

# Rose City Gymnastics

## PREVENTING COVID-19 IN THE FACILITY

### Athletes, Parents, Guests HANDBOOK

- Rose City Gymnastics COVID-19 Screening Process Agreement
- Rose City Gymnastics Preventing COVID-19 in the Facility Policy
- Rose City Gymnastics COVID-19 Daily Wellness Entrance Checklist

**This is Phase 1 of a living document – changes will be made as needed**

#### Please Note:

- Every athlete will need to have this filled out and on file
- Every parent/person/guardian who enters the facility will have to fill this out

## **Rose City Gymnastics COVID-19 Screening Process Agreement**

As you know, COVID-19 continues to evolve quickly. Given this, we are implementing an active screening process for potential risks of COVID-19 with everyone entering into the Rose City Gymnastics building to ensure the safety and well-being of everyone involved.

Please note, at this time and until further notice, we are not allowing visitors, parents, athletes, board members or staff into the building until they have completed the necessary forms either virtually or at the front door. *Virtually meaning: All applicable policies and checklists can be emailed to you in advance so you can complete them online prior to arriving at the entrance. You can email [comp@rosecitygymnastics.com](mailto:comp@rosecitygymnastics.com), [rec@rosecitygymnastics.com](mailto:rec@rosecitygymnastics.com) or [exec@rosecitygymnastics.com](mailto:exec@rosecitygymnastics.com) to get this information. These forms will need to be approved before entering the gym.* Please note, should you choose the option to complete the documents at the front door, you will be held at the front door holding area until all documents are completed, signed and reviewed by a supervisor. You will not be permitted into the facility until the documents have been approved.

Please note that all athletes/persons will need these forms completed by a parent/guardian if they are under 18 years of age.

Please note that Forms 1 & 2 are signed and on file prior to entering and Form 3 will be filled out daily prior to entering the building:

1. **Rose City Gymnastics COVID-19 Screening Process Agreement**
2. **Rose City Gymnastics Preventing COVID-19 in the Workplace Policy**
3. **Rose City Gymnastics COVID-19 Daily Wellness Entrance Checklist**

Following the completion of the applicable steps above, Rose City Gymnastics management will further discuss your request of entering the facility and will make a decision that ensures the safety of you and our existing employees.

We sincerely hope you understand the precautions and measures we are taking as they are in place to ensure the safety of everyone who enters our facility and it is not something we take lightly.

Thank you for your cooperation.

# **Rose City Gymnastics Preventing COVID-19 in the Facility Policy**

## **Intent**

This policy was developed to help prevent the spread of COVID-19 in the workplace. The precautionary measures have been developed using advice and information obtained from the World Health Organization, the Ontario and Federal Governments of Canada, and sport governing bodies.

## **Guidelines**

Rose City Gymnastics will work to achieve a workplace/facility that follows all precautionary measures identified by applicable governmental bodies and public health authorities to reduce the spread of COVID-19.

## **Athlete/Parent/Guest Responsibilities**

All athletes, parents and guests should ensure they understand and comply with the infection prevention policies and practices outlined within this policy. Anyone who is sick in any way or is exhibiting any symptoms will not be allowed into the building. If anyone in the family is experiencing any symptoms, the whole household will not be permitted into the facility.

## **Physical Distancing:**

- Keep a distance of at least 2 meters between you and anyone else, including your teammates, coaches, and guests
- Limit 1 person in the bathroom at one time (unless part of the same family unit)
- Reduce or eliminate activities that require close physical proximity or contact with people, such as meetings, athletes waiting for turns, parent viewing, picking up and dropping off athletes
- Limit any necessary personal proximity to others that is closer than 2 meters to the shortest time possible
- No parent viewing at this time; viewing will be virtual only

## **Carpooling:**

It is recommended that carpooling be restricted to members of the same household only.

## **Entering the Facility:**

Only one parent will be permitted per athlete. We strongly encourage parents to maintain physical distancing in the parking lots and building entrance ways. All athletes and parents must follow these steps when entering the building.

