

'Return to Play in a COVID-Safe Environment' COVIDSafe Plan

Stage 2.1, Version 1.0, Effective 2 June 2020

This **COVIDSafe Plan** has been developed by KMAA following Australian Federal Government and ACT Government frameworks and restrictions, and taking into consideration the health and safety of our staff, students and spectators.

The following describes our **procedural changes, and expectations of all visitors to KMAA** (staff, students, spectators and new bookings). This information is subject to change following further updates to public health advice, and any changes to Public Health Directions.

ACT Government Restrictions

The ACT Government's Phase 2.1 (from 11:59pm on Friday 29 May 2020), allows indoor sporting centres to reopen with restrictions of four square metres per person, with a maximum of 20 participants allowed (not including Instructors or spectators).

*'Recognising that parents/guardians may occasionally be required; it remains a recommendation that **no more than one parent/guardian is attending per child – these are in addition to the 20 participants (plus coach)**. However, the total number of people is informed by the area of the total indoor space – **4 square metres per person and ability to maintain 1.5m physical distancing.**'*

(Source: <https://www.covid19.act.gov.au/faqs/faqs-changes-to-restrictions/sport-recreation-pools>, Accessed 1 June 2020)

Communication of Guidelines

- KMAA will re-open on Tuesday 2 June 2020, and this COVIDSafe Plan will be emailed to all current students and new bookings, it will be displayed on premises, uploaded to the KMAA website, and will be provided for compliance purposes if requested.

Do not attend KMAA if unwell

- If a KMAA student or any member of their family is feeling sick, please **stay home until you are feeling better**. It is imperative that parents take responsibility to ensure their child is fit and well enough to attend classes at KMAA.
- Participants cannot return to training if they have travelled internationally in the last 14 days, have been exposed to someone with COVID-19 in the preceding 14 days or are considered high risk from a health perspective.
- If a staff member, student or spectator attends KMAA when they are unwell, KMAA management will ask them to leave.

- Signage has been clearly displayed at the entrances to KMAA recommending unwell individuals to isolate at home and not attend.
- If any staff member is unwell with symptoms of fever or a respiratory tract infection (such as sore throat, cold, cough, aches, or shortness of breath), Management will tell them not to come into work and encourage them to get tested for COVID-19.

COVID-19 Symptoms

- COVID-19 can affect individuals in different ways, most infected people will develop mild to moderate symptoms of the virus which may include:
 - Fever
 - Dry cough
 - Tiredness
 - Flu like aches & pains

Some people may experience the following symptoms:

- Nasal congestion
- Sore throat
- Runny nose
- Diarrhoea
- If you are experiencing any of the above symptoms or have been in contact with someone who has tested positive to COVID-19 or has the above symptoms within the last 14 days, do not present at KMAA's premises, and follow appropriate ACT Government quarantine and testing requirements.

Hand washing and Hygiene

- Hand sanitiser will be provided at the studio, and **we require all guests to sanitise their hands upon arrival**, plus during the class if you sneeze or cough.
- Students are also encouraged to use the kitchen or bathroom facilities to wash their hands thoroughly with soap and water.

Class Numbers

- A new Online Booking System has been implemented (www.kmaa.com.au/timetable) to **control class numbers**. We have set up the system so that each class has a maximum limit of 20 participants, before the class is automatically closed. We advised all KMAA students by email on Wednesday 27 May that they need to register for a class through this system.
- We note that the ACT Government has specified that staff- Instructors and administrative staff, are not included in the 20 person limit, nor are spectators- provided they distance from others by four square metres.
- KMAA has previously been very flexible with make-up classes if you or your child misses a lesson. We hope to eventually go back to this policy. However, with the need to tightly control class numbers, we require that **all make-up lessons be booked through reception** (via email, phone, or in person), and make-up classes will only be offered in classes with capacity.

Social Distancing

- The **floor mats have been modified** to space students out to meet the four square metre requirements. There is enough physical space on the mats to space out 20 participants having a four square metre gap between them.

Arrival and Departure

- Students are asked to **arrive for class no earlier than their start time, and to leave immediately following the end of their class.**
- Our stairways will be one way, to ensure social distancing is maintained. Students will need to **enter via our front carpark** (above Jaycar, on Weedon Close) and enter the studio via the door closest to this entrance, and **exit via the back carpark** (across from Coles Service Station, on Wignall Place), exiting via the door near the reception desk. Signage has been placed on downstairs doors and in the studio to guide you.
- Social distancing of 4 square metres is to be maintained during arrival and departure.
- The ACT Government is mandating training be conducted under the policy of: “Get In, Train, Get Out!”, meaning that individuals are not permitted to linger within facilities prior to or after training.

Class Content

- Our Instructors will teach a **modified return lesson plan**, following social distancing measures. We have made adaptations to classes to ensure we are complying with restrictions.
- In Stage 2.1, students will not be taught any sparring, one-on-one self-defence, partnered activities, noodle deflections, or rolls on the large red mat.
- Equipment has been removed that will not be used during Stage 2.1 restrictions, to allow more space on the floor and ensure this equipment is not used.
- In Stage 2.1, students will not partner each other and hold equipment themselves, and pass equipment between partners. Instead, students will complete activities individually, being spaced four square metres from others.
- The ACT Government has specified that the following activities are prohibited during Stage 2.1, and KMAA will not teach: **circuit training, martial arts sparring, one-on-one contact training.**
- Sharing of personal equipment is not permitted and under no circumstances should individuals handle equipment that is not theirs.

