



Box 6863, Bonnyville AB T9N 2H3 (780) 826-5634

Ashlin Gymnastics Policies and Procedures for Pandemic Operations

Member Awareness

All individuals, including children, parents/guardians and staff must be screened upon arrival using criteria below. Entry will be denied to any person including the child of a parent/guardian who meets the following criteria:

- Signs or symptoms of respiratory infection or cold like symptoms, such as cough, shortness of breath, sore throat, runny nose and/or fever.
- Anyone who has travelled outside of Canada in the last 14 days.

Parents/guardian will be required to complete AGF's Notification of Risk/Release of Liability Waiver, PIPA Waiver and the COVID-19 Waiver

Parents/guardians will be required to complete a Daily Screening Checklist upon each arrival that will be administered by staff. Child's daily temperature will be recorded - this temperature reading will be taken at the facility. Any temperature reading 38.0 C or above parent will be asked to take child home.

Once the checklist is complete, with child's temperature recorded, you will be informed if access is granted or denied. Staff/Coach will be taking children to their designated class areas after screening during arrival and departures.

Entering & Exit Facility (Social Distancing)

Limit carpooling among club participants, only members of the same family or cohort should be in a vehicle together.

Parents/guardians ensure physical distancing requirements are being met.

Parents/guardians ensure your child comes dressed for class, remain in your vehicle until Staff/Coach opens the door signalling class will begin in 10 mins.

We will be placing distancing lines outside the facility for parent & gymnasts to line up before entering (ie pylons markers) (once we re-open we will explore other options especially once cold weather comes)

Staff/Coach will usher athlete and parent into the club one at a time. Staff/Coach administer the screening checklist and re-iterate the hand sanitizing and physical distancing protocol prior to athletes entering the facility.

All persons must properly wash with soap and water or sanitize hands upon entering facility.

Families are limited to 1 parent per child, and should they choose to stay and view the class, are asked to use 1 seat to separate them and another customer. Markers will be placed on the floor for guidance to help with social distancing.

Any parent/guardian that chooses to stay will also be required to complete the Daily Screening Checklist before entry. All parents/guardians/visitors are required to wear a mask at this time. If parent/guardian choose to stay and view they must have their own mask.

At this time parents/guardians will pick up their gymnasts outside. If parents/guardians are running late call the gym 780-826-5634, a staff member will be there to supervise outside while waiting for pick-up.

Anyone feeling unwell MUST STAY HOME

Once classes are over athletes and parents will need to leave the gym immediately, in order to accommodate cleaning between classes.

Staff/Volunteers/Child Management

Ensure the physical distancing requirements are met

Prior to coming to work(daily), staff are required to complete the Screening Checklist, report to their designated supervisor.

Staff are required to sanitize/wash hands between equipment rotations

Staff should avoid physical contact with one another and children eg. hugs, high-fives etc

Currently, hands free coaching (no spotting) for recreational programs i.e mainly circuits, unless required to prevent injury.

Currently, hands free coaching (no spotting) for competitive programs – ie modify training needs to ensure athletes are only doing safe skills, not learning new skills which might require spotting, unless to prevent injury.

Follow recommendations for wearing masks for the coaches and staff; if staff/coach cannot follow the distancing measures a mask must be worn i.e. spotting an athlete or dealing with an ill child. Coach does not need to wear gloves while spotting, they will need to wash/sanitize hands in between each athlete after spotting.

Gloves are required for coaches cleaning equipment between rotations or at the end of the day, and hands need to be washed between each new set of gloves.

Personal safety measures such as coughing/sneezing into arm.

Staff/Coach will ensure their athletes are washing/sanitizing hands before coming into gym area, in between rotations and after class.

Maintain confidentiality of any person confirmed to have been Covid-19 infected.

Rapid Response to Symptomatic Individuals

If staff, volunteer, patrons, children come to our facility sick, or become sick while at our facility, the following requirements apply:

- Staff, volunteers, patrons, children who appear to have acute respiratory illness symptoms(cough, shortness of breath, runny nose) should be sent home immediately
- Symptomatic employees/volunteers should follow hand hygiene and respiratory etiquette and maintain at least 2 metres away from other employees, volunteers, patrons and children while leaving the premises.
- If the individual does not have their own transportation staff will support them in arranging for transportation home where needed.
- If a child begins to experience symptoms while attending class they will be immediately separated from others in a supervised area until their parent/guardian are able to pick them up.
- Children with symptoms must be excluded from class for 14 days after the onset of symptoms.
- Once the sick individual has left the facility, staff will clean and disinfect all surface areas with which they may have come into contact.
- We will immediately record the names of all that came into contact with the sick worker, volunteer or child at our facility prior to when the symptoms started in the case, these records will be held for 2 weeks as required by Government of Alberta or Alberta Health Services.