- 1) Put mask on prior to entering the facility
- 2) Enter through south-side door / Exit the facility through the south-side door inside the gym under the stairs
- 3) Sanitize hands
- 4) Complete Daily Wellness Entrance Checklist online 2 hours before class or upon entrance
- 5) Must maintain physical distancing while waiting for class to begin
- 6) We will assess the wearing of masks in the gym for athletes and coaches where we cannot maintain 2 meter distancing
- 7) All Recreational athletes must bring a bag or backpack containing: a full water bottle (water stations in the gym will be closed), an individual hand sanitizer, a pack of tissues and a reusable mask. There will be NO sharing of personal equipment
- 8) Come to the gym fully dressed
- 9) Washrooms / hand washing stations will be assigned to different groups in the gym and to staff
- 10) Viewing will not be allowed at the beginning; this will be reassessed as time goes on
- 11) All athletes/parents/guests will wear masks when in high traffic / public areas, we will have a limited supply so bring your own preferably reusable mask which can be cleaned after each use
- 12) There are times for the safety of our athletes that we will need to break the physical distancing rule; when these times occur, all parties will take every precaution; masks, hand washing, etc.

## **Bathroom Usage:**

- 1) Wash hands
- 2) Use the facilities and flush the toilet
- 3) Wash hands for at least 20 seconds (detailed instructions posted in each bathroom)

- 4) Dry hands with paper towel
- 5) Use the paper towel to turn tap off and open the bathroom door then throw the paper in the waste basket

#### **Hand Hygiene:**

- Wash hands frequently and thoroughly with an alcohol-based rub or with soap and water. Wash hands for at least 20 seconds
- Avoid touching your face (specifically your eyes, nose, and mouth) as much as possible
- Cover your mouth when coughing, sneezing, and yawning by doing so into the bend of your arm, not your hand
- Instead of a handshake, give a friendly wave
- Use any necessary personal protective equipment as directed

#### **Self-Monitoring:**

- You need to self-monitor if you have no symptoms, but may have been exposed to COVID-19 in the last 14 days, or have been instructed to self-monitor by your public health authority or have symptoms of respiratory illness, such as cough, fever, and difficulty breathing
- Avoid crowded places and increase your personal space from others whenever possible

#### **Treat your reusable mask like a biohazard:**

- Do not leave it laying around after use
- Wash your hands for 20 seconds whenever you touch the mask
- Wash the mask in a washing machine with detergent and dry it in a dryer

#### **Updates to Office/Coaches/Staff:**

- Contact the office or coach if you show any signs of COVID-19
- Contact the office or coach if you have been in contact with anyone with COVID-19
- Do not come to Rose City Gymnastics if you show any signs of COVID-19

#### **Self-Isolation**

If you have a symptom of COVID-19 or think you might have such a symptom, do not come to Rose City Gymnastics. It is critical that if you have at least one symptom of COVID-19 (fever, cough, difficulty breathing, etc.), or even mild symptoms, you must stay home to avoid spreading illness to others. Mild symptoms may be similar to a cold or flu.

#### **You need to self-isolate if you:**

- Have symptoms, even if mild, associated with COVID-19
- Have been diagnosed with COVID-19
- Are waiting for laboratory test results after being tested for COVID-19
- Have been advised to self-isolate by your regional public health authority
- Are or have been in contact with someone who travelled outside of Canada, been to the hospital or have or are awaiting test results for COVID-19

#### **Self-isolating means:**

- Staying home until the regional public health authority says you are no longer at risk of spreading the virus; and
- Avoiding physical contact with others

If your symptoms worsen, immediately contact your healthcare provider or public health authority, and follow their instructions.

#### **Developing Symptoms at Rose City Gymnastics**

If you develop even mild symptoms while at work:

- Contact the coach / supervisor on duty immediately
- Notify coach / supervisor where you worked that day
- Disclose any interactions with any staff, customers, or others

- Disclose any equipment you used, items you handled, or surfaces you touched
- Notify coach / supervisor and we will notify your ride to pick you up and start self-isolating
- Do not return to Rose City Gymnastics until your public health authority advises it is safe to do so. The quarantine period will likely last 14 days

### **Facility Responsibilities**

To ensure that Rose City Gymnastics continues to provide a healthy and safe facility, the following measures have been implemented. In addition, Rose City Gymnastics is to stay updated on guidelines and information provided from the World Health Organization and the Government of Canada/Ontario and Sports Governing bodies.

- Use the risk-informed decision-making guidelines for workplaces and businesses during the COVID-19 pandemic to help develop policies and procedures
- Continue to communicate with staff and customers about COVID-19, including the measures we are taking to prevent the spread of COVID-19
- Communicate to employees / customers / visitors regarding confirmed and/or possible COVID-19 cases in the workplace while maintaining confidentiality
- Post signs encouraging good respiratory hygiene, hand hygiene, and other healthy practices
- Where feasible, implement measures to reduce physical contact, such as reduced group sizes
- Continually evaluate the facility for areas where people have frequent contact with each other and shared spaces and objects and look at measures to reduce contact
- Ensure increased cleaning of high-contact areas
- Evaluate and implement ways that employees can practice physical distancing, such as increasing distance between desks, workstations, and people in viewing areas
- Minimize and/or eliminate interactions between customers and employees
- Implement and follow increased cleaning guidelines:
  - Make hand sanitizer available at all entries and common areas
  - Clean and disinfect all high-traffic areas and frequently touched areas (such as door handles, fridge handles, microwaves, printers, photocopiers, etc.) twice daily
  - Provide approved disinfectant sprays, wipes and/or solutions in common areas and workspaces for employees to clean workspaces

### **In case of COVID-19 or the suspect of COVID-19 in our facility:**

- Immediately we will close the gym and consult with specialists such as Cintas and follow their directions on dealing with this situation. The gym will remain closed until it is safe to return and resume classes
- We will communicate this with you through emails, Facebook and our website

## **Acknowledgement and Agreement**

I, \_\_\_\_\_, acknowledge that I have read and understand the Rose City Gymnastics Screening Process Agreement and Preventing COVID-19 in the Facility Policy. I agree to adhere to these policies. I understand that if I violate the rules set forth by these policies, I may be sent home for a designated period of time, or denied access back into the facility or asked to go home to seek medical attention.

Athlete Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Guardian: (if under 18) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: (MM/DD/YYYY) \_\_\_\_\_

# Rose City Gymnastics COVID-19 Daily Wellness Entrance Checklist

This checklist must be completed every day by anyone entering our facility to help prevent the spread of COVID-19. All competitive athletes/parents will fill out this form online within 2 hours of their class start time in order to enter the facility. If you answer YES to any questions or show signs / symptoms of any illness you WILL NOT be allowed into our facility. Management reserves the right to accept or deny your entrance into our facility – let's work together to keep everyone healthy!

Please answer **all** the following questions – this must be completed every day to enter the facility.

1. Do you or anyone in your household have ANY of the following symptoms:

- Fever (feeling hot to the touch, temp of 38°C / 100.4°F or higher)
- Cough that's new or worsening (continuous, more than usual)
- Barking cough, making a whistling noise when breathing
- Shortness of breath (out of breath, unable to breathe deeply)
- Runny Nose (not related to allergies)
- Stuffy or congested nose (not related to allergies or other conditions)
- Digestive Issues (nausea/vomiting, diarrhea, stomach pain)
- Extreme tiredness that is unusual (fatigue, lack of energy)
- Chills
- Pink Eye (Conjunctivitis)
- Sore Throat
- Difficulty swallowing
- Lost sense of taste or smell
- Headache
- Muscle aches
- Falling down often

Yes

No

2. Do any of the following apply to you or anyone in your household: 65 years or older, condition that affects immune system, chronic health condition, and / or receiving treatment that affects your immune system? If you have any of these conditions, you should be taking further precautions when entering the facility, example mask at all times, etc.

3. In the last 14 days, have you been in close physical contact with someone who tested positive for COVID-19 or has shown symptoms of COVID-19? (Close contact means speaking with someone less than 2 metres away for over 15 minutes, being in the same room or workplace for over 15 minutes, or living in the same home)

Yes

No

4. Have you or anyone in your household travelled or been in contact with someone who has travelled outside of Canada within the last 14 days?

Yes

No

If yes, please specify where: \_\_\_\_\_

5. Temperature - \_\_\_\_\_ / \_\_\_\_\_ Taken at home or possibly at the facility (if your temperature is 38°C or 100.4°F or higher check yes in #1 above, you will not be able to enter the facility)

Athlete Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Guardian: (if under 18) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: (MM/DD/YYYY) \_\_\_\_\_

**If you answer yes to any of the questions or have a fever DO NOT come to Rose City Gymnastics Club.**

**ACCESS TO FACILITY: APPROVED  DENIED**

**Approved/Denied By: \_\_\_\_\_**