

This guidance is a summary of control measures laid out in our COVID-19 class Risk Assessments. The full Risk Assessments are available on our website [www.cambridgekungfu.com](http://www.cambridgekungfu.com)



### Stop the Spread

- Do not attend classes if you/your child are displaying any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste).
- Avoid public transport to travel to class where possible.
- Ideally walk or cycle to class, where possible, or use a private vehicle
- Only travel in your private vehicle with those from within your household.
- Wash your hands (thoroughly and for at least 20 seconds) before the class.
- Use the hand sanitiser provided as appropriate.
- Use the tissues and bins provided as necessary.
- Avoid touching your face.
- Avoid shouting or creating a noisy environment that requires others to raise their voices.
- Make sure we have up to date contact details for you (this is to assist with Track & Trace if required).

### Personal Belongings

- Arrive wearing your uniform/training clothes.
- Keep your shoes on for class and arrive wearing suitable trainers/plimsolls.
- Avoid bringing unnecessary/excessive personal belongings to class.
- Bring a water bottle, ideally labelled with your name (no water fountain available; refills only).
- Unlabelled lost property will be individually sealed in a bag and stored for one week before being disposed of.

### Social Distancing

- Use any one-way drop-off and pick-up systems that are in place.
- Only one parent/guardian to drop off, or pick-up, their child (where possible).
- Parents/guardians are not permitted to stay in the class as spectators.
- Parents/guardians are encouraged to wait in their personal vehicles or leave the site.
- Observe, and adhere to, floor markings which are in place to indicate social distancing requirements.
- Adhere to Government social distancing guidelines both in, and out, of class.

### Class Adaptations

- Kids and Youth classes are 50 minutes long to allow for a 10 minute class changeover.
- Adult classes are 1 hour and 20 minutes long to allow for a 10 minute class changeover.
- Syllabus and class plans are adapted for social distancing.
- Syllabus and class plans are adapted to minimise/negate the need for equipment.
- Syllabus and class plans are adapted to minimise high intensity activity.

### Cleaning

- Surfaces that are touched regularly, particularly areas of high use such as door handles, light switches etc. will be frequently cleaned and disinfected using appropriate cleaning products and methods.
- If any equipment is used it will be individually issued to staff or students.
- Any equipment that is used will be thoroughly cleaned and disinfected before and after use.

### First Aid

- First Aid Trained staff will still provide First Aid if required.
- Where possible First Aid will be provided at a 2 metre distance.
- Where a 2 metre distance cannot be maintained appropriate PPE will be worn (gloves, apron, mask and visor).

## Suspected Case

- If anyone displays COVID-19 symptoms in the class they will be sent home and advised to follow Government Guidance (self-isolate and arrange to have a test).
- If anyone displays COVID-19 symptoms in the class and can not immediately, and safely, leave the premises they will be placed away from others. If there is no physically separate room, others will be asked to stay at least 2 metres away from the individual. If barriers or screens are available, these may be used.
- If a COVID-19 case is confirmed within the class/workplace NHS Test and Trace will speak directly to those they have been in contact with to offer advice.

## Toilet Breaks

- Parents/Guardians should stay on site if your child can not use the toilet alone.
- Encourage children to use the toilet before class to avoid needing to go to the toilet mid-class.
- Children going to the toilet mid-class (from our Kids Classes) will be monitored by a designated staff member and/or Instructors (see below).

## Designated Staff Member to Monitor COVID-19 Control Measures

- At each class we will have a designated staff member who will monitor the COVID-19 Control Measures. At Hills Road Sports and Tennis Centre, this staff member will be:
  - In contact with the Instructors via radio where necessary.
  - Helping the flow of students and their parents/guardians through the building.
  - Monitoring usage of the toilets and safety of the students (from the corridor outside) (i.e. maintaining radio contact with the Instructors about who is using the toilet and whether they have returned to class, encouraging hand washing, encouraging social distancing etc.)
  - Reminding students/parents/guardians to stay socially distanced and not gather at entrances etc.
  - Helping with student wellbeing as they arrive.

## Other Changes/Control Measures

- Rooms will be well ventilated with as many windows and doors opened as safely possible.
- We will be taking a register (this is to assist with Track & Trace if required).
- We no longer accept cash or cheques (until further notice). Payments via Bank Transfer or Direct Debit only.
- Catch up classes available via Zoom only (until further notice).