Facility Safeguarding

Ashlin will heighten cleaning of the entire facility, especially high traffic areas(e.g. lobby area, washrooms), using routine practices that follow regulations for cleaning, sanitizing and disinfecting frequently touched objects and surfaces.

Frequent cleaning and disinfecting high-touch surfaces such as:

- Doorknobs, light switches, toilet handles, faucets and taps, railings, entrance gates into gym
- Phones, computers, keyboards, remote controls, stereo, surface counters
- Checklists have been provided for the lobby area, they MUST be followed and filled out daily.

Frequent cleaning and disinfecting high traffic/communal areas such as washrooms, kitchen area, lobby area(at this time the toy room will be closed)

- Checklists have been provided for the washroom/kitchen area, they MUST be followed and filled out daily.

Ashlin will promote and facilitate frequent and proper hand hygiene for staff, coaches, volunteers, children and other patrons.

- We have provided means to sanitize hands in the lobby before entry to the facility
- We have provided hand sanitizing stations at each event (bars, beam, floor, vault)
- Hand washing stations upstairs i.e. the washrooms and kitchen area will be available

We will make every effort to encourage respiratory etiquette(e.g. coughing or sneezing into bent elbow or tissue and promptly disposing of used tissues in lined garbage bins) is followed.

We have used posters to remind staff, coaches, volunteers, children and other patrons to practice respiratory etiquette and hand hygiene is strongly encouraged in work areas where they are easily seen (e.g washrooms, lobby, gym area)

Staff/coaches will clean/sanitize gymnastics equipment between groups/classes and at the end of the day.

- Disposable towels, spray cleaners, or disposable wipes will be available to regularly clean equipment in between use
- Staff/coaches are required to wear gloves when disinfecting equipment
- Checklists have been provided for a cleaning on all events. Checklist MUST be followed and filled out daily & will be monitored by office staff.

Once classes are over for the day and all athletes have left, all additional surfaces will be cleaned and disinfected (floors, counters, bathrooms) and all personal items left behind i.e water bottles, grips etc should be disposed of.

- All cleaning supplies will be provided and maintained by the facility, all cleaning products are authorized disinfectants as per Government guidelines.
- Volunteers are required to wear gloves and masks while cleaning these will be provided by the facility.
- Staff/Coach will be fogging the gym every evening.

Ashlin will not have water fountains available for the public. Gymnasts will provide their own water and there will be no sharing.

Removal of all communal items that cannot be easily cleaned, such as foam pit blocks, stuffed toys. It is recommended that facilities have toys that are easily cleaned and disinfected. It may be prudent to increase the frequency of the cleaning schedule for these items or close the area especially if symptomatic staff and children have been touching the toys.

Should a new case be reported, our facility will close temporarily for a deep clean and disinfecting of all areas and to ensure others are not infected. Any missed classes will be added onto the end of the session.

Program Management

Adhere to the maximum numbers in the facility and training areas as dictated by the Government of Alberta, currently a maximum of 50 participants or what our gym can accommodate.

Ensure the physical distancing requirements are met

Limit, where possible, physical contact among participants

Athletes are required to wash/sanitize hands upon arrival at the facility, in between each event, and before pick-up.

Participants are required to bring their own water bottle (no water fountain on site) and are not allowed to share.

Participants are instructed not to wear masks during periods of activity as they can be a safety issue.

We will add time between class changeover or stagger start and end times to ensure time to clean/disinfect equipment

We will create scheduling for events in order to maintain the guidelines of physical distancing

We will create a rotation schedules with little to no crossover traffic

We will use different colour Velcro or other methods to create social distancing lines within the facility, using visual cues in the gym to assist children throughout their class.

Use of personal chalk containers or chalk bags rather than the open chalk bucket; each competitive athlete will be supplied with their own chalk and will be instructed not to share.

- With only one athlete using a block of chalk it is expected to last for an entire month

Athletes are not permitted to share personal training equipment i.e. grips, slippers, wrist bands, tiger paws, ankle braces, tape etc.

Ashlin will be following the guidelines set out by the Alberta Government, Alberta Health Services and Alberta Gymnastics Federation.

Any and all guidelines in this document are subject to change and be updated as necessary to reflect science and best practices, as new information becomes available.

