



# **WELSH BUSHI-KAI KARATE ASSOCIATION**

WBK COVID-19 Policy & Procedures  
September 2020

Version 2

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**NOTE:**

**This is a working document and will be updated regularly to work in line with Welsh Government Guidelines.**

<https://gov.wales/coronavirus>

# 1. Introduction

*The Welsh Bushi-Kai (WBK) will maintain a safe and supporting environment for our students to learn karate. It is essential that the WBK instructors, students, families and friends adhere to the WBK COVID-19 Rules and Procedures that the association set out in this document. This document outlines how our clubs will reopen and how clubs will run going forward.*

**This is a live document that will be reviewed by the WBK COVID-19 Lead alongside Club Instructors and the WBK Executive Committee in conjunction with other Welsh Government (WG) Guidelines as the situation develops.**

The WBK Chairman, Jordan Hopkins, is the WBK COVID-19 Lead for the association.

1.1 It is essential that individuals including instructors, students, and parent/guardians of the WBK are to monitor themselves for any signs of the virus, as well as their general health.

1.2 Guidance is constantly changing regarding the Sport, Recreation and Leisure sector. We will publish updates via the WBK website and WBK social media platforms, keeping our community up to date.

1.3 The WBK appreciates that not everyone will have the ability to restart as the restrictions still make it too difficult to do so. Also, the WBK appreciates that individuals may not feel ready to return to the dojo yet and we will support each individual's decision. We hope that our in-depth planning and implementation of these plans will encourage all our members to return to training.

1.4 The WBK Clubs and Instructors will always adhere to the principles of safeguarding people's health and adhering to the very latest regulations set out by WG regarding health, social distancing, and hygiene.

1.5 Outline of Principles/Procedures to be implemented:

- Social Distancing
- Measures to maintain Hygiene
- Measures to minimise exposure
- Provision of guidance information
- Regard to Welsh Government Guidance
- Risk Assessments
- Implementation Plans
- Activities must be organised (booking arrangements); and

1.6 WBK Admin Principles & Procedures:

- Licenses & Insurance
- Risk Assessment
- Duty of Care
- Good Record Keeping
- Safeguarding
- Follow GDPR protocols
- Reviewing & Updating

**The advice contained within this document is not definitive, as this is an ever changing situation. The WBK will always refer to the most recent Welsh Government Guidelines.**

## 2. COVID-19 INFORMATION

### Key facts from the Government on COVID-19:

2.1 COVID-19 is a highly contagious virus that can spread from person to person easily.

2.2 It spreads through droplets coming from the nose or mouth when a person coughs, sneezes, talks or exhales.

2.3 Droplets can also land on surfaces or objects which other people then touch. Potentially passing on the virus when they touch their own eyes, nose, or mouth.

2.4 There is currently no vaccine for this virus.

2.5 Common Symptoms of the COVID-19 Virus (but not limited to) are as follows:

- A High Temperature;
- A new, or Repetitive Cough; and
- Loss of, or change to Taste and Smell.

2.6 Any Instructors, Students, and Parents/Guardians who has, or suspects they have any of the symptoms MUST not attend a WBK Club and try to participate in training. If a person has or suspects they have any of the symptoms, they must self-isolate in line with the latest WG Guidelines.

2.7 It is vital that everyone follows the WG Guidelines on Track & Trace measures to help prevent the spread of this virus. If you have any doubts, contact your GP by phone or local testing centre for further advice and further instructions.

To find out more details or arrange a test:

<https://gov.wales/apply-coronavirus-test>

## 3. GOVERNMENT & GENERAL ADVICE

Welsh Government Coronavirus Guidelines <https://gov.wales/coronavirus>

There are several other websites you might find helpful, covering various aspects linking to COVID-19. Please find below some important links linked to COVID-19 within the Sport, Recreation and Leisure Sector (Click on the links to access).

