

## **BLADE FENCING KL STANDARD OPERATING PROCEDURE**

### **1. ENTERING THE PREMISE**

- a. Entry to the club is marked, and fencers are required to queue up accordingly.
- b. A visual display is published at the club entrance - social distancing, compulsory masks, hand-washing, symptoms checklist.
- c. Entry is only permissible to fencers who have pre-booked sessions. Parents/guardians are asked to contact the coach/manager via telephone if necessary.
- d. Parents/Guardians who would like to be briefed or view how the new setup works/looks are allowed to enter once for a quick preview. Following that, parents/guardians will not be allowed to enter as this is the SOP enforced by the MOH.
- e. Only one person is allowed to enter at a time to allow for proper screening. Others will have to queue outside the fencing club on the marked lines, as recommended in point 1(a).

### **2. ENTRY POINT SCREENING & SELF DECLARATION**

- a. Fencers and staff members will be given a briefing on proper hand-washing, social distancing within the club, sanitizing of their own equipment and club equipment & surfaces, general cleanliness.
- b. At entry point :
  - i. Person entering will be asked to log their entry using Selangkah Application / MySejahtera/manual entry
  - ii. Person entering will be screened for temperature & symptoms
  - iii. Person entering will be asked for close-contact/exposure to the virus
  - iv. Person entering must have his/her face mask on
  - v. The soles of the shoes of the person entering the club will be sanitized before entry to the fencing floor is permitted
  - vi. Person entering will be required to sanitize his/her hand
  - vii. All this will be performed by the club manager/coach.
- c. Self-declaration will continue to be in place throughout, and it is compulsory to inform the club should any of the following situations arise :
  - i. If a fencer or anyone residing in the same household has travelled overseas in the last 14 days.
  - ii. If a fencer or anyone residing in the same household has come into contact with a suspected Covid-19 case
  - iii. If a fencer or anyone residing in the same household has been told to be placed under quarantine by the Ministry of Health
- d. The club has the right to refuse entry to the following :
  - i. Any fencer who has answered yes to any of the questions in 2c(i), 2c(ii), 2c(iii).
  - ii. Anyone displaying any of the following flu-like symptoms even in its mildest form, - runny nose, sore-throat, temperature exceeding  $>37.4$ , body ache, headache, cough, loss of taste/smell.
  - iii. Any fencer without a confirmed appointment
- e. All fencers are disallowed from leaving the premise upon entry. Fencers may only leave once his/her class is finished.
- f. Parents are asked to be on time before & after class. Due to limitation in capacity, the club may need to ask fencers who have finished their sessions to leave if there are classes running back to back.

### **3. GENERAL RULES/CHANGES AT THE CLUB**

- a. To avoid cross contamination, the club will discontinue its use of the water dispenser. As such, it is mandatory for all fencers to show up with their own water bottles.
- b. No food consumption will be allowed at the club. Please speak to the club manager should an exception be needed for this matter (medical purpose etc).
- c. The club will discontinue the use of a common bin. Fencers are advised to bring their own plastic bag for their own use. Any items to be disposed must be removed from the club by the disposer.
- d. Usage of lockers and storage for personal belongings will be discontinued for all fencers.
- e. Fencers will not be allowed to enter any of the following rooms - Waiting Lounge, Study Room, Armory Room, Coaches' Room (exception being prayer time).
- f. No equipment is permitted to be kept at the club. Fencers must take home all their items - masks/uniform/weapon/bags/shoes/stationery. Any items found lying around may be removed.
- g. Prayers are allowed to be conducted only at the club. Only one person is allowed in the room at any one time.
- h. Fencers are required to bring their individual prayer mat. No mat will be allowed to be stored at the club. Please bring them home.
- i. Hand sanitizers will be provided at various stations at the club. Fencers are required to sanitize their hands regularly.
- j. Sanitizing surface sprays will be provided at various stations at the club. Fencers are required to sanitize surface areas they have come into contact with.
- k. Every fencer entering the club is encouraged to carry with them two bottles of sanitizers. The first bottle is a hand sanitizer. The second bottle is a spray bottle containing sanitizing liquid - diluted dettol or a 70% alcohol content spray, to be used on his/her personal belongings.
- l. The efficacy of all sanitizing liquids provided must be verified. Refer to <https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines/guidelines/interim-list-of-household-products-and-active-ingredients-for-disinfection-of-covid-19>

### **4. SANITIZING/CLEANING STANDARD OPERATING PROCEDURE**

- a. Fencing Club's Regular Sanitizing SOP
  - i. All chairs, tables, door knobs, window knobs, switches, pantry, fridge, other surfaces to be thoroughly sprayed with sanitizing liquid of your choice.
  - ii. All touchable surfaces of the toilet to be thoroughly cleaned and wiped down using sanitizing liquid.
  - iii. Floor surface to be mopped using soap + sanitizing liquid for disinfectant purpose.
  - iv. General disinfectant air-spray to be used.
  - v. Ensure all sanitizing stations are properly stocked with relevant sanitizing sprays & hand sanitizers.
  - vi. Used cloths (rags/floor rugs) to be tossed into the washing machine/allocated closed laundry basket.
  - vii. Thorough sanitizing process will be done before & after the club is open. Surface sanitizing will also be done every 3 hours upon the opening of the club.

