

# SINGAPORE TAEKWONDO FEDERATION GUIDELINES FOR RESUMPTION OF TAEKWONDO ACTIVITY FOR PHASE TWO ("SAFE TRANSITION")

Version	Prepared By	Prepared Date	Endorsed By	Endorsed Date
0.8.5	Lai Han Seng	23 Jun 2020	SportSG, IMC, MC	24 Jun 2020
0.8.0	Lai Han Seng	18 Jun 2020	[Draft]	[Draft]
0.6.0	Lai Han Seng	8 Jun 2020	[Draft]	[Draft]

## 1. INTRODUCTION

- 1.1. As announced by the Multi-Ministry Taskforce, Phase Two will commence on 19 June 2020. Prior to the resumption of sport, it is important for the Singapore Taekwondo Federation (STF) and affiliates to safely prepare the sporting environment. A thorough risk assessment must be carried out, with preparation that is specific to the sporting environment. Measures mandated in this advisory have to be in effect before the sport and physical exercise & activity are permitted to resume.
- 1.2. These guidelines will cover the following key areas – **General Measures, Training Measures, General Hygiene, Education and Return to Sport**. It has additionally been submitted to Sport Singapore for review.
- 1.3. Affiliates are to take guidance from these guidelines in developing their safe management plan (hereinafter referred to as "Plan"). These guidelines have to be incorporated into the safe management measures required by the Ministry of Manpower issued on 9 May and updated on 1 June 2020 ("Requirements for Safe Management Measures at the workplace).
- 1.4. Measures from advisories by MTF, MOH, MOM and other relevant agencies should also be referenced if relevant. For example, affiliates also have to review and take guidance from the guidelines set by the Ministry of Health issued on 15 June 2020 ("**Moving Into Phase Two of Re-Opening**"), the Joint Advisory by Enterprise Singapore (ESG), Housing & Development Board (HDB), Singapore Tourism Board (STB) and Urban Redevelopment Authority (URA) issued on 16 June 2020. ("**Advisory for Phase 2 Re-opening of Retail Establishments and Lifestyle-Related Services**") and the advisory by SportSG published on 17 June 2020 and updated on 18 June 2020 ("**Advisory For Resumption Of Sport And Physical Exercise and Activity For Phase Two Safe Transition**").
- 1.5. This Plan should be prepared within two weeks of the date of resumption of on-site operations and are to be made available on site for inspection by the authorities. Government agencies will be

conducting inspections following Phase Two reopening, where those who do not comply with safe management measures may face penalties. Sport Singapore will be conducting on-site inspections, where businesses found not complying with safe management measures may be required to close.

- 1.6. The number of workers who are working on-site should also be submitted via the GoBusiness portal (<https://covid.gobusiness.gov.sg>) within the same two weeks.
- 1.7. In addition, affiliates must submit the declaration form found in Annex A to STF within two weeks of the date of resumption of on-site operations.
- 1.8. Affiliates who are conducting classes in community clubs or similar establishments/associations must work with the relevant parties to ensure that the measures are in place.
- 1.9. The STF guidelines will be updated based on the latest guidelines issued by the relevant authorities.

## **2. GENERAL MEASURES**

### **2.1. Safe Management Officers**

- 2.1.1. Appointment of Safe Management Officers (SMOs) who are briefed to oversee and ensure that the required Safe Management Measures are in place. The SMO will be responsible for formulating the implementation plans, conducting inspections and checks, as well as maintaining records for subsequent audits by the authorities.

### **2.2. Facility Access & Temperature Screening**

- 2.2.1. Support Contact Tracing. All affiliates must register and implement SafeEntry (which includes travel and health declarations) for participants and visitors. As such, there should be dedicated entry/exit points to the venue and movement control within the venue.
- 2.2.2. Implement Temperature Screening. Affiliates must conduct temperature screening and checks on visible symptoms for visitors prior to entry and turn away those with fever and/or who appear unwell. Individuals with temperatures of 38 degree Celsius and above are considered as having a fever and will be denied entry.
- 2.2.3. Travel and Health Declaration. Athletes, coaches or other approved personnel who are unwell, on Stay Home Notice (SHN) or Quarantined Order will not be allowed to enter the venue.
- 2.2.4. Employees and visitors are encouraged to download and activate the TraceTogether app to facilitate contact tracing.

