR PASSPORT & ALL YOUR EQUIPMENT