

Club COVID-19 Safety Plan Template



PRINCE GEORGE GYMNASTICS COVID-19 Safety Plan

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

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Prince George Gymnastics Original Return to Sport (RTS) document was published, and approved by the Prince George Gymnastics Board of Directors on July 10, 2020.

The Prince George Gymnastics document has been updated multiple times since the original publication date.

Late in the day on Friday September 10th, the Government of BC published an updated version of the [Gathering and Events Order](#) that outlines proof of vaccination requirements until at least January 31st, 2022 (which may be extended). An outline of the information contained in the order is below. There are some details that are still being addressed within the sport sector that are also listed below. We will continue to provide you with updates as more information becomes available.

Events/Individuals that are exempt from proof of vaccination requirements:

- All individuals under the age of 12,
- Youth (individuals younger than age 22) who are participating in recreation and sport activities (Gymnastics programming counts),
- The order does not require employers to check the proof of vaccination of their employees, if employers choose to do this, they should consult with labour/employment legal counsel,
- Events with less than 50 participants,
- Some individuals supporting the implementation of youth sport programs (parents, coaches, judges, aids, etc.),

**At the present time GymBC recommends allowing an exemption of proof of vaccination for all parents and support individuals/aids that are essential for Parent and Tot programs and programs for individuals experiencing disability. Details about this will be finalized shortly, see clarifications below.*

Events that require proof of vaccination requirements:

- Indoor events with more than 50 individuals (that are not the exemptions listed above),
- Ticketed sporting events (e.g., gymnastics competitions with spectators),
- Any adults participating in indoor sport activities/programming,
- The process of checking proof of vaccination is [available on the Government of BC website](#).
- Businesses are allowed to keep a record after an individual has provided their proof of vaccination at repeat events (e.g., training). In the example of an adult gymnast training, the 22-year-old athlete would only need to show their vaccine card the first time they enter the club for training as long as the club tracks that they are sufficiently vaccinated.

The most recent update is the [new health order for clubs located in the Northern Health region](#) that was released today, September 7, 2021.

1. NEW Requirements - Implementation of a COVID-19 Safety Plan. The Safety Plan must include:

- a. A commitment that the club will complete contact tracing:
 - i. First names, last names, email address or phone numbers of all participants should be tracked,
 - ii. This information should be retained for 30 days and used if contact tracing is required,
 - iii. The information should be destroyed after 30 days.
- b. A commitment that the club will clean equipment and high touch surfaces between classes,
- c. Participants and parents are discouraged from congregating in clubs in common spaces,
- d. A physical distance of 2m is required when individuals (coaches, athletes, etc.) are not on the field of play (e.g., in the lobby) and appropriate signage and markers are used to guide people,
- e. The Northern Health Order has stated there is **no occupancy limit** in the Safety Plan for children and youth sport (*under age 22*),
- f. Participants must follow the COVID-19 Safety Plan – and GymBC Member Clubs are once again required to obtain [GymBC Declaration of Compliance documents](#) from their individual members.

2. Continued Requirements - Compliance with the provincial mask mandate: Masks are mandatory for all individuals 12+ in gymnastics clubs. This includes coaches, athletes, and any other individuals who occupy the space. Exceptions apply:

- i. to athletes participating in gymnastics in the field of play;
- ii. to a person who is less than 12 years of age (**Prince George Gymnastics does require all participants 5 years and up to wear a mask upon entry, and exit;**
- iii. to a person who is unable to wear a face covering because of:
 1. a psychological, behavioral or health condition, or
 2. a physical, cognitive or mental impairment;
- iv. to a person who is unable to put on or remove a face covering without the assistance of another person;
- v. if the face covering is removed temporarily for the purposes of identifying the person wearing it;
- vi. while consuming food or beverage at a location designated for those purposes by the operator of the indoor public space;
- vii. while communicating with a person who has a hearing impairment.

July 1st update was guided by changes to the [Government of BC's Restart Plan](#). Please note that these updates may only be in place for the summer as the Government of BC is looking to progress to Step 4 of the Restart Plan as soon as September 7, 2021. A large amount of the requirements have been eliminated in this version of GBC's Return to Sport Plan. *All GBC member clubs are required to read the updated Return to*

Sport Plan and begin transitioning from their COVID-19 Safety Plan to a longer term [WorkSafeBC Communicable Disease Plan](#).

