



## SEK Standard Operating Procedures for Re-opening

### Introduction

Due to the worldwide Coronavirus (COVID-19) Pandemic, Soaring Eagle Karate (SEK) has produced guidance for reopening.

These SOP's will contain information for your wellbeing and the wellbeing of other Students/Members and families. These SOP's have been produced in an accordance with advice and guidance from the UK Government.

You will need to read and sign these policies and procedures and confirm you understand before returning a signed copy back to SEK (parents/guardians should explain these procedures and sign on behalf of their child).

SEK will enforce all Policies and Procedures and any Students/Members or parents/guardians found breaking any of the Policies and Procedures will be asked to leave the premises with immediate effect.

### Policies and Procedures

#### 1. Health

- To prevent the transmission of COVID 19 or other infectious illness (i.e. influenza) between Students/Members of SEK we have implemented new Policies and Procedures, which ALL Students/Members must follow. Instructor Oliver Thornton is the designated COVID 19 Officer
- Any Students/Members with a new, persistent cough or fever **must not** come into their club and must inform SEK of your illness, call Oliver on 07969 590862 or email [info@soaringeaglekarate.co.uk](mailto:info@soaringeaglekarate.co.uk)
- Any Students/Members **who lives in the same household as someone who has** a new, persistent cough or fever (37.8 degrees in adults or 38 degrees in children) **must not** come in to their club and must inform SEK of your situation call Oliver on 07969 590862 or email [info@soaringeaglekarate.co.uk](mailto:info@soaringeaglekarate.co.uk)
- Any Students/Members who develops any signs or symptoms must self-isolate in line with government guidance, and NOT come to their club
- Any Students/Members with a family member who develops any signs or symptoms must self-isolate for a minimum of 10 days, and NOT come to their club.

#### 2. Arriving at the dojo

- All Students/Members are to arrive at their club freshly showered wearing the gi ready for training. Students are asked not to change within the dojo, but if unavoidable the changing rooms are available.
- SEK will provide hand sanitiser at the dojo entrance and throughout the facility (soap and water is preferable; however, 60% alcohol hand sanitiser is acceptable where soap and water is not practical) – Students/Members must use these facilities upon arrival.
- SEK is to prohibit all non-essential visitors. Parents will not be allowed to stay throughout the training session unless absolutely necessary, for example, students with specialist needs.



- SEK will monitor access points to enable social distancing and where practicable implement a one way in and out system
- SEK is to ensure that anyone waiting to enter has sufficient space to queue at least 2m apart
- SEK will use signs and/or cones, or marking tape to mark out 2m distance at entrance to club and other areas where Students/Members may need to queue or congregate
- SEK is to use signs to remind Students/Members not to attend if they or anyone they live with have any symptoms of COVID 19
- SEK is to regularly clean common contact surfaces in training areas, and access points and will clean the training area between classes
- SEK will reduce the number of people in attendance during any classes/sessions to 12 per session
- Students/Members will maintain a gap **of at least 2m** between each other
- Students/Members shall not shake hands or make other physical contact with each other
- Students/Members **must not pass each other food or drink**
- Any Students/Members who develops a new, dry cough or fever **must not** come into their club and must inform SEK immediately and leave their club immediately to return home. **They must not share any vehicle with another person or use public transport in returning home**

### 3. During training

- Any person leaving the training area shall thoroughly wash their hands for at least 20 seconds or sanitise
- Anyone who coughs or sneezes should do so into a tissue that they immediately put in the bin – if no tissue is available, they should cough or sneeze into the crook of their elbow
- SEK will plan training sessions to avoid overcrowding and minimise the risk of infection – this may include reducing the number of people at the club. Members must book their attendance at session in advance so training numbers can be monitored.
- Students/Members to wash or sanitise their hands after using any equipment.
- Personal training equipment (pads, gloves) are **NOT** to be shared with other students/members. **NO HORSEPLAY** – anyone who coughs at another person, who touches them deliberately, or otherwise deliberately breaches these SOP's will be immediately asked to leave the club – this may result in your permanent removal from SEK. **NOTE – deliberately coughing on another person is now formally recognised as an assault and may result in your arrest and prosecution.**

### 4. Toilets / Welfare

- Try to ensure you have been to the toilet before your lesson commences, preferably using your own home facilities before arrival to minimise surface to surface contact.
- Students/Members **MUST** thoroughly wash their hands for at least 20 seconds before leaving the toilet in accordance with NHS guidelines
- Students/Members **MUST** wipe down all surfaces including the inner and outer door handles in the toilets after use with the provided wipes, which must then be disposed of in the bin.



- Maximum capacity of Students/Members will be 20, based on maximum number of people who can enter while remaining 2m apart – this number will be displayed on a sign on the door. SEK will actively monitor this number and not to permit any more than the maximum capacity inside at any one time
- Maximum capacity on the mats will be 15 training, plus coaches,
- Students/Members must only enter the welfare facilities when essential (i.e. to use the toilet, wash hands, etc.). Ideally please wear easily removable footwear (sandals, slip on shoes) to minimise touching the surfaces.
- Students/Members are to place their own rubbish in the bin - do not leave rubbish on the tables, benches, chairs in the training hall and keep all sides clear when not in use
- SEK is to ensure all equipment is cleaned between each use
- SEK is to implement measures for monitoring compliance
- Students must bring their own labelled drinks to classes, and the bottles must be kept with essential personal items on the benches

## 5. Leaving the club

- Students/Members are to thoroughly sanitise their hands when leaving the dojo
- Students/Members are NOT to leave any clothes, training kit or any other personal items in the training halls. All personal effects must leave the venue with the students/members.
- As above, Students/Members to make their own way home unless unavoidable, avoiding use of public transport wherever possible
- All Students/Members **must** thoroughly wash their hands for at least 20 seconds immediately upon arriving home in accordance with NHS guidelines – do not touch any family members before doing this
- It is advised that Students/Members get changed out of their training clothes immediately upon returning home
- Any water bottles, or similar should be thoroughly washed with hot soapy water before being reused

## 6. Track and Trace

- SEK will keep an attendance log of all students/members (the self check-in tablet will not be used)
- Should someone become ill, this information will be submitted to the appropriate authorities. Should you not wish for your data to be used in this way, please let Oliver know
- A register of all sessions will be kept

## 7. Payment for lessons

- Direct Debit is the preferred method of payment for SEK sessions (email for details)



- The card machine will only be used for contactless payments, to help with social distancing and avoid congregating
- Payments to PayPal can still be completed using the email: [info@soaringeaglekarate.co.uk](mailto:info@soaringeaglekarate.co.uk)
- Cash payments **will not** be accepted