### **2.3. Facility Capacity**

- 2.3.1. Facilities can only admit a maximum number of persons according to its Gross Floor Area based on 10 sqm per person. No facility, regardless of size, shall admit more than 50 persons without specific approval by Sport Singapore. i.e. facilities up to 50 sqm can admit up to 5 persons, e.g. a 20 sqm facility can accommodate 5 persons while a 60 sqm facility can accommodate 6 persons (60 sqm / 10 sqm per person). This number does not include staff.

### **2.4. Crowd and Flow Management**

- 2.4.1. Crowd Management. Affiliates who operate their own facilities will have to devise systems to ensure there is no overcrowding at or around their premises, such as through the use of booking systems. These affiliates will have to manage rest areas and changing room operations to prevent crowding and loitering.
- 2.4.2. Safe Distancing of 1m during entry/exit/queuing (i.e. as a practical guide this equated to “2-arm’s length during exercises”).
- 2.4.3. Wear Masks & Ensure Hygiene. Affiliates will have to ensure that all visitors don masks when they enter the facility. Hand sanitizers should be placed in close proximity of the facility entrance and high-touch surfaces like door handles. Visitors should be encouraged to sanitize their hands before entering the facility.
- 2.4.4. Human Traffic Flow. Redesign traffic flow to minimise mixing. Affiliates will have to organize human traffic flow and space management to ensure that the mixing of groups is minimized to transient contact. Athletes from one training session must be allowed to leave the training area before the next group comes in. Equipment should be arranged to allow users to exercise at a safe distance with each other.
- 2.4.5. Affiliates should minimize walk-ins and encourage visits by prior appointment.

### **2.5. Minimize Time and Contact**

- 2.5.1. Minimize use of changing facilities. Encourage athletes to prepare prior to arrival (arrived dressed and ready to train) to minimise use of changing facilities.
- 2.5.2. Minimize use of bathrooms. Encourage athletes to shower at home (instead of at the facilities) upon completion of training.
- 2.5.3. Staggered training timings should be implemented to avoid overcrowding in the training venue, such that safe physical distancing is not possible.

- 2.5.4. Encourage athletes and coaches to only commute between training venues and their residences, without lingering outside before/after training.
- 2.5.5. Athletes should be encouraged to not socialize or have group meals before, during or after training.
- 2.5.6. Athletes should not share drink bottles, towels, or any other personal sporting equipment.
- 2.5.7. There should be no unnecessary body contact (e.g. hand shaking, high fives).

### **3. TRAINING MEASURES**

- 3.1. In general, physical distancing of 2m (2 arms-length) between individuals should be maintained while exercising and playing sport (i.e. activities where athletes are spaced out and moving by command in synchrony – hand techniques, kicking, poomsae).
- 3.2. A physical distancing of 3m (3 arms-length) between individuals should be observed for indoors high intensity or high movement exercise classes.
- 3.3. As stated in clause 2.3.1, depending on the facility's Gross Floor Area, there can be multiple groups of no more than 5 persons per group (additional 1 Coach/ Instructor per group is permitted). A 3-metres distance must be maintained between the groups and there should be no mixing/ mingling between the groups at all times. Groups must be separated with visual indicators (i.e. marking on the floors) or through physical means (i.e. different training halls or physical barriers). For organized programmes and classes, an additional service provider (such as an instructor or a coach) from a permitted enterprise may guide the group.
- 3.4. One Coach/ Instructor is allowed to coach multiple groups of no more than 5 persons per group and he/she is to maintain a 3-metres distance from the groups and there should be no mixing/ mingling between the groups at all times.
- 3.5. There should be no extensive full body contact activities.
  - Activities should be modified to avoid extensive body contact (i.e. such as grappling or restraining).
  - Transient contact such as kicking, and punching are acceptable.
  - Light contact sparring is allowed, but all participants must avoid extensive body contact. This should be done only within the group of 5 persons.

