

POLICY TITLE:	Specialised Operational Procedures (COVID19) – MKFA SOP
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REWIED BY:	HSC Management
APPROVED BY:	HAMDAN SPORT COMPLEX & MKFA

1. PURPOSE AND SCOPE

The purpose of the document is to ensure that Hamdan Sports Complex and MKFA Fencing Academy have procedures in place, in order to reopen, manage, and ensure the health and safety of all onsite facility users.

2. CONTACT DETAILS

Designation	Organisation	Name	Email	Mob
Managing Director	Hamdan Sports Complex	Abdulla Shahdad	a.shahdad@hamdansc.ae	055-5554551
Pool Supervisor	Hamdan Sports Complex	TanYen Chong	tanyen@hamdansc.ae	055-6532969
Coach	MK Fencing Academy	Ivan Todorov	ivan@mkfencingacademy.com	050-8728248

3. HEALTH AND SAFETY

The Safe Procedures include the description of Safe Systems of work, health, safety and welfare of all entrants to the venue, whether these are junior and adults athletes, coaches and parents, to best allow fencing participation to continue in a safe, healthy and happy environment.

4. VENUE CAPACITY AND HAZARD CONTROL

The volume of persons visiting Hamdan's Sports Complex fencing hall is in line with Dubai Government's guidelines. Hamdan's Sports Complex Facilities plan includes car parks / entrances / exits / guided walkways and temperature check points. There will be one entrance with controlled access into the venue and one exit point to promote social distancing.

5. INDIVIDUAL PROTECTIVE EQUIPMENT AND SIGNAGES

All staff and coaches must wear face masks. The facility will ensure all signage and markers are clearly displayed throughout the venue to assist and remind people of their responsibilities to create a safe environment. Markers will be placed in the required areas to help maintain social distancing.

6. CLEANING AND DISINFECTION PROTOCOLS

Prior to opening, and following closure, Hamdan's Sports Complex will carry out mandatory daily disinfection of all the areas that have had contact from any person within the facility. There will be a designated Cleaning Supervisor that will ensure cleaning and disinfectant is carried out once a day. Disinfection and sanitization in between sessions are conducted by MKFA.

7. AREAS OF USAGE AND RESTRICTED AREAS

Under no circumstances are changing rooms to be used and should be locked if possible. Changing must take place at home. Toilets can be used if required. A member of staff will control access to the toilets to prevent more than one (1) person at any one time using the toilet area. In case more than one person wants to use the toilet at any point in time social distancing marker should be placed on the floor outside the toilets.

Immediately following the use of the toilet, a cleaner on hand will disinfect and clean the toilet used, and associated wash area prior to the next person using it.

Social distancing rules must always be complied with by all participants, such as:

- Always wear a face mask (if not physically active)
- No physical contact
- No group gatherings
- Always keep a 2-meter distance from one another

Certain Hamdan's Sports Complex areas will be restricted for use: MKFA is permitted access to entry and exit routes, training room (E1 Hospitality Room), and assigned toilets. All other areas are restricted.

8. HAMDAN'S SPORT COMPLEX (HSC)

General Code of Conduct and Facility Rules @ Hamdan Sports Complex

The venue management will ensure the fencing hall, and all its associated areas in use, are highly ventilated, social distancing is implemented, and a thorough risk assessment of the facility is carried out to control any and all associated hazards with current or future viral infections.

Signage and walk routes will be used throughout the venue to guide all staff and participants visiting the venue and ensure social distancing is followed. Social distancing walk routes will be displayed in all zones of the venue.

All participants at Hamdan Sports Complex must adhere to the following conducts:

- All persons must always wear a face mask
- All persons must always maintain a 2 m distance from each other
- All persons must pass a thermal scan conducted by the venue staff.
- All persons accessing the venue must sign a self-declaration form to state that they have not left the UAE in the past 14 days.
- No smoking
- No pets

- No food or beverages are permitted inside the venue, only bottled water
- No spectators, parents or guardians are allowed inside the venue (until advised otherwise).
- Avoid physical contacts at all times
- Avoid touching of objects, equipment and surfaces unnecessarily
- No group gatherings within and around the complex
- Bring your own fencing equipment
- Do not share personal belongings or fencing equipment with others.
- Place your personal belongings in the designated athlete zone.
- Shower at home before and after training. Changing facilities including showers, changing rooms and lockers are **not** open for use.
- Stay in your designated areas throughout your training session.
- Arrive on time and leave within 10 minutes after completing training.

