

Covid-19 Activity Implementation Plan – Template



BT CLUB NAME:	Il-Shim Taekwondo
BT CLUB No:	324.002
CLUB AFFILIATION EXPIRY DATE:	

CLUB VENUE:	Eastcote Primary Academy
CLUB DAYS:	Wednesdays and Thursdays
CLUB TIMES:	various

PLAN COMPLETED BY (Name):	Kiraleigh Duhan
DATE OF COMPLETION:	23/8/2020

- This Covid-19 Activity Implementation Plan forms the basis of the Control Measures this BT 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		
4/9/20 – K Duhan		

Please complete the following information which applies specifically to your BT Club training in a specific Venue:

Address and answer the points raised in the green text (and then remove the green text for your published version)

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.

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

Things you may need to buy or prepare		
Product	Specification	Check
BT 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	
Member Briefing	Copy of this completed Implementation Plan	

Covid-19 Activity Implementation Plan – Template



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

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

PLAN EDITION DATE:	23/8/2020
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BEFORE PEOPLE COME TO THE CLUB		
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?	Currently no change to days	
Any changes to Session Times?	Classes will be split and reduced to try to allow for all students to return in some form.	
Any changes to who can train?	11 students per class. Only if you are fully healthy.	
Any extra measures for members with higher risk and/ or with underlying health conditions?	Temperature will be taken on arrival. Hand sanitiser provided on arrival and exit. Equipment and floor all wiped down before, between and after sessions.	
What if my BT Membership has expired?	Members must renew membership before attempting to train. Contact the club in advance and arrange via the hub	
What should/can I wear?	Arrive at the venue in your training kit so use of changing rooms is not needed and contact minimised	
Can I bring a bag?	Yes, if you need to – but ensure it is wiped down thoroughly before coming to training and kept away from everyone else’s 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?	The latest government guidance regarding the wearing of masks should be followed. We recommend wearing one on arrival and leaving the venue, but does not have to be worn when training.	
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?	In the first few weeks, it is not allowed to be used so do not bring it.	
Can I Change at the Venue?	No, toilets will not be available to change. Arrive ready to train.	
Can I pay in Cash?	If you need to pay in cash, please advise before the lesson so we know you need to speak to the admin desk. Please have cash in an envelope and correct money given.	
Is there anything else I need to know or prepare before I come to the session?	Please bring licences with you in case they are required, however you will not be required to hand it in. You will be asked to show it on arrival as proof you have brought it.	
Can I use the water fountain?	No, you must bring your own water bottle.	
Can I use the toilet?	Please go to the toilet before you come to class and try to wait until you get home again. However, toilets will be available if needed.	

TRAVELLING TO / FROM THE CLUB

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

Control Measures	Effect on Club participants	Check
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?	You will be allowed into the car park to park. Please only approach the venue at the time you have been asked to. You will have to wait until all students from the previous class have left the hall before you will be allowed to enter. Entry will be via the usual door. Exit will be via the other door. When dropping off and collecting, please stay 2m apart.	
Where do we Park if we are driving?	Please park in the car park as usual, but please maintain 2m distancing.	
What if my lift is late?	If you are late being picked up, you will be asked to stay 2m away from the admin desk and await your lift.	
What if I am Under 18 and left alone at the venue?	No spectators can stay. If the student is under 8, we advise the guardian to stay in the car park just in case you are needed. The instructor and admin team will be responsible during the class.	
What if I am late?	Due to the restrictions if you are more than 5 minutes late you will not be allowed to enter or train.	

ENTRY / EXIT AND USE OF THE VENUE

Control Measures in place at the Venue		
Control Measures	Effect on Club participants	Check
Are there any Control Measures on entry to the Venue?	Please only enter when the instructor says it is OK to do so. Wait along the gate at 2m distancing. On entry your temperature will be taken and if all clear you will be given hand sanitiser and allowed to enter. Please walk around the outside of the hall and play your bag (if you have one) on the bench, 2m away from anyone else. Please take your water bottle to your assigned training area.	
Are there any Control Measures inside the Venue layout?	When approaching the admin team, you must wear a mask. You must not enter anyone else's training area unless you are told to do so. Each student will have a marked off area of 2 x 2m except in some household situations, where you will be allowed to share a zone.	
Can the changing rooms be used?	No, you must arrive in taekwondo attire.	
Is there a special process for Emergency Evacuation?	In the event of an emergency evacuation, we will leave by the closest fire exit, trying to maintain social distancing as best as possible. Bags are to be left.	
Are there any Control Measures inside the Venue Toilets?	Members are advised to go to the toilet before they leave home. Although they are available if needed. You must wipe down any surfaces touched before you leave the toilets and use hand gel on your return.	
Are Refreshments available in the Venue?	Please bring your own water. I will have some bottles available for purchase in the event you forget.	
Is Water available in the Venue?	Please bring your own water.	
What happens when we leave the Venue?	You will be asked to collect your items whilst maintaining social distancing and exit via the door nearest the front of class. Please use hand sanitiser on exit.	
Is there a separate exit to the way I came in?		

TAEKWONDO GYM MEASURES

Control Measures we will use in the Taekwondo Club during the Session		
Control Measures	Effect on Club participants	Check
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 time	
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) 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 – BT advisory signs will be put up within the class setting	
What should I do with my shoes and bag?	Put them at least 1m+ away from other people’s shoes and bags	
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. Its better if you can bring your own to minimise risk You will be asked to use the sanitiser on arrival and exit, also if any accidental contamination should occur.	
Are the Mats/Floor clean? How often will the Mats/Floors be cleaned?	The mats or floor will be mopped between sessions The mats or floor will be spot cleaned during sessions where sweat or other bodily fluids are apparent that could contain the virus.	
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. Coned off areas of 2mx2m will be marked for each student as well as an area for the admin team and instructor.	

<p>Is the Training equipment clean?</p> <p>How often will equipment be cleaned?</p> <p>Will you provide Disinfectant Wipes to clean equipment etc?</p>	<p>Equipment should be thoroughly disinfected & cleaned before and after sessions to minimise the risk of transmission and must not be shared between different household groups during sessions.</p> <p>Wipes and spray will be available to clean any equipment required.</p>	
<p>What about waste materials that might be infected? (e.g.: tissues, PPE etc)</p>	<p>A separate bin should be provided</p> <p>Secure disposal at the end of a session should be arranged</p>	
<p>Will Track & Trace apply to the Class?</p>	<p>The club should keep a record of everyone attending each class. If any participant is subsequently confirmed to have the virus, they should contact the club for the list of people who they may have been in contact with and inform the local authorities</p>	
<p>What if things change before the next Class?</p>	<p>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.</p>	

TAEKWONDO TRAINING

Information on how we will practise Taekwondo during the Class

Control Measures	Effect on Club participants	Check
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	
Basic Techniques (Up and Down or On the Spot)	This will be carried out at 2m distance from other Members (as above)	
Poomsae	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 / Full Contact Sparring	Not currently permitted unless between members of the same household	
Poomsae	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	

