

WTSDA
COVID Response, Dojang Physical Operations Reopening Considerations
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Questions, please contact wtsda.counsel@gmail.com

Dojang Reopening Considerations

The information you find in this document is intended to present what we believe to be some of the things that schools should consider as they decide on when and how to begin permitting on-site training again. It also contains what we believe to be some best practices based on the requirements of many different jurisdictions and such jurisdictions' requirements. Please be sure to check your local and state health department guidelines often to ensure continued compliance with requirements (as local requirements may not be addressed in this document).

This is not intended to be legal or medical advice, and any questions as to the legality or appropriateness should be reviewed with professionals qualified in your jurisdiction to render advice on the matter.

In reopening, there is a significant number of items that should be considered and addressed. We have organized the information into the following categories:

1. General Considerations for Reopening
2. Check-in Process
3. Dropoff and Pick-up protocol
4. Layout of Classroom
5. Classroom Disinfectant Protocol
6. Transition Cleaning Between Classes
7. Daily Disinfecting Schedule
8. Weekly Disinfecting Schedule
9. Karate Equipment
10. Common Areas
11. Communication
12. Suggested PPE (Personal Protective Equipment) and Cleaning Supplies
13. Cleaning After Someone Displays Symptoms

Should you have any questions, please feel free to contact your regional director or the Legal Affairs Committee (wtsda.counsel@gmail.com).

General Considerations for Reopening

It is imperative that any and all reopening be planned carefully to ensure all local requirements are being met. Keep in mind, many jurisdictions are mandating things (for example, in PA in the Yellow Phase karate schools are not permitted to operate yet and when in Green they are limited to 50% capacity and masks are required of customers and employees) that will impact what you do and how you do it. Additionally, as we have all seen, the information is constantly changing and being updated. As our medical community learn more about the virus, standards and requirements are likely to change. This document will not be able to address all changes and be updated daily because of the large amount of information, jurisdictions to consider and changes in requirements and regulations that will come. It will also not provide jurisdiction specific requirements, nor will it address differences or reference to items not required by a particular jurisdiction. Instead, these represent what we believe to be the minimum standard that should be reviewed and contemplated as schools prepare to reopen.

KEY CONSIDERATIONS INCLUDE:

1. Is there a limitation (or should you limit) the number of students who can attend a particular class? Consider size of the dojang, ability to use outdoor space instead of training outside, and how will you enforce social distancing spatially (e.g., tape on floors, movable objects like cones, etc.)
2. Do you have employees (or volunteers) who are willing to take temperatures, conduct cleaning during (if necessary) and immediately after classes? Do you have employees or volunteers who are uncomfortable conducting these tasks? We would discourage requiring any employee or volunteer from doing these activities unless they are 100% comfortable; anyone uncomfortable should not be penalized for their discomfort with respect to any such task.
3. Do you have (or can you get) the required supplies? Masks, cleaning supplies, hand sanitizer, etc. should all be readily available.
4. Are you properly informed to conduct training with employees and volunteers?
5. Do you need to adjust class times? If there is a limit on those who can attend (whether compulsory or self-imposed) any particular class, do you need to adjust class times? Do you need to adjust who (by age group or rank) the of participants in a particular class? Does your schedule account for cleaning between classes, etc.? Scheduling participants in classes (via on-line, APPs, etc.) could help manage class sizes and ensure not too many and not too few.
6. Do you need to open in phases or waves? (Much of the information below assumes opening in phases.)
7. Do you have checklists prepared to (i) ensure that all cleaning and other tasks are completed, and (ii) to document such activities in the event needed later?
8. Do you have plans for those students who do not wish to come back to physically be in the dojang just yet? Through all phases of opening businesses, it is suggested that virtual classes continue for those who are “high risk” or feel uncomfortable with person-to-person classes.

9. Do you have and shared equipment? It will be easier if the amount of shared equipment is limited (or not used at all during this time). Personal equipment should be brought in and taken out by student and not left in the dojang.

Check-in Process

Items that should facilitate an effective and efficient student check-in are set out below.

