

Starr Gymnastics CLASSES - COVID-19 Safety Plan for returning to CLASSES

This document is intended to help Starr Gymnastics & Parkours create its own COVID-19 Safety Plan, which will guide their reopening following the COVID-19 global pandemic.

It includes requirements that our facilities must implement as part of their reopening as well as tips to help implement those requirements.

This document includes all relevant information from the Ontario Public Health and The City of Ottawa. The information in this package is based on current recommendations and may change at any time.

The COVID-19 Safety Plan must be based on a thorough assessment of risk. This may involve consultation with employees, volunteers, participants, and other individuals.

Each location must 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.

If you or a staff member has any questions or concerns about workplace exposure to COVID-19 please speak to your facility manager.

Understanding the risk

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.

- The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk.
- The risk of surface transmission is increased when many people contact the same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

First level protection (limitation): Limit the number of people in our facilities and rearrange gym spaces to ensure that staff and children maintain at least 2 m (6 ft) from each other at all times.

Second level protection (administrative controls): Establish rules and guidelines, such as cleaning protocols, telling staff to not share equipment, and implementing one-way doors or walkways.

Third level protection (PPE): we are providing non-medical masks and face shields. A mask or face shield does not have to be used at all times if 2m (6ft) is kept between staff and children. However a mask or face shield must be used if a staff has to assist a child.

PROTOCOLS:

Access to facilities

- We have implemented a policy stating that staff, children and parents must not enter the workplace if they have symptoms of COVID-19 or have travelled outside of Canada in the last 14 days or have been identified by public health as a close contact of a person with a confirmed case of COVID-19:
 - Communicate policy to staff and parents.
 - Post signage at entrances reminding people not to enter the site if they have symptoms associated with COVID-19.
 - At drop off, implement a daily “yes/no” verbal confirmation that children do not have symptoms of common cold, influenza, COVID-19, or other respiratory disease. Do not accept a child drop off if the answer is yes.
- Staff with symptoms of COVID-19 must be excluded from work, stay home, and self-isolate until they have been assessed by a health care provider to exclude COVID-19 or other infectious disease, and their symptoms have resolved.
- Communicate to parents in advance the requirement for them to assess their children daily for the presence of symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease prior to drop off. Parents must keep their children at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, and their symptoms have resolved.
- Develop and communicate policies around the management of staff and children who become ill while at the facility.
- Train employees about the symptoms associated with COVID-19 and the protocols in place in the event that a child becomes ill while at the facility.
- Use telephone or video conferencing when possible to meet with parents and caregivers.
- Limit or prohibit visitors to the facility.

Pick up and drop off

- Drop off and pick up will occur by main entrance and for preschool age children only one family member will be allowed indoors at the time.
- We have implemented strategies to ensure physical distancing is maintained at drop-off and pick-up areas. Staggered drop-off and pick-up times will be suggested to all parents, and we will have placing markers at entrance points to support physical distancing.

- If parents or caregivers have to enter the facility at pick up or drop off, only one parent or caregiver will be allowed indoor for a maximum of 15 minutes. In this case they must first wash their hands and a mask must be worn.
- Avoid close greetings such as hugs and handshakes and all physical contact.

Pre-care and sign in

- One family member enters the lobby at a time for sign in / drop off
- All other parents to line up outside until the lobby is clean and free to take the next group in
- Lines to be marked outside with 2m spacing for parents and children
- Mark the floor in front of sign in desk indicating where the parent with child should stand
- Parents are not allowed to stay and or permitted to walk in or through the facility
- A sign in desk will be put close to the entrance of the door prohibiting parents from entering the facility
- A sign in will be posted outside near the main entrance asking parents to line up outside until someone comes out to great them and invite them in for sign in
- The staff conducting the sign in will be responsible for opening the door and letting the next child and parents walk in
- Staff member doing sign in should be fully equipped with PPE and should be the same person assigned to this task Monday-Friday (this would be the manager or supervisor)
- Sign in staff to take temperature of children walking in (manager/maybe supervisor)
- There should be a list of health questions staff need to ask parents before the child gets dropped off every day (i.e. is the child experiencing any symptoms of sickness, etc.)
- A second pre-care staff should be assigned to help
- The sign in list will include what designated area each kid will move to until class starts
- Children will be asked to disinfect their hands immediately upon entering the facility
- The Manager would be acting as the greeter

