



Nanaimo Gymnastics School COVID-19 Safety Plan

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

Nanaimo Gymnastics School COVID-19 Club Representative:

Susan Thomson

Email: info@nanaimogymnastics.ca

Phone: 250-740-0330

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.
- ✓ Small class size ratios of 8:1 and reduced training time of 20-40 percent training time will be scheduled.
- ✓ Training groups for Step 1 are described in Appendix 1.
- ✓ 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.
- ✓ Larger class size ratios of 10:1 maximum and increased training times of 40-100 percent of training time will be scheduled.
- ✓ Training groups for Step 2 are described in Appendix 1.
- ✓ 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](#).

Nanaimo Gymnastics School

Facility Access

To access Nanaimo Gymnastics School, all individuals must comply with the following protocols:

- Drop off is available at the front door; please follow markers and arrows. Please do not enter the gym until your coach invites you in.
- Participants are to line up outside the front door of the facility, maintaining a physical distance of 2m between yourself and others by standing on the tape arrows.
- When classes are completed, all individuals must leave promptly. All participants will exit the building at the front door and follow the tape arrows outside the exit doors. Individuals must not congregate in groups when they are picked up.
- Parents/guardians are required to drop off and pick up their children **on time and in the parking lot**. Please do not enter the gym unless absolutely necessary.
- Parents/guardians are required to tell their children to follow instructions of all Nanaimo Gymnastics School staff when entering and exiting the facility.
- Prior to entering the facility, **all parents/guardians** must fill out the Daily Screening Checklist for their children by initialing beside the current date that the participant will be entering the facility. Daily checklists will be kept in each participant's personal duo tang. Every class, all participants must show their coach their daily checklist and will not be able to participate if this is not completed or shown to the coach. When the checklist form is completed, all participants are to be handed into the office to be kept on file.
- Parents/guardians will ensure that their children arrive dressed appropriately for class. Bathrooms are not available as changing rooms at this time.
- Members are asked to register and pay for all programming either by phone or by making an appointment with Susan Thomson by calling 250-740-0330 or emailing info@nanaimogymnastics.ca.
- Prior to entering the facility, **all individuals** that are not participants must fill out the Daily Screening Checklist. Daily Checklists will be kept on file. Nanaimo Gymnastics School staff will be collecting electronic copies to be submitted to info@nanaimogymnastics.ca.
- Prior to participating in any programming, **all participants, parents/guardians, and club personnel** must complete required GBC forms.

Facility Operations

- Nanaimo Gymnastics School maximum occupancy (during Steps 1 and 2) is: 45
 - Maximum Occupancy for the lobby is: 5
 - Maximum Occupancy for the Office is: 1
 - Maximum Occupancy for the bathroom is: 1
 - [Signs indicating these occupancy limits](#) are posted clearly in each space.
- We have marked pathways inside the gym, lobby and outside space with arrows and signage.
- Avoid bringing unnecessary shared items to the gym.
- Unusable areas of the gym have been closed until further notice.
- Participants are required to have their own chalk in a container/bag large enough to fit their hands.
- Participants are required to have their own personal equipment such as stopwatches, wristbands, ankle weights, skipping ropes and yoga mats.
- The foam pit has been covered by tarps and is closed until further notice.

Cleaning

Nanaimo Gymnastics School 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 is kept in the office.
- We will clean the entrance, exit, gym lobby, and other high touch-point areas (e.g. washroom counters, doorknobs, handrails, etc.) frequently, prior to each class.
- Gymnastics equipment will be disinfected between each user. If not possible, equipment will be disinfected after each class and/or rotation during until further notice.
- 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 (e.g., iPads, computers, copiers, music systems, etc.) 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.

Communication

Nanaimo Gymnastics School will inform members of the new protocols (See Appendix 4) 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:

- Screening protocols
 - Illness Policy (Appendix 3)
 - 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 to Susan Thomson via telephone at 250-740-0330 or email at info@nanaimogymnastics.ca.
 - Nanaimo Gymnastics School 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 Susan Thomson 250-740-0330 as a single point of contact to address all COVID-19-related communications, compliance, and coordination in the gym.

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 Nanaimo Gymnastics School will be provided to staff to address the COVID-19 Safety Plan and programming modifications.
- Management staff will discuss and determine the best approach to explaining the new protocols to children.
- Staff should contact their supervisor if have questions or concerns as they return to their roles.

Screening

- Nanaimo Gymnastics School requires that prior to entering the facility, all individuals must complete the Daily Screening Checklist (see Appendix 1) in electronic format, sent to info@nanaimogymnastics.ca, or paper copy.
- 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 3).
- 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

- Nanaimo Gymnastics School will provide hand-washing and/or sanitizing stations at the entrance, the exit, and throughout the facility.
- Hand-washing or sanitizing will be required at a minimum upon entering the facility, after using the washroom, water breaks and between apparatus changes.
- 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.). These items will go in their personal bin upon entering the gym and remain in the bin until they leave.
- Sharing of personal items including (but not limited to) food and beverages (e.g. water bottles) is forbidden.