- Have a greeter outside with a temperature gun (no contact). Students with temperatures of 100.4°F (30°C) or higher will not be permitted to train and will be asked to return to their homes.
- Ask relevant questions about the participant's (spectators will not be permitted) health and then take their temperature. Find a standard method to record the answers to make sure they are all asked and tracked. Questions include:
 1. Are you feeling well today?
 2. Have you had a temperature within the last 48 hours?
 3. Have you exhibited any symptoms or tested positive for COVID-19?
 4. Have you been in close contact with someone who has exhibited any symptoms or tested positive for COVID-19?

Answers to questions 2 through 4 must be "NO" in order to permit the person to train. Answer to 1 must be "YES" to permit the person to train. Any answer(s) inconsistent with these guidelines will result in kindly asking the person to go home, not enter the dojang, and to stay in touch so that health may be monitored.

Other questions for consideration: have you traveled by public transportation in the last 14 days? Have you been in close contact with someone who has traveled on public transportation in the last 14 days? Have you left the country in the last 14 days?

- Parents will not be allowed to enter the studio during Phase 1 of reopening. Phase 2 depends on additional information and the lessening of restrictions.
- Instructors will check students into class (best way is to keep track of this using some technology – some schools have software and IPADs while others must record attendance manually. But it is a MUST to have accurate attendance records). Students will not touch the Ipad or other items/materials used for check-in.
- Some schools are permitting or even requiring reserving a space as the number of participants may be limited.

Dropoff & Pick Up Protocol

- Students will come dressed with uniform on, Locker rooms will be CLOSED for changing
- Students need to use hand sanitizer before coming onto the mat

- No physical contact will be allowed. No sparring, no one-steps (with partners), no self-defense (with partners). Consider whether or not break falls should be permitted as they may require additional cleaning of floors or mats.
- Parents will wait outside of the dojang and not crowded near entrance (consider “X” marks outside 6 feet apart to help mark spacing for social distancing).
- There will be hand sanitizer available for use prior to exiting the building

Layout of Classroom

- Check the of fire code occupancy limit and consider (regardless of a governmental requirement) a limit on class size.
- Students will be spaced 6 feet apart
- Markings on the mats for spacing – tape on the floor or moveable objects like cones. Tape is more permanent and doesn’t require additional cleaning. However, if class sizes fluctuate greatly you may need to consider using a moveable object to adjust spacing.
- There will be no direct contact between students or instructors
- Instructors must stay 6 feet away from each other and students
- There will be no partner drills
- There will be no target drills
- Only Wavemasters (standing bags) will be used for targets-- one student per bag
- If masks are required by the State, masks will be worn
- For those conducting outdoor classes:
 - For outdoor classes, mark off parking spaces for adult attendees.
 - Mark off 10 ft spacing for instructors and participants.
 - Cones, tape, flag stakes, A-frames or yard signs, and be used depending on the space and surface. If using a parking lot, parking spaces can be used for student spacing
 - Make sure cleaning supplies are outside as well

Classroom Disinfection Protocol

- All equipment used during class will be cleaned after each class with the approved cleaner provided
- All Staff must wear gloves when cleaning
- The floor will be cleaned after each class
- Staff must WASH hands after cleaning
- Ensure proper cleaning equipment and supplies come outdoors with the instructors

Transition Cleaning Between Classes

- Bathroom will be cleaned after every class. All high touch surfaces will be disinfected.
 - Toilet Seat, Toilet Handle

- Sink Handles
- Door Handles
- IPAD used by staff only will be disinfected after each class
- All Staff will wash hands in between each class
- Entrance and Exit Door handles will be cleaned after each class

Daily Disinfecting Schedule (in addition to above)

- Vacuum Carpets
- Disinfect Shoe Rack
- Sweep or mop Mats/floors at end of day
- Mop Bathroom Floors

Weekly Disinfecting Schedule (in addition to above)

- Disinfect Mat
- Shampoo Carpets
- Clean toilet bowls
- Dust

Karate Equipment

If school equipment must be used, use equipment that can be disinfected in a timely fashion. Require items be cleaned BEFORE and AFTER use. Clean with EPA-approved disinfectant or 1/3C bleach to 1 gallon water bleach solution. Recommend spray bottles and paper towels. If the equipment cannot be properly disinfected, do not use.