- b. Fencer's Responsibility
  - i. Fencers are required to sanitize surfaces they have come into contact with after use - chairs, equipment, floor, switch, knobs etc.
  - ii. Fencers are required to sanitize the toilet after use. Proper procedure will be advised. Younger fencers will be assisted by the coaches.
  - iii. Fencers are required to wash their hands using the 20 second rule, and sanitize their hands regularly.
  - iv. If a fencer is too young to abide by SOP strictly, coaches must assist and enforce.
  - v. Coaches to monitor that fencers' compliance with rules & regulation set out by the club.

#### **5. BLADE KL'S REQUIREMENT OF STAFF MEMBERS**

- a. All staff members will be checked for symptoms daily.
- b. Coaches who display symptoms will be asked to test for Covid-19.
- c. Coaches who answer yes to any of the questions in 2c(i), 2c(ii), 2c(iii), will be asked to abide by the advice by MOH to self quarantine/test if necessary.
- d. Staff members are advised against non-essential travel and visiting crowded areas - wet markets, gathering/parties/events, high-risk places.
- e. On a daily basis, staff members are required to log all the places they have visited.
- f. Coaches/Staff must be well versed with the SOP, and able to guide fencers of all ages through the SOP process.

#### **6. CLASS ATTENDANCE**

- a. The club will admit only fencers who are on schedule.
- b. As of 15th July 2020, full contact training resumes. Private lessons, sparring, and group classes will resume as per normal. This is subject to changes, based on the SOP provided by the Ministry of Youth & Sports.
- c. Classes will be pre-booked, and fixed. Changes in class day/time are allowed, not guaranteed & not recommended. This is only possible if slots are available.
- d. Due to limited capacity, the club must be informed at least 4 hours before the start time, if the fencer can not make it for his/her allocated class. Except for an emergency, failure to pre-empt the club may result in the forfeiture of the fencing points.
- e. Movement control within the club must be properly controlled by coaches & staff.

#### **7. SOCIAL DISTANCING & MOVEMENT CONTROL WITHIN THE CLUB**

- a. The club will be divided into a *Waiting Zone* & a *Fencing Zone*.
- b. Upon entry, a fencer will be allocated their station, in either one of the zones.
- c. The Waiting Zone is where fencers wait for their lessons to begin, or wait for their guardians/parents to pick them up.
- d. The Fencing Zone is where a lesson/group classes are conducted.
- e. The Waiting Zone will have individual chairs placed. Fencers will be required to sit on the chair, and place their bags next to them.
- f. The Fencing Zone will have individual chairs for fencers who are having their lessons. Each station will consist of a chair, and space to place the fencer's bag/fencing bag.
- g. All other fencers will have to wait outside. For security reasons, children under the age of 12 will be given priority to enter. An adult/coach/staff will be asked to accompany the children if this happens. We highly encourage parents to come & leave on time. Your understanding is much needed given the circumstances we are in.

- h. No items, except the individual's bags are allowed to be left on the floor. All items must be stored inside the fencer's bag.
- i. Fencers are only allowed to rest on the chair, not on the floor.
- j. Fencers are required to sanitize their station with the sanitizer prepared. This must be done before and after they have used their station.
- k. Coaches & fencers must have their face mask/shield worn at all times when at the club.
- l. Coaches & fencers are only allowed to remove his/her face mask when giving/receiving a class/lesson.
- m. Fencers will be prohibited from moving freely within the club.
- n. Fencers are only allowed to move to/from his/her allocated Waiting Zone seat, his/her allocated Fencing Zone seat, fencing strip, lavatory, prayer room and the entrance.
- o. In addition, individual fencers' movement must be controlled. A safe distance of at least 1 metre from one another has to be practised at all times if movement within the club is necessary.
- p. Physical body contact should be avoided and minimized. No hand-shaking is allowed after bout. Pre/post class salutation is understood, and can be done verbally.

#### **8. FENCERS' UNIFORM REQUIREMENT**

- a. Fencers are required to come in clean & pre-washed uniform only.
- b. Fencers are encouraged to come in their fencing gear so clothes change is not necessary.
- c. Only under exceptional circumstances can club equipment be loaned. All used club equipment must be sanitized & cleaned after each use.

