

North Peace Gymnastics COVID-19 Safety Plan



Introduction

This document is our own COVID-19 Safety Plan.

This document includes all relevant information from the BC government (Provincial Health Officer), WorkSafeBC, and [viaSport](#).

In the event that your club is audited by WorkSafeBC, all club personnel will be required to demonstrate compliance to the club COVID-19 Safety Plan.

Further, each club COVID-19 Safety Plan must be based on a thorough assessment of risk. This may involve consultation with employees, volunteers, participants, and other individuals.

Prior to returning to operations, each club's Board of Directors or Owner must formally approve the club's COVID-19 Safety Plan. Club Board Members and Owners are ultimately liable for the decisions and work of the club; therefore, the Board/Owner of each club should understand and be comfortable with the level of risk that the organization is taking on, and approve their clubs' COVID-19 Safety Plan before implementation occurs.

After this is complete, clubs must publish the approved COVID-19 Safety Plan electronically, front and center on club website home page and/or in hard-copy on the walls of the gym, in a conspicuous place.

Following the development, approval, and implementation of a COVID-19 Safety Plan, that club must then train and adequately supervise employees and volunteers to ensure they implement measures appropriately. Risks must be re-assessed and plans updated as needed, if regulations or circumstances change.

Additionally, all GBC member clubs must also post GBC's Return to Sport Plan and all of its appendices publicly for individual club members to access.

Gymnastics BC guidance and club COVID-19 Safety Plan requirements may change as government and provincial health requirements for businesses evolve. Therefore, this template should be considered a 'working file'

Please note: Claims related to the transmission of COVID-19 will not be covered by GBC's insurance policies; it is the responsibility of each member club to ensure that their individual members are aware of the absence of insurance coverage in this area and the risk they assume by returning to the gym.

Currently, the entire sport industry is dealing with an absence of coverage for claims related to the transmission of COVID-19. The entire sport industry is working together to find a resolution; this is not an issue unique to Gymnastics BC.

To mitigate risks, GBC has developed several risk management documents which must be completed by participants, parents/guardians, and club Owners/Managers prior to reopening, and/or participating in programming.



North Peace Gymnastics Association COVID-19 Safety Plan

Please note: this document is subject to change following provincial and federal health and safety requirements.

*NPGA's COVID-19 Club Representative: Chantelle Yates
(250) 787-5327 or chantelle@npga.ca*

This Club COVID-19 Safety Plan has been approved by the North Peace Gymnastics Associations Board of Directors on July 3, 2020.

Principles

The following five principles from BC's Restart Plan have been used to guide this document:

Personal Hygiene	Stay Home If Sick	Environmental Hygiene	Safe Social Interactions	Physical Modifications
<ul style="list-style-type: none">• Frequent hand-washing• Cough into your sleeve• Wear a non-medical mask• No handshaking	<ul style="list-style-type: none">• Routine daily screening• Anyone with any symptoms must stay away from others• Returning travelers must self-isolate	<ul style="list-style-type: none">• More frequent cleaning• Enhance surface sanitation in high-touch areas• Touch-less technology	<ul style="list-style-type: none">• Meet with small numbers of people• Maintain distance between you and others• Size of room: the bigger the better• Outdoor over indoor	<ul style="list-style-type: none">• Spacing within rooms or in transit• Room design• Plexiglass barriers• Movement of people within spaces

Steps to Return to the Gym

Step 1: Starting Activities *(to begin when clubs are prepared to safely open)*

Low-risk activities can occur with the following requirements:

- ✓ Ability to maintain physical distancing.
- ✓ Adherence to occupancy limit.
- ✓ Minimal sharing of equipment.
- ✓ Heightened cleaning protocols.
- ✓ The focus is on the development of physical abilities and basics. Spotting is prohibited.
- ✓ Training groups for Step 1 are described in Appendix 1.
- ✓ Small class size ratios of 8:1 per group or smaller depending on age and ability. Reduced training time of max. 3 hours will be scheduled.
- ✓ A program summary for Step 1 is included in Appendix 1.

Step 2: Expanding Activities *(to begin when clubs are able to safely progress beyond Step 1)*

A gradual decrease of restrictions can occur with the following public health recommendations in place:

- ✓ Ability to maintain physical distancing.
- ✓ Adherence to occupancy limit.
- ✓ Minimal sharing of equipment.
- ✓ Heightened cleaning protocols.
- ✓ The focus is on the development of physical abilities and basics. Spotting is prohibited.
- ✓ Training groups for Step 2 are described in Appendix 1.
- ✓ Larger class size ratios of 8:1 or smaller depending on age and ability. Increased training times will be scheduled.
- ✓ A program summary for Step 2 is included in Appendix 1.