Require all students to bring their own staffs, dan gum, targets (if using), and be sure to make everyone grab all equipment before leaving. One suggestion was to have student gather all equipment prior to closing class so it is on the floor next to them when they finish bowing out – it **might** be harder to forget!

Do not permit students who have forgotten equipment to share with other students or borrow left-behind equipment. Instead, have them work on other things.

Common Areas

- Suggest slightly shorter than standard classes (e.g., normal 60-minute classes reduced to 45 minutes) and bathroom use only in emergencies as keeping the bathroom sanitary can be a problem. Students are asked to use the restroom at home.
 - We will only utilize the restrooms for bathroom emergencies
 - We want to minimize the number of students using the bathroom to cut down on touch surfaces

- Spectator areas – closed in phase one. Parents will be asked to wait outside.
- Locker rooms (showers, etc.) – closed.

Communication

ATTITUDE AND TONE

While “Respect and Obedience” is a hallmark of WTSDA and “Professionalism” is the first part of our motto, it can be hard to deal with irate parents and customers. We all know this. But, it is even more important now to balance attitude and tone with forcefulness to ensure the safety of us all. Remind employees and instructors to always be polite. Be polite when sending someone home. Be polite about asking people to not stay on premises and “drop-off” their children. Be polite when asking questions, as some might feel the questions are intrusive. Be polite when someone doesn’t want to comply – but remember that in many locations certain requirements are not mere suggestions, but requirements of the state/local governments.

SIGNS

- Post signs noting which areas are closed. Rope/tape off closed areas.
- Post signs at entrance about mask requirements. Avoid political discussions on the requirements – for those in jurisdictions which require them you should follow the requirements regardless of whether you agree with them.
- Those who are not willing or able to follow the requirements should be asked to leave the dojang.

In the US, the CDC has many signs that are available for free (<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>) and they may be downloaded in pdf. Additionally, some states have requirements for posting of signs related to masks (etc.) when businesses have employees.

OTHER DOCUMENTS AND COMMUNICATION

Letters to students.

Prepare the students and instructors for these changes as best as possible. Remember, everyone is anxious and the more you communicate the better. A letter to each student, mailed hard-copy or emailed (or maybe post to your dojang’s Facebook page and/or website) will help them understand the changes they should expect. See **Schedule A** for a sample letter.

Waivers.

Why, you might ask, do I need a waiver? While your primary goal is to get back to training, for many school owners it is not just about the Tang Soo Do. It is also business, your livelihood. You should be doing all you can to protect the safety and longevity of your business at the same time as you are protecting the health and well-being of your students, instructors, staff, and self. Waivers may or

may not be enforceable in your jurisdiction, but they also can help educate and set expectations and standards. See **Schedule B** for a sample waiver.

Contact tracing.

Getting information and sharing accurate information (where permitted) is helpful and may even be required in your jurisdiction. This is here under communication because it is imperative that you gather and record the right information – which is only possible with good communication. Consider the following while developing your contact tracing protocols:

- For anyone exhibiting symptoms or who is ill, send them home immediately
- Ask them to be tested if symptoms worsen
- Do not allow them on premises for at least 14 days
- Assign someone in the dojang who knows them to keep contact with them and keep you informed
- Record name and contact information of person and contacts. Have them keep track of their progress.
- Notify those who may have had contact with anyone who test positive, being respectful of privacy requirements, based on attendance records and other information gathered as noted above.

Suggested PPE and Cleaning Supplies

Obviously, many things will influence what you need to purchase – from governmental requirements to what you might already have on hand and availability. But, some of the things most schools are making sure they have include:

1. Masks – disposable, reuseable (with your logo perhaps?), homemade, etc. Requiring them is one thing, having spares for those who forget, or rip, is also suggested.
2. Touchless thermometer (consider CDC approved ones, as well as who will be administering the temperature taking)
3. Gloves (primarily for cleaning due to potential harshness of the disinfectants). Many medical professionals do not believe for the general public gloves are helpful in these cases. However, for cleaning they are recommended. Dispose promptly after use.
4. EPA-approved disinfectant or 1/3C bleach to 1 gallon water bleach
5. Spray bottles
6. Paper towels
7. Disinfecting wipes
8. Trash cans with trash bags in designated area
9. Hand sanitizer (at least 60% alcohol based)
10. Buckets and rags if needed (should not be needed for outdoor use.) Use disposable towels where possible. All reusable towels should be laundered after single use. Store in closed containers.