#### **9. COACHES' UNIFORM REQUIREMENT**

- a. Coaches' are required to come in clean & pre-washed clothes.
- b. Coaching gear must be aired, wiped down, sanitized everyday.
- c. Coaching gear must not be removed from the fencing club.

\*Our Standard Operating Procedure is based on the current guideline provided. This is subject to changes.

## **ENTRY CHECK-LIST**

- a. Temperature check
  - i. Record temperature on thermometer. Is it above 37.4 degrees?
    - If fever is present, restrict from entering premise, advise to seek medical attention
    - If there is no fever, proceed to next step
- b. Symptom check
  - i. Sorethroat
  - ii. Cough
  - iii. Shortness of Breath
  - iv. Loss of sense of smell & taste
  - v. Bodyache
  - vi. Runny nose
    - If YES to any, restrict from entering premise.
    - If NO, proceed to the next step
- c. Has the person been asked to be quarantined by MOH?
  - If YES to any, restrict from entering premise.
  - If NO, proceed to the next step
- d. Has the person come into contact with any of the following in the last 14 days
  - i. A confirmed COVID-19 patient
  - ii. A family member or anyone living in the same household who is unwell with an undiagnosed flu-like illness
  - iii. A family member or anyone living in the same household who has travelled out of the country
    - If YES to any, restrict from entering premise.
    - If NO, proceed to the next section
- e. Is the person appropriately equipped?
  - i. Is the person wearing a face mask? If no, please purchase one from the club/pharmacy.
  - ii. Does the fencer have his/her own bottled water? If not, purchase one from the club.
  - iii. Does the person have his/her own garbage bag? If necessary, please obtain one from the club.
    - Allocate the fixed Fencing Zone Station/Waiting Zone Station. Advise the fencer to proceed to the relevant station, after hand washing.
    - Sanitize the sole of the fencer's shoes.
    - Proceed to the sink to wash his/hand her hand.
    - Run through sanitizing/movement control process if needed.
- f. Check-in via application My Sejahtera/Selangkah or manually.
- g. Before exiting the club,
  - i. Fencer must pack his/her belongings
  - ii. Fencer must remove all trash
  - iii. Ask if fencer has washed his/her hand

**DAILY ENTRY/EXIT LOG**

<b>NO</b>	<b>FULL NAME</b>	<b>TIME OF ENTRY</b>	<b>TEMPERATURE</b>	<b>TIME OF EXIT</b>	<b>TEMPERATURE</b>	<b>NOTE</b>
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## **OVERVIEW OF FENCING**

Fencing is a combat sport that involves duelling with a weapon. Fencers are required to wear the following items

- Fencing Mask
- Glove
- Full body armor/uniform that covers the neck down to the knees
- Knee-level socks
- Shoes
- Weapon

In other words, fencing gear & uniform covers the body from head to toe.

### **In a Real Fencing Duel**

In fencing, fencers begin at a distance of around 2 metres apart, on either side of the midpoint. The fencing strip is 14 metres long, 1.5-2 metres wide. The weapons in fencing - epee, sabre, foil have different rules and target area. In short, the purpose of the game is to score a point by hitting the target area. This is judged by a referee. Whenever the two opposing fencers come into contact with each other, the game will be halted.

### **Why is Resumption of Fencing Important?**

Much like other sports, fencing is a skill that takes years of hard work, sweat and tears to build. A substantial number of our athletes are competing on the Asian & International arena. Many have returned with favourable results.

In fact, as a club, Blade Kuala Lumpur represented 9 out of the 21 fencers at the recently held 2019 SEA Games in the Philippines. To top it off, our club achieved unprecedented results by contributing all the medals for fencing to our beloved country of Malaysia by winning 2 Silver Medals, and 1 Bronze medal - surpassing the target set by the Malaysian Fencing Federation. Another one of our athlete represented Thailand, and won the Gold Medal for his country.

All this has been made possible with our members training diligently 4 times a week. Training at this level builds muscle memory, coordination, core muscles, agility and most importantly tenacity and mental strength. While this MCO has been necessary, fencers have been disheartened but have been itching to resume their training so all is not lost from the thousands of hours they have poured into the sport.

The safety of our coaches and our members are of utmost importance. We take the spread of Covid 19 very seriously, and this is why we have are writing in to seek approval to restart our program for the mental, physical health of our members, and also for the survival of our business.

### **Logic Behind Private Lessons Only**

As a club, we understand that while the risk is minimal in the game of fencing due to the protective nature of the gear fencers are required to wear, the risk is still present. Hence, we are proposing to resume only private lessons for the time being. In the case of a private lesson, distance is constantly controlled by the coach. Natural distance in a private lesson environment between coach & athlete is usually maintained at a minimum of 1m, due to the natural extension of the arm & weapon. Both the coach and the fencer will be geared up. Private lessons are all about refining the minute details of fencing. Therefore, the chances of a fencer and coach colliding is almost zero. This is much aligned to the principle of social distancing.