9. MKFA OPERATING PROCEDURES

1.1 Operating Hours – MKFA will operate within the operating hours of HSC

1.2 The volume of persons participating in fencing classes will not exceed the below stated capacity under the Dubai Government guidelines at any time

Sport	Facility	Maximum capacity	Sections	Ratios
Fencing		8 fencers + 1 coach		1:8

1.3 Age of athletes and participation in the programmes

Participants of all ages will be permitted access in line with Dubai Government's guidelines. Monthly pre-bookings are necessary to be able to participate in the programmes.

1.4 Parking

To avoid overcrowding, following a drop off, the parents will remain in their vehicles until the session ends and their participant returns to the vehicle, at which time they must exit the premises. Parents, guardians and spectators will not be allowed in the facilities. – unless the HSC Code of Conduct and Hygiene Rules for Spectators is signed and submitted by MKFA.



1.5 Drop off and entry procedures:

- All vehicles enter Hamdan's Sport Complex premises through Gate 1
- All vehicles must park at the designated parking area
- All persons must wait inside the vehicle until MKFA or Security staff member instructs the participants to exit the vehicle and proceed to the entrance. Doors are automatically open 10 minutes before each session.
- All persons must use the sanitization station at the Entrance to clean their hands
- All persons must wear a face mask.
- Security staff member will take a temperature check of the participants upon entry. Any individual with the temperature over 37.5°C or 99.5°F will not be allowed to access the complex.
- Hamdan's Sports Complex has a single point of entry for Coaches and Participants – GATE 1 for parking at E1.
- Changeover times in between sessions are to start 10 minutes from the posted start time of the next session.
- The Fencing hall is based at E1 Hospitality Room (Level 2)

1.5 Exiting and pick up procedure:

- At the end of the activity, coaches will assist the participants to the exit from Level 2
- The vehicle must leave the area immediately to allow space for the next group of participants to be collected
- Hamdan's Sports Complex Premises to be exited through Gate 1

Applicable to children's MKFA bookings only: Following the venue entry process, the coach will be waiting for participants in their designated arrival area. The coach will complete the following process:

- Whilst maintaining social distancing, the coach will take the participants through to the hall
- Once the activity is complete, the coach will exit following the same route, assisting participants to the exit to the parking area, whilst maintaining social distancing.
- Washrooms are available. Changing Rooms are closed for changing.
- The coach will wait with the participants at the exit area until they have all been collected by their guardians.
- There is a 10-minute gap between activities to allow participants to leave the facility before the next group of participants arrive at the waiting area.

1.5 Preventative Measures

The below list defines the measures that MKFA will follow in order to use the facilities:

- All coaches will always wear a face mask
- All fencers will always wear a face mask unless otherwise instructed during exercises
- All coaches and participants will maintain social distancing guidelines set by the Dubai Government.
- Hand sanitizers are available in all entrances and common areas.

- Only registered fencers may enter the venue and participate in the programme
- Participants must not share equipment at any time.
- Water bottles may be kept along with personal belongings in each person's designated area.
- Personal equipment items used must be cleaned/disinfected before and after use
- Activities will last no longer than 60 minutes per person.
- Payments must be given in a labelled and sealed envelope. Electronic payment methods are recommended.
- Participants must only leave belongings in the designated activity areas
- All participants must change at home and will not be permitted to use changing facilities.
- MKFA will ensure that participants remain in the same consistent groups on each visit.
- An accurate record of participants that attend each session and when they attended will be kept. These records will be made available to the facility staff or a government authority upon request.
- Measures to ensure all participants maintain 2m social distancing, including flow of persons through the building to minimise contact.
- Regular cleaning, disinfecting and hand sanitisation, on top of an enhanced cleaning process for the entire venue throughout the day.
- Cleaning checklist & Disinfectant checklist
- Safety Checks
- High Level Safety Risk Assessment
- Changing rooms will not be available.
- No persons that have travelled outside of the UAE in the past 14 days will be permitted access and all persons accessing the venue must sign a self-declaration form to state that they have not left the UAE in the past 14 days. – Travel declaration must be made in accordance to the UAE Law. Please press [HERE](#) to complete the declaration
- All fencers must sign MKFA Fencing Academy - Waiver of Liability [HERE](#)
- Any participant that has signs or symptoms of fever, temperature, or flu like symptoms, will not be allowed access to the venue.
- Contamination control room – An isolation room is available at HSC.
 - If any visitor registers a high temperature or has flu-like symptoms, he/she will not be permitted to enter the complex. If any positive cases are found in the complex (past the entry point), the individual will be referred to the Isolation Room.
- Emergency procedures for suspected cases are in place