Post-care

- Parents/Caregivers should ensure all possible pickup contacts are listed on Attendance Lists
- Parents to sanitize their hands upon entering the facility (if allowed to enter)

Child Screening:

- Parents will be asked to do a health screening at home prior to arriving at the gym
- Once at gym each parent will be asked to answer Yes/No to a list of COVID-19 symptoms.
- **For the time being all athletes will be required to wear indoor (running) shoes while attending classes**

- Children will have their temperature checked with a no touch thermometer. Please note that temperature over 38C is considered high fever, and children recording temperatures of 38C+ will not be allowed to enter the facilities. A second temperature check will take place after lunch.
- Once the child screening is done the children will be walked to their class area.

Staff Screening:

- Each staff will be asked to do a self health screening at home prior to arriving at the gym
- Once at the gym, each staff will be asked (daily) to fill out and sign a COVID-19 symptoms questionnaire
- Staff will have their temperature checked with a no touch thermometer. Please note that temperature over 38C is considered high fever, and staff recording temperatures of 38C+ will be sent home. All other staff will have a second temperature check, to take place after lunch.

Physical distancing

- Staff should maintain a distance of at least 2 metres from each other. Where this is not possible, plan and communicate the work task in advance to ensure that time spent in close proximity is minimized.
- We will arrange common areas in a way that allows at least two metres of physical distance between each staff and child.
- We have staggered break times and rotation times
- It is not always possible for staff to maintain physical distance from children, and between children, when in care. Adhere to the principle of physical distancing where possible, by:
 - Minimizing the frequency of direct physical contact with children. Note that children who live in the same home do not need to maintain physical distance from each other.
 - Minimizing the number of different staff that interact with the same child or group of children.
 - There will be no cross contamination or interaction between the groups during the classes

Cleaning and disinfection

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>

<https://www.publichealthontario.ca/-/media/documents/J/2009/jcyh-handwash.pdf?la=en>

- Establish hand washing, hygiene and respiratory protocols for everyone in the workplace.
- A cleaning and disinfecting log will be in place to track and demonstrate cleaning schedules.
- Require staff, children, and others to wash their hands or use alcohol-based hand sanitizer immediately upon entering the facility. Keep hand sanitizer out of the reach of children and supervise its use.
- Require staff to wash their hands regularly throughout the day, including:
 - When they arrive at the workplace and before they go home

- Before and after handling food
- After using the toilet
- After contact with body fluids (e.g., runny noses, spit, vomit, blood)
- After cleaning tasks
- After handling garbage
- Whenever hands are visibly dirty
- Support children to wash or disinfect their hands when:
 - they arrive at the facility and before they go home
 - After using the toilet
 - After sneezing or coughing
 - Whenever hands are visibly dirty
- Provide education and direction to staff and children to:
 - Cough or sneeze into their elbow sleeve or a tissue.
 - Throw away used tissues and immediately perform hand hygiene.
 - Not touch their eyes, nose or mouth with unwashed hands.
- Removed toys and small hand equipment from the facilities that have surfaces that are not easily cleaned, such as plush stuffed animals.
- Remove unnecessary items from the facilities to reduce surfaces that could become contaminated.
- Identify all common areas (e.g., washrooms) and frequently-touched surfaces (e.g., door knobs, cupboard handles, light switches, faucet handles, tables, chairs, toys). Develop and implement a cleaning and disinfection schedule and procedures in accordance with the Ontario Health Guidelines.
 - General cleaning and disinfecting of the workplace will occur multiple times throughout the day.
 - Frequently-touched surfaces will be cleaned and disinfected multiple times a day. Equipment used by each class will be disinfected before the next class comes in.
 - Equipment that cannot be cleaned (i.e. foam pits, etc.) cannot be used
- Empty garbage containers daily at a minimum.
- If a worker or child leaves the facility due to symptoms of COVID-19, the EnviroNize ULV Fogger will be used to fully disinfect the entire facility.
- Maintain an adequate supply of cleaning and disinfection products and materials.