Step 3: The 'New Normal'

To be determined at a later date, according to the [Government of BC regulations](#).

North Peace Gymnastics Safety Plan Requirements

Facility Access

To access NPGA please complete the following steps:

- Drop off is available at the main entrance: located off the side of the building in our parking lot
- In inclement weather please stay in your vehicle until a coach or employee comes to the main door. Line up outside the front door of the facility, maintaining a physical distance of 2m between yourself and others by standing on the social distance markers (1 student per marker)
- All participants in the upper gym will exit the building using the North exit door (located on 95 Ave). All participants in the 2 main floor gym areas will exit the building using the South exit door (located in the back-parking lot facing the Epscan yard). All participants will be escorted by their coach to the social distance markers placed outside these doors. Participants must not congregate in groups when they get picked up and are asked to leave the grounds immediately.
- Parents/guardians will be instructed to drop off and pick up their children **on time** without coming into the gym. Coaches or employees will escort participants in to the building and outside for pick up. Please be 5 minutes early, athletes will not be permitted to enter the facility after the coach has brought the class in.
- Parents/guardians will be instructed to tell their children to follow instructions of all NPGA staff when entering and exiting the facility.
- Prior to entering the facility, **all individuals** must fill out the Daily Screening Checklist. Daily checklists will be kept on file. NPGA staff will be collecting hard copies in the lobby.
- When classes are completed, all individuals must leave promptly. Parents will be reminded to pick up their children on time and are asked to arrive at least 5 minutes early.
- Parents will ensure that their children arrive dressed appropriately for class. We have closed our bathrooms for changing until further notice. This includes tight fitting gym attire or a body suit and clean socks.
- All participants entering the facility (3 years and older) are required to wear a face covering (mask, bandana etc)
- Members will be asked to register and pay for all programming through our website, which can be found here: www.npga.ca If the website is not accessible for members, they can call NPGA's office at (250) 787-5327 or email info@npga.ca
- Prior to participating in any programming, **all participants, parents/guardians, and club personnel** must complete required GBC forms.

Facility Operations

- NPGA's maximum occupancy (during Steps 1 and 2) is: 35 persons (including athletes, coaches and staff)
 - Maximum Occupancy for the lobby/hallway is: 10
 - Maximum Occupancy for the Office is: 2
 - Maximum Occupancy for the main gym is: 22
 - Maximum Occupancy for the upper gym is: 7
 - [Signs indicating these occupancy limits](#) are posted clearly in each space.
- We have marked pathways inside the gym using arrows, feet and circles
- Shared items (e.g., iPads) that can be disinfected between users are permitted. Avoid bringing unnecessary shared items to the gym.
- Unusable areas of the gym have been closed until further notice.

- Participants will be required to have their own chalk in a container/bag large enough to fit their hands. Chalk bags are available for \$20.00 and come with 1 block of chalk. Additional blocks are available for \$5.00/block
- The spectator area is closed until further notice.

The foam pit has been covered by matting and is closed until further notice. It has been reconfigured so the space can be used as a landing zone from the tumble track, the vault, the trampoline and the single rail bar.

Cleaning

NPGA's Cleaning and Sanitation Protocols:

- Our cleaning products have been approved by Health Canada to disinfect for Sars-Cov-2, the virus that causes COVID-19.
- We have implemented a cleaning log that will be used in all areas of the gym and building. Copies of the cleaning log can be found in our office and by emailing the club at: info@npga.ca
- We will clean the entrance, exit, gym lobby, and other high touch-point areas (e.g. washroom counters, doorknobs, handrails, break areas, etc.) frequently minimum of twice per day. The washroom will be disinfected a minimum of twice per day. We are only opening the first stall in each bathroom and sink at this time.
- Gymnastics equipment will be disinfected between each user. If not possible, equipment will be disinfected after each class and/or rotation until further notice. For equipment that can not be disinfected between users, users will be asked to use sanitizer on hands/feet or wear socks/gloves.
- Equipment that cannot be cleaned (cloth-like surfaces, foam pits, etc.) will not be used until an appropriate cleaning process has been identified.
- Communal gym tools, tablets, stereo systems will be cleaned or sanitized between each user.
- Once classes are over for the day and all athletes have left, all surfaces that were contacted will be sanitized (mats, floors, counters, washrooms, light switches, etc.). This will be completed in addition to cleaning processes during daily operations.

Communicate

NPGA will inform members of the new protocols (See Appendix 3) before their first visit to the gym, to foster confidence in the staff's commitment to keep everyone safe. This will include information on club:

- Daily Screening protocols
- Illness Policy (Appendix 2)
- Personal hygiene requirements
- Physical distancing requirements outside and inside the facility
- Cleaning protocols
- Programming changes (e.g. limitations on number of people permitted inside of the facility at once, policies regarding spotting, etc.)
- Any parent concerns, questions, and communication will be addressed via email or telephone, by Chantelle Yates, info@npga.ca or (250) 787-5327
- NPGA will post various resources and posters provided by the BC Centre for Disease Control (CDC), WorkSafeBC and GBC on our website, facility entrance, and in prominent places throughout the gym.
- We have appointed Chantelle Yates as a single point of contact to address all COVID-19-related communications, compliance, and coordination in the gym. She can be reached at (250) 787-5327 or chantelle@npga.ca

PLEASE NOTE: Insurance claims related to the transmission of COVID-19 will not be covered by GBC's insurance policies. Prior to participating in any programming, **all participants, parents/guardians, and club personnel** must complete required GBC forms.

Staff Training

- Formal and ongoing staff training at NPGA will be provided to staff to address the COVID-19 Safety Plan and programming modifications.
- Staff have created pictures/videos to show participants what to expect at the gym and they will be posted on our website and Facebook.
- Staff should contact their supervisor if they have questions or concerns as they return to their roles.

Screening

- NPGA requires that prior to entering the facility, all individuals must complete the Daily Screening Checklist.
- Individuals must stay home if they are unwell or if someone in their household is sick, even if the symptoms are mild. They must also stay home if they have knowingly been exposed to someone who is sick (Refer to Illness Policy – Appendix 2).
- Individuals must not enter the facility or participate in any activity if they have, or someone from their household has, travelled outside of Canada in the last 14 days.

Personal Hygiene

- NPGA will provide hand-washing and/or sanitizing stations in each bathroom (hand washing) and at each entry and exit door (hand sanitizing).
- NPGA has implemented a policy that all athletes are required to use hand sanitizer when entering the facility to ensure the athlete's hands are sanitized before they enter the gym.
- Hand-washing or sanitizing will be required at a minimum upon entering the facility, after using the washroom, between apparatus changes and before exiting the facility.
- All participants should arrive dressed for their class and only bring what they need in a marked bag (e.g. chalk, grips, full water bottle, hand sanitizer, yoga mat, socks, gloves, tape, etc.).
- Sharing of personal items including (but not limited to) food and beverages (e.g. water bottles) is forbidden.
- Use of masks is required (for those 3 years of age and older) during entry and exit of the building, in the lobby and washrooms due to limited social distancing. Coaches will wear masks during entry and exit of the facility and in the lobby area. Masks and Gloves should be worn for all medical emergencies and coaches will be required to wear a fanny pack with these items including band aids etc.

Physical Distancing

- Everyone who enters NPGA must maintain, at minimum, physical distancing of 2 meters, at all times.
- Coaching for all programs must be performed hands-free (no spotting). Spotting will only be done if a participant's safety is at risk.
- NPGA may use our parking lot as outdoor space for conditioning and any other safe activities assuming physical distancing requirements and cleaning requirements can be maintained.

Scheduling of Activities

- NPGA will adhere to the [Rule of Two](#) at all times. This means that no one-on-one training (without another coach present) will take place.
- In order to meet provincial health officer requirements, groups sizes and scheduling are being adjusted.
- Drop-in classes are cancelled until further notice.
- Detailed attendance and membership tracking will be taken and kept on file.

Injury Protocol

Requirements

- If an injury occurs and physical distancing measures must be broken, all persons attending to the injured individual will put on a mask and gloves.
- NPGA will have personal protective equipment (PPE) on hand (gloves, masks), stored separately from first-aid kits in case of emergency.
- NPGA will maintain a well-stocked first aid kit in case of emergency.

Illness Policy

- NPGA Illness Policy is provided in Appendix 2.

Outbreak Response

NPGA is committed to the following process in the event of a COVID-19 Outbreak:

Early detection of symptoms will facilitate the immediate implementation of effective control measures. In addition, the early detection and immediate implementation of enhanced cleaning measures are two of the most important factors in limiting the size and length of an outbreak. An "outbreak" is two or more cases; a "case" is a single case of COVID-19.

