

Rhythmic Gymnastics Alberta

Club COVID-19 Safety Plan

June 11th, 2020



Introduction

This document includes all relevant information from the Alberta Government and Alberta Health Services.

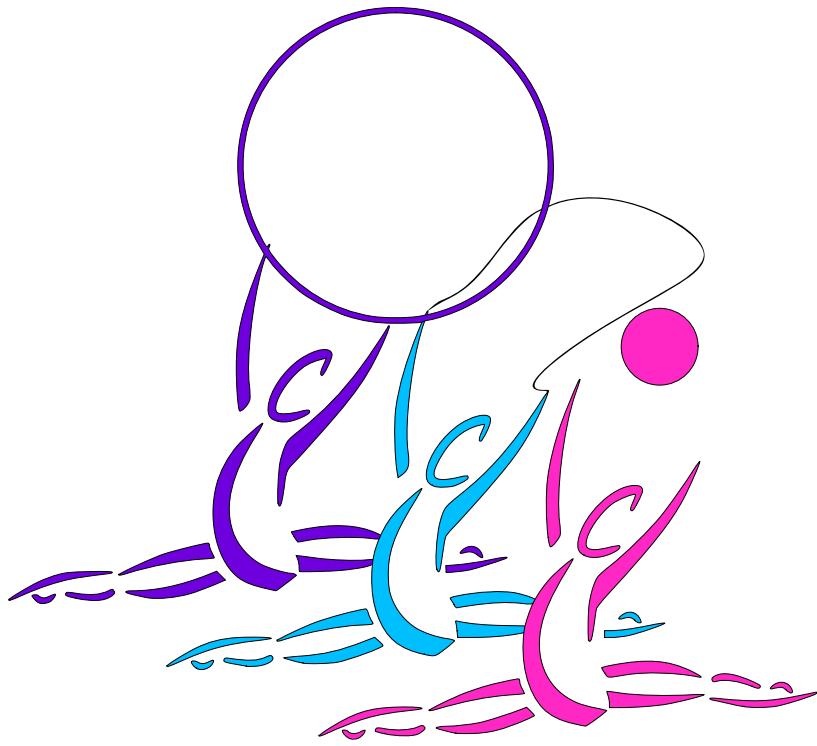
- i. In the event that your club is audited by Alberta Health Services, all club personnel will be required to demonstrate compliance to the club COVID-19 Safety Plan.
- ii. Further, each club COVID-19 Safety Plan must be based on a thorough assessment of risk. This may involve consultation with employees, volunteers, participants, and other individuals.
- iii. 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.
- iv. After this is complete, clubs must publish the approved COVID-19 Safety Plan electronically in an easily accessible location on club website home page and/or in hard-copy on the walls of the gym, in a conspicuous place.
- v. 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.
- vi. Additionally, all RGA member clubs must also post RGA's Return to Sport Strategy and all of its appendices publicly for individual club members to access.

RGA 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 RGA'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, much of the 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 Rhythmic Gymnastics Alberta.

To mitigate risks, RGA 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.



Norglen Rhythmic Gymnastics Club COVID-19 Safety Plan

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

*Norglen RG COVID-19 Club Representative: Nicole Caines,
caines.nicole@gmail.com, 403-703-3104*

This Club COVID-19 Safety Plan has been approved by the Norglen RG Executive Committee

Principles

The following five principles from AB'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. Isolate for 14 days• Returning travelers must self-isolate 14 days	<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

Recommended Staggered Entry Strategy

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.
- ✓ No 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 8:1 for classes with minors..
- ✓ A program summary for Step 1 is included in Appendix 1.

Step 2: The ‘New Normal’

To be determined at a later date, according to the [Alberta Government relaunch strategy](#).

Norglen RG Safety Plan Requirements

Facility Access

To access Norglen RG classes, please complete the following steps:

- Upon drop off, please line up outside the main entrance of the facility, maintaining a physical distance of 2m between yourself and others.
- All participants will exit the building through the main entrance, and must not congregate in groups when they get picked up.
- Parents/guardians will be instructed to drop off and pick up their children **on time** without coming into the building, if possible.
- Parents/guardians will be instructed to tell their children to follow instructions of all Norglen RG and facility staff when entering and exiting the facility.
- Prior to entering the facility, **all individuals** must fill out the Daily Screening Checklist. Daily checklists will be kept on file. Norglen staff will be collecting hard copies upon entry to practice facilities.
- 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 will not be using locker rooms/washrooms for changing.
- Members will be asked to register and pay for all programming through our website, which can be found here: www.norglen.ca
- Prior to participating in any programming, **all participants, parents/guardians, and club personnel** must complete required RGA forms.

Facility Operations

- Maximum occupancy, in coordination with facilities, is:
 - North Glenmore Park JC Room: 18
 - North Glenmore Park ORFF Room: <10
 - Haysboro Main Gym: 50
- Signs from the AB government** are posted clearly in each space.
- Pathways will be indicated by coaches and gymnasts will proceed directly to practice rooms upon entry to facilities. No other areas of facilities will be used.
- Shared items (e.g., iPads) that can be disinfected between users are permitted. Avoid bringing unnecessary shared items to the gym.

Cleaning

Norglen RG 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.
- Facilities will be cleaned before and after each class. Washrooms will be disinfected each evening in addition to between classes.
- 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

Norglen RG 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: Nicole Caines, caines.nicole@gmail.com, 403-703-3104
- Norglen RG will post various resources and posters provided by the AB Centre for Disease Control (CDC), Alberta Health Services and RGA on our website, facility entrance, and in prominent places throughout the gym.
- We have appointed Nicole Caines (caines.nicole@gmail.com) 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 RGA's insurance policies. Prior to participating in any programming, **all participants, parents/guardians, and club personnel must complete required RGA Waivers and Assumption of Risk Forms.**

Staff Training

- Formal and ongoing staff training at Norglen RG will be provided to staff to address the COVID-19 Safety Plan and programming modifications.
- Staff have created an instruction manual 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.
- It's recommended that staff wear masks.

Screening

- Norglen RG requires that prior to entering the facility, all individuals must complete the Daily Screening Checklist. Each gymnast will be provided with copies of the checklist at the start of the session, to be completed prior to each class. Please give your/your child's completed checklist to the coach upon entering the building.
- 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

- Norglen RG will provide hand sanitizing stations in each class.
- Norglen RG has determined that hand sanitizing upon entry to each class will be implemented to ensure the athlete's hands are sanitized before they begin class.
- Hand-washing or sanitizing will be required at a minimum upon entering the room, after using the washroom, and upon finishing class.
- All participants should arrive dressed for their class and only bring what they need in a marked bag (e.g. full water bottle, hand sanitizer, yoga mat, knee pads, apparatus, toe shoes, etc.).
- Sharing of personal items including (but not limited to) food and beverages (e.g. water bottles) and apparatus is forbidden.
- Use of masks is not required by athletes during class due to social distancing requirements. However, masks will be required in common areas and while entering and exiting classes.

Physical Distancing

- Everyone who enters classes must maintain, at minimum, physical distancing of 2 meters, at all times.
- Coaching for all programs must be performed hands-free (no spotting).
- When weather permits, Norglen RG will use outdoor space adjacent to facilities for conditioning and any other safe activities assuming physical distancing requirements and cleaning requirements can be maintained.

Scheduling of Activities

- Norglen RG 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, group sizes and scheduling are being adjusted.
- 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.
- Each coach will have personal protective equipment (PPE) on hand (gloves, masks), stored separately from first-aid kits in case of emergency.
- Each coach will maintain a well-stocked first aid kit in case of emergency.

Illness Policy

- Norglen RG's Illness Policy is provided in Appendix 2.

Outbreak Response

Norglen RG 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, Nicole Caines will be the main point of contact for all parties. Nicole 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, Norglen RG will implement enhanced cleaning measures

- to reduce risk of transmission. We will communicate with the facility operator to notify the facility right away.
3. Staff 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 14 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 AB 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, Nicole will immediately report and discuss the suspected outbreak with the Medical Health Officer (or delegate) at your local health authority.

If Norglen 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.

Norglen will post the following posters in visible spaces at our facilities:

- [Hand Washing Poster](#)
- [Physical Distancing \(at entrance and throughout\)](#)
- [Awareness Reminder \(at entry\)](#)
- [How to wear a non medical mask](#)

This document is based on Rhythmic Gymnastics Alberta's Return to Sport Strategy and our Safety Plan can be found through our coaches as well as on our website. Further, our club is staying current with all requirements provided Provincial Health Offices, Regional Health Authorities, Alberta Health Services and RGA.

Appendix 1: Programming Summary

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

Norglen RG
Step 1: Program Summary
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Number of training groups each week: 5

Maximum Occupancy for facility (publicly posted in the lobby): variable based on facility; club policy is 8:1 ratio

Summary of Activities

Coach Name	Class Description	Days and Times	Group Size (subject to change)
Ellie Monument	Junior Performing Group	Mondays, time 5-7pm (NGP) Thursdays 6-8pm (Haysboro)	5 (max 8)
Janey Parks	Senior Performing Group	Tuesdays 6:15-8:15pm (Haysboro)	5 (max 8)
Janey Parks	Ladies Performing Group	Tuesdays 8:30-10pm (Haysboro)	5 (max 8)
Nicole Caines	Jeunesse Performing Group	Thursdays 5:15-6:45pm (NGP)	5 (max 8)
Nicole Caines	Senior Performing Group	Thursdays 7-9pm (NGP)	5 (max 8)
Lindsay Oliver	Jeunesse Performing Group	Tuesdays 5-6pm (Haysboro)	5 (max 8)
Rhonda Helmeczi	Masters Performing Group	Thursdays 8:15-9:45 (Haysboro)	8 (max 8)

Appendix 2: Norglen RG 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 screening checklist each day 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 [Alberta Self Assessment Tool](#) or through the COVID-19 AB 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 AB Health Link 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 (in gym or outdoors) 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 been 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 Alberta.
- 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.