1.6 Additional measures post activities

- Cleaning - All utilised areas of the venue will be cleaned and sanitised between visiting groups, as well as a deep sanitisation each day.
- Evaluation – All activities will be monitored and evaluated by venue staff throughout the day to ensure compliance with most recent guidelines.
- Attendance will be accurately recorded each day. Registers will be kept so that detailed information is stored and can be assessed when needed

1.7 Failure to comply

- Should any users fail to comply with the above defined rules they will receive a verbal warning and repeat offenders will be forced to leave the venue and not permitted to continue.
- All violations will be tracked by the venue staff and reported to the management team

1.8 Emergency Procedures for suspected cases

Anyone suspected of suffering from Covid-19 will be isolated immediately in an isolation room. Isolation room is based in on Level 1, by the E1 Entrance. Local health authority will be immediately contacted.

Emergency Phone Numbers: **Fire: 997** **Ambulance: 998** **Police: 999**

10. IMPLEMENTATION OF TRAINING SESSIONS

Sports specific implementation of training sessions based on Government Guidelines:

https://www.dubaisc.ae/Style%20Library/docs/ReopeningDubai_SectorsPlan_EN_Web.pdf

Fencing:

- Ratios: 8 players to 1 coach for technique training sessions as per Government directive
- Maximum time window for training per person is 1 hour as per Government directive. The session duration will be 50 minutes to allow 10-minute gap between sessions and avoid overcrowding
- Sessions will be run in a way that safety distances are maintained at all times
- Modifications to training formats are made to avoid close interactions: cooperation games & cooperation - opposition games in non - shared spaces, individual and socially distant skills & drills, coordination
- Specific restriction on contact training drills will be in place
- Strictly no matches until further note
- Fitness will be integrated into training programme

Skills development only. Maximising long distance work focus on hits to wrist and arms at low Physical Intensity

11. CLEANING & DESINFECTIO CHECKLIST

2.1 General advise on fencing equipment usage

Personal Equipment:

All fencers should, wherever possible, use and touch only their own personal fencing equipment. Personal equipment should not be shared within a session. Personal fencing equipment includes all items of clothing, masks, gloves, chest protectors, swords and bodywires.

All non-fencing personal clothing (t-shirts, undergarments, socks etc) should be washed and cleaned after each training session using the highest temperatures recommended by the manufacturers.

Fencers that own (or are renting) their own personal equipment are expected to maintain hygiene standards:- the act of equipment rental shall not be performed at HSC.

- Clothing (breeches, jackets, socks, gloves, etc) should be cleaned on arrival and washed after each training session.
- Recommended cleaning protocols for other equipment (see below) should be followed.

Sharing equipment:

No sharing of any equipment is permitted at any time!

2.2 Fencing equipment cleaning protocols

General points:

Disinfectants and a temperature of 70 degrees Celsius or more are the most effective ways to inactivate the C19 virus on surfaces. As high temperature washing is likely to damage fencing equipment it is not recommended. Therefore the advice for cleaning equipment is based on a combination of quarantine periods and use of suitable disinfectants.

Manufacturer instructions – Before undertaking any cleaning *you must check manufacturer instructions* as not all types of products can be washed or cleaned using the protocols below. This may mean that certain types of equipment cannot be currently used – eg leather gloves that cannot be washed. In those instances, the minimum quarantine time should be followed. MKFA is not liable for any issues that arise out of following manufacturer instructions, or the protocols below.