- 3.6. Mask should be worn as a default. Masks can be taken off when performing strenuous activities, although it is still recommended as good practice even under such circumstances.
- 3.7. Sharing of common equipment should be avoided. Personal equipment should not be shared. Athletes should be encouraged to wear their own personal protective equipment.  
(<http://www.stf.sg/attachments/article/1328/People-Association-List-of-Equipment-Information-Sheet.pdf>). If this cannot be done, then equipment should be wiped down / sanitized frequently / after each session.
- 3.8. When possible, athletes should be grouped to avoid repeat participants (minimized mixing of athletes on different days).
- 3.9. Trainings should be staggered to minimize numbers and reduce contact. Modify training times so that there are less people present at one time.
- 3.9. Besides practicing good hand hygiene (hand sanitizers) on entry and exit to venues, athletes should be encouraged to do so pre, post and during training.
- 3.10. Coaches who are conducting online classes while physical classes are being conducted in the same physical space are recommended to wear their masks when conducting the online classes. The coach should not interact with any other people if the mask is removed and the mask must be kept on before and after the online classes. During the online classes, the coach must also keep at least 3m away from other physical groups, with no inter-mixing between groups.

#### **4. GENERAL HYGIENE**

- 4.1. Enhance Cleaning Protocols. Affiliates will have to frequently disinfect training venues including mats, common spaces and interactive components (e.g. smart kiosks, turnstiles). Equipment will have to be thoroughly wiped down and cleaned after each use. Personal equipment should not be shared.
- 4.2. Affiliates should arrange for a dedicated time to implement their cleaning protocol.
- 4.3. Affiliates must arrange for adequate quantity of cleaning agents (i.e. sanitizers, disinfectant).
- 4.4. Hand hygiene stations should be placed in high traffic areas and entry/exit points.

- 4.5. Affiliates have to ensure the venue is well ventilated and aired at regular intervals (i.e. protocol and frequency).

## **5. EDUCATION**

- 5.1. Education of individuals about COVID-19 risk mitigation strategies is crucial. Education will help to promote and set expectations for the required behaviors prior to recommencing activities. Possible education measures that the affiliates can implement include:
- Provide education material for individuals to promote required behaviors (e.g. regular and thorough hand washing, covering mouth and nose with a tissue or sleeve during coughing/sneezing).
  - Education of all individuals on hygiene practices and promote required behaviors relevant to their sport and environment.
    - No sharing of drink bottles and towels.
    - No sharing of mats, or equipment without an appropriate cleaning protocol, in between training sessions.
  - Display appropriate education material within sporting environments and facilities.
  - Encourage individuals to download the TraceTogether app.

Examples of education materials can be found in [Annex B](#).

## **6. RETURN TO SPORT**

- 6.1. Individuals should not return to sport if in the last 14 days they have been unwell or had close contact with a known or suspected case of COVID-19. In an environment of community transmission of COVID-19, any individual with respiratory symptoms (cough, sore throat, fever or shortness of breath), even if mild, should not to attend any training if they are unwell and should use a cautious approach.
- 6.2. Anyone who is unwell should be referred to a doctor in accordance with local MOH guidelines. Any individual with a possible case of COVID-19 should refrain from training (even at home) until they have been cleared to do so by a doctor, given the potential for worsening illness.
- 6.3. It should also be considered that anyone returning to sport and exercise after a period of social isolation and not exercising regularly may be at an increased risk of injury. Affiliates and individuals should apply a graded return to mitigate injury risk, understanding that sudden increase in training load will predispose to injury.

All coaches and athletes play a vital role in slow the spread of COVID-19. The safe reintroduction of sport requires thorough planning and safe implementation. Sport activities should be reintroduced in a cautious and methodical manner, based on the best available evidence to optimise athlete safety.

We therefore seek your continued support in ensuring strict adherence to the MOH, SportSG and related government advisories, and to convey these measures to your coaches and athletes. Let's work together to keep the Taekwondo community safe and healthy.

For queries, please email [stkdf@mail.com](mailto:stkdf@mail.com) or call STF office during office hours.

**ANNEX A**

**SINGAPORE TAEKWONDO FEDERATION  
DECLARATION FOR  
RESUMPTION OF TAEKWONDO ACTIVITY  
FOR PHASE TWO  
("SAFE TRANSITION")  
(VERSION 0.85: 22 JUNE 2020)**

AFFILATE: \_\_\_\_\_

I/We confirmed that we have implemented our safe management measures and safe return to sport plan with guidance from this advisory and other guidelines from the relevant authorities.