11. First Aid Kit for on-site injuries

Cleaning After Someone Displays Symptoms

If a student or parent has been screened and enters your school and afterwards you or one of your instructors feels that the person is ill with symptoms suspicious for coronavirus (cough, shortness of breath) you should have a plan to minimize further exposure in your facility. There are many other illnesses that appear similar to COVID-19 illness but as a non-medical person erring on the side of caution is best. The prevalence (number of current cases) in each community also will play a role in how aggressive procedures need to be. Staying aware of the number of new cases and the community trend of new cases may help guide your individual response. Communicating your policy ahead of time to your students, family and staff is helpful.

As of 6/6/2020, “exposure” to coronavirus is considered a person who has had close contact less than 6 feet, for 15 minutes or more to a person who has COVID-19 including the 2 days before symptoms onset. Early recognition of an ill person will limit exposure to others.

If a person is determined to be ill after having been in the dojang for class the following steps are suggested:

1. Immediately have the person don a mask and have them leave or, if they are an unattended minor, remove them from the vicinity of other people in the studio to a predetermined location. If the person is an unsupervised minor, the supervising adult should also don a mask and attempt to keep a 6-foot distance until the guardian can come and take the minor home.
2. Any area where the person was located should be blocked off until cleaning/disinfection can take place
3. Unfortunately, this may also mean that the ongoing class may need to be interrupted or ended until proper cleaning can be done. This decision will vary based on the amount of time the ill person was present, the extent of their interaction as well as the physical location/layout of the space.
4. The risk of exposure to cleaning staff is inherently low per the CDC. Cleaning staff should wear disposable gloves for all tasks in the cleaning process, and consider wearing a mask if there is not time for a period of ventilation of the space (see below)
5. For more information, see <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

SOME KEY DEFINITIONS

- *Cleaning* refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- *Disinfecting* works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

- *Exposure contact* is typically contact of 15 minutes or more at less than 6 feet to a person in the 2 days before symptoms until they meet criteria for leaving quarantine.

CLEANING AND DISINFECTION AFTER PERSONS SUSPECTED/CONFIRMED TO HAVE COVID-19 HAVE BEEN IN THE FACILITY

Timing and location of cleaning and disinfection of surfaces

At a school, daycare center, office, or other facility that **does not house people overnight**:

- Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- **Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons**, focusing especially on frequently touched surfaces.
- If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

How to Clean and Disinfect

Hard (Non-porous) Surfaces - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

- For disinfection, most common EPA-registered household disinfectants should be effective.
- A list of products that are EPA-approved for use against the virus that causes COVID-19 is available ON THE CDC WEBSITE. Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.

Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite, or concentration of 5%–6%.) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Bleach solutions will be effective for disinfection up to 24 hours.

- Prepare a bleach solution by mixing:

5 tablespoons (1/3 cup) bleach per gallon of room temperature water or
4 teaspoons bleach per quart of room temperature water

Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

SCHEDULE A – SAMPLE STUDENT LETTER

Dear Martial Art School Member [insert name]:

I hope this email/letter finds you in good health and spirits. We will be resuming some on-site classes [DATE]! Class times can be found on our website or can be obtained by calling the school. There will be an opportunity to reserve your spot in class via our school app.

In order to help avoid unnecessary contact with others and aid in keeping within the groups of 10 or less as recommended by the Delaware government, we're asking students to wait outside or in their vehicles until their class time. We also ask that only students enter the building. In addition to minimizing contact, this saves us from having to disinfect the area that would normally be touched by other family members, particularly young family members who may have a hard time understanding and following these new procedures. Family members will be asked to wait outside at the time of pick-up in the designated exit area.

We will be checking temperatures with a temperature gun and asking health/symptom questions before students are allowed into the studio. Anyone who is sick or has any symptom of sickness will not be allowed in the studio. Upon entering the facility students are to immediately sanitize their hands and then go directly to their designated area of the training floor (mats). All students and instructors will maintain the recommended 6-foot distance from one another (6 feet is about two karate mats), if needed we will tape off areas so that it will be readily observed what your allowable area is. There will be no physical contact during class!