Physical Distancing

- Everyone who enters Nanaimo Gymnastics School 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.
- Participants will use a personal yoga mat whenever possible to minimize direct contact with equipment.

Scheduling of Activities

- Nanaimo Gymnastics School 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.
- Nanaimo Gymnastics School will have personal protective equipment (PPE) on hand (gloves, masks), stored separately from first-aid kits in case of emergency.
- Nanaimo Gymnastics School will maintain a well-stocked first aid kit in case of emergency.

Illness Policy

- Nanaimo Gymnastics School Illness Policy is provided in Appendix 3.

Outbreak Response

Nanaimo Gymnastics School 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, Susan Thomson 250-740-0330 or info@nanaimogymnastics.ca will be the main point of contact for all parties. Susan Thomson 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, Susan Thomson 250-740-0330 or info@nanaimogymnastics.ca will implement enhanced cleaning measures to reduce risk of transmission.
3. Susan Thomson will implement the illness policy (see Appendix 3) 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](http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/if-you-are-sick):
<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/if-you-are-sick>
4. In the event of a suspected case or outbreak of influenza-like-illness, Susan Thomson 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 Nanaimo Gymnastics School 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.

Nanaimo Gymnastics School will post the following posters in visible spaces at our facility:

- [Hand-washing poster \(more detailed\)](#)
- [Physical distancing \(At entrance and in other spaces\)](#)
- [Entry check for visitors \(at Entrance\)](#)
- [Occupancy limit poster \(in each applicable space\)](#)
- [Cover coughs and sneezes](#)

Additional Posters that incorporate humor include:

GBC's Posters:

- [Got Symptoms?](#)
- [Germy-Handed!](#)
- [Welcome Home!](#)
- [Strike A Pose](#)

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 1: Programming Summary

Step 1 Programming Summary (To be posted in the gym lobby with occupancy limit poster)

**Nanaimo Gymnastics School
Step 1: Program Summary
(July 2 - 17)**

Number of training groups each week: _____5-8_____

Maximum Occupancy for facility (publicly posted in the lobby): _____45_____

Summary of Activities

Coach Name	Class Description	Days and Times	Group Size
Tracy Welbourn	Comp A JO7-9	July 2, 6, 8 10:00-1:00 July 13,14,16,17 8:00-11:00	6
Tracy Welbourn	Comp B JO 6-7	July 2,6,8 1:30-4:30 July 13,14,16,17 11:30-2:30	6
Anna Mataganova	Comp C JO 4-6	July 2 10:45-12:45 July 6, 8,10 9:30-12:30 July 13,14,16,17 8:15-11:15	7
Anna Mataganova	Comp D JO 3-4	July 2 1:15-3:15 July 6,8,10 1:30-3:30 July 14,16 11:45-2:45	8
Megan Conway	TG	July 2,4,6,13,14,16 3:30-5:30	6
Tracy Welbourn	Highschool JO6-7	July 7,9 10:00-12:00 July 13,15 2:45-5:45	6

Step 2 Programming Summary (To be posted in the gym lobby with occupancy limit poster)

Nanaimo Gymnastics School Step 2: Program Summary July 20 - August 28

Number of training groups each week: _____8_____

Maximum Occupancy for facility (publicly posted in the lobby): _____45_____

Summary of Activities

Coach Name	Class Description	Days and Times	Group Size
Tracy Welbourn	Comp 1 JO7-9	Mon-Fri 8:00-12:00	8
Anna Mataganova	Comp 2 JO6-7	Mon-Thur 8:00-12:00	8
Anna Mataganova	Comp3 JO 3-6	Mon/Tues/Thur 12:45-4:45	8
Tracy Welbourn	Comp 4 JO 2-3	Tues/Thur 1:30-4:30	7
Tracy Welbourn	Highschool JO6-7	Mon/Wed/Fri 12:30-4:30	8
Brianna Rapanos	Interclub	Mon/Wed 1:00-3:00	8
Megan Conway	TG	Mon/Tues/Thur 2:00-5:00	8
Brianna Rapanos	Camp	Mon-Fri 9:00-12:00	8

Appendix 2:

Daily Screening Checklist

This checklist may be updated as the situation progresses over the next weeks and months.

