

‘Return to Play in a COVID-Safe Environment’ COVIDSafe Plan

Version 3.0, Effective 2 December 2020, 9:00AM

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 Stage 4 of Canberra’s Recovery Plan (from 9:00am on Wednesday 2 December 2020), allows indoor facilities to open with restrictions of one person per **two** square metres, provided we use the ‘Check In CBR’ App for contact tracing purposes.

‘If businesses wish to have more than 25 people across their venue, they can apply the one person per two square metres of usable space rule in both indoor and outdoor spaces provided they use the Check In CBR app to collect patron contact details.’

(Source: <https://www.covid19.act.gov.au/news-articles/act-to-move-to-stage-4-of-canberras-recovery-plan>, accessed 28 November 2020)

Communication of Guidelines

- KMAA re-opened on Tuesday 2 June 2020, and Version 1.0 of the COVIDSafe Plan was emailed to all current students and new bookings.
- Version 2.0 was sent to all current students on 15 June 2020.
- Version 3.0 was sent to all current students on 1 December 2020.
- The current version of the COVIDSafe Plan is displayed on premises, available via the KMAA website, and can be provided for compliance purposes if requested.
- All new students are sent the current version of the COVIDSafe Plan via email and asked to read it before their arrival to KMAA.

Staff Training

- Instructors and Administrative staff have been briefed on these new measures, and trained on changes to class content.
- A copy of the COVIDSafe Plan is displayed in KMAA’s staff room.

Do not attend KMAA if unwell

- If a KMAA student, staff member or any member of their household is feeling sick, please **stay home until you are feeling better**. We encourage any person with symptoms to get tested for COVID-19 and isolate until they have received a result. 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 is 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

- Our administration team actively **control class numbers**, ensuring classes are not overcrowded.
- 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.

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 one person per two 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

- As part of Stage 4 of Canberra’s Recovery Plan, Instructors can teach sparring, one-on-one self-defence, partnered activities, and other activities.
- If students partner with each other and hold equipment, the equipment is to be placed in the ‘used equipment’ area on the floor, to be cleaned by Instructors before reuse.
- The **floor mats have been modified** to create more space between students.

Spectators

- If you have an older student, we encourage you to drop them off and not stay for the class, if possible- with the exception of students with high needs or anxiety. 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.

Cleaning Procedures at KMAA

- Increased cleaning has been implemented at KMAA. Instructors will ensure equipment used is sanitised before the next class.
- Waste receptacles are available, to allow for frequent cleaning and waste disposal.

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.
- As per the ACT Government advice on contact tracing, KMAA implemented the '**Check In CBR' App** on 26 October 2020. This allows staff, students and spectators to self-check-in at our facility. KMAA does not have access to information stored on this App, the data entered into the App goes directly to ACT Health. Registration and use of the Check In CBR App is free of charge.
- KMAA have many signs displayed advising visitors of the Check In CBR App procedure, with the QR code for scanning.
- We have set up a paper register for those who do not wish to use the Check In CBR app. This paper register will be managed by KMAA. Privacy and confidentiality will be maintained by KMAA staff during the collection and storage of first names and phone numbers. 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.

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.

Additional Measures

- 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.
- Markings have been placed on the floor to give guidance to spectators on positioning and social distancing.
- The coffee and tea facilities have been temporarily removed.
- 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.
- 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.