



## WAKO GB COVID19 Operating Policy



### 1. BACKGROUND

The WAKO GB COVID19 Operating Policy is intended to provide clubs with the information needed to determine whether they are able, and willing to re-open under the UK's government phase 2 non-contact training and re-introduce contact training in phase 3 in a safe environment with reduced risk of transmission for members, their families and the larger population.

Like the flu, COVID-19 can be transmitted from person to person. The scientific evidence confirms that COVID-19 is spread by droplets. When an infected person coughs, sneezes or talks, they may generate droplets containing the virus. These droplets are too large to stay in the air for long, so they quickly settle on surrounding surfaces. If other people touch these surfaces, they may get sick.

WAKO GB will continue to follow the guidance coming from the UK Government and from Sport England with a view to implementing a safer return to training and competition activities whilst encouraging everyone to follow COVID Secure guidelines and NHS 111 track & trace procedures.

### 2. PURPOSE

The purpose of this document is to establish working guidelines for the operation of martial arts clubs that reduces the risks of COVID-19 transmission. Initial resumption of community and individual sport will be governed by UK central and devolved government directives. It is worth noting that different nations within the UK may permit the resumption of some sporting activities at different times, dependent on local COVID-19 transmission, resources



and other variables influencing local policy. It is important that clubs are able to react safely to the releasing of restrictions and to maintain the ability to reimpose them should local lockdown be required.

### 3. POLICY

The following recommendations are robust and dynamic. They have been compiled based on a comprehensive review of the UK Government covid-19 guidelines and Sport England's COVID19 Framework for the re-opening of the fitness and leisure sector.

#### Evidence

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/elite-sport-return-to-training-guidance-step-one--2#guidance-for-sports-clubs-and-support-service-providers>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/elite-sport-return-to-training-guidance-step-one--2>

<https://www.sportengland.org/how-we-can-help/coronavirus/support-projects-and-organisations/coronavirus-prepare-and-adapt-future>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.scot/coronavirus-covid-19/>

<https://gov.wales/coronavirus-regulations-guidance>

### 4. RISK ASSESSMENT & OPERATIONAL PLAN

Before training starts back each club should take a consultative approach to developing its risk assessment. Once drafted, the risk assessment should be discussed and shared with everyone at the club (employees and members). All issues must be resolved and an operational plan to mitigate any risks or concerns must then be documented – BEFORE training starts back.



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All club health & safety officers must maintain awareness of the evolving COVID-19 environment and align current practices with informed decisions for member safety. The plan should be reviewed and updated regularly. Considerations for an operational plan can be found as Appendix 1.

**\*\*\*Note 1 – Risk assessments are a reflection of their operating environment. See the Health & Safety Executive website for guidance on developing risk assessments.**

#### **Evidence**

<https://www.hse.gov.uk/news/working-safely-during-coronavirus-outbreak.htm>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>

### **5. SYMPTOMS**

Students and Coaches MUST stay home if they are sick. If you have symptoms, you are advised to isolate and to use the NHS 111 online service for instructions <https://111.nhs.uk/covid-19/>. If you don't have internet access then you should call 111 but the advice is to use the online service first.

Members should do a self-check for symptoms before attending a training session, check your symptoms using the NHS app or Appendix 2.

#### **Evidence**

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

### **6. CONTACT TRACING**

A Contact-Tracing Register MUST be in place and taken at every training session. The Contact-Tracing Registers MUST be available to be accessed quickly for contact tracing purposes and for up to 4 weeks after the contact was recorded. An example Contact-Tracing Register can be found as Appendix 3.

