

LCTKD On-Line

30th November, 2020

0748 478 5882
office@lctkd.com

<https://lctkd.com>
www.twitter.com/lctkd
www.facebook.com/lctkd



Our Covid Secure Classes

When looking at this document, always check the date at the top, as that shows you which version it is. Always check for the most up to date version.

The previous version was dated 27th November. Though only 2 days later, this document is substantially changed from the last to take account of more detailed explanations from the Department for Culture, Media and Sport, issued today.

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The Current Situation

We moved into a second national lockdown on 5th November, and will come out of it on 3rd December.

Classes in areas designated Very High Alert (Tier 3) will not go ahead in person.

Classes in areas designated High Alert (Tier 2) will gradually restart in person, but with more restriction on what can be done in Self Defence and Sword Arts classes, and some small changes to our approach for Tai Chi.

Classes in areas designated Medium Alert (Tier 1) will continue as before the second lockdown, but with some small changes to our approach for Tai Chi.

Our classes adult classes no longer have to break into sub-groups of 6, and no longer have to wear face coverings during the working parts of class in Tai Chi, Ensodo and Mugai Ryu.

Thank You To Our Current Subscribers

We want to reward those who have supported us as we have moved on line, not just with the current on-line service, but also with a recognition over the coming months, and indeed years. Here is what we are doing:

- a continuing on-line service for those shielding after the social distancing measures are relaxed
- a lifetime guarantee on subscriptions - when others pay more, you will pay what you paid in May, 2020, and that's true for ever
- priority access to limited numbers classes during social distancing
- continuing eligibility for gradings in TaeKwonDo, Ensodo, and Kickboxing, both on-line and after in-person classes return, because these months on line continue to count
- priority access to instructor training at all levels, both on-line and after in-person classes return, because these months on line continue to count, as does your support and active involvement

Our On Line Programmes

Our on-line programmes began in March, and have included Zoom classes, Zoom one-to-ones, and Zoom gradings in addition to many dozens of weekly updates and many hundreds of videos and activities. *Our on-line service continued as we returned to in person classes, and still continues*, so that people who are shielding can still take advantage of it, as can people who want to do more than one session a week. Some of it will remain in place forever, and we are working on an ongoing on-line service for all our subscribers.

The Wave Approach

We planned to re-introduce in-person classes in waves, as follows.

Wave 1

Tai Chi in Open Spaces began on 15th June.

Wave 2

Some indoor (and sometimes indoor/outdoor) classes with limited numbers and social distancing rules applying, as long as the venues are both available and suitable. This wave is began on 28th July. It includes all our TaeKwonDo, Mugai Ryu and SAMA Kickboxing, and is now underway again in all except Tier 3 areas.

Wave 3

Tai Chi classes in larger buildings, with social distancing, subject to subscriber numbers being sufficient and venues being available. This wave began on 14th September, and will be underway again from January in all except Tier 3 areas.

Wave 4

Other classes in smaller spaces. Our priority is Tai Chi in the Badsey/Evesham and Worcester areas, subject to subscriber numbers. We are now planning for this happening after Easter.

Wave 5

We are looking forward now to a time when will be able to return to classes in which social distancing is not a requirement. At that time, we will also start to offer new classes and courses, and work on this is already underway.

Details of all our classes can now be found on our website at <https://lctkd.com/classes>

Covid Secure Classes

I am taking responsibility personally for overseeing all of our Covid Secure practice, including all of our planning, training, insurance and legal issues, and supervision. I am supported by a highly experienced team of Directors with health service, safeguarding, training, legal and management experience. Anyone who needs to discuss any aspect of our Covid Secure approach should in the first instance speak to their local Instructor, but if they feel that they need to can also contact Marie in our office or contact me directly.

All Instructors and Tutors in charge of classes have been Covid Secure trained. All our classes returned with a static “box” system and 2m social distancing system in place, and that will continue until the Government specifically reduces the requirements for social distancing - except for certain activities in Tier 1 explained below, under strict procedures and for limited periods of time.