Daily Screening Checklist

Today's Date:		Activity Start Time:	
Participant Name:			
Activity/Group:			

1.	Do you have any of the symptoms below? Please circle your answer		
	• Fever (greater than 39.0°C) and/or chills	Yes	No
	• Coughing	Yes	No
	• Sneezing	Yes	No
	• Sore throat and/or painful swallowing	Yes	No
	• Stuffy and/or running nose	Yes	No
	• Fatigue related to illness*	Yes	No
	• Loss of appetite	Yes	No
	• Shortness of breath	Yes	No
	• Loss of sense of smell	Yes	No
	• Headache	Yes	No
	• Muscle aches related to illness*	Yes	No
2.	Have you, or anyone in your household travelled outside of Canada in the last 14 days?	Yes	No
3.	Have you, or anyone in your household been in contact in the last 14 days with someone who is being investigated or who has a confirmed case of COVID-19?	Yes	No
4.	Are you currently being investigated as a suspect case of COVID-19?	Yes	No
5.	Have you tested positive for COVID-19 within the last 10 days?	Yes	No

Participant or
Parent/Guardian Name: _____ Signature: _____

Emergency Contact #: _____

Staff Name: _____ Signature: _____

* Note: fatigue and muscle aches may be expected as athletes return to sport. All participants, parents/guardians of minors, and club personnel must determine the difference between this and symptoms of illness

Please confirm with initials you do not have any of the symptoms listed in question 1 and answered 'No' to questions 2-5.

Jul 1		Aug 1		Sept 1	
Jul 2		Aug 2		Sept 2	
Jul 3		Aug 3		Sept 3	
Jul 4		Aug 4		Sept 4	
Jul 5		Aug 5		Sept 5	
Jul 6		Aug 6		Sept 6	
Jul 7		Aug 7		Sept 7	
Jul 8		Aug 8		Sept 8	
Jul 9		Aug 9		Sept 9	
Jul 10		Aug 10		Sept 10	
Jul 11		Aug 11		Sept 11	
Jul 12		Aug 12		Sept 12	
Jul 13		Aug 13		Sept 13	
Jul 14		Aug 14		Sept 14	
Jul 15		Aug 15		Sept 15	
Jul 16		Aug 16		Sept 16	
Jul 17		Aug 17		Sept 17	
Jul 18		Aug 18		Sept 18	
Jul 19		Aug 19		Sept 19	
Jul 20		Aug 20		Sept 20	
Jul 21		Aug 21		Sept 21	
Jul 22		Aug 22		Sept 22	
Jul 23		Aug 23		Sept 23	
Jul 24		Aug 24		Sept 24	
Jul 25		Aug 25		Sept 25	
Jul 26		Aug 26		Sept 26	
Jul 27		Aug 27		Sept 27	
Jul 28		Aug 28		Sept 28	
Jul 29		Aug 29		Sept 29	
Jul 30		Aug 30		Sept 30	
Jul 31		Aug 31			

Appendix 3: Nanaimo Gymnastics School 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 or the province 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.

Appendix 4: Club Email

Dear Competitive Members,

As British Columbia public health authorities develop guidelines to lift some restrictions on gathering in a responsible way, Gymnastics BC has been working with viaSport and the Province of British Columbia to understand the recommendations of our Chief Provincial Health Officer and how they best apply within sport.

The attached Nanaimo Gymnastics School COVID-19 Safety Plan has been developed in order to ensure:

- health and safety of all individuals is a priority
- activities are in alignment with provincial health recommendations
- modifications to activities are in place in order to reduce the risks to each sport organization and its participants
- our sport is united and aligned on a plan to reopen throughout the province

While we do hope things will return to normal in the not too distant future, this COVID-19 Safety Plan will be the 'new normal' until we are advised otherwise by public health authorities.

If you choose to enter the club facility and/or participate in activities, you must follow these rules:

- If you don't feel well or are displaying symptoms of COVID-19, you must stay home.
- If you have (or if someone from your household has) traveled outside of Canada, you are not permitted at the facility until you have self-isolated for a minimum of 14 days.
- If you live in a household with someone who has COVID-19 or is showing symptoms of COVID19, please stay home.
- Wash your hands before participating.
- Bring your own equipment, water bottle and hand sanitizer.
- Comply with physical distancing measures at all time.
- Avoid physical contact with others, including shaking hands, high fives, etc.
- Leave the facility as quickly as possible after the program, parents should plan to drop off and pick up their children promptly at the scheduled times.
- Parents are required to make an appointment with Susan before entering the facility. Parent viewing is not available at this time.

Our Return to Sport Plan is based on current public health guidance. While we are all doing our best to minimize the risk of exposure to COVID-19, while the virus circulates in our communities it is impossible to completely eliminate the risk. Each participant must make their own decision as to whether it is in their best interest to resume participation at this time. As such, you must consider your own circumstances and make a decision that is right for you. Should you choose to join us, we require your full cooperation with our COVID-19 Safety Plan.

Sincerely,

Nanaimo Gymnastics School