#### **Evidence**

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>



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## 7. PERSONAL HYGEINE

Participants MUST bring their own personal equipment (gloves, towels, water bottles, etc) and wear fresh training uniform to the gym. Take only what you need to the gym – essential items only. We recommend you use a plastic lunchbox or something you can clean easily and re-use for storing personal items such as phone, keys etc. The general principle to minimise risk of transmission should be ‘Get in, train and get out’ – be prepared and dressed for training prior to arrival at venue (minimise need to use/gather in changing rooms, bathrooms). The following practises are recommended:

- Take hand sanitiser with you.
- Take all of your own equipment (do not share equipment).
- Bring a full water bottle, do not share food or drink with others.
- Ensure your equipment is kept clean, wipe down before and after use.
- Where you need to change at a sporting facility try to ensure removed training clothes and facemask (if you wear one) go into a plastic snap-lock bag / large draw-string bag.
- At the end of your training take all your belongings with you, do not leave anything behind.

**HANDWASHING** - Use SOAP and water handwash OR Hand Sanitiser Gel

**BEFORE TRAINING:** wash hands and forearms down to elbow for 20-30 seconds duration and dry.

**DURING TRAINING:** use alcohol hand gel before and after using towels or water bottle and before training with partners. Avoid touching your face, sneeze, and cough into your elbow.

**AFTER TRAINING:** wash hands and forearms down to elbow for 20-30 seconds duration and dry.

**GETTING HOME:** to keep your home bubble safe it is recommended that you do the following:

- Wash your hands with soap and water or use alcohol gel on arriving home.
- Remove training uniform, from person or bag, and transfer straight to washing machine and wash hands after.
- Wash training clothes and cloth mask on same day/night in hot water setting.
- Follow your normal routine, i.e. shower, change into civvies. Wait to hug family until this step is complete.

## Evidence



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<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

## 8. PERSONAL PROTECTIVE EQUIPMENT

Although this is not mandated in the UK Active Framework for the reopening of gyms a face mask may be worn, but anyone who chooses to do so, should do it safely. Use a surgical face mask OR a homemade Cloth Mask e.g. headdress, ½ balaclava, neck gaiter.

Whilst PPE is not mandated for general use, there are specific situations where coaches must wear protective equipment. All clubs must therefore have surgical masks, gloves and face shields easily accessible to coaches should the need arise:

- children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.
- PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus (COVID-19) symptoms

### Evidence

[Safe Working in Education, Childcare and Children’s Social Care Settings, including the use of Personal Protective Equipment](#)

The following information on the correct use of masks is derived from practices in health care settings.

- Place the mask carefully, ensuring it covers the mouth and nose, and tie it securely to minimize any gaps between the face and the mask.
- Avoid touching the mask while wearing it.
- Remove the mask using the appropriate technique: do not touch the front of the mask but untie it from behind.
- After removal or whenever a used mask is inadvertently touched, clean hands using an alcohol-based hand rub or soap and water if hands are visibly dirty.
- Replace masks as soon as they become damp with a new clean, dry mask.
- Do not re-use single-use masks. Re-usable masks should be placed in a zip lock bag and washed with training uniforms.
- Discard single-use masks after each use and dispose of them immediately upon removal.

### Evidence

<https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering>



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<https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>

## 9. CLEANING SURFACES & EQUIPMENT

All surfaces and equipment must be regularly cleaned and disinfected where practicable BEFORE and AFTER training with particular attention paid to “touch points” areas including:

- training mats
- floors
- walls and/or wall mats
- door handles/toilet handles/light switches
- personal possession storage areas
- training bags, pads & equipment

Use an appropriate cleaning solution

- combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine.
- Household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturers instructions for dilution, application and contact times.
- any other recommended cleaning agents

If using reusable cloths, these should be disinfected and then dried after use, as bacteria and viruses can still survive on damp cloths. Disposable cloths should be binned after use. Disposable gloves should be worn when cleaning and placed in the bin when finished. Physical distancing should be practiced when cleaning facilities.

### Evidence

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

## 10. COVID SECURE TRAINING

All training activities should still be well within participants’ confidence and skill level to reduce the likelihood of needing emergency services. WAKO GB recommends that training intensity and frequency is modified to manage risks and to augment safety. There is no evidence that covid-19 is spread by sweat.