3.1 Government Cleaning Advice

<https://gov.wales/workplace-guidance-employers-and-employees-covid-19>

3.2 Sport Wales - [www.sport.wales](http://www.sport.wales)

3.3 Welsh Sports Association - <https://wsa.wales/>

3.3 Mental Health Advice from MIND

<https://www.mind.org.uk/coronavirus-we-are-here-for-you/>

## 4. SAFEGUARDING HEALTH

The WBK recommends the following principles to combat the COVID-19 pandemic. All WBK Clubs and Instructors should adhere to these principles in all matters relating to the operation of clubs and training sessions.

4.1 WBK Clubs must ensure all activity adheres to the WG Guidelines regarding health, travel, social distancing, and hygiene.

4.2 WBK Clubs must always put safety first, minimising the risk of infection/transmission.

4.3 Thorough risk assessments must be undertaken, and appropriate implementation plans put in place to ensure participants, instructors, and visitors to the WBK Clubs are protected and informed.

4.4 The WBK and our Clubs must communicate clearly and regularly with our community in advance of returning to training, setting out what we are doing to manage risk and what advice we are giving to our instructors, students, families and friends.

4.5 WBK Clubs must put in place measures that can adapt to changing guidance and possible further restrictions.

4.6 The WBK COVID-19 Policy and Procedures are working documentation to allow for change, ensuring we continue to meet WG Guidelines.

**WBK Clubs/Instructors that fail to conduct the proper assessments, fail to put in place safety measures or fail to inform their participants of the risks and expectations prior to training as described in this document put themselves and members at risk.**

**The WBK COVID-19 Lead, has the responsibility to close any WBK Club if they are failing to adhere to any of the WBK COVID-19 Policies, Rules & Procedures.**

## 5. REOPENING WBK CLUBS

The Welsh Government has published guidance for the Sport, Recreation and Leisure sector. <https://gov.wales/sport-recreation-and-leisure-guidance-phased-return-html>

### **Steps WBK Clubs must take before reopening:**

5.1 All venue owners or tenants are obliged to conduct a full COVID-19 Risk Assessment on their premises and from that assessment, implement plans, procedures and measures to protect their facility users.

5.2 A COVID-19 Risk Assessment and Implementation Plan should already have been done by the venue, prior to them reopening for public use.

5.3 The venue owners/staff must share their plans with all facility users in advance.

5.4 WBK Clubs will conduct their own COVID-19 Risk Assessment on the premises, using the WBK COVID-19 Risk Assessment. From completing the risk assessment, Club Instructors can complete the WBK COVID-19 Implementation Plan for their Club. Each Club may slightly differ in details included in each Risk Assessment and Implementation Plan.

5.5 Each Club instructor must share their Risk Assessment and Implementation Plans with the venue owners/staff. Ensuring that our procedures and measures are consistent with their planning, procedures and measures. Each Club Instructor must share all Risk Assessments and Implementation Plans with the WBK COVID-19 Lead.

**WBK Clubs are starting to reopen from Monday 24<sup>th</sup> August. Please refer to WBK Social Media Platforms and the WBK website for confirmation on each Clubs reopening date.**

**WBK Instructors must have all WBK COVID-19 Documents and Procedures in place prior to opening. Failure to adhere the WBK COVID-19 Policy will put the Club and its community in risk.**

**The WBK COVID-19 Lead, has the responsibility to close any WBK Club if they are failing to adhere to any of the WBK COVID-19 Policies, Rules & Procedures.**

## **6. CONDUCTING THE WBK COVID-19 RISK ASSESSEMENT**

### **WBK Aims:**

6.1 Identify significant risks.

6.2 Identify controls required to comply with WG Guidelines.

6.3 Ensure that the WBK Rules, Procedures and Measures remain appropriate and meeting WG Guidelines.

### **WBK Risk Assessment Methodology:**

6.4 Recognise that the hazard is COVID-19 related.

6.5 Assess the person's potential exposure to the hazard.

6.6 Put in place Risk Controls/Measures.

### **WBK Risk Assessment recognises:**

6.7 The virus is spread in minute droplets that are expelled from the body through sneezing, coughing, talking, and breathing.

6.8 The virus can be transferred to the hands and from there to surfaces/objects.

6.9 It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

6.10 If the virus is passed from one person to another, while many survive infection, some may become ill or even die from the disease. It is therefore regarded as a HIGH HAZARD.



## 7. WBK COVID-19 RISK ASSESSMENT TEMPLATE



# Welsh Bushi-Kai Karate Association

## COVID-19 Risk Assessment

<b>WBK CLUB NAME:</b>	
<b>WBK CLUB INSTRUCTORS:</b>	

<b>CLUB VENUE:</b>	
<b>CLUB DAYS:</b>	
<b>CLUB TIMES:</b>	

<b>RISK ASSESSMENT COMPLETION</b>	
<b>SIGNATURE:</b>	
<b>COMPLETED BY:</b>	
<b>DATE OF COMPLETION:</b>	

- The WBK COVID-19 Risk Assessment will identify the risks associated with COVID-19 transmission within our club activity, and will list the Control Measures that this Club is putting in place to protect its students and instructors from the COVID-19 hazard.
- The control measures from this risk assessment should then form the basis of the WBK COVID-19 Implementation Plan that clubs should complete and share with their instructors, students and parents/guardians.
- Each Risk Assessment will be reviewed regularly to ensure the Risk Controls/Measures are effective in use.
- We will also take note of any changes in Welsh Government Advice/Guidelines that might change this risk and/or controls/measures required.

### Review Dates & Signature

Review Date	Signature	Comments



## WBK COVID-19 Risk Assessment

The WBK COVID-19 Risk Assessment identifies the risks posed by COVID-19 to our club activities and identifies the Controls/Measures this WBK Club is putting in place to protect its Instructors, Students and Parents/Guardians from the COVID-19 hazards whilst attending our Karate Training.

Identified Risks	Controls/Measures (Add more rows and detail as needed)	Check
Members unaware of new virus controls	Pre-Class Communication of implementation plan. There will be enough instructors to ensure all members understand and follow the new rules and procedures. A designated person will be sitting outside the dojo helping to implement the changes. There will be no gathering in the foyer before, during or after classes. Instructors, members and/or parents/guardians will be asked to stay outside the building until asked to enter. Upon entry rules and procedures will shared.	
Too many people attending the session for adequate social distancing requirements	The instructors contact details will be provided and places will be booked in advance. Rules and procedures that instructors, students and parents/guardians are to follow will be provided via our website, social media platforms and Club WhatsApp Group. Students will be allocated specific grade groups and times, aiding to avoid overcrowding.	
Members risk infection travelling to/from the Class	Suggest walking, cycling, private car rather than public transport. People should only travel in household groups and maintain social distancing with others.	
Members Bags and Pads cause additional areas for transfer of virus	Minimise the need of bags and reduce necessity for Pads. Whenever possible – ensure anything brought to the club it is wiped down thoroughly before coming into the venue and the dojo. Members are to ensure their belongings are kept away from others.	
Members need water	Members bring their own labelled Water Bottles. Ensure there is no sharing of bottles.	
Members arrive with contaminated hands	All participants to be advised to wash hands at home prior to leaving. Instructors, Students and Parents/Guardians will be instructed upon arrival to use hand sanitiser before they can further enter the venue and the dojo. Provide Hand Sanitiser Gel; on entry, within the dojo and on exit (Sanitiser Gel to be over 60% Alcohol).	
Members are confused by new layouts	Provide Signage to assist instructors, students and parents/guardians, and/or add Warning tape to floors. In the dojo, a clear format will be arranged using mats to indicate individual areas for instructors and students.	
Doors to the Dojo spread contamination	Doors remain open to avoid touching. Also, adding ventilation to the dojo, windows will be open. There will also be a one way system in place, entering and exiting the venue.	
Changing rooms and toilet facilities increase infection risk	Members come ready dressed to train. There will be a strict policy stating that only 2 people are to be in the toilets at any 1 time (as per the procedure set by the Venue).	
Venue size affects Social Distancing We can only have 30 people in the dojo at any one time	Review Class capacity and/or training times. There will be a maximum of ?? students per class, allowing for ? instructors, meeting the venue capacity of 30. Junior classes will start at ?? pm until ?? pm. Seniors classes will start at ?? pm until ?? pm. The 15 minute window between classes allows for the dojo to empty and cleaning procedures to take place.	

Social Distancing measures	Instructors, Students and Parents/Guardians are to maintain the Welsh Government (WG) Guidelines of a 2 metre distance in all directions when training (10ft x 10ft square per individual). A 1 metre+ minimum distance will be implemented when training with a partner. Students must remain with the same training partner throughout the session, no swapping to work with somebody else. Where possible partners will be allocated from the same household.	
Members with higher risk and/or with underlying health conditions	Instructors, Students and Parent/Guardians temperatures to be checked upon arrival via a non-contact thermometer. Students that are vulnerable or have underlying health issues will be asked to inform the instructors and a decision will be made if it is possible for the student to train by providing additional social distancing.	
Spectators bring additional risks to members	Exclude all spectators from classes.	
Family Members	Family members can train together in household groups but will not be able to spectate.	
Mats/Floors are infected	Floors are cleaned by venue staff, before and after every class. Instructors will also spray and disinfect mats before and after each class.	
Spillages on floor	Spillages are to be cleaned immediately.	
Pads/Equipment are infected	Equipment should be thoroughly disinfected & cleaned before and after sessions to minimise the risk of transmission. Equipment must not be shared between different household groups during session.	
Touching surfaces occurs	Hand Sanitiser Gel will be available before, during and after a class. Scheduled cleaning breaks when can be implemented if necessary.	
PPE is requested	Instructors & Members can wear marks and/or gloves if they choose to but it is advised that they provide their own. Disposable masks and gloves will available if requested.	
Members leaving increases contact risks	Each Instructor and Student to use hand sanitiser on leaving the dojo and venue. Students must take all of their possessions with them. Students to leave immediately.	
Member Pick Ups are late	A designate waiting area should be implemented within the dojo/venue. The waiting area must monitored at all times by instructors.	
Safeguarding risk for under 18's if pick up late	All safeguarding protocols to remain in place.	
Leaving behind contamination	Mats/Floors are cleaned. Pads/Equipment are wiped clean as per cleaning regime.	
Waste disposal	Separate bins provided for potentially infected material. Secure disposal at end of session.	
Instructor Test & Trace	Keep a list of Names and Tel Nos. in case of Instructor or Member infection	
First Aid	First Aider (qualified) to wear full PPE prior to attending to a person in need of aid. First incidents include accidents and injuries.	
Dojo Fees	Payments to be made via a contactless device/system. Cash payments will be accepted but must be submitted in an envelope.	
<b>Face Masks/ Face Coverings</b> <b>WG Update 14/9/20 – Legal Requirement</b>	WG Guideline update 14/9/20 and procedures being a legal requirement - Students aged 11 years and over are to wear a face mask/face covering in any public area of the venue, for example entrances, exits, corridors, toilets etc. Parents bringing their child to karate must also where a face mask/face covering. Students under the age of 11 or anyone who has health conditions are exempt from wearing a face mask/face covering.	