We request all students arrive and depart in their uniform in order to minimize time inside the facility and co-mingling with others. Please also have your child use the restroom before coming to class. Our changing areas will only be used for bathroom emergencies.

We understand the desire to watch and be part of your child's training, in fact, under normal conditions we encourage it! However, considering the current health concerns, we hope you can understand our decision in this matter. For those that are uncomfortable attending live classes at this time, live streaming of classes as a way to still be involved and watch your child's progress in class while remaining at recommended distances and adhering to CDC regulations. Classes *will* be available on line each night and these classes will be counted towards your attendance for testing purposes.

At this point it is unclear if masks will be required during training time. We will be monitoring guidance from the Governor. Masks will be required if that is the recommendation at the time of opening. We will be sure to keep you informed regarding this matter.

Listed below are some of the measures we are taking to keep our students safe.

Classroom Disinfection Protocol

- All equipment used during class will be cleaned after each class with the approved cleaner provided
- All Staff must wear gloves when cleaning

- The floor will be cleaned after each class
- Staff must WASH hands after cleaning

Transition Cleaning Between Classes

- Bathroom will be cleaned after every class. All high touch surfaces will be disinfected (Toilet Seat, Toilet Handle, Faucets, Door Handles)
- IPAD *used by staff only* will be disinfected after each class
- All Staff will wash hands in between each class
- Entrance and Exit Door handles will be cleaned after each class

Daily Disinfecting Schedule

- Vacuum Carpets
- Disinfect Shoe Rack
- Sweep Mat
- Mop Bathroom Floors

Weekly Disinfecting Schedule

- Disinfect Mat
- Shampoo Carpets
- Clean toilet bowls
- Dust

We thank you for your patience during these unprecedented times. Our student's safety and education is our primary concern! We appreciate your support and are excited to adapt and continue forward progress.

Sincerely,

[SIGNATURE]

SCHEDULE B – SAMPLE WAIVER

Here at _____ (“we”), we are working very hard to protect the health and welfare of our students, parents, and instructors. However, since there is still so much that is unknown about the Novel Coronavirus (or COVID-19)(the “Virus”), we are asking that you attest to your understanding and agreement with the following:

1. Despite our cleaning efforts, social distancing and other requirements, we cannot guarantee that you will not catch the Virus, further training at our school could increase your risk (and your child’s risk, if applicable) of contracting the Virus; **TRAINING IS AT YOUR OWN RISK.** We will not be responsible or liable for any physical illness, injury or other bodily harm that may result, directly or indirectly, as a result of your training at our school.
2. By signing below, and by training at our school, I acknowledge the contagious nature of the Virus and voluntarily assume the risk that my child(ren) and/or I may be exposed to or infected by the Virus by attending our school and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by the Virus at the school may result from the actions, omissions, or negligence of myself and others, including, but not limited to, the school, its employees, volunteers, and other participants and their families. I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)’s attendance at the school or participation classes (“Claims”). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless the school, its employees, volunteers, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the school, its employees, agents, and representatives, whether a Virus infection occurs before, during, or after participation in any training program at our school.
3. We are requiring that all students, instructors, parents and visitors comply with all rules regarding personal protective equipment, hand-washing, and social distancing. Failure to comply will result in you being asked to leave the premises.
4. You are NOT permitted to train (or be on the premises) if:
 - a. You are not feeling well
 - b. You have a fever
 - c. You have, within the last 14 days exhibited symptoms of the Virus
 - d. You have, within the last 14 days been diagnosed or tested positive for the Virus

- e. You have, within the last 14 days been in close contact with someone who has either (1) exhibited symptoms of the Virus, or (2) been diagnosed or tested positive for the Virus
5. As the Center for Disease Control (CDC), our government, and scientists learn more about the Virus, our rules and requirements may change. We will endeavor to communicate all rule changes to you promptly, but we ask that you be flexible, understanding and courteous in the event of such changes.
 6. Any behavior (whether in response to being asked to comply with rules related to protecting each other from the Virus or otherwise) that we believe is inconsistent with our core values of respect and obedience or our motto of brotherhood will not be tolerated and you will be asked to leave the premises.

Acknowledged and agreed:

By:

Printed Name:

Date:
