

BBTA INSTRUCTOR INFORMATION – PROTOCOLS AND PROCEDURES

BBTA PREMIER TAEKWONDO Classes

Entering the building:

- There will be one entry point only – main door
- Social distancing markings will be in place for outdoor waiting
- Each Group leader is responsible for cleaning of touch points before they except their attendees into the building (i.e. door handles and relevant toilet area)
- Each group leader needs to see their group in through main door and signage is in place directing attendees to the relevant hall
- Sanitiser is available on entry
- Face coverings to be worn on entry into the building and in areas where social distancing may be difficult, but usually not needed during activity
- Attendees to arrive on time, but not early, to avoid large numbers waiting
- Contact details must be taken by the group leader when attendees book on- line and physical register taken on entry to the building
- Parents to drop off at main entrance **NO ENTRY INTO BUILDING EXCEPT CLASS ATTENDEES (exceptions for NEW BEGINNERS and younger children or any student requiring Special needs)**

Entering into the hall

- Attendees need have clear instruction as to which hall they are in
- Attendees must socially distance from others outside of their family or “bubble” at all times
- Attendees to stay within their allocated areas to avoid “mixing”
- One toilet will be allocated for Gender. The toilet allocated will be as close to the hall being used as possible.
- Spray and paper towel is available in the toilet area for cleaning of any touch area

During Session

- Group leader is responsible for enabling a safe distance to be maintained between attendees during sessions
- Attendees are responsible for keeping the safe distance allocated
- Avoid sharing of equipment, if sharing is necessary then this must be minimal and robust cleaning measures must be in place
- Kitchen is closed, so attendees need to bring their own drinks
- If music is not necessary, then none should be played. If necessary, for the activity then volume must be low enough to avoid raising of voices or shouting (there is potential of increased risk of transmission from aerosol and droplets)
- Ventilation is important, so open windows
- Other Covid-19 guidance specific to the activity must be adhered to and included in the risk assessment

After Session:

- Class must finish promptly, and all attendees leave the building and the premises without loitering
- Exit is strictly from the fire exits directly into the outside area
- If parents are collecting, then they must wait outside (social distancing)
- There must be no mixing with others from other groups
- Each Group leader is responsible for cleaning of touch points after the session has finished/between sessions (i.e. door handles and relevant toilet area)
- Group leaders must leave promptly also and only through exit point