## 8. WBK IMPLEMENTATION PLAN



# Welsh Bushi-Kai Karate Association

## COVID-19 Implementation Plan

<b>WBK Club Name:</b>	
<b>WBK Instructors:</b>	
<b>Date:</b>	

Hazard/Risk	Action	Who	Progress/Check
Virus Controls	Inform all instructors, students and parents/guardians of actions to be taken.	Club Instructor	
Social Distancing	Ensure 2 Metre distance is kept between student and student, instructor and instructor, and instructors and students. Limit class sizes to ensure 2 Metre distancing can be maintained.	All Instructors	
Members Personal Possessions	Minimize the need of possessions to be brought to the dojo.	Students and/or Parents/Guardians	
Hydration	Students to provide own water bottle. All water bottles should be labelled.	Students and/or Parents/Guardians	
Dojo Fees	Dojo Fees to be taken if possible via a contactless system. Cash payments MUST be submitted in a sealed and labelled envelope.	Club Instructor Students and/or Parents/Guardians	
Cleanliness	Students to wash/clean their hands before, during and after training. Hand sanitiser provided throughout the dojo/venue.	Students and/or Parents/Guardians	
Signage	Signage should be displayed by your venue.	Venue Staff	
One Way System	Venue to have one way system in place. Dojo may have an additional one way system. Visuals provided.	Venue Staff Club Instructor	
Doors/Windows	Doors and windows to be open where possible.	Venue Staff	
Changing Rooms	Not available. Students to attend training fully prepared.	Students and/or Parents/Guardians	
Toilets	Limited numbers allowed at any one time.	Club Instructor	
Spectators	No spectators allowed in the dojo.	Club Instructor	
Family Members	All family members to train together if possible.	Club Instructor	
Mats/Floors	Instructors to ensure that dojo mats are cleaned before, during and after each session. Floors (if applicable) to be cleaned between training sessions, otherwise floors are to be cleaned by venue staff.	Club Instructor Students and/or Parents/Guardians	
Spillages	All spillages to be cleaned immediately.	All Instructors	
Equipment	Equipment can be used if necessary. If equipment is used Equipment should be thoroughly disinfected & cleaned before and after sessions to minimise the risk of transmission. Equipment will not be shared.	All Instructors & Students	

PPE	Instructors and students are advised to provide their own PPE. Disposable masks and gloves will available if requested.	Students and/or Parents/Guardians Club Instructor	
First Aid	Qualified first aiders to administer first aid, but must wear full PPE.	First Aider/Club Instructor	
Pick Up	Designated waiting area for students waiting for parent/guardian. Ensuring safeguarding is maintained.	Club Instructor	
Waste	Separate bins provided for potentially infected material. Secure disposal at end of session.	Venue Staff	
Test & Trace	Student details collected preferably online via the WBK Track & Trace Form. Otherwise can be collected upon entry to the venue using the WBK Track & Trace printed form.	Club Instructor	
Warm Up/ Cool Down	Completed with social distancing measures in place.	All Instructors & Students	
Basic Techniques & Combinations	Completed with social distancing measures in place.	All Instructors & Students	
Kata	Completed with social distancing measures in place.	All Instructors & Students	
Blocks	Completed with social distancing measures in place – in line structure (no partner). Blocks can be completed with partner, preferably from the same household, once interacting with each other, these students must stay with each other for the entire training session.	All Instructors & Students	
Sparing/Kumite	Not permitted.	All Instructors & Students	
Face Masks/Face Coverings	WG Legal Requirement - Students aged 11 years and over are to wear a face mask/face covering in any public area of the venue, for example entrances, exits, corridors, toilets etc. Parents bringing their child to karate must also wear a face mask/face covering. Students under the age of 11 or anyone who has health conditions are exempt from wearing a face mask/face covering.	All Instructors, Students and Parents/Guardians	

# 9. COVID-19 FIRST AID PROCEDURES

## 9.1 Introduction

All WBK clubs have a duty of care to all participants taking part in Karate.

This responsibility does not disappear due to social distancing measures. WBK Clubs should adopt the following additional COVID-19 procedures for dealing with injuries in the training setting and that abide by WG social distancing and hygiene rules.

The WBK COVID-19 Implementation Plan contains these controls/measures to ensure the risk of COVID-19 being transmitted is reduced.

## 9.2 First Aiders

WBK Clubs must have a qualified first aider at each training session.

## 9.3 Personal Protection Equipment (PPE)

WBK Clubs must ensure they have face masks and disposable gloves available for anyone who is going to administer first aid. Once used these should be handled in a safe and hygienic manner to prevent any possible transmission and disposed of in a designated bin indicated by the venue staff.