### **General Hygiene**

The club has taken steps to mitigate the risk by performing hourly cleaning of commonly touched surfaces, sanitizing after use, and frequent hand washing. In addition, we will decommission the use of our water dispenser, disallow consumption of food, and also remove the common bin.

### **Control of Staff Members**

Staff members are updated on the progress of Covid 19. With this in mind, the club has taken initiative to request for the movement log of the coaches so we minimize the risk of staff members catching the virus. Our team is small and manageable with only 6 full time employees.

### **Self Declaration, Temperature Check & Symptom Screening, Travel Log of Staff**

This is a practise we have been performing pre-MCO. We will continue doing, so no ill person, or PUI/close contact are admitted into the club.

### **Ventilation & Air-Conditioning**

All windows will be opened so ventilation is similar to that of an outdoor environment. Standing fans will be installed, and strategically placed so aerosolization does not happen.



## **EMPLOYEE TRAVEL LOG**

NAME : \_\_\_\_\_

<b>NO</b>	<b>DATE</b>	<b>TIME OF ENTRY</b>	<b>LOCATION</b>
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### **10. SOCIAL DISTANCING & MOVEMENT CONTROL WITHIN THE CLUB**

- a. The club will be divided into a Waiting Zone & a Fencing Zone.
- b. The Waiting Zone is where fencers wait for their lessons to begin, or wait for their guardians/parents to pick them up.
- c. The Fencing Zone is where a lesson is being conducted.
- d. The Waiting Zone will have individual chairs placed at least 1 metres apart. Fencers will be required to sit on the chair, and place their bags next to them.
- e. A maximum of 6 fencers are allowed to wait inside the premise (Waiting Zone).
- f. The Fencing Zone will have 5 individual chairs for fencers who are having their lessons. Each station will consist of a chair, and space to place the fencer's bag/fencing bag.
- g. No items are allowed to be left on the floor. All items must be stored inside the fencer's bag.
- h. Fencers are only allowed to rest on the chair, not on the floor.

- i. Fencers are required to sanitize their individual station with the sanitizer prepared.
- j. Coaches & fencers must have their face mask worn at all times when at the club.
- k. Coaches & fencers are only allowed to remove his/her face mask when giving/receiving a lesson respectively.
- l. When a face mask is removed, coaches & fencers must immediately put on their fencing mask.
- m. Social distancing between individual lessons to be practised - all usable fencing strips will be marked. A minimum of 2.5 metre between each usable strip is practised.
- n. Fencers will be prohibited from moving freely within the club.
- o. Fencers are only allowed to move to/from his/her allocated Waiting Zone seat, his/her allocated Fencing Zone seat, fencing strip, lavatory, prayer room and the entrance.
- p. In addition to point 6(l), individual fencers' movement must be controlled. A safe distance of at least 2 metre from one another has to be practised at all times if movement within the club is necessary.
- q. No hand shaking/physical body contact will be allowed. Pre/post class salutation is understood, and can be done verbally.

#### **11. VENTILATION, AIR FLOW, AND AIR-CONDITIONING**

- a. Due to the dangers presented by recirculation of contaminated air, air-conditioning will be switched off.
  - b. Windows will be kept open during lessons/class, mimicking that of an outdoor space.
  - c. If standing fans are used, they must be installed facing away from fencers to avoid aerosolization of the air which can increase the chances of viruses being spread.
12. When a face mask is removed, fencers must immediately put on their fencing mask.
13. Social distancing between individual lessons to be practised - all usable fencing strips will be marked. A minimum of 1 metre between each usable strip is practised.
- a. Fencers are encouraged to wear a mask shield. If a mask shield is not attainable, you may tape up the front of the mask to avoid vaporisation.

Parents/fencers,

#### **\*REOPENING\***

Blade KL has obtained approval from MITI, and the club will resume its operations on Monday the 15th June. As with most industries, some SOPs will be introduced to minimize the risk of the coronavirus spread. We hope to receive your support, co-operation and understanding as we work our way around making this a safe environment for the fencers and our staff.

#### **\*STANDARD OPERATING PROCEDURE (SOP)\***

In view of this, we are sharing with you today two files

- 1) A short summary of our SOP
- 2) A detailed version of our SOP

#### **\*CLASS RESERVATION\***

We will be sending out a one-off \*class booking form\* tomorrow morning. This will determine the class you/your child will be attending. Kindly reserve your permanent session(s) as soon as possible. This is in line with the SOP set by the ministry, where sports premises are asked to have proper scheduling & arrangement. On top of that, the club needs to control the maximum number of students per session. Hence it is important for you to pre-book your session. Fencers who would like to attend on an ad-hoc

basis, please do not submit the form. You may contact us when you wish to attend, and we'll advise you accordingly.

Thank you.