



BC Taekwondo Federation

2930 Lonsdale Avenue, North Vancouver, B.C. V7N 4H9

Preparations For Opening Your School

Here are a few suggestions for implementing proper safety measures and class procedures during the gradual restart of our Taekwondo schools and studios during the COVID-19 Pandemic. Please also refer to this WorkSafe B.C. link at: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>

Communication Plan

School owners should be working on a plan to keep everyone in the know about developments in the COVID-19 crisis. The government can change track dependent on the severity of the situation so things can change at a moment's notice. Instructors, students, and their parents need to feel safe about returning to class. This includes providing information about safety measures followed to help mitigate the spread of the virus.

It is beneficial to organize an online meeting or video which will inform the parents and students of the new procedures in your dojang. You must be clear with what you are doing and how you are meeting the challenges. Students and parents need to know what you expect from them going forward to help minimize risk.

You Have An Opening Date, What Next?

1. **Communicate Your Plan:** You know your opening date. Put out those communications to your staff, parents and students. They need to be clear on the procedures so they can follow them. Use every means at your disposal to get the word out: phone calls, text messages, Facebook group posts, emails, etc.
2. **Create a temporary schedule:** Make it clear that your online classes are going to continue for the near future and that your classes at your school will be smaller to meet your local safety guidelines. Your students need to be spaced apart and no more than 10 students per class. (More information will follow concerning scheduling and what needs to change for the new normal.)
3. **Get the Necessary Cleaning And Safety Supplies:** Be prepared to take temperatures before people enter the building and provide masks and gloves to the people who need them. (More details to follow).

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- 4. Set up a Time To Teach Your Instructors And Staff the right procedures** before you open your doors. Your staff needs to know you have their best interests at heart and that you are going to make sure they are safe at your studio.

Class Scheduling:

The biggest switch to your class structure will be the size of your classes. You'll need to keep them much smaller to meet safety protocols. Aim for no more than 10 to 20 students at a time (or what you're allowed within your phase protocol for the area.) So, if you had thirty students in a class you are going to need to have maybe 2 live classes instead of one.

If you had multiple classes scheduled with them in a week, you are going to want to split this into virtual training and in class training. Because you'll have to have more smaller classes to meet the demand but there won't be enough time in the day to do all of your classes in person under these circumstances.

It's important that students who are comfortable with returning get at least one live training session per week. Think of it like your Zoom Private lessons, a way of deepening personal connection. To keep your classes as large as they can be under the circumstances considering limiting parent attendance of your classes.

Some parents and students will still not feel comfortable attending in person classes for a while.

That's okay.

Continue to provide virtual training as long as necessary. You can even use virtual training as a way to continuously allow your students to train online in the future. But what's important is that you reached out to those families with a phone call. Telling them what you're doing and figure out what the best time is for them to come in and do their live classes. **This personal attention will pay off in your retention and provide opportunity for new students to try the class out without coming to the physical location.**

Remember the level of personal attention = retention.

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In Class Adjustments:

1. Space out markers or dots on the mats 6 feet apart to clearly mark where students should stand.
2. Start classes earlier in the day to fit in more time for more classes.
3. If you have larger number of students then consider shortening classes to 30 minutes or 45mins from 1 Hour long so that instructors don't get burnt out by increased number of classes.
4. Build a space between your classes to allow one class to have and proper disinfection before the next class arrives.
5. Allow for about 15 minutes in between classes to control the flow of traffic and allow sufficient time to clean and sanitize training area and equipment.

The more thought out your plan the more students are likely to come in and train at your school.

THE SUPPLIES YOU NEED:

It is of the utmost importance that you have the supplies you need to keep your school safe. In this part of the document we are going to go into what you're likely to need for supplies. Remember these are suggestions current to what is happening as of: May 6th, 2020. These may change.

Here are some items you need to keep in stock:

- Face Masks for instructors
- Nitrile gloves
- Infrared thermometer (optional)
- Disinfectant spray – 10% bleach solution made fresh daily or a hospital-grade disinfectant
- Spray bottles – 1-liter plastic spray bottles
- Hand sanitizer dispenser floor stand
- Hand sanitizer refills
- Hand soap
- Paper towels

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DISINFECTANT SUPPLIES

- Confirm you have an adequate supply of soap, disinfection spray, hand gel, paper towels and tissue.
- Schools should keep a **minimum quantity of 30-day** supply of disinfectant supplies.

PPE (Personal Protection Equipment)

- Confirm stock of face masks and gloves on-site and on-order with proper lead time.
- Schools should keep a **minimum quantity of 30-day supply of PPE.**

MASKS

- Strongly recommend all parents/siblings inside building to wear masks.
- Require all teaching staff to wear masks.
- Wearing of face masks by students while training should be optional, not mandatory as provincial health authorities have not made in mandatory.