Instructors prepare a plan for how each class will operate. That plan includes:

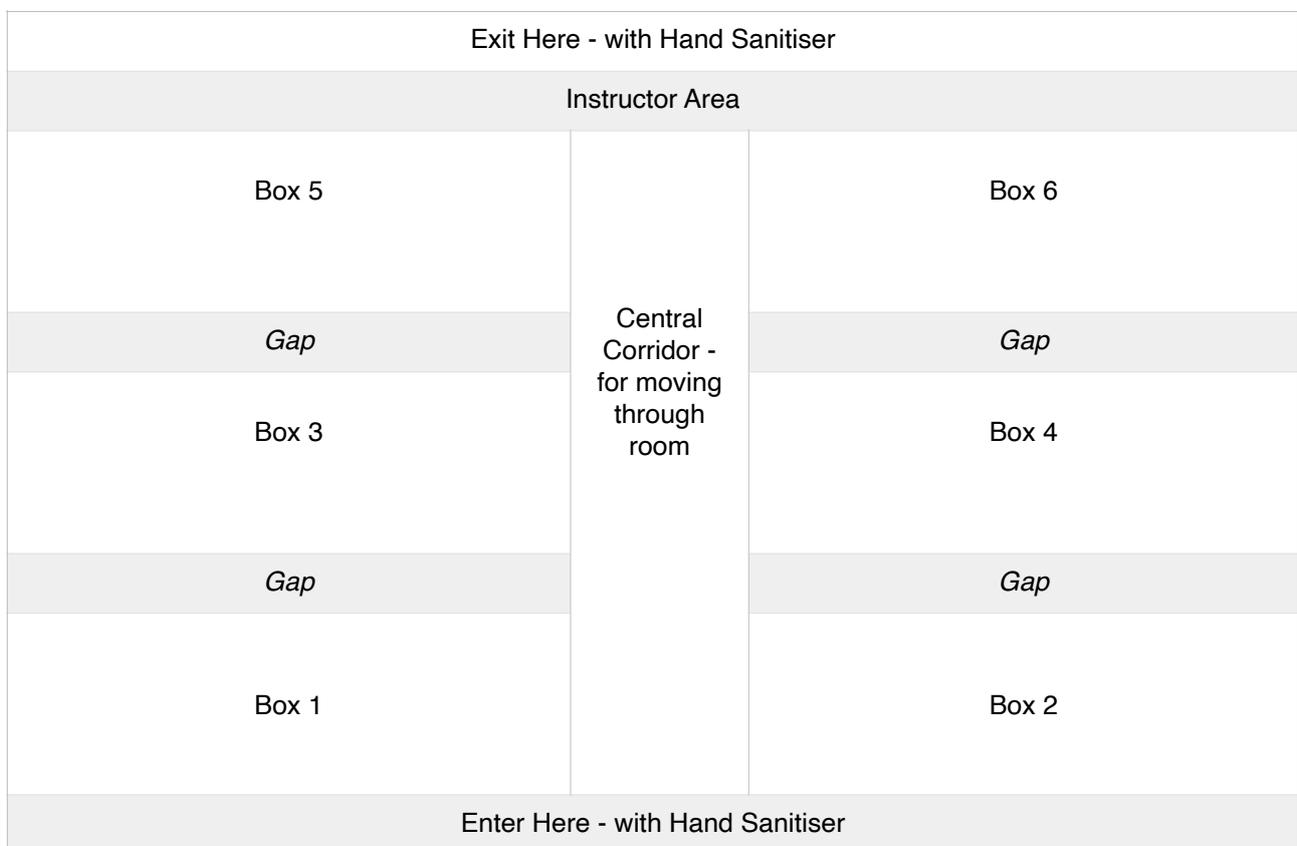
- a formal risk assessment
- a static box plan, which is explained below
- use of separate entrances and exits, where possible, to minimise contact
- methods of signing to show people which way to go, and to indicate boxes if required
- a system for organising toilet use, and how stairways and lifts are used to minimise contact
- doors propped open where possible, to avoid unnecessary contact, and also to keep the area ventilated - windows open, too, as much as is reasonable
- restrictions on the sharing of equipment
- a cleaning down programme of mats and any equipment where there is a change of user that cannot be avoided, and between classes
- a cleaning down programme of high contact areas such as door handles

Face Coverings

- Face coverings are required for all people as they arrive and leave indoor classes, unless they have a medical reason not to wear one. *A medical reason* does not mean you need a doctor’s letter, only that your reason must be to do with your health. There is guidance on this on the government’s website. We can help you to understand that if you need. If you have a medical reason, you must tell your Instructor in advance - so when you register for class, and not when you turn up.
- In Tai Chi, Ensodo and Mugai Ryu, you *may* remove the face covering during working periods if you wish.
- In TaeKwonDo, and SAMA Kickboxing you must keep your mask on during working periods, unless you have a medical reason not to wear one - except that your Instructor may also allow you to remove your face covering during short periods of intensive exercise, or recovery from intensive exercise.
- In closer distance work allowed in Tier 1 (see below) a face covering is compulsory.
- *A face covering* does not have to be a mask, and there are other options which you might find more suitable, like a visor.
- Your Instructor will permit you to remove your face covering should you have breathing difficulty. They may also suggest options like making use of linked outside space which is available at some venues, moving closer to doors or windows, or working in a quieter part of the space. If you are permitted to remove your face covering, you will not be permitted to continue with closer distance work.