Key Requirements and Changes for Indoor Sporting Activities as of July 1st, 2021 for Step 3 of the BC Restart Plan Include:

- All clubs are required to develop and implement a [Communicable Disease Plan](#) instead of a COVID-19 Safety Plan. Each member club's Board of Directors or Owner must approve the plan and the date of approval should be noted on the front page of the Plan. Communicable Disease Plans do not need to be publicly posted or shared with GBC.
- Interprovincial travel is allowed. International travel must follow federal restrictions and guidance.
- Physical distancing does not need to be maintained on or off the field of play.
- All spaces within facilities can be used – this includes change rooms, locker rooms, foam pits, and shared chalk stations. Regular facility entries and exits can be used as well.
- There is no maximum group size (occupancy limit) for participants, coaches, volunteers, staff and officials.
- Spectators are allowed with a capacity of up to 50 or 50% of regular spectator capacity, whichever is greater.
- Socializing before and after sport activities is now acceptable.
- Hand sanitizing stations are no longer required but may be maintained as per your club's [Communicable Disease Plan](#).
- Floor markings to direct traffic flow and physical distancing are no longer required but may be maintained.
- Contact tracing and screening requirements are no longer required. However, GBC Member clubs should maintain attendance records.
- Masks are recommended for those 12 and over who have not received both COVID-19 immunizations when off the field of play.
- Consistent cleaning processes must be included in your club's [Communicable Disease Plan](#).

June 15, 2021 update: Guided by the Government of BC's Gathering and Events Order– as a part of the Government of BC's Restart Plan, Step 2.

Please note that these updates may only be in place for a short period of time as the Government of BC is looking to progress to Step 3 of the Restart Plan as soon as July 1, 2021.

Key Requirements and Changes for Indoor Sporting Activities as of June 15th, 2021 for Step 2 of the BC Restart Plan Include:

- Recreational Travel is allowed within BC, including for Sport. Anyone other than spectators can enter your club's facilities for the purposes of sport as long as they follow your club's Safety Plan. This includes learning facilitators, judges, athletes, coaches, etc.
- No physical distancing is required on the field of play for indoor sports. This means that all types of spotting are allowed.
- A maximum of 50 individuals (including coaches, athletes, managers, etc.)
- Physical distancing of 2 Metres is required to be maintained by all individuals outside of the field of play, unless seated.
- Socializing before and after sport activities is not allowed inside the facility.
- Hand sanitizing stations should be maintained throughout facilities.
- Floor markings to direct traffic flow and physical distancing should be maintained.
- Contact tracing and screening requirements should be maintained.
- There is no differentiation for youth programming or adult programming.
- Masks must be used for all participants aged 12+ off of the field of play.
- No spectators are allowed in gymnastics clubs.
- Cleaning requirements must follow the WorkSafeBC Guidelines, indicating that all high touch surfaces (including Gymnastics Equipment) should be cleaned, then disinfected twice per day.

- Drop-in classes and Birthday Parties are allowed as long as all aspects of your Safety Plan are followed.

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

Prince George Gymnastics Safety Plan Requirements

Facility Access

To access Prince George Gymnastics, please complete the following steps:

- All socializing by participants, parents, and guardians before, during, and after programming is not allowed inside the facility.
 - Assess facility traffic flow to ensure that **two meters** physical distancing is maintained when participants are not in the field of play.
 - Club personnel will manage the flow of individuals entering the facility. We will be continuing with the drive thru format, and outside pick up.
 - Staff will ensure participants leave the facility immediately after their class to prevent gatherings in the facility.
 - We ask that participants arrive dressed for class. If change room must be used, 2 meter physical distancing will be enforced.
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- Please line up in the drive thru, at your assigned drop off time, at the front of the building, please remain in your vehicle. All participants will exit the building from the front entrance once their ride is in the parking lot.
 - Parents/guardians will be instructed to drop off and pick up their children ***on time*** without coming into the gym. Drop off, and pick up times will be staggered to eliminate groups from gathering.
 - Parents/guardians will be instructed to tell their children to follow instructions of all Prince George Gymnastics staff when entering and exiting the facility.
 - Prior to entering the facility, ***all individuals*** will be asked if they are symptom free. Should any member show any symptoms during training they will be escorted off the field of play in a mask, and will wait in a distanced area for their ride to pick them up. Those with seasonal allergies must provide a doctors note prior to entering the facility.
 - All staff will sign in and out of the building each day for contact tracing.
 - Everyone 5 and older must wear a mask upon entry to the facility. The children will wear their mask until their practice has commenced. The children will put their mask back on when exiting the main floor area through to their exit. All staff will wear their mask at all times.
 - Should you have any questions, or need to come in, please e-mail the office at pggymnastics@telus.net, or call 250-564-7343 to arrange ahead of time. If you do have to come into the gym for any reason please fill out the contact tracing document prior to your entry.
 - Prior to participating in any programming, **all participants, parents/guardians, and club personnel** must complete required GBC forms.

Facility Operations

- Locker rooms and spectator area will be closed until further notice.
- (Competitive and Inter Club/Xcel) Participants will be required to have their own chalk in a container/bag large enough to fit their hands. Athlete list has been provided to the families.
- Prince George Gymnastics is responsible for collecting contact tracing information, but is not required to share this information with facility owners or operators. Prince George Gymnastics will have access to contact tracing information for our programming including the first and last names and telephone numbers or email addresses of all participants (and other individuals in the member club facility) for a duration of at least 30 days after each individual attends the facility.