1. If a case or outbreak is reported, Chantelle Yates (250) 787-5327 or (250) 263-4145 chantelle@npga.ca will be the main point of contact for all parties. Chantelle Yates has the authority to modify, restrict, postpone or cancel any or all club activities.
2. If staff (including volunteers) or a participant reports they are suspected or confirmed to have COVID-19 and have been at the workplace/activity place, Chantelle Yates will implement enhanced cleaning measures to reduce risk of transmission.
3. Chantelle Yates will implement the illness policy (see Appendix 2) and advise individuals to:
 - a. self-isolate
 - b. monitor their symptoms daily, report respiratory illness and not to return to activity for at least 10 days following the onset of fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue and loss of appetite.
 - c. use the COVID-19 self-assessment tool at BC COVID-19 Self-Assessment Tool to help determine if further assessment or testing for COVID-19 is needed.
 - i. Individuals can contact 8-1-1 if further health advice is required and 9-1-1 if it is an emergency.
 - ii. Individuals can learn more about how to manage their illness [here](#).
4. In the event of a suspected case or outbreak of influenza-like-illness, Chantelle Yates will immediately report and discuss the suspected outbreak with the Medical Health Officer (or delegate) at your local health authority. Implement your Illness Policy and your enhanced measures.

If NPGA is contacted by a medical health officer in the course of contact tracing, all individuals associated with the club must cooperate with local health authorities.

This document is based on Gymnastics BC's Return to Sport Plan, which is available [here](#). Further, our club is staying current with all requirements provided Provincial Health Offices, Regional Health Authorities, WorkSafeBC, and Gymnastics BC.

Appendix 2: North Peace Gymnastics Association Illness Policy

In this policy, "Team member" includes an employee, volunteer, participant or parent/spectator.

1. Inform an individual in a position of authority (coach, team manager, program coordinator)

immediately if, you feel any symptoms of COVID-19 such as fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue and loss of appetite.

2. Assessment

- a. Team members must review the self-assessment signage located throughout the facility each morning before their shift/practice/activity to attest that they are not feeling any of the COVID 19 symptoms.
- b. Managers/coaches will visually monitor team members to assess any early warning signs as to the status of their health and to touch base on how they are regarding their personal safety throughout the workday/practice/activity.
- c. If Team Members are unsure please have them use the self-assessment tool <https://bc.thrive.health/covid19/en> or through the COVID-19 BC Support App self assessment tool.

3. If a Team Member is feeling sick with COVID-19 symptoms

- a. They should remain at home and contact Health Link BC at 8-1-1.
- b. If they feel sick and /or are showing symptoms while at work, they should be sent home immediately and have them contact 8-1-1 or a doctor for further guidance.
- c. No Team Member may participate in a practice/activity if they are symptomatic.

4. If a Team Member tests positive for COVID-19

- a. The Team Member will not be permitted to return to the workplace/practice/facility until they are free of the COVID-19 virus.
- b. Any Team Members who work/play closely with the infected Team Member will also be removed from the workplace/practice/facility for at least 14 days to ensure the infection does not spread further.
- c. Close off, clean and disinfect their work/practice/facility area immediately and any surfaces that could have potentially be infected/touched.

5. If a Team Member has been tested and is waiting for the results of a COVID-19 Test

- a. As with the confirmed case, the Team Member must be removed from the workplace/practice/facility.
- b. The Public Health Agency of Canada advises that any person who has even mild symptoms to stay home and call the public health authority of B.C.
- c. Other Team Members who may have been exposed will be informed and removed from the workplace/practice/activity for at least 14 days or until the diagnosis of COVID-19 is ruled out by health authorities.
- d. The workspace/practice/activity space will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched.

6. If a Team Member has come in to contact with someone who is confirmed to have COVID-19:

- a. Team Members must advise their employer/coach if they reasonably believe they have been exposed to COVID-19.

- b. Once the contact is confirmed, the Team Member will be removed from the workplace/practice/activity for at least 14 days or as otherwise directed by public health authorities. Team Members who may have come into close contact with the Team Member will also be removed from the workplace for at least 14 days.
- c. The workspace/activity area will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched.

7. Quarantine or Self-Isolate if:

- a. Any Team Member who has travelled outside of Canada within the last 14 days is not permitted to enter any part of the facility and must quarantine and self isolate.
- b. Any Team Member with any symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate.
- c. Any Team Member from a household with someone showing symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate.
- d. Any Team Member who is in quarantine or self-isolating as a result of contact with an infected person or in families who are self-isolating, is not permitted to enter any part of the facility.