

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

Version 5.2, Effective 10 July 2021

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 ‘COVID normal restrictions’ under Canberra’s recovery plan (from 9:00am on Saturday 20 February 2021), allows indoor facilities to open with restrictions of one person per **two** square metres, provided we use the mandatory ‘Check In CBR’ App for contact tracing purposes.

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.
- Version 4.0 was sent to all current students on 22 February 2021.
- Version 5.0 was sent to all current students on 27 June 2021.
- Version 5.1 was sent to all current students on 2 July 2021.
- Version 5.2 was uploaded to website and printed for noticeboards on 10 July 2021. All students were emailed with the change to face mask requirements on 9 July 2021.
- 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.
- Staff are notified of updates to COVIDSafe Plans or procedures via the staff communication app ‘Slack’, which all staff members have access to.

Face Masks

- The ACT Government mandated the use of face masks from Monday 28th June to Friday 9 July 2021. From 10 July 2021, face masks are no longer mandatory in the ACT, but visitors to KMAA are advised to use their best judgement, and are welcome and encouraged to wear face masks while not participating in exercise (i.e. spectators, while entering and exiting studio).

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.

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.

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.

Contact Tracing

- It is mandatory for all restricted business activities to use the Check In CBR app 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.
- 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.
- From 2 July 2021, the 15-minute minimum period across all businesses using Check In CBR will be removed. This means all people aged 16 years and older **must check in immediately** upon entering KMAA – regardless of how long they are planning on spending on the premises.
- KMAA have several A4 coloured signs displayed advising visitors of the Check In CBR App procedure, with the QR code for scanning.
- Before the ACT Government change of process on Saturday 20 February 2021, we had set up a paper register for those who did not wish to use the Check In CBR app. The records from this paper register will be kept for 28 days after we transition to using the App, in case ACT Health needs to use previously collected records for contact tracing. There is now no option to keep paper records or our own digital records.
- If a visitor to KMAA does not have a smartphone or is not able to use the Check In CBR app, KMAA staff (administration staff or instructors) will use the business profile function in the Check In CBR App to check them in. This has been downloaded on the KMAA administration iPad. Devices should not be handed to patrons to enter their personal details as this creates a hygiene risk. Instead, only staff will operate the iPad.
- The information collected when using the app will go directly to ACT Health for contact tracing, if required. KMAA does not store your patrons' details. The privacy policy is available on the ACT Health website and within the app's menu.
- If the QR code doesn't scan, patrons can manually enter the six-digit number on the QR code poster. If there are still problems, KMAA staff can check patrons in on their behalf using the business profile function in the app.
- An email was sent to all current students on 22 February 2021 stressing the importance and legal obligation for patrons to use the Check In App while visiting KMAA.
- KMAA instructors will make an announcement at the beginning of each class to ensure all spectators have checked in.
- If a patron refuses to check in, KMAA will highlight the importance of the check in requirements to assist the contact tracing efforts, and to keep the community safe and

business open. It is patrons' legal obligation to check in, and patrons may face a fine of \$1,000 if they fail to comply with the check in requirement. A public health direction is like a law. Like any other law, we all have an obligation to comply with the public health direction.

- The following wording has been added to KMAA's website ('timetable' and 'contact us' pages) and 'Additional Information' on Facebook to highlight that checking in is a condition of entry:

Condition of Entry:

KMAA requires that any student, spectator or visitor to our studio checks in using the Check In CBR App. When you arrive at KMAA, there are QR codes displayed on the premises to check in. If you do not have a smartphone or the App, please see reception so that we can manually check you in using the Check In CBR App. To make your check in process easier, you can download the Check In CBR App before you arrive at KMAA. Instructions on how to download and use the App are available [here](https://www.covid19.act.gov.au/business-and-work/check-in-cbr/information-for-customers) (linked to: <https://www.covid19.act.gov.au/business-and-work/check-in-cbr/information-for-customers>).

- The wording in our booking confirmation email for new students has been updated to include instructions on checking in.

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

- Instructors can teach sparring, one-on-one self-defence, partnered activities, and other activities. After physical contact with others, students are encouraged to sanitise their hands.
- 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.

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.

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.

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.

Additional Measures

- 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 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.

Occupancy Allowance

- KMAA's studio floor plan is available below. The studio is 24.7 meters by 14.3 meters (353.21); to adhere to the one person per two square meters capacity rule, KMAA can fit up to 152 people within the studio. This is 124 students in the teaching area, 25 people in the spectator area, and 3 people in the reception / staff areas, as shown in the floor plan below. Occupancy allowance signage is on display at the front entrance door and inside the studio.