The Box Plan

Rather than just limiting numbers and applying a blanket 2m social distancing rule, we realise that members of the same household can choose not to remain 2m apart. In class, this might be because someone needs support or close supervision, or because they want to be able to work with a partner. So the box plan begins with one person in each box, but two family members could share a box in weaponless arts. So the example in the diagram below could allow for at least six students, and up to twelve with family members working together. Boxes do not have to be in the main space. Stage areas, side rooms and outdoors can be used for students who can train safely there, after taking into account the ability to provide proper supervision. People will not be allowed to swap boxes during class.



In weapons arts, the boxes will be big enough to work safely with the weapon. In weaponless arts, the boxes will allow students to keep distant from each other.

Inevitably, this safe system means that numbers will be limited. There is an explanation towards the end of this document of how that will be managed.

In classes with very small numbers (most likely less than 5 students), the Instructor may allow students not to keep to the boxes, but only if a 3m distance can be maintained between all students at all times.

Reducing Distance and Actual Contact

Obviously, the very nature of the box system precludes contact outside of family members. In arts where contact is an important part, there are still a lot of things that can be done without direct contact, including forms / kata / patterns, line work and drills. You can also do things like “virtual sparring” where for a short and fixed length of time you work with a partner across the room and engage with their movements as if they were close enough to be making contact.

Your Instructor may also allow subscribers to bring a non-subscribing family member with them to act as a partner within their box.

If getting close and making contact is essential for the activity you are involved in (in our case, martial arts, it is), and the activity is done in a Covid Secure way, then you are legally allowed to do it **in Tier 1** as long as you take sufficient steps to make it reasonably safe. We have taken a long, hard look at what activities essential to our arts require a closer distance and sometimes actual contact. How this translates into our Covid Secure working is outlined below.

Some Things Are Not Permitted

No close distance work will take place in our Tai Chi classes, which will remain for now operating only at a 2 metre distance.

In all our other arts, some close distance work will be permitted in Tier 1, but some activities, even though essential, still pose too high a risk to be permitted in any of our classes at the moment, even in Tier 1, until transmission rates fall. The activities not permitted are:

- sparring
- set sparring
- close quarter self defence

Instructors have available guidance about working these activities in imaginative distanced ways.

These Closer Distance Activities Are Permitted in Tier 1

The following activities are permitted, **only while the alert status does not rise above medium (Tier 1)**, as long as the essential procedures described below are followed. (Not permitted in Tier 2, and no classes take place in Tier 3.)

- Pad Work and Drills
- Kick Shield / Bag Work
- Board, Tile or Other Breaking
- Kumitachi
- Tameshigiri

essential procedures

I will list the essential procedures for **pad work and drills**, the basic principles of which apply to all the activities on the list above, and then go on to explain modifications or additional rules for other activities from the list.

- Preparatory work must be done at a distance - e.g. learning the sequence of movements, practising techniques. Don't stand together and work out the sequence, but work it out at a distance, with both partners doing the movements, and then come together to carry it out.
- Actual closer distance work must take place for *not more than 15 minutes* for each person involved - that includes both person holding and person striking. This is a maximum figure and there is a legal basis to it. It must not be breached. Note, though, that it does not include the time working at a distance where things are being explained and tried out individually.
- Close distance work can only be done once in a session. So you can't do 15 minutes of pad drills and later 15 minutes of board breaking.
- However, given the numbers involved and the age categories of the students, plus the limited alternative activities in the syllabus, in SAMA Kickboxing 2 separate sessions can be done within the same class, if the same partners are used on both occasions, hands and feet are sanitised, and all equipment, gloves, and masks are sanitised or changed between the sessions.
- Drills which work at a greater distance should be preferred if there is a choice - so go for more kicks, fewer hands, and even fewer blocks.
- Instructors can adapt drills to increase distance, and should do so where that works for what is being taught. So if it is for general movement and striking, it can be adapted; if it is for syllabus work preparing for a grading, it cannot be adapted.
- Each person must only work with one partner, and there must be no change of partners. (This includes Instructors.)
- Each partner has their own pads, so you do not hold the pads and then pass them over for the other person to hold them. You hold your own pads, and they hold theirs, and those pads are not shared with others.
- All pads are brought to class pre-cleaned. Each partner collects pads for themselves if they have not already brought some, and wipes down their own pads after use, and puts them away themselves.
- The striker only strikes and does not otherwise touch the other person's pads (so use verbal explanation to get someone to adjust how they are holding, rather than taking hold of the pads and moving them).
- Masks or face coverings are compulsory for all involved, and no part of the activity may be undertaken by anyone not wearing a face covering, even if they have a reasonable reason for not wearing one
- Both partners sanitise hands (and feet if kicking) before and after working pads, and also wipe their own pads down when finished.
- Make sure sanitiser has dried before working.
- Other safety steps are also encouraged - for example wearing visors as well as masks, PPE aprons and gloves, or using a student's own sparring gear to cover their hands, feet and elbows as appropriate.