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### **Evidence**

<https://www.england.nhs.uk/coronavirus/primary-care/about-covid-19/virus-transmission/>

Current thinking is that initially all training is Non-contact/No sparring. The suggested training options are:

- Kicking & striking (linework), shadow boxing, bag work and pad work (where devolved social distancing guidance allows).
- Non-contact technical work with coach, pad work only where devolved social distancing guidance allows).
- Physical Conditioning Training – no sharing or clean after use strategies must be in place
- Solo kata or non-contact partner based kata training.

### **Evidence**

<https://www.ukactive.com/wp-content/uploads/2020/05/COVID-19-A-framework-for-the-re-opening-of-the-gym-and-fitness-industry-ukactive-2.pdf>

Members with family or partners having a health condition in the high risk group designated “clinically extremely vulnerable” AND who live with them; may want to avoid training until phase three. People at high risk from coronavirus include people who:

- have had an organ transplant
- are having chemotherapy or antibody treatment for cancer, including immunotherapy
- are having an intense course of radiotherapy (radical radiotherapy) for lung cancer
- are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors)
- have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma)
- have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine
- have been told by a doctor they have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD)
- have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell)
- are taking medicine that makes them much more likely to get infections (such as high doses of steroids or immunosuppressant medicine)
- have a serious heart condition and are pregnant

### **Evidence**

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/>



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### COVID Risk Level

The idea of COVID risk level is to give guidance on the type of activities that might be allowed at different phases of a lockdown. Currently Scotland and Wales would be at covid level 1 each with restriction on having to operate outside whilst England is at level 2 with a mix of outdoor and indoor options.

Current thinking is that level three would be allowed when the prevalence of the virus is such that the risks of close contact sports is deemed acceptable by government.

One thing coaches may consider as we come out of lockdown is that offering classes at various levels may be needed to alleviate the concerns of parents and adult members. Scientific advice suggests the virus is here to stay and that we must as a society learn to live with the risk. In this post lockdown world, there will be people that are more risk adverse than others and so flexibility in how services are delivered may be of advantage to many businesses.

COVID LEVEL	SCOPE OF TRAINING
<b>1</b>	<ul style="list-style-type: none"> <li>Non-Contact</li> <li>2m Distancing</li> <li>Face Mask Optional</li> <li>Line Work</li> <li>Zoom or Face to Face</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>1m Distancing</li> <li>Face Shields for Coaches</li> <li>Face Masks Optional</li> <li>Line Work</li> <li>Bag Work</li> <li>Pad Work – Coaches (with PPE)</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>Contact Training</li> <li>Face Masks Optional</li> <li>Line Work</li> <li>Bag Work</li> <li>Pad Work – Partnered Training</li> <li>Sparring – Training Bubbles for the entire session</li> <li>All sparring equipment must be sanitised before and after each session</li> </ul>





### 10.1 England Specific Guidance

Currently social distancing guidance in England allows for up to six people from different households to meet outside for the purposes of exercise. From the 4<sup>th</sup> July outdoor gyms are open and these can be used for that purpose. Indoor fitness facilities and gyms remain closed except for the purpose of providing services for Out Of School Settings (OOSS) which is discussed below.

Currently the following type of training is allowed within England:

- Training on your own either inside or outside
- Training with a member of your Household either inside or outside – this is unrestricted and may include contact
- Online Training – WAKO GB coaches insurance allows for the delivery of online classes
- Small Group Training – six people from six different households may meet outside for the purpose of exercise. 2m social distancing must be maintained.
- Coaches can run small group training sessions outside with no more than 5 people from different households.

As of the 4<sup>th</sup> July the 1m+ rule comes into effect. The government recommendation is that people should adhere to the 2m social distancing where they can but can use 1m plus mitigation where needed.

