

# Club COVID-19 Safety Plan Template



## Introduction

This document is intended as a template that can be filled in by club personnel to complete their own COVID-19 Safety Plan. **Club personnel may fill in yellow highlighted areas to complete their club's 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.



# Quesnel Technics Gymnastics COVID-19 Safety Plan

*Please note: this document is subject to change following provincial and federal health and safety requirements.  
Quesnel Technics COVID-19 Club Representative: Jennifer Grant ([jennifergrant@sd28.bc.ca](mailto:jennifergrant@sd28.bc.ca))*

This Club COVID-19 Safety Plan has been approved by the Quesnel Technics Gymnastics President (Jade Kotzer) on June 24

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

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

# 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 6:1 and reduced training time of 1-3 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 and increased training times of 1-4 hours 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](#).

# Quesnel Technics Safety Plan Requirements

## Facility Access

**To access Quesnel Technics Gymnastics, please complete the following steps:**

- Drop off is available at the back entrance: Walk around the building to the rear entrance and wait on social distance markings.
- Please line up outside the back door of the facility, maintaining a physical distance of 2m between yourself and others by standing on the markings.
- All participants will exit the building at the gymnasium doors, and must not congregate in groups when they get picked up. To facilitate this, we have placed markings outside the exit doors
- Parents/guardians will be instructed to drop off and pick up their children ***on time*** without coming into the gym, if possible.
- Parents/guardians will be instructed to tell their children to follow instructions of all Quesnel Gymnastics staff when entering and exiting the facility.
- Prior to entering the facility, ***all individuals*** must fill out the Daily Screening Checklist. Daily checklists will kept on file. Quesnel Gymnastics staff will be collecting hard copies at the entrance, and electronic copies can be completed and submitted at [technicsgymnastics@shaw.ca](mailto:technicsgymnastics@shaw.ca)
- When classes are completed, all individuals must leave promptly. Parents will be reminded to pick up their children on time.
- Parents will ensure that their children arrive dressed appropriately for class. We have closed our locker rooms until further notice.
- Members will be asked to register and pay for all programming through our website, which can be found here: <https://www.quesnelgymnastics.ca>. If the website is not accessible for members, they can call (778)414-7441 and leave a message or email [technicsgymnastics@shaw.ca](mailto:technicsgymnastics@shaw.ca).
- Prior to participating in any programming, **all participants, parents/guardians, and club personnel** must complete required GBC forms.

## Facility Operations

- First employee to arrive for class will use the front entrance to access the back door.
- Employees will hand wash upon entering building.
- Quesnel Technics Gymnastics maximum occupancy (during Steps 1 and 2) is: 50
- Maximum Occupancy for the lobby is: 3
- Maximum Occupancy for the hallway washroom: 1
  - Maximum Occupancy for the shared washroom: 1
  - Maximum Occupancy for the Office is: 1
  - Maximum Occupancy for the main floor: 44
  - Maximum Occupancy for the main bars: 25
  - Maximum Occupancy for the main beam: 18
  - Maximum Occupancy for the Floor room is:20
  - Maximum Occupancy for the Beam room is:20
  - Maximum Occupancy for the Bar Room is:20
  - [Signs indicating these occupancy limits](#) are posted clearly in each space.
- We have marked pathways inside the gym using tape, cones and ....
- 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.
- We have closed all viewing areas until further notice.

## Cleaning

### **Quesnel Technics 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 a cleaning log that is kept in the staff room. A template of our log is available online: <https://www.quesnelgymnastics.ca>
- We will clean the entrance, exit, gym lobby, and other high touch-point areas (e.g. washroom counters, doorknobs, handrails, kitchen/break areas, etc.) frequently twice a day. Washrooms will be disinfected twice a day.
- Gymnastics equipment will be disinfected between each user. If not possible, equipment will be disinfected after each class and/or rotation 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: wedges, mats and small equipment 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

Quesnel Technics Gymnastics 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:

- 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 [technicsgymnastics@shaw.ca](mailto:technicsgymnastics@shaw.ca) or (778)414-7441
  - Quesnel Technics 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 Jennifer Grant ([jennifergrant@sd28.bc.ca](mailto:jennifergrant@sd28.bc.ca)) 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 Quesnel Technics Gymnastics will be provided to staff to address the COVID-19 Safety Plan and programming modifications.
- Staff have created videos, images and flashcards to show participants what to expect at the gym.
- Staff should contact their supervisor if they have questions or concerns as they return to their roles.

## Screening

- Quesnel Technics Gymnastics requires that prior to entering the facility, all individuals must complete the Daily Screening Checklist before entering the building by verbally describing any changes the athlete may have experienced.
- 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

- Quesnel Technics Gymnastics will provide hand-washing and/or sanitizing stations at the entrance, washrooms, classrooms and exit.
- Quesnel Technics Gymnastics has determined that hand washing will be implemented to ensure the athlete's hands are sanitized before they enter the gym.
- Hand-washing or sanitizing will be required at a minimum of 4 times (IE: upon entering the facility, after using the washroom, 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.).
- Sharing of personal items including (but not limited to) food and beverages (e.g. water bottles) is forbidden.  
Use of masks is recommended when athletes are not training. They can be used upon entering, using the washroom and when leaving the facility.

## Physical Distancing

- Everyone who enters Quesnel Technics Gymnastics 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.
- Quesnel Technics Gymnastics will use the field behind Baker School as an outdoor space for conditioning and any other safe activities assuming physical distancing requirements and cleaning requirements can be maintained.

## Scheduling of Activities

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

## Illness Policy

- Quesnel Technics Gymnastics Illness Policy is provided in Appendix 2.

## Outbreak Response



**Quesnel Technics 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, Jennifer Grant ([jennifergrant@sd28.bc.ca](mailto:jennifergrant@sd28.bc.ca)) will be the main point of contact for all parties. Jennifer 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, Jennifer Grant will implement enhanced cleaning measures to reduce risk of transmission.
3. Jennifer 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, Jennifer 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 Quesnel Technics 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.

Quesnel Technics 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!](#)

June 23, 2020

- [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.



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

**Quesnel Technics Gymnastics  
Step 2: Program Summary  
<insert date>**

Number of training groups each week: \_\_\_\_\_

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

**Summary of Activities**

<b>Coach Name</b>	<b>Class Description</b>	<b>Days and Times</b>	<b>Group Size</b>
<insert coach name>	<Name class, e.g., Intro WAG Conditioning>	<Insert time and date - e.g., Tues + Thurs 4-530 PM>	<insert number>

## Appendix 2: Quesnel Technics 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 3: Sample Club Email

Dear Parents/Guardians

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 our Chief Provincial Health Officer and how they best apply within sport. The attached is Quesnel Technics Gymnastics 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.
- <Insert additional information>.

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,

Quesnel Technics Gymnastics Club

June 23, 2020