Kick shield/bag work and board/tile breaking should operate on the same principle, with the further rider that only 1 bag/board holder is allowed (so not two people together for a powerful break). The holder should clear away broken boards, and not the striker.

Kumitachi should operate on the same principle, with a further rider that the bhokto may not touch the other student, whether in checking distance or in the practice of some of the drills.

Tameshigiri is not closer distance work, and so the 15 minute rule does not apply. It is included in this list because of the sharing of equipment, which must follow the same principles as the other activities in the list. The stand and targets should all be adjusted by one person only. If a shinken is shared, the tsuka must be sanitised between changes with a spray which covers the ito without leaving it slippery, and the student's hands must be sanitised with a non-slippery substance before and after use of the shinken. The Instructor must take the shinken from the saya and lie it down safely between uses, so that the saya is not touched. Each student lifts the sanitised shinken from the floor, and replaces it there once used. At the end of the session, only the Instructor replaces the Shinken in the saya, and sanitises that before passing it to someone else.

What We Need You To Do

To keep us all safe, and to keep us all in line with Government guidance, we need to ask you to do the following things:

- register for the class; do not turn up unregistered
- if you feel unwell, or have any covid-19 symptoms, or have been in contact with anyone who has symptoms, please let us know and do not come to class. If you have had symptoms, do not return to class until you have had clearance to do so from the NHS
- use the hand sanitisers provided in indoor classes
- follow the direction signs, and come in and leave by the correct entrance and exit
- do not bring spectators
- parents - you may take part with your child as a partner if the instructor allows, otherwise please do not stay unless your child has a particular need, and only 1 parent to drop off and collect
- arrive changed and wear your kit as you go home (swords students bring your hakama and put it on in your box)
- keep any equipment you bring to a minimum, and keep it safely at the side of your box
- but bring your own drink - do not rely on kitchens or other sources at the venue
- do not work face to face with others, unless the instructor asks you to for a strictly limited time - see the section on closer distance work
- you may, if you wish, keep light shoes on - if working on mats, please wear mat shoes
- wear a mask or suitable face covering to attend and leave *all* indoor classes, and through working periods in TaeKwonDo and SAMA Kickboxing, unless you have a medical reason for not doing so (in which case, please tell us in advance so we know).
- do not kihop / kiya (the shout in tkd)
- stick to your box unless your Instructor or Tutor gives you permission to leave it
- follow precisely all instructions given by your Instructors and Tutors - not only out of courtesy, but also because failing to do so may be breaking the law

Other Precautions

All our Instructors have been or trained in Covid-19 safety, and will make sure that the classes follow the guidelines. Instructors will keep a register, and because only registered students are allowed, this will allow any track and trace to operate should someone who has attended classes become in.

Government track and trace systems will also be followed, with students who have the app encouraged to use it.

Numbers Will Be Strictly Limited

You will need to register with your Instructor, who will allocate you a box and tell you if you have been allocated an outdoors box (so you would know in case of bad weather).

How Will Allocations Be Decided?

Allocations will be made in this order of priority.

1. Subscribers who have maintained their subscription, for whom the class is their main class. (If your main class should be closed, we will allocate you a suitable alternative main class.)
2. New or returning subscribers for whom the class is their main class.
3. Subscribers who have maintained their subscription, for whom this is not their main class.

Securing Your Place In Class

You need to be in contact with the named Instructor for the class, and organise your place with them. If you are a current subscriber and your name is down as someone for whom this is their main class, the Instructor will get in touch with you, but you don't need to wait: get in touch with them now to secure your place.

Some people have been regulars in a number of classes each week, and might have forgotten where their main class is. Or their main class might have stopped. If you are not sure of your main class, please just ask.

Others might have previously been attenders at a particular class, and stopped their subscription. If that is your situation, you will not be on our list, so you will need to get in touch to find out about available places. If you don't already have the Instructor's contact details, just get in touch with us through the contact details on our website and we will put you in touch.

Note that you can do more than one class in addition to our on-line provision if the classes have no numbers limit, and in also in classes that do have a numbers limit where space is available for you. If you are not sure when you will be able to get back to in-person classes, or have any other questions at all, please just ask!

Neil R. Hall
Chief Instructor