Occupancy

The Northern Health Order has stated there is no occupancy limit in the Safety Plan for children and youth sport (under age 22)

Cleaning

Prince George Gymnastics 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 various cleaning logs that will be kept in the washroom, main floor area, and front entrance. A template of our log will be available online, and/or in hard copy posted at the gym;
- We will clean the entrance/exit, gym lobby, gymnastics equipment, and other high touch-point areas (e.g. washroom counters, doors, kitchen/break areas frequently, twice daily – as per Work Safe BC cleaning requirements. The equipment will be cleaned after each class.
- Equipment that cannot be cleaned will not be used until an appropriate cleaning process has been identified. Athletes will be washing or sanitizing between rotations.
- Communal gym tools will be cleaned or sanitized between each user.

Communicate

Prince George Gymnastics will inform members of the new protocols 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 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 to Lauren Korpi, laurkorpi@hotmail.com, 250-981-4266
- Prince George Gymnastics 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 Lauren Korpi, laurkorpi@hotmail.com, 250-981-4266 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 Prince George Gymnastics will be provided to staff to address the COVID-19 Safety Plan and programming modifications.
- Staff have created a list of frequently asked questions to show participants what to expect at the gym.
- Staff should contact their supervisor if have questions or concerns as they return to their roles.
- Staff must be hand-washing or sanitizing frequently throughout classes, before/after breaks, and at a minimum, after each rotation.
- Staff help to ensure physical distancing measures and cleaning protocols have been adhered to in all spaces.

Screening

- Prince George Gymnastics requires that prior to entering the facility, all individuals must be symptom free.
- Individuals must stay home if they are experiencing any symptoms listed in the Daily Screening Checklist earlier provided. They must also stay home if they have knowingly been exposed to someone who has a confirmed case of COVID-19 (Refer to Illness Policy – Appendix 2).
- Interprovincial travel is allowed. International travel must follow federal restrictions and guidance.
- Those with seasonal allergies must obtain a doctor's note prior to entry into the facility.

Personal Hygiene

- Prince George Gymnastics will provide sanitizing stations at various locations throughout the facility, including, but not limited to entrance/exit, at each apparatus, and in the staff areas;
- Prince George Gymnastics will have a staff escort for the athletes on 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 upon exiting the facility.
- All participants should arrive dressed for their class and only bring what they need in a marked bag. They will store what they do not need on the floor area in a marked area on the boot rack. We have previously sent out a list to the parents of the supplies they will need on the floor area.
- Sharing of personal items including, but not limited to, food and beverages (e.g. water bottles) is forbidden.
- Everyone 5 and older must wear a mask upon entry. The children will wear their mask until their practice has commenced. The children will put their mask back on when exiting the main floor area through to their exit. All staff will wear their mask at all times.

Physical Distancing

- Everyone who enters Prince George Gymnastics must maintain, at minimum, physical distancing of 2 meters, when not in the field of play.
- Coaches are allowed to spot athletes.
- No spectators at this time.

Scheduling of Activities

- Prince George Gymnastics will adhere to the [Rule of Two](#) at all times. This means that no one-on-one training (without another **adult** present) will take place.
- In order to meet provincial health officer requirements, group sizes and scheduling are being adjusted.
- Detailed attendance and membership tracking will be taken and kept on file. This includes staff, volunteers, and participants.

Injury Protocol

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

Illness Policy

- Prince George Gymnastics Illness Policy is provided in Appendix 2.

Outbreak Response

Prince George Gymnastics 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, Lauren Korpi will be the main point of contact for all parties. Lauren Korpi 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, Lauren Korpi will implement enhanced cleaning measures to reduce risk of transmission. Lauren Korpi may communicate with the facility operator to notify the facility right away.
3. Lauren Korpi 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, Lauren Korpi 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 Prince George Gymnastics 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.

Prince George Gymnastics 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](#)

This document is based on Gymnastics BC's Return to Sport Plan. Further, our club is staying current with all requirements provided Provincial Health Offices, Regional Health Authorities, WorkSafeBC, and Gymnastics BC.

Appendix 2: Prince George Gymnastics Illness Policy

In this policy, "Team Member" includes an employee, contractor, 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, loss of appetite, nausea, or diarrhea.

See BCCDC website for a full list of symptoms: <http://www.bccdc.ca/health-info/diseasesconditions/covid-19/about-covid-19/symptoms>

2. Assessment

a. Team Members must complete the daily screening check list prior to entering the facility to attest that they are not feeling any of the COVID 19 symptoms.

b. If Team Members are unsure please have them use the BC COVID-19 self-assessment tool <https://bc.thrive.health/covid19/en>.

c. Managers/coaches may 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.

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 within the sport environment, they should be sent home immediately and contact 8-1-1 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. Follow the direction of health officials.

5. Quarantine or Self-Isolate if:

a. You have travelled outside of Canada within the last 14 days.

b. You have come into close contact with someone who has tested positive for COVID-19.

c. You have been advised to do so by health officials.