This new social distancing rule now allows for the use of pad work as long as people mitigate for the risk of being at 1m. The following WAKO GB guidelines must be followed by all coaches and athletes when doing pad work:

- Pad holder must wear face mask and face shield to protect themselves from droplet spatter.
- Pads and gloves must be cleaned before and after each session.
- Coach and Athlete must sanitise before and after each session.



www.wakogb.com



## COVID19 Guidance for kickboxing activity in England



www.wakogb.com



**All coaches and athletes must follow government social distancing guidelines**

[www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)

**Based on government advice the following activity is currently permitted.**

### Online Training

WAKO GB Insurance allows Coaches to deliver classes pre-recorded or live over zoom as long as safeguarding and health & safety requirements are met. For further details contact [safeguarding@wakogb.com](mailto:safeguarding@wakogb.com)

### Individual Training

Practice of individual skills or fitness indoors or outside.



### Household Training

Members of the same household may train with no social distancing e.g. sparring is permitted.



Training may be inside or outside

### Small Group Training - outside only

Kickboxing or fitness activities in groups of no more than six, keeping two metres apart.



Contact with anyone outside of your household is not permitted.

Sharing of equipment should be kept to a minimum. Strong hand hygiene practises should be in place before and after.

### Small Group Coaching - outside only

Coaches may now undertake small group session with no more than 5 people outside your household.



Coaches must be mindful of safeguarding policies when coaching/working with children. This must include carrying out risk assessments and gaining consent from parents or carers.

It is permissible for coaches to organise a training session that has two or more small groups of six. Each group will need its own coach, they must be kept separate from each other and everyone must be socially distanced.

## Evidence

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do-after-4-july>

## England Out of School Settings

On 23 June the UK government announced that, providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children can operate over the summer holiday, subject to the science and with safety measures in place.

From the end of the summer term WAKO GB Kickboxing clubs can offer indoor services to school children of all age groups. Note that the summer term dates differ across authorities and therefore all clubs must align themselves with the authority for the postcode in which they operate.

**OOSS Age Groups** – services can only be provided to children of primary and secondary school age i.e. year R through to year 11. For the purposes of clarity OOSS services cannot be offered to a child that has finished year 11 and will be starting sixth form college in September.



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Registered in England and Wales: 9771669



Scientific advice suggests that there is a moderate to high degree of confidence that the susceptibility to clinical disease of younger children (up to age 11 to 13) is lower than for adults. For older children 14-16 years there is not yet enough evidence.

All age groups may attend out of school settings however WAKO GB recommends that clubs separate/bubble younger and older age groups into separate sessions.

**OOSS Social Distancing** – Each training group may be as large as 15, however it is important to note that there are other factors/risks to consider such as social distancing requirements, age of the children, nature of activity, layout of premises etc that may require you to have groups of less than 15. WAKO GB recommends that each club limits the numbers of participants per session, to enable physical distancing capacity requirements and the ability to exercise safely based on the size of the facility. The recommended physical distancing capacity requirement is 2 metres or 4m<sup>2</sup> density per person.

**Training Bubbles** - To make contact tracing easier, reduce contact risk and improve safety you may want to instigate consistent “training bubbles” which could be based on a mix of age group, skill level or COVID risk level.

**Limit Spectators** - Limit attendance to athletes and essential people only e.g. carers/staff. unless adequate space is available to maintain physical distancing. For safeguarding purposes it is recommended that all gyms make their sessions accessible via zoom or similar technical capability. This enables parents to watch the session remotely and provides clubs owners with a video recording which they should retain for safeguarding and insurance purposes.

**Controlling Arrival** – It is recommend that enough time is allocated between training sessions to allow groups to leave and arrive without overlapping. This will avoid interaction at communal points and therefore reduce the risk of transmission between bubbles – different entry and exit doors should be used if possible.

**Quarantine Zone** – If space allows clubs should set up a quarantine zone at the entrance to the facility. This will be the point at which arrivals are temperature checked, sanitised and logged in the track and track register. The quarantine zone should be where all personal possessions are kept so that only the athlete and essential equipment pass through into the main training area.

### **Evidence**

[https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-](https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus)



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[covid-19-outbreak?fbclid=IwAR2c6HB1p1igQhaFKYdkKuG\\_d-VPNM-6d9pu3VATITB26O\\_Y1-DcAXIsjNU](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak?fbclid=IwAR2c6HB1p1igQhaFKYdkKuG_d-VPNM-6d9pu3VATITB26O_Y1-DcAXIsjNU)

[https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak?fbclid=IwAR22ITPTF\\_78-bOxO64vsblwlnASW4apXbUIaC5FWHIF8EyDMW7CAaUNvcw](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak?fbclid=IwAR22ITPTF_78-bOxO64vsblwlnASW4apXbUIaC5FWHIF8EyDMW7CAaUNvcw)



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## 10.2 Scotland Specific Guidance

Some sporting activities can now be undertaken outdoors, providing all activity is consistent with current Scottish Government guidance on health, physical distancing and hygiene. Information on Scottish Governments approach to managing covid-19 is available at <https://www.gov.scot/coronavirus-covid-19/>

There is currently no restriction on the amount of outdoor exercise but social distancing of 2m must be followed. Indoor leisure and fitness facilities must remain closed.

1-1 personal training can take place but coaches can only coach a maximum of 2 other households per day. The 5 mile restriction on travel for leisure purposes has been lifted and so both athlete and coaches can now travel beyond 5 miles to their training sessions.

All training must be Non-Contact - precautions must be taken to minimise any accidental contact and there must be no deliberate body-contact training. No pad work is permitted until guidance is issued that it can be undertaken. Clubs should undertake risk assessments of all coaching activities

### COVID19 Guidance for kickboxing activity in Scotland



**All coaches and athletes must follow government social distancing guidelines**

<https://www.gov.scot/coronavirus-covid-19/>

**Based on government advice the following activity is currently permitted.**

**Online Training**

WAKO GB Insurance allows Coaches to deliver classes pre-recorded or live over zoom as long as safeguarding and health & safety requirements are met. For further details contact [safeguarding@wakogb.com](mailto:safeguarding@wakogb.com)

**Individual Training**

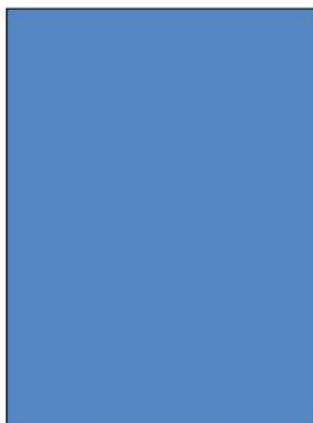
Practise of individual skills or fitness indoors or outside.



**Household Training**

Members of the same household may train with no social distancing e.g. sparring is permitted.

Training may be inside or outside

**1-1 Coaching - outside only**

Coaches may take 1-1 personal training sessions outside.

**2m**

Coaches may only work with a maximum of two households per day.

Coaches must be mindful of safeguarding policies when coaching/working with children. This must include carrying out risk assessments and gaining consent from parents or carers.




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### 10.3 Wales Specific Guidance

All outdoor sport and leisure facilities with the exception of playgrounds and outdoor gyms are allowed to open. The operators of these grounds and facilities must take all necessary measures to manage risk and maintain social distancing. Team sports, contact sports and large gatherings of people are not allowed. All indoor gyms and fitness facilities must remain closed.

Outdoor sports and exercise can restart but only with two households, social distancing of 2m must be maintained between the households. For kickboxing coaches this means you can take training sessions but only with members of one other household and you must maintain a 2m distance from them. Pad work and is therefore not allowed. All training must be within your local area (within 5 miles of your home is considered local). The requirement to stay local maybe lifted by government on the 6<sup>th</sup> July if conditions allow. The picture below assumes this restriction has been lifted.

### COVID19 Guidance for kickboxing activity in Wales



**All coaches and athletes must follow government social distancing guidelines**

<https://www.gov.scot/coronavirus-covid-19/>

**Based on government advice the following activity is currently permitted.**

**Online Training**

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**Individual Training**

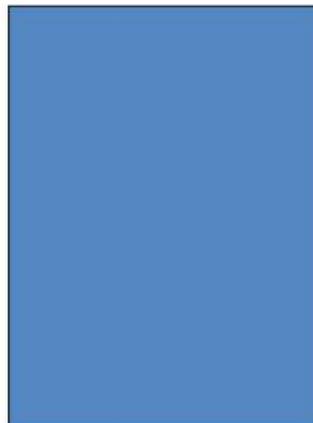
Practise of individual skills or fitness indoors or outside.



**Household Training**

Members of the same household may train with no social distancing e.g. sparring is permitted.

Training may be inside or outside

**1-1 Coaching - outside only**

Coaches may take 1-1 personal training sessions outside.

**2m**

Coaches may work with members from one other household but must adhere to social distancing rules.

Coaches must be mindful of safeguarding policies when coaching/working with children. This must include carrying out risk assessments and gaining consent from parents or carers.



### Evidence

<https://gov.wales/coronavirus-regulations-guidance>



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**WAKO GB. 94 Ray Mill Road West, Maidenhead, Berks SL6 8SL**  
**Email: [office@wakogb.com](mailto:office@wakogb.com) Phone: 01628 415923**  
**President: Mr Peter Edwards Vice President: Mr Neville Wray**  
**Website: [www.wakogb.com](http://www.wakogb.com)**

Registered in England and Wales: 9771669





## APPENDIX 1 - CONSIDERATIONS FOR THE CLUB'S OPERATIONAL PLAN

### BEFORE OPENING THE CLUB

<b>WHAT</b>	<b>WITH</b>	<b>WHO</b>
Develop a written operational plan	This document	
Obtain cleaning supplies	<ul style="list-style-type: none"> <li>• Household bleach</li> <li>• Detergent</li> <li>• any other recommended cleaning agents</li> <li>• Spray bottles</li> <li>• Disposable cloths</li> <li>• Mops, buckets</li> <li>• Paper towels / wipes</li> </ul>	
Clean all equipment and confirm it is in working order		
Pre-entry deep clean of facility	Cleaning equipment, disposable cloths, gloves, sanitisers	
Designated zones and routes in/out/around club to be clearly visible prior to reopening	Tape, signage, barriers	
Establish and isolate "out of bounds" areas	Signage, barriers,locks	
Signage relating to hygiene, Covid-19 symptoms and sanitation throughout the facility	Samples provided; create additional as required	
Determine max safe numbers for each club facility.		



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Re-assess and refine with experience on a regular basis.		
Disinfectant spray/wipes, sanitiser and paper towels spread through the dojo, replenished as needed	Disinfectant spray/wipes and paper towels, “non-touch” rubbish bins	
Contact Tracking sheets / registers available	Contact tracking Logs, suitable apps, registers, QR technology, etc	
Contact-Tracing Registers <b>MUST</b> be available to be accessed quickly for contact tracing purposes and for up to 4 weeks after the contact was recorded.	Secure, centralised storage	
Plan training sessions not longer than 2 hours.		

#### AS / BEFORE PEOPLE ARRIVE

WHAT	WITH	WHO
Establish and maintain social distancing (2m where possible) at entry point	Markings, cones, barriers, signage	
Single point of entry	Sign	
Complete contact tracing form on entry	Contact tracking Logs, suitable apps, registers, QR technology, etc; pens, cleaning product for pens after use	
Hand sanitiser on entry; wash hands and forearms down to elbow for 20-30 seconds duration and dry using own or paper towels	Sanitiser, hand-washing poster, paper-towels, touch-free bins,	
Follow designated routes / zones	Signage, tape, cordons	
Only essential visitors allowed on site		
No “drop-in” spectators. Third-party access the club will be by appointment only. To plan your appointments, liaise with club administrator.		
Limit numbers of non-participants to “essential ‘ - dependant on room size / seating availability so physical distance can be maintained – preferably 2m		



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Ensure there are enough people present to maintain safety and carry out sanitation duties, etc		
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### BEFORE STARTING ACTIVITY

WHAT	WITH	WHO
<p>Explain safe practice protocols (verbal / checklists / signs / demonstrate)</p> <ul style="list-style-type: none"> <li>• Social distancing</li> <li>• coughing or sneezing into a tissue or elbow and then performing hand hygiene</li> <li>• hand hygiene – that is, washing hands regularly with soap and water for at least 20secs, or cleansing with hand sanitiser</li> <li>• staying at home if you are sick</li> <li>• Going home if you feel sick before or during</li> <li>• cleaning surfaces regularly</li> <li>• Good toilet etiquette</li> <li>• Flush the toilet after use.</li> <li>• Wash your hands when finished. Rubbish goes in the bins.</li> </ul>	Checklists, signs	
Soap, hand sanitiser and paper towels checked regularly and replenished. Regular removal of rubbish from toilets	Soap, hand sanitiser and paper towels “touch-free” bins	
Define “out of bounds” areas. No access to club office or non-club space within the facility	Signage, barriers	
Establish “training bubbles” (2 to 4 partners per bubble/group, that maintain consistent training days in the week and train with each other). If a member in	Record training bubble members and contact information	



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a training bubble is sick, they must inform the club administrator, who will then inform others in the same training-bubble.		
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### DURING ACTIVITY

WHAT	WITH	WHO
Use alcohol hand gel before and after using towels or water bottle and before training with partner.	Spray sanitiser, paper-towels, wipes, bins	
Each participant to have a personal towel to be used frequently to minimise droplet dispersal, and for hand-drying after washing		
Maintain 2 metre distance between training bubbles, it may help to tape out training squares on mats to assist distancing.	Tape	

### AS PEOPLE LEAVE

WHAT	WITH	WHO
Hand sanitiser on exit	Sanitiser, hand-washing poster, paper-towels, touch-free bins,	
Control departure to maintain required physical distancing — extend the time interval between sessions (e.g. use different exit and entry doors if available).	Signage, tape, cordons	
Avoid interacting at communal points such as entries and car parks. Phasing of sessions should be used to allow time for people to pass through these areas safely.		



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## BETWEEN SESSIONS

WHAT	WITH	WHO
Cleaning of high-frequency touch points and surfaces (eg; switches, door handles, bag storage areas, mats)	Checklist, disinfectant, disposable cloths, gloves	
If using reusable cloths, these should be disinfected and then dried after use, as bacteria and viruses can still survive on damp cloths. Disposable cloths should be binned after use. Disposable gloves should be worn when cleaning and placed in the bin when finished. Physical distancing should be practiced when cleaning facilities.		
Contact-tracing records collected and stored securely		
All equipment used to be sprayed with disinfectant and wiped down after each session		



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**APPENDIX 2 - SYMPTOM SELF-CHECK ASSESSMENT**

The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

For most people, coronavirus (COVID-19) will be a mild illness. However, if you have any of the symptoms above you must stay at home and arrange to have a test to see if you have COVID-19.

**APPENDIX 3 - Contact Tracing Log**

This information is being collected to assist in the management of the COVID-19 pandemic. It will be given to NHS contact tracers on request in the event that it is required for contact tracing purposes.

We will not use it for any other purpose and will destroy this record after four weeks. It will be kept on this premise in a safe and secure location.

Under the Data Protection Act 2018 you have a right to access and correct any information we hold about you.

Full Name	Address	Email	Phone	Training Bubble



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(Last reviewed 4<sup>th</sup> July 2020)



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