GLOVES

The top priority is always protecting people. Based on CDC findings, the company does not require or recommend that employees wear gloves except for those performing disinfection of common surfaces. However, the company should provide gloves if mandated by local laws.

PRE-OPENING DISINFECTION MEASURES

According to the CDC website, "If it has been more than 7 days since a person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary."

However, you may wish to go to the extra measure of disinfecting your school in order to put students'/parents' minds at ease before restarting classes. If this is the case, here are some points to pay attention to:

- All surfaces (benches, chairs, countertops, etc.)
- All equipment/gear

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- Bathrooms/locker rooms
- Replace HVAC air filters

DAILY DISINFECTION

In order to help mitigate virus transmission, you and your employees will need to be diligent on regular routine disinfecting protocols using hospital-grade disinfectant or fresh 10% bleach solution as appropriate.

This protocol should be conducted at least at the end of every class with the exception of wiping down general objects such as **doors, handles, faucets, sinks, and bathrooms** which should be done a minimum of **4 times per day**.

During this routine, be sure to wipe down all **seating areas, locker rooms, countertops, equipment/gear, etc.** For electronics (tablets, keyboards, phones, etc.), follow the manufacturer's instructions for cleaning and disinfecting products.

Employees performing these routine **disinfection measures should be wearing PPE in the form of nitrile gloves**. Along with that, proper training for safe glove removal/disposal will be needed.

SOCIAL DISTANCING PROTOCOL

Social distancing is a simple yet very effective mechanism to prevent potential infection that relies on simple distance to avoid infection. In practice, this means:

- Staying 6' away from others as a normal practice
- Eliminating contact with others, such as handshakes or embracing
- Avoiding touching surfaces touched by others, to the extent feasible
- Avoiding anyone who appears to be sick or who is coughing or sneezing

To help facilitate social distancing, it's recommended to place signage/markers in your seating area to help parents to maintain the 6' distance while observing classes. You may also ask parents not to attend classes during this time.

In situations where there are multiple sport activities in the same building, an alternate entrance to the dojang should be established where possible to avoid further exposure to a larger group of people.

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SOCIAL DISTANCE DURING CLASS CHANGES

Class changes must be managed thoughtfully to reduce infection risk and to leverage the opportunity they present to ensure optimal disinfection of the school. Classes should be separated by enough of a gap in time to allow for one class to leave and for employees to perform disinfection protocol before the next class begins to arrive.

Helpful Tips to Communicate to Parents & Students:

Students must arrive at the dojang 5 minutes before their class dressed in their uniform as change rooms may not be available.

Students should have a carrying bag for all of their personal items such as any outer clothing they may wear over their uniform or for their street shoes. As communal drinking fountains will not be available students should also have their own personal water bottle which could also be stored in their bag.

Students should be encouraged to have foot covering where possible such as socks or Taekwondo workout shoes. Requirements for this may vary. Please check with your local B.C. Health Authority.

Avoid gathering when entering and exiting the school. Floor markers should be set inside and outside the entrance to maintain proper 2-meter distance.

Encourage students to stay in their car if they have arrived early until the previous class has exited.

Ensure 6' space between each person while entering the school or waiting to check in.

Do not touch your face before you have had a chance to wash or disinfect your hands after entering.

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TRAIN YOUR STAFF, STUDENTS AND PARENTS:

Part of your pre-opening plan is to be sure that all staff, students, and parents are trained on the new procedures that apply to them. Safety protocols are only as good as the information provided on them.

For **staff**, it's imperative they know exactly what the daily protocol is and who's responsible for which tasks during the day. The last thing you want is for the door handles to not get wiped down because it wasn't assigned to anyone. **Be diligent and specific when assigning tasks.** They need to be as aware of these protocols as they are of what they are going to be training the kids in class. **Your business depends on ensuring the safety of your students.**

Staff should also know ALL of the protocols concerning **students** and **parents** and should be encouraged to help enforce them, for example — kindly reminding friends grouped too closely together upon entering of the **social distancing rule or encouraging parents to stay outside the building when dropping off their kids.**

IN CONCLUSION

It takes a great communication strategy, careful preparation and great follow through to make this work. But it's worth it because you are doing the work you love and helping children grow into responsible adults prepared for the future in challenging times.

But no matter what you do there will be a level of risk. Keep up to date with your local guidelines as they will change regularly and you'll need to be compliant with them. In this document we are providing frameworks and areas to focus on but there is of course much we can't know about the future.

Good luck and we can't wait to see our amazing community come back stronger than ever! All the best of luck on your endeavours during this challenging time,

WTFBC Executive

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