Use of personal protective equipment (PPE)

- All staff will be provided and recommended to use face shields or face masks at all times.
- Greeters and Cleaning staff will be asked to wear disposable gloves, masks/face shields and Smock (lab coat)
- When wearing a mask, you should wash your hands before donning the mask and before and after removing the mask. Refer to Public Health Ontario resources for how to properly wear and take off masks

Other methods to control risk

- Limit sharing of supplies and equipment (e.g., pens, telephone, tablets, computer mouse) between staff.
- Provide adequate amounts of high touch materials, such as art supplies, in order to minimize sharing between children.
- Individuals may choose to wear masks at any time, at their discretion. However, for safety reasons, athletes can not be required to wear a mask during activities. Masks must be worn in any situation where physical distancing of two meters is not possible.
- Participants and staff must wash and/or sanitize their hands prior to training.
- Hand-washing or sanitizing should be frequent throughout classes
- Remind all facility staff, children and visitors to avoid touching eyes, nose, and mouth.
- Everyone inside the facility must maintain a minimum of two meters apart at all times. Coaching for all programs must be performed hands-free (no spotting).
- If the participant's safety is at risk, the coach should not hesitate to spot.
- Use yoga mats on beams, single skills on floor, etc., and clean the mats daily, and after training sessions.

Visitors:

All visitors must:

- be screened prior to entering the facilities
- wear personal protective equipment (masks or face shields); and,
- wash their hands or disinfect hands using hand sanitizer if they stay in the facility for 5-max 15 minutes

Maximum Cohort Size and Ratio

- For the purposes of this document, a cohort is defined as a group of children and the staff members assigned to them, who stay together throughout the duration of the program.
- All 3 facilities will be operating at small capacity
- Maximum cohort size for each class will consist of no more than 7 individuals ("a cohort"). This includes both staff and children.
- Each cohort must stay together throughout the class and are not permitted to mix with other cohorts.
- Mixed age grouping is permitted. Children from the same family can remain together.

- Reduced ratios are permitted provided that cohorts are not mixed with other cohorts.

Staffing

- Staff should work at only one location during 1 given week.
- Supervisors and/or designates should limit their movement between classes
- Replacement staff should be assigned to specific cohorts.

Screening for Symptoms

- All individuals including children attending and staff, parents/guardians, and visitors must be screened each day before entering the child care setting, including daily temperature checks. Temperature will be checked twice throughout the day: in the morning at arrival, and after lunch at noon.
- Parents and guardians will be reminded of this requirement when children are first registered for the program and through visible signage at the entrances and drop-off areas.
- Staff conducting the screening should take appropriate precautions when screening and escorting children to the program, including maintaining a distance of at least 2 meters (6 feet) from those being screened,
- and wearing personal protective equipment (PPE) (i.e., face mask and eye protection (face shield)).
- Alcohol-based hand sanitizer has been placed at all screening stations.
- If an individual experiences seasonal allergies (or other flu-like symptoms), they should get a doctor's note explaining their symptoms before entering the gym.
- Immuno-compromised (high-risk) individuals should consult a medical practitioner before returning to the gym

Attendance Records

Daily attendance lists will be kept in record, including anyone entering the facility and the approximate length of their stay (such as cleaners, people doing maintenance work etc). The Records (e.g. name, contact information, time of arrival/departure, screening completion/result, etc.) must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

Testing Requirements

Please see the protocols when a child or staff/home child care provider becomes sick for information on testing in the event of a suspected case:

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_covid_testing_guidance.pdf

Protocols When a Child or Staf Demonstrates Symptoms of Illness or Becomes Sick

- Staff, parents and guardians, and children must not attend the program if they are sick, even if symptoms resemble a mild cold.
- Symptoms to look for include but are not limited to: fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell.
- Children in particular should be monitored for atypical symptoms and signs of COVID-19. For more information, please see the symptoms outlined in the 'COVID-19 Reference Document for Symptoms' on the Ministry of Health's COVID-19 website:
- http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf
- If a child or child care staff/provider becomes sick while in the program, they should be isolated and family members contacted immediately for pick-up.
- If a separate room is not available, the sick person should be kept at a minimum of 2 meters from others.
- The sick person should be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.
- If the sick person is a child, a staff should remain with the child until a parent/guardian arrives. If tolerated the child should wear a surgical/procedure mask.
- The staff should wear a surgical/procedure mask and eye protection at all times and not interact with others. The staff should also avoid contact with the