Disinfectants - Before use check that the disinfectant is virucidal as well as anti-bacterial; bleach is not recommended for fencing kit. If using disinfectant on clothing, use ones recommended for use on fabrics. Please always read the label on the disinfectant and take the appropriate precautions for safe use.

For items that cannot be put in the wash it is recommended to follow a **disinfecting procedure**:

- Step 1: wipe down carefully using a clean cloth/paper towel soaked in disinfectant
- Step 2: leave for 2-3 minutes
- Step 3: if necessary wipe of any excess disinfectant with another clean cloth/paper towel
- Step 4: Dispose of the paper towel (or if using cotton cloths these can be washed at high temperature)

We do not recommend the direct use of disinfecting spray on equipment, particularly for items that have metal and are part of the scoring equipment. If using a spray it should be sprayed onto the cleaning cloth before use.

2.3 Specific equipment protocols

Equipment	Option 1: Quarantine (days)	Option 2:	Additional Notes
Jacket/ Breeches/ Plastron	3	Wash after use at normal temperature then quarantine for 2 days	Option 3 - wash using a pre-wash disinfectant soak (non-bleach type, suitable for laundry use)
Gloves	7	Soak in disinfectant, then rinse or wash.	Participants can use only their own gloves.
Chest protectors	7	Disinfection Procedure	Clean inside and out.
Masks:	7	Disinfection Procedure	Clean inside and out. Any removeable padding should also be washed regularly according to manufacturer instructions.
Body Wires		Disinfection Procedure for all touched areas	
Spools, scoring boxes, ground wires:	7	Disinfection Procedure for all touched areas	And/or use hand sanitiser before and after changing connections within sessions.
Weapons (metal or plastic)	7	Disinfection Procedure for all touched areas	Take additional care to fully dry metal areas
Coaching Plastrons /Sleeves	7	None	Please follow the manufacturer instructions for cleaning/wiping down.

12. SAFETY CHECKS

Safety Checks

Coach: _____

Person Doing Checks: _____

Checks		Dates/Times/Sessions						Comments
Surface	Check							
	OK							
	Close							
Equipment	Check							
	OK							
	Close							
Environment	Check							
	OK							
	Close							
Participants	Check							
	OK							
	Close							
Officials	Check							
	OK							
	Close							
Hygiene /Cleaning Provision	Check							
	OK							
	Close							

Check - Has the area been looked at
the area OK when you left it

OK – Is the area OK for activity

Close – was

Comments – Make any notes with regards to the safety checks

Date	Incident/Accident	Welfare Officer Notified (date)	Report Form Completed

13. HIGH LEVEL SAFETY RISK ASSESSMENT

High Level Safety Risk Assessment

Age Group:

Venue:

Date of Check:

Person doing the check:

Category	Checks (examples, adapt as necessary)	Check performed (Risks appropriately mitigated?)	What further action is necessary?			
			Action Required	By Whom	When	Done
Surface	Surface clear and free from obstructions?					
	Surface appropriate to the activity being performed					
Equipment	Equipment fit and sound for the activity and group ability/size/age?					
	Does it confirm to MKFA Safety Guidelines?					
Environment	Conditions of use of communal facilities (toilets, changing rooms) clearly signposted					
	Movement of people clearly signposted and can be safely achieved whilst observing social distancing					
	Entry and exits clearly marked and protocols around usage in place					
	Appropriate Ventilation					
Participants	Attendance register up to date with emergency contact details					
	Medical details up to date on registration forms, stored confidentially and shared with coaches as required.					
	Participants suitably attired and equipped for activity in accordance with MKFA Safety Guidelines					
	Participants completed pre-training declaration					
	Numbers of participants within limit such that social					

Category	Checks (examples, adapt as necessary)	Check performed (Risks appropriately mitigated?)	What further action is necessary?			
			Action Required	By Whom	When	Done
	distancing can be observed at all times					
Officials	Coaches qualified to deliver activities					
	All officials on relevant MKFA register					
	Criminal record checks in place where appropriate					
	Emergency evacuation protocols/procedures in place and posted for all to see					
Accident/ Emergency	Emergency exits clearly marked and not obstructed					
	Hygiene protocols established, communicated in advance to all participants and clearly signposted					
Hygiene	Disinfecting protocols in place for all (shared) equipment					

Activity assessed as OK to proceed: Y/N

Signature: