



Inukshuk Bushido Kai

School of Martial Arts

COVID-19

EMERGENCY PROCEDURES

I. Emergency Contacts and Information

Dojo Address – 3908 – 97 Street NW, Bay #3

Medical Emergency Response or Fire – **CALL 911**

Alberta Health Link – Call 811

Edmonton Police Service, non-emergency line – 780-423-4567

IBK Executive Committee

IBK President – Jesse Cummings, Sensei – 780-862-5758

IBK Vice-President – Leo Chartier, Sensei – 780-660-9852

IBK Vice-President – Casey Chartier, Sensei – 780-868-3824

II. Potential COVID-19 Exposure During Class

In the event that a participant displays symptoms, expresses feeling Covid-19 related symptoms, or any other time an instructor fears that continuing class presents a transmission risk to themselves or participants at IBK, the following procedure will apply.

- 1) **Stay calm.** Students will follow the instructor's example, so a calm demeanor and procedural approach will avoid any panic from your students.
- 2) **Treat any person whom you view as a risk with respect and dignity.** Many other ailments and conditions may present similar symptoms to Covid-19, and the individual should not be made to feel that they have done anything wrong. Conduct your dealings with the individual(s) discretely.
- 3) **If the symptoms are severe or appear to be life threatening, call 911 immediately**
- 4) The presiding IBK instructor will call an immediate stop to class.
- 5) If equipment is presently being used, instructor will direct students to immediately put any equipment on the mats at far end of the dojo, near the crash pad. DO NOT have them put away, as they will require additional sanitization.
- 6) All students will be instructed to immediately establish social distancing of 2 meters from any other member (including cohorts), and await further instructions.

- 7) IBK Instructor will retrieve the Covid-19 Emergency Response Manual from the instructor's desk in the mezzanine.

- 8) **If weather permits:**
 - a. Instructor will inform the group that class is being cancelled, and that all participants should exit the dojo using standard exiting procedure and muster on the grassy area south of the dojo, while maintaining social distancing.
 - b. **If minors are present**, the instructor must exit first, bringing the Emergency Manual with them, and supervise them until all participants are gone. **At no time will minors be left unattended.**
 - c. Advise that anyone with their own transportation may leave immediately.
 - d. Instructor will arrange for participants to be picked up by calling their emergency contact from the Emergency Contact list found in this manual in Appendix A. Inform emergency contact:
 - i. That there is a potential transmission concern, and classes have been cancelled in an abundance of caution,
 - ii. That they must come immediately to pick up the participant,
 - iii. That further information will be provided by email.
 - e. Once all participants have left/been picked up, the instructor is to place the Emergency Manual inside the door, lock the dojo, and leave. Cleaning and sanitizing will be done/arranged by management.
 - f. Instructor must notify an IBK Executive (President and/or Vice-Presidents) at the earliest opportunity of the cancellation, and provide details of the incident.
 - g. **If at any time the Instructor feels they require assistance, please contact a member of the IBK Executive Committee (President and/or Vice-Presidents) at the number(s) on Page 1 of this manual, and someone will attend to assist at the earliest opportunity.**

- 9) **If weather is inclement:**
 - a. Instructor will inform the group that class is being cancelled, and advise anyone who has their own transportation that they may leave now, following standard exiting procedure.
 - b. Anyone not able to leave immediately will be supplied with a disposable mask and instructed to don it. If the instructor is not already wearing a mask, they must wear one as well.
 - c. Instructor must hand out the masks, unless it is the Instructor whom is the potential transmission risk, in which case they will assign a designate to distribute the masks.
 - d. Instructor or their designate **ONLY** may assist participants with donning their mask.
 - e. Instructor will arrange for participants to be picked up by calling their emergency contact from the Emergency Contact list found in this manual in Appendix A. Inform emergency contact:
 - i. That there is a potential transmission concern, and classes have been cancelled in an abundance of caution,
 - ii. That they must come immediately to pick up the participant,
 - iii. That further information will be provided by email.
 - f. Once all participants have left/been picked up, the instructor is to place the Emergency Manual inside the door, lock the dojo, and leave. Cleaning and sanitizing will be done/arranged by management.

- g. Instructor must notify an IBK Executive (President and/or Vice-Presidents) at the earliest opportunity of the cancellation, and provide details of the incident.
 - h. **If at any time the Instructor feels they require assistance, please contact a member of the IBK Executive Committee (President and/or Vice-Presidents) at the number(s) on Page 1 of this manual, and someone will attend to assist at the earliest opportunity.**
- 10) Upon receiving notification of the incident, the IBK Executive Committee will determine what steps will be taken next. At a minimum, all members will be notified of the incident and advised of any impacts to training schedules, and any possible steps to be taken for attendees.
 - 11) After any class cancellation due to potential transmission risk, the dojo and contents will be thoroughly sanitized. Members will be notified of any potential disruptions to training schedules to allow for this.

III. Participant Confirmed Positive for Covid-19

In the event that IBK is aware that a participant has been confirmed positive for Covid-19, the following procedure will apply.

- 1) If the participant has attended IBK in the past 21 days, the dojo will automatically be closed for a period of 10-14 days minimum. All members and users will be notified of this closure by email.
- 2) Signage will be affixed to the entrance notifying of closure due to COVID-19. Website/schedule will be updated immediately to reflect this closure.
- 3) The IBK Executive Committee will contact Alberta Health Services (AHS) for guidance.
- 4) The IBK Executive Committee will immediately review the attendance and perform contact tracing of any individuals who may have been exposed to the infected individual, or otherwise have potentially been exposed. This tracing will be done regardless of any additional contact tracing efforts by AHS.
- 5) Due to privacy concerns, infected individuals will not be named in any communications to the membership, and this information will not be made available to members.
- 6) All members potentially affected will be contacted by email, and provided details on dates of possible exposure, level of risk (surface contact vs. close contact with infected individuals), and advice on necessary steps and precautions.
- 7) As required, and based upon guidance from AHS, any participants who have potentially been exposed will require a negative Covid-19 test in order to attend IBK, once re-opened.
- 8) Individuals confirmed to have been positive for Covid-19 may not attend IBK until a minimum of 14 days after symptoms have passed, they have tested negative for Covid-19, and have been advised by an IBK Executive Committee member that they may resume training at IBK.
- 9) Instructors will be made aware of individuals requiring permission to re-enter from the Executive Committee.
- 10) All instructors will be notified of permission given to individuals to resume training. If an instructor has not personally received this notification, the participant is to be refused entry and instructed to contact the IBK President by phone or email.
- 11) Thorough cleaning and sanitizing of the dojo and its contents will be completed before the dojo can be re-opened.

APPENDIX - A

Emergency Contacts for Participants

APPENDIX - C

Completed Waivers