

Toronto Aikikai COVID-19 Safety Plan

This document is intended to outline how Toronto Aikikai will keep its “Members” (as defined below) and other people safe during the COVID-19 (COVID) pandemic. This document has been written to ensure all Members of Toronto Aikikai abide by the current COVID-19 ruling published by the Government of Ontario. The document includes topics that range from individual COVID screening at the door to detailed disinfection procedures on the practice mat and for other common use areas of the dojo (school).

The audience of this document is the Members Toronto Aikikai and any local authorities that might want to audit how our activities comply with the current COVID ruling.

Company details

Business name:	Toronto Aikikai	Revision date:	July 15, 2021
Date completed:	November 12, 2020	Developed by:	Toronto Aikikai COVID-19 Prevention Committee
Division/group:	N/A	Others consulted:	
Date revised			
version distributed:	July 15, 2021		

For purposes of this document, the term “Members” and/or “Member” shall be interpreted to mean all those persons comprising the Toronto Aikikai community including Toronto Aikikai and its principals, directors, officers, instructors, volunteers, employees, agents, representatives, and students/practitioners in Toronto Aikikai classes or activities.

1. How will Toronto Aikikai ensure all Members know how and are able to keep themselves safe from exposure to COVID-19?

To keep Members safe from exposure to COVID-19, Toronto Aikikai implemented the following process:

- Students/practitioners must register for classes in advance using the “Doodle” tool (<https://doodle.com/en/>). The invitation for registration is sent to students/practitioners by email on a weekly basis.
- Up to nine students/practitioners can register for practice to secure the 2m distance among patrons as currently required by government rules.
- A Member acting as check-in host conducts a health screening process when students/practitioners arrive and makes sure that students/practitioners comply with the procedures and guidelines outlined in this Safety Plan.
- All Members (including students/practitioners and instructors) shall wear a mask at all times when at the dojo.
- Students/practitioners and instructors must sanitize their hands and feet before entering the practice area. Toronto Aikikai has implemented a sanitizing station and placed hand sanitizers in several areas within the dojo.
- Students/practitioners can only practice in a “non-contact” manner.

Toronto Aikikai will ensure that this Safety Plan and procedures comply with the latest COVID-19 prevention measures mandated by officials in the Province of Ontario and the City of Toronto.

The safety Plan and procedures are revised and approved by Robert Zimmermann Shihan, Chief Instructor of Toronto Aikikai.

The Safety Plan and procedures are printed and available at the dojo, posted on the Toronto Aikikai website (http://www.torontoaikikai.com/n_classes1.htm), and explained to students/practitioners before being allowed to train at the dojo.

Signage is posted throughout the dojo, highlighting the procedures and guidelines outlined in the Safety Plan.

2. How will you screen for COVID-19?

Toronto Aikikai has developed a screening protocol for any person entering the dojo that meets or exceeds provincial guidelines.

Students/practitioners are expected to arrive at the dojo 15 minutes before class to make sure the screening and check-in are completed. If they arrive too early, they are required to wait outside the building while keeping physical distance.

Members (including students/practitioners) are not to come to the dojo if they are feeling ill or have any COVID-19 symptoms as outlined by the Ontario Ministry of Health.

Upon arrival to the building, Members (including students/practitioners) shall wear a mask. Once inside the dojo, all Members (including students/practitioners) will go through a screening protocol including the following:

- The first Member to arrive at the dojo will self screen upon arrival, then designate a check-in host, and then screen the designated check-in host before letting anybody else in the dojo.
- The check-in host will take the temperature of students/practitioners upon arrival. If it is above 37.8 °C, the student/practitioner will be turned away as a preventive measure.
- The check-in host will verify Members' completion of COVID-19 screening and results as per the Government's of Ontario's self-assessment tool (See appendix 7a) and ask Members to sign a form.
- The check-in host will verify if students/practitioners have signed the Toronto Aikikai Waiver. (See appendix 7b).
- The check-in host and instructor will always ensure that all Members (including students/practitioners) wear a mask when in the dojo.
- All documentation related to the pre-registration and screening processes is managed and maintained by Toronto Aikikai and is kept in accordance with Provincial records retention and privacy laws.

3. How will you control the risk of transmission in your school?

Maximize physical distancing (until restrictions are removed by the Government of Ontario):

- Only 2 people are allowed in the change rooms at any given time to keep 2m distance.
- The floor plan for designated practice areas on the mats is in Appendix 7d.
- The designated practice areas allow 2m of separation between students/practitioners.

- Only 8 students plus the instructor are allowed on the mat for each class.
- Students/practitioners will practice “non-contact” techniques only.

Source Control Masking:

- All students/practitioners are to always wear nonsurgical or cloth masks when in the dojo and during practice.

Ventilation and Airflow:

- The windows and doors of the dojo will be kept open as much as possible to increase ventilation. As a minimum, they will be open for 5 min in a 60 min interval.

Reduce transmission from surfaces and objects:*For individuals:*

- During the screening protocol, each person in the premises is asked to sanitize their hands before they touch any paper form or pen.
- Each student/practitioner is asked to sanitize their hands and feet before stepping on the mats.
- There are hand sanitizer or disinfectant stations throughout the dojo.

For the Tatami (mats/practice area):

- The mats are disinfected after each class.
- A virucide liquid solution is used to remove any traces of SARS-CoV-2.

For change rooms/washrooms/reception:

- Changerooms, washrooms and reception areas are cleaned twice a day, once before and once after classes.
- A virucide liquid solution is used to remove any traces of SARS-CoV-2.

For gear (e.g. weapons):

- Students/practitioners and instructors who use a practice weapon from the dojo must disinfect the practice weapon before and after use.
- There are disinfection stations and signage by the weapon racks.

Signage:

- A health questionnaire sign is posted behind the host doing the check-in.
- The practice weapon disinfection guidelines are posted beside each of the weapon racks.
- The distancing and cleaning guidelines are posted outside and inside each changeroom and washroom.
- The signs showing distancing rules during practice are posted around the practice area.
- The welcome sign for practitioners and signs with instructions for visitors are posted outside the dojo entrance. See appendix 7c for signage examples.

4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your school?

Toronto Aikikai will take the following steps if there is a potential case, or suspected exposure to COVID-19 at the dojo.

Exclude symptomatic people from the workplace

- Members (including students/practitioners) are not to come to the dojo if they are feeling ill or have any COVID-19 symptoms as outlined by the Ontario Ministry of Health.
- Members (including students/practitioners) who begin to show symptoms of COVID-19 should take the self-assessment test (<http://covid-19.ontario.ca/self-assessment>) and follow the recommendations.
- Members (including students/practitioners) shall notify Toronto Aikikai (torontoaikikai@gmail.com) of their symptoms or suspected exposure if they have practiced at the dojo in the last 14 days.

Contact public health

- Toronto Aikikai will contact the public health unit for guidance on what to do if a Member develops symptoms at the dojo or are informed that a Member has COVID-19. Public health will provide instructions and conduct contact tracing if needed.

Toronto Public Health

277 Victoria Street, 5th Floor
Toronto, ON M5B 1W2

Tel: 416-338-7600

Website: www.toronto.ca/community-people/health-wellness-care/

To support contact tracing, Toronto Aikikai will collect and provide information from the screening documentation about individuals that had close interactions with an affected Member. This could include information such as

- dates and times of interactions
- approximate length and frequency of interactions
- full names
- contact telephone numbers
- emails.

Follow public health direction

The local public health unit may require Toronto Aikikai to:

- notify other Members who were exposed and ask them to self-isolate at home, self-monitor and report any possible COVID-19 symptoms,
- shut down the dojo while the affected area and equipment are disinfected,
- implement other public health measures.

Return to Practice

Members (including students/practitioners and instructors) that have been exposed to or tested positive for COVID-19 must be symptom free and self-quarantine for 14 days or test negative for COVID-19/test positive for COVID-19 antibodies before being allowed to return to practice.

5. How will you manage any new risks caused by changes to the way you operate your business?

Any proposed changes to Toronto Aikikai operations are discussed with the COVID-19 Prevention Committee (described below) to assess new risks and compliance to government and health official requirements and guidelines. Based on the assessment, the proposed change may be rejected or accepted by the Chief Instructor. If changes are accepted, this safety plan and procedures will be updated accordingly, and Practitioners and Members informed.

6. How will you make sure your plan is working?

Toronto Aikikai will ensure that this safety plan and procedures comply with the latest COVID-19 prevention measures determined by officials in the Province of Ontario and City of Toronto. To do that, the dojo has a COVID-19 Prevention Committee comprised of the following

Committee Members:

Robert Zimmermann Shihan, Chief Instructor of Toronto Aikikai.