**WBK Clubs will ensure they have numerous disposable masks and gloves available at every session.**

The club must ensure they have an up to date, well stocked first aid kit at all sessions (as normal practice).

## 9.4 Reporting an Injury:

All injuries and treatment, however minor must be recorded in the club accident book/accident report form.

## **10. COVID-19 INCIDENT RESPONSE**

If a WBK Club suspects somebody at their session may have the virus, or possibly starts to display symptoms, or in the event that a Club is informed that a previous attendee has received a positive test result – WBK Clubs will follow the steps below:

### **10.1 Keep Attendance Registers ensure all students have completed the WBK Track & Trace System:**

- Easily identify who attended each session and ensure that contact details are up to date and easily accessible.
- WBK Clubs keep personal details secure in line with GDPR.
- In the case of children or vulnerable adults, the contact details are for a parent/guardian.

### **10.2 In the unlikely event that a student or anyone else within our training environment displays symptoms during a session:**

- They are to stop immediately, leave the venue, and isolate at home.
- All surfaces and equipment that the individual may have come into contact are to be thoroughly cleaned immediately.
- Strongly recommend the person to contact the local Covid-19 testing agency and arrange a test.
- Club Instructors to make a note of the individual and the date/time of the incident.

# 11. WHAT A COVID-19 SECURE KARATE SESSION COULD LOOK LIKE?

The WBK have adapted training sessions to ensure we operate safely under the WG COVID-19 Guidelines. Club Instructors will ensure that required measures will remain in place until latest guidelines state otherwise.

All measures are aimed to mitigate the possibility of transmitting the virus. WBK COVID-19 Control Measures are split into four categories, Prior WBK Training, During WBK Training, Post WBK Training and Review WBK Training.

## 11.1 Prior WBK Training:

- WBK Students are informed of COVID-19 Measures and Procedures prior to training.
- Session sizes to be adjusted to meet WG guidelines and venue restrictions. Session sizes should be at a maximum of 30 people, this includes Instructors and Students. Club Instructors should ensure that they have enough instructors to students and ensure Safeguarding procedures remain in place for junior sessions.
- Session Times are adjusted to ensure there is efficient time between classes (if necessary). It would be advised to allocate 15 to 20 minutes between two classes, ensuring the first class can exit, cleaning procedures can take place and the second class can enter. Club Instructors must be strict on time management to avoid people entering the dojo at different times. Students from one session cannot come in contact with anyone in another session, unless from the same household.
- Dojo Mats have been cleaned with disinfectant.
- Pads/Equipment have been cleaned with anti-bacterial spray/wipes.
- Signage erected (Venues should have signage in place). Club Instructors may want to add additional signage.
- Warning Tape/Floor Markings/Cones can be used to indicate 2 Metre spacing.
- Students are to register their details via the WBK Track & Trace Form. The form is to be completed once and will be referred to through the COVID-19 Pandemic. Students details will not made public and are stored on a secure document. The details will only be used by Club Instructors and the WBK Chairman/COVID-19 Lead.
- Where possible students to sign up to specific training sessions, aiding Club Instructors to control numbers entering the dojo, planning of session (use of equipment, instructor numbers, etc.) and ease of Track and Trace Procedures.

## UPDATED INFORMATION – 14/9/20

- Students aged 11 years and over are to wear a face mask/face covering in any public area of the venue, for example entrances, exits, corridors, toilets etc.
- Parents bringing their child to karate must also where a face mask/face covering. Parents must keep face mask/face covering on when walking through the dojo to exit.
- Students under the age of 11 or anyone who has health conditions are exempt from wearing a face mask/face covering.



## 11.2 During WBK Training:

- Students to arrive on time at the pre-registered/pre-agreed session time.
- Students to attend their training session ready dressed in their Gi and Obi (Karate Suit and Belt). For new starters/beginners appropriate sportswear to be worn.
- Students to bring own Water Bottle, preferably labelled.
- Instructors, Students and Parents/Guardians to adhere to the venue/dojo one way system.
- Hand Sanitising (upon entry and exit – and where possible available during a session).
- Everyone must ensure they keep a 2 Metre Social Distance at all times.
- Doors and windows (where possible) are to be kept open to maintain ventilation and to eliminate further touch points/surfaces.
- Dojo fees to be received via a contactless system or submitted in a sealed and labelled envelopes.
- Spectators are not allowed in WBK Dojo's.
- Students may choose to wear PPE; face masks and/or gloves. Students are to use their own PPE equipment. Disposable PPE (Face masks and gloves) are to be available at all training sessions.
- Students are maintain a 2 Metre social distance to fellow students and instructors, unless students/instructors are from the same household.
- Session activity follows the WBK COVID-19 Risk Assessment.
- No sparing/kumite permitted.
- If any equipment is used, strict cleaning procedures are to be conducted after each person.
- Any spillages to be cleaned immediately.
- Use of toilets are allowed in accordance with venue procedures.
- Students are to minimise their contact with all surfaces as much as possible, if contact is made, students can use anti-bacterial wipes (supplied by the Club and/or venue).
- Where possible students are to clean their hands/sanitise their hands. Especially upon entry and exiting the dojo.

### UPDATED INFORMATION – 14/9/20

- Instructors and students are not required to wear face mask/face coverings once a training session starts.
- Students under the age of 11 or anyone who has health conditions are exempt from wearing a face mask/face covering.

## 11.3 Post WBK Training:

- Students must take all their possessions with them.
- Students are to use hand sanitiser upon exiting the dojo and venue.
- Students must leave the dojo and venue immediately once a session ends. Instructors must ensure that this is conducted in an orderly manner and maintain WG guidelines on social distancing.
- Students who are awaiting a lift due to their transport being late are to wait at a designated area specified by the Club Instructor. If a designated area is unavailable, the student can wait near the exiting area but must maintain a 2 Metre distance from exiting students/instructors/parents/guardians.
- If a student is under 18 and are awaiting a lift, they must be accompanied by an instructor 18 years +, until their parent/guardian collects them from the exiting area of the venue.
- Mats/Floor are to be cleaned with a disinfectant prior to storing.

### UPDATED INFORMATION – 14/9/20

- Instructors, Students and Parents must wear face masks/face coverings when exiting the dojo.
- Students under the age of 11 or anyone who has health conditions are exempt from wearing a face mask/face covering.

#### **11.4 Review WBK Training:**

- Each WBK training session is to be reviewed to ensure best practise is achieved and to consistently adhere with WG Guidelines. If any modifications are made, they are to be implemented prior to the next training sessions, WBK COVID-19 documentation/WBK Clubs documentation are to be updated and instructors/students/parents/guardians are to be informed of the changes made prior to the next training session.
- If changes are made to specific WBK Clubs, Club Instructors must update the WBK COVID-19 Lead, and pass on any updated documentation.
- The WBK COVID-19 will constantly monitor the situation and will advise WBK Clubs on changes to WG Guidelines.

#### **UPDATED INFORMATION – 14/9/20:**

**Policy, Procedures and Documentation updated to incorporate the new WG Guidelines and legal requirements that come in to force from 14/9/20.**

## **12. SUMMARY**

The Welsh Bushi-Kai will continue to monitor the ever-changing situation, advice and guidelines on the COVID-19 pandemic. The Welsh Bushi-Kai will consistently adapt and change its COVID-19 Policy, Rules, Procedures and Documentation in line with the most recent WG Advice and Guidelines.

The Welsh Bushi-Kai Community must work together to ensure we keep training environments safe, supportive and enjoyable. All instructors, students, family members and friends of the WBK can help us achieve this by understanding and following the details stated throughout this document.

**If anyone from the WBK Community have any queries/concerns regarding COVID-19 within our association, please contact the WBK Chairman/COVID-19 Lead, Jordan Hopkins.**