REPRESENTATIVE: \_\_\_\_\_

POSITION: \_\_\_\_\_

ID (last 4 digits): \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(and company stamp if applicable)

SAFE MANAGEMENT OFFICER:

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

ID (last 4 digits): \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(and company stamp if applicable)

**ANNEX B**

**Examples of Education Materials**

**(Please see attached)**

# COVID-19

## Practise Good Personal Hygiene

### Keeping our Hands & Environment Clean!

### 8 STEPS TO CLEAN YOUR HANDS



**WITH ALCOHOL BASED HAND SANITIZER**

Apply the product to the palm of one hand.

Rub the product on the surfaces of your hands according to steps 1 through 7 until your hands are dry.

© The Ministry of Communications and Information

### TYPES OF DISINFECTANTS

	For Hand Hygiene		For Disinfecting Surfaces				TIPS
	Soap & Water	Alcohol-based Hand Sanitiser (at least 60%)	Alcohol (e.g. Isopropyl/ Ethyl Alcohol 70%)	Benzalkonium Chloride (in common cleaning agents)	Chloroxylenol (ingredient in Dettol®)	Sodium Hypochlorite (in bleaches)	
Getting around (e.g. taking public transport)	✓	✓					
Travelling by air	✓	✓					
Cleaning the house or workplace (e.g. doorknob, windows, desk, phone, keyboard)	✓		✓	✓	✓	✓	<ul style="list-style-type: none"> <li>&gt; Keep windows open for ventilation.</li> <li>&gt; Wipe all frequently touched areas &amp; toilet surfaces and allow to air dry.</li> <li>&gt; Use alcohol as a replacement when the use of bleach is not suitable.</li> </ul>
Going to school	✓	✓					
Cleaning mobility aid(s) (e.g. wheelchair, quad cane, walking stick)	✓		✓	✓	✓	✓	
Eating out (e.g. at coffee shop, hawker centre, restaurant)	✓	✓					> Use a serving spoon when sharing food
Exercising (e.g. at a public fitness corner or gym)	✓	✓					> When exercising, prepare a spare towel & wipe down the equipment after use to remove perspiration from the equipment surface.
Visiting a healthcare institution	✓	✓					

**TIPS** Remember to moisturize your hands frequently after washing!





# WHEN AT PUBLIC TOILETS



**Flush fully  
after use**



**Wash hands with soap  
after using the toilet**



**Throw used tissues  
in trash bins**



**Keep toilets  
clean and dry**



**Singapore has enough supplies of food and essentials.  
Stay calm and only buy what you need.**

## If you are sick



**Wear a mask**



**See a doctor**



**Stay at home**



**DON'T doctor-hop**



**Do not spread rumours.**

Get the latest on the COVID-19 by signing up for the Gov.sg WhatsApp channel ([www.go.gov.sg/whatsapp](http://www.go.gov.sg/whatsapp))



# COVID-19 (Coronavirus Disease 2019)

If you have **mild flu-like symptoms** like



Cough



Runny nose



Sore throat



Fever

## SEE A DOCTOR

- Don't go to work or school
- Avoid crowds
- Stay at home
- Don't doctor-hop



Look out for this logo

You can go to  
Public Health Preparedness Clinics  
and polyclinics for subsidised treatments  
if you have flu-like symptoms.

Check [www.phpc.gov.sg](http://www.phpc.gov.sg)



## LET'S ALL DO OUR PART



Wash your  
hands frequently  
with soap



Monitor your  
temperature  
twice daily



**AVOID**  
touching your face  
with your hands



Comply with  
**Home Quarantine Orders**  
and **Stay-Home Notices**  
and stay at your  
designated locations



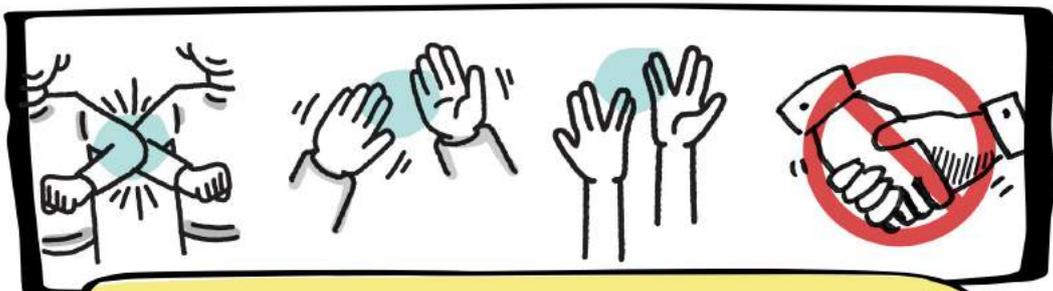
### Do not spread rumours.

Get the latest updates on COVID-19  
by signing up for the Gov.sg WhatsApp  
channel ([www.go.gov.sg/whatsapp](http://www.go.gov.sg/whatsapp))  
or at the MOH website ([www.moh.gov.sg](http://www.moh.gov.sg))

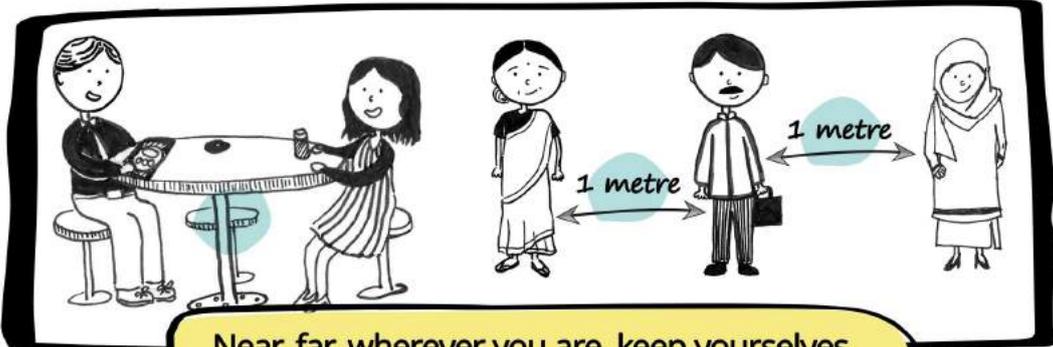


# KEEPING A SAFE DISTANCE

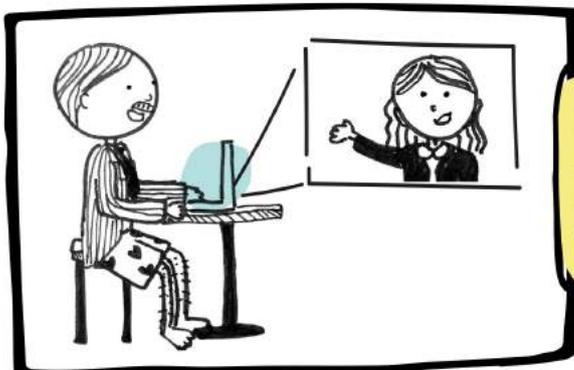
## A HOW-TO GUIDE



Elbow-bumps, air-five, or otherwise - just don't shake hands



Near, far, wherever you are, keep yourselves at least 1m apart from others



I Seek You (just not in person) – try video calls and instant messaging chats, not face-to-face meetings



Get the latest on the COVID-19 by signing up for the Gov.sg WhatsApp channel ([www.go.gov.sg/whatsapp](http://www.go.gov.sg/whatsapp))



# What is TraceTogether?

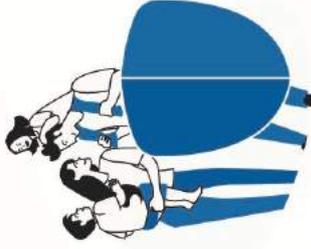
A community-driven contact tracing app to help stop the spread of COVID-19



TraceTogether



Get notified quickly by contact tracers if you had been in close proximity with a COVID-19 case<sup>1</sup>



Earlier notification means better protection for those around us



Everyone can play a part to combat the spread of COVID-19

Download the app, enable Bluetooth®, and protect your loved ones and yourself.

**TraceTogether, Safer Together.**

Jointly developed by:



GOVTECH  
SINGAPORE



MINISTRY OF HEALTH  
SINGAPORE



In support of:

For more details, visit [tracetogether.gov.sg](https://tracetogether.gov.sg)



<sup>1</sup>TraceTogether does not track your actual location. Instead, we ask for location permissions to estimate your proximity to other phones. Your data will never be shared with contact tracers, unless you had close contact with a COVID-19 case.