Yelitza Cuevas

Paul Rohoman

Brendan Moher

Contributors:

Tania Dowhaniuk

Michael Moran

Roxana Mares

The Committee will

- Revise the Safety Plan on a monthly basis or when updates are provided by government and health officials, and/or when changes are required in Toronto Aikikai operations.
- Conduct monthly meetings or email communications to solicit Member feedback.
- Communicate changes to Practitioners via email.
- Explain the safety plan to Practitioners and provide additional clarifications as needed.

In addition, committee members, designated check-in hosts, and instructors are responsible for Members' compliance with the Safety Plan.

COVID-19 Safety Plan – Snapshot

This snapshot can be posted in a place where it can be seen easily so your workers, clients and other people entering the workplace will know what actions are being taken.

Business name: Toronto Aikikai **Division/group:** N/A
Date revised **Revision date:** July 15, 2021
version distributed: July 15, 2021

Measures we are taking

How we are ensuring members and other practitioners know how to keep themselves safe from exposure to COVID-19

- Reviewing daily guidance from the Ministry of Health and government officials
- Conducting screening protocols as per government requirements
- Practicing with non-contact (until restrictions are lifted by the Government)
- Having sanitizing procedures and stations at the dojo
- Requiring practitioners to wear masks at all times when in the dojo (until restrictions are lifted by the Government)
- Keeping 2m separation in common areas and 2m separation on practice areas (until restrictions are lifted by the Government)
- Communicating procedures to practitioners regularly
- Posting signage to inform how to prevent COVID-19

How we are screening for COVID-19

- Having a check-in host conduct a health check
- Collecting practitioners' contact information for the purposes of contact tracing
- Having practitioners sign a waiver

How we are controlling the risk of transmission in our school

- Communicating rules and risks to practitioners (signage, emails, waiver)

- Keeping physical distancing of 2m during practice and 2m in other common areas (until restrictions are lifted by the Government)
- Wearing masks at all times when in the dojo (until restrictions are lifted by the Government)
- Sanitizing hands and feet before entering the mat area
- Having designated practice areas
- Having no more than 9 practitioners on the mat area (until restrictions are lifted by the Government)
- Practicing in a “non-contact” manner only (until restrictions are lifted by the Government)
- Having cleaning stations in key areas of the dojo
- Cleaning practice and common areas before and after class
- Cleaning practice tools (weapons) before and after being used

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our school

- Exclude potential case from the dojo
- Contact Public Health
- Follow Public Health directions
- Support contact tracing efforts
- Notify other practitioners who may have been exposed and ask them to self-isolate at home, self-monitor and report any COVID-19 symptoms

How we are making sure our plan is working

- Observing Toronto Aikikai’s operations versus safety procedures and discussing discrepancies with practitioners and COVID-19 Prevention Committee members
- Considering members’ feedback and addressing issues accordingly
- Revising the Safety Plan on a monthly basis or when updates are provided by government and health officials

7. Appendix

7a. Health check questionnaire to follow the Government of Ontario's COVID-19 self-assessment tool and instructions (<https://covid-19.ontario.ca/self-assessment/>)

7b. Toronto Aikikai COVID-19 waiver form

http://www.torontoaikikai.com/waivers/waiver_general.pdf

7c. Signage



TO ENSURE YOUR HEALTH & SAFETY



BODY TEMPERATURE CHECK IS REQUIRED PRIOR TO ENTERING

Thank you for your understanding and cooperation.

COVID-19
Novel Coronavirus

Protect Yourself

The best way to prevent infection is to avoid being exposed to the virus with prevention measures including:

- Wash your hands often with soap and water or use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid shaking hands with others.
- Practice physical distancing and avoid contact with people who are ill.
- Stay home when you are ill.
- Cover your cough or sneeze with a tissue, then immediately throw the tissue in the garbage and wash your hands. If you don't have a tissue, sneeze or cough into your sleeve or arm.
- Clean and disinfect frequently touched objects and surfaces.

Visit toronto.ca/covid19

Residents are reminded to use credible, evidence-based sources of information about this new coronavirus. Toronto Public Health's website is updated regularly as new information becomes available to help keep residents informed about COVID-19.



COVID-19
Novel Coronavirus

Help prevent the spread of germs and protect yourself from COVID-19 and other respiratory viruses.

Cover Your Cough



- Cover your cough or sneeze with a tissue, then immediately throw the tissue in the garbage and wash your hands.
- If you don't have a tissue, sneeze or cough into your sleeve or arm.

