

COVID-19 Safety Plan

Jin Sei Ryu Karate-Do Australia

BUSINESS DETAILS

Business name:	Jin Sei Ryu Karate-Do Australia
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GUIDANCE FOR BUSINESS

Guidance for your workplace and the actions you will put in place to keep your students and workers safe

Guidance	Actions
Wellbeing of instructors and students	
Exclude instructors, students and family members who are unwell	<p>Instructors, students and families must not attend the dojo if they have symptoms of COVID-19, or suspect they may have been infected with COVID-19. If an instructor, student or family member is noted to be unwell they must leave the dojo immediately and advise them to seek medical advice.</p> <p>An instructor who has been diagnosed with COVID_19 will be quarantined by health authorities until they are cleared from the virus.</p> <p>Once an instructor has recovered from the virus and is cleared by health authorities they can return to work as usual.</p>
Provide instructors with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	<p>Instructors have been asked to complete the eLearning course on Infection Control Training for COVID-19 developed by the Australian Government Department of Health.</p> <p>Information about COVID-19, including information on physical distancing and personal hygiene have been posted throughout the dojo.</p> <p>Information sessions for instructors and students will be provided upon the re-opening of the dojo.</p>

COVID-19 Safety Plan

Jin Sei Ryu Karate-Do Australia

<p>Make instructors aware of their leave entitlements if they are sick or required to self-isolate</p>	<p>Not applicable as instructors teach classes as volunteers.</p>
<p>Display conditions of entry for any students or visitors.</p>	<p>We have posted conditions of entry for instructors, students and visitors in the reception area and locker rooms.</p> <p>We strongly recommend that parents drop-off and pick-up their children outside the dojo and remain outside as there is very limited space in the reception area (3 adults), and parent seating area (5 adults).</p> <p>For those parents who would like to enter the dojo, please sign the Guest Listing Sheet at the Frontdesk.</p>
<p>Establish procedures in the event that an instructor or student contracts COVID-19.</p>	<p>In the event that an instructor or student contracts COVID-19, we will undertake the following actions:</p> <p>We will immediately close the dojo in order to do a thorough cleaning and disinfecting of the reception area, dojo floor and locker rooms.</p> <p>We will provide instructor, student and guest contact details to NSW Health in order to perform Contact Tracing.</p> <p>We will communicate updates to instructors, student and parents regarding the re-opening of the dojo.</p>

COVID-19 Safety Plan

Jin Sei Ryu Karate-Do Australia

Physical Distancing

Requirements	Actions
Physical Distancing	
There are a number of businesses where there are restrictions on patron numbers and the space required to have that number of people; check if there are any restrictions on your business by visiting the NSW Government website. If your business does not have any restrictions, consider what measures could be put in place to avoid crowding and close proximity where practicable.	<p>Given that the dojo training space is approximately 200sqm, we can have up to 50 students in the dojo with 4sqm of personal space. However, we will limit the number of students on the dojo floor to 30 students indoors at any given time.</p> <p>For special events, such as New Year's Training, we will move these training sessions outdoors. Masks will be required to and from the event, social distancing will be required, and we will assign a COVID-19 Safety Marshall.</p>
Assign workers to specific work stations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with detergent/disinfectant between use.	<p>All classes will finish 10 minutes earlier than usual so that the dojo floor area can be disinfected. This includes spraying the dojo area with disinfectant, and going over the floor with dusters sprayed with disinfectant.</p> <p>Instructors will assume COVID-19 Marshall responsibilities and ensure that all visitors and parents have checked-in using the NSW QR Code and all students maintain proper social distancing.</p>
Put plans and systems in place to monitor and control the numbers of workers and students on site at any given time to allow for physical distancing.	We will limit the number of students on the dojo floor to 30 students indoors at any given time.
Use flexible working arrangements where possible, such as working from home, early and late shifts to reduce peak periods	All physical classes at the dojo will be complemented by online streaming to enable student who feel uncomfortable training in a group setting to continue to train at home.
Consider barriers or other controls to ensure instructors and visitors at interaction points stay at a safe distance or are separated by a barrier such as a sneeze guard at a service counter. If not practical, clean regularly with detergent/disinfectant.	<p>We have placed physical distancing floor stickers to delineate separation in the reception area, parent seating area and the locker rooms.</p> <p>We strongly suggest that students show up at the dojo already dressed in their uniforms, ready for class.</p> <p>We have also limited the number of students who can change in the men's locker room at 5 and the women's locker room at 3.</p>

COVID-19 Safety Plan

Jin Sei Ryu Karate-Do Australia

<p>Where reasonably practical, ensure instructors maintain 1.5 metres physical distancing at all times.</p>	<p>Instructors have been instructed to limited physical movements to one location on the dojo floor. They will not wander around the floor, nor will they physically correct or demonstrate techniques with students.</p>
<p>Take additional precautions specific to martial arts training sessions.</p>	<p>Students have been instructed to wipe down or spray with disinfectant any equipment (pads, bags, accessories and mats) at the end of classes. Exchange to equipment will not be allowed during classes (unless the equipment has been wiped down and sprayed before an exchange).</p> <p>Hand-shakes, hugs and other forms of physical greetings are not allowed.</p> <p>We will adhere to Australian and NSW Health Guidelines regarding partner work.</p> <p>All shouts (kiai!) during classes are highly discouraged.</p> <p>Instructors and students are encouraged to wear masks during training, but this is not a mandatory requirement. Additional masks will be kept at each sanitary stations throughout the dojo.</p>
<p>Use telephone or video for essential meetings where practical.</p>	<p>We will continue to run Zoom and Outdoor classes during the week to complement indoor classes at the dojo.</p>
<p>Review regular deliveries and request contactless delivery and invoicing where practical.</p>	<p>We have instructed all of our suppliers to deliver packages or parcels to our PO Box. We have also implemented standing instructions contactless delivery whenever possible.</p>
<p>Consider signage near lifts and passenger travelators directing students and workers to maintain physical distancing wherever practical.</p>	<p>Physical distancing posters and floor decals have been posted in the reception area and locker rooms.</p>
<p>If instructors need to travel together in the same vehicle:</p> <ul style="list-style-type: none"> ○ encourage passengers and drivers to spread out, using front and back seats ○ workers should only handle their own tools and bags where possible ○ have processes to clean the vehicle hand touch areas at the end of each shift with a detergent/disinfectant ○ encourage workers to set the air-conditioning to external airflow rather than recirculation. 	<p>We have strongly urged instructors and students (outside of family members) not to travel together to and from the dojo.</p> <p>If any equipment is used (bo, jo, sai, punching bags), students may not exchange equipment. All equipment must be wiped down with disinfectant wipes after use.</p> <p>The air-conditioning settings will be changed to external airflow rather than re-circulation.</p>

COVID-19 Safety Plan

Jin Sei Ryu Karate-Do Australia

Have strategies in place to manage gatherings that may occur immediately outside the premises.	We have strongly urged instructors and students not to organise group social gatherings before and after class.
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Hygiene and cleaning	
Provide hand sanitiser at multiple locations throughout the workplace	We have set up several sanitary stations in the reception area, dojo floor and locker rooms. These stations include hand sanitiser, disinfectant spray, disinfectant wipes, disinfectant solutions (Dettol), paper towels, tissues, and medical masks.
Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.	All dojo equipment will be wiped down by the students immediately after use. Sharing of training equipment is not permitted.
Ensure bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands.	We have set up sanitary stations in the mens and womens bathrooms. Instructions on how to wash hands have been posted. Cloth towels have been removed from the bathrooms. Showers are not be available for the foreseeable future.
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces	The entire dojo will be thoroughly disinfected by professional cleaners weekly. The reception areas and locker rooms will be disinfected daily. The dojo floor area will be disinfected after each class.
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.	Disinfectant solutions is included in the sanitary stations set up throughout the dojo.
Instructors are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water	All instructors, students, parents and guests are required to use hand sanitisers upon entering and leaving the dojo, and when necessary.

Record keeping

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<p>Keep name and mobile number or email address for all instructors, students, and visitors, as they come to the dojo, for a period of at least 28 days. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely</p>	<p>All instructor and student attendance will be collected using the Club Manager System and Club Link App. This information will be stored confidentially and securely. All parents and visitors will need to sign-in using the NSW COVID-19 Safe QR Code.</p>
<p>Employers should make instructors aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.</p>	<p>Instructors, students and parents will be strongly encouraged to download the COVIDSafe phone app.</p>