Spectators

- Until restrictions are lifted, if you have an older student, we encourage you to drop them off and not stay for the class, if possible. For younger students where a parent needs to stay, please reduce the number of spectators that stay for the class, if possible, to ensure our spectators have enough room to comply with social distancing.
- The ACT Government's advice regarding sporting spectators is: *'... to maintain, where practical, small groups and physical distancing. Spectators are not recommended. It is recognised however that junior training in particular may require the attendance of a*

parent or guardian. Any spectators should be separated from participants (within their small group) and **maintain physical distancing from other spectators of at least 1.5m.**'

Contact Tracing

- **The ACT Public Health Emergency Directions require us to request your first name and phone number to allow for contact tracing, in case a client or staff member tests positive for COVID-19. This is to protect your health and safety and others in our community. We will only disclose your information to health authorities if they request us to do so following a positive COVID-19 test. We will store your personal information securely and destroy it when no longer needed.**
- Attendance scanning for students is a standard practice used at KMAA, through our internal student management system. This will continue, and meets the ACT Government's requirement that all participants provide their first name and contact number for contact tracing. Students in attendance are scanned by Instructors, and the system has on record each student's contact number.
- New members complete membership application forms which include names and phone numbers of those in attendance.
- KMAA Administrative staff will collect first names and contact numbers of any spectators that are present during classes for compliance and contact tracing purposes (*The purpose of collecting this information is to assist authorities in tracing infections of COVID-19 if they occur*).
- Daily reports will be generated by KMAA Administrative Staff detailing all visitors (the students, spectators and staff) in attendance, the date and time of their visit, and their first names and contact numbers.
- Privacy and confidentiality will be maintained by KMAA staff during the collection and storage of first names and phone numbers. KMAA Staff will advise visitors the purpose for the collection of data, and explain how it is stored, and accessed only by KMAA Administrative Staff and Management, or Health Authorities in case of an outbreak.

Outbreak & Reporting Guidelines

- If an outbreak of COVID-19 does occur, KMAA will fully cooperate with the relevant local authorities. Should an outbreak occur, we must be ready to act quickly following instructions which may include restriction of activity, quarantine of students / visitors and close contacts for a specified period.
- If a KMAA student tests positive for COVID-19:
 - Follow all medical advice given to you by the health authorities.
 - This should immediately be reported to KMAA, and please advise the dates and times the student attended KMAA. KMAA will work with ACT Health officials who will advise of further actions to be taken.
 - Do not re-enter KMAA facility until cleared to do so by health professionals.

Staff Training

- Instructors and Administrative staff have been briefed on these new measures, and trained on changes to class content. Notes were distributed to staff not in attendance of the face-to-face staff meeting.

Additional Measures

- It is encouraged by KMAA that you download the COVIDSafe App, and activate it while on KMAA premises.
- Perspex screening has been installed around the reception desk.
- The cups and water station has been removed. Students are now asked to bring their own drink bottle to class.
- Class times will have a reduced duration. Classes that were 45 minutes will temporarily be 30 minutes, and classes that were previously 1 hour will be 45 minutes. This is due to restricted content with social distancing, to ensure Instructors have time to properly clean equipment before the next class, and to ensure there is a gap between classes to manage the number of people within the facility. We expect class times to revert to their normal duration in the future when social distancing restrictions are lifted.
- Markings have been placed on the floor to give guidance to spectators on positioning and social distancing.
- Most of the chairs and seating have been removed, and the remaining chairs have been positioned in an appropriately distanced way, to ensure spectators are four square metres away from each other.
- The coffee and tea facilities have been temporarily removed.
- Previously at KMAA, students would line up at the end of class for a stripe. The new procedure in place for Stage 2.1 is for all students to remain on their square (four square metres apart), and an **Instructor will go to each student with a clipboard of cut stripes**. The student will take their own stripe and apply it to their own belt.
- If young students' belts fall off during class, **Instructors will not put belts back on**, during Stage 2.1. Instructors are to ask the student to put their belt to one side, or ask their parent to re-tie the belt, if the parent is present.
- We encourage students to **arrive at KMAA in uniform**, if possible. If students need to use KMAA's change rooms, we ask that hands are sanitised before and after use.

Cleaning procedures at KMAA

- Increased cleaning has been implemented at KMAA. This includes frequent wiping of doorhandles and surfaces (such as reception desk). Instructors now have a break in between classes to ensure any equipment used is sanitised before the next class.
- Waste receptacles are available, to allow for frequent cleaning and waste disposal.

Plan for Stage 3 and Beyond

- KMAA will adapt procedures to suit the frameworks provided by the Federal Government and ACT Government, or if there are changes to Public Health Directions. Our first priority is the health and safety of our staff and students, so we will adapt our procedures as required and implement any changes in a measured and thoughtful way.