Residents are reminded to use credible, evidence-based sources of information about this new coronavirus. Toronto Public Health's website is updated regularly as new information becomes available to help keep residents informed about COVID-19.

Visit toronto.ca/covid19 or call 416-338-7600.



 Toronto Aikikai

Protect against COVID-19




Clean weapons before and after use

If you have symptoms, take the self-assessment at Ontario.ca/coronavirus.

Or call your primary care provider or Telehealth Ontario at: 416-797-0000 (TTY: 416-797-0007)

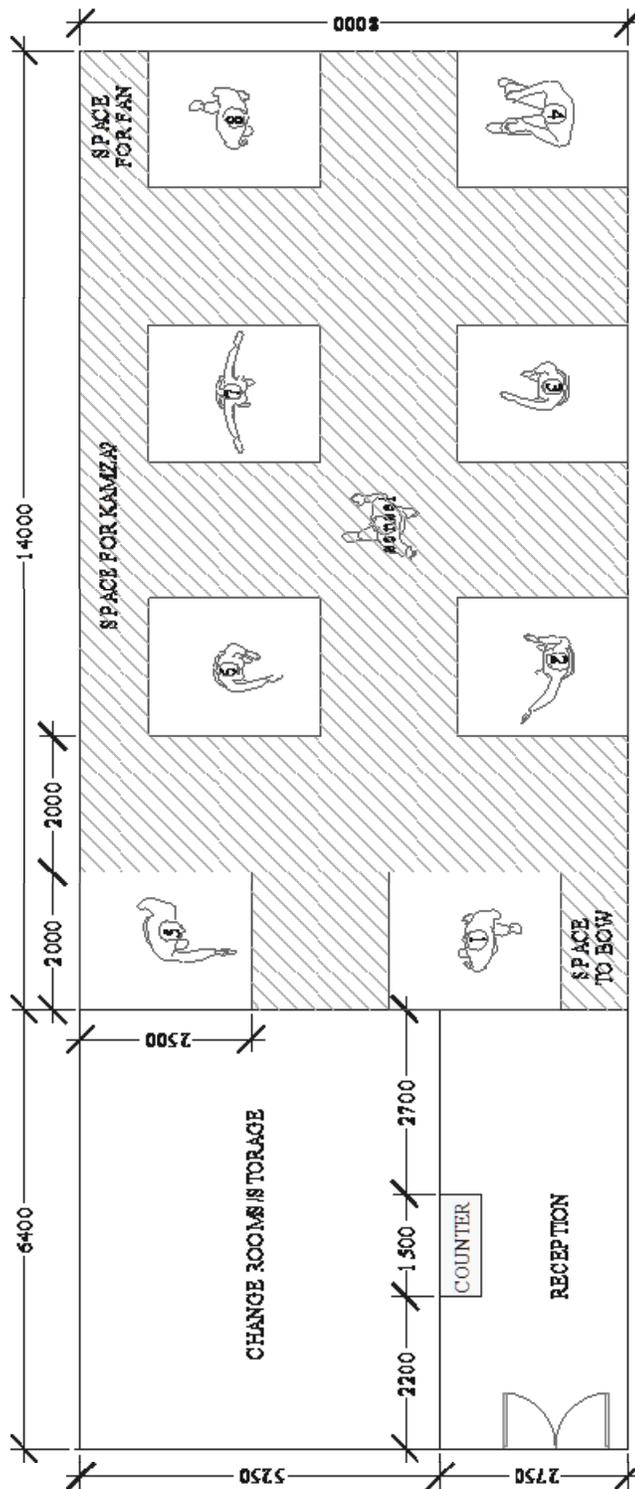
 Toronto Aikikai

Are you visiting Toronto Aikikai?

Thanks for your interest in our dojo. As part of our COVID-19 prevention protocols, observing regular classes is not currently permitted.

We welcome you to set up an appointment to connect with an instructor, ask questions, and try a class. Please complete a short registration form to get started at: <http://www.torontoaikikai.com/Classes.htm>

7d. Floor plan for designated practices areas



**Toronto Aikikai
Indoor Practice Layout**

Scale: N.T.S.
Date: 2020-08-14
Unit: Millimetres

Practice space per person: 2.5 taitami per person (1 taitami = 1m x 2m) + 2m required distancing space between each practice space
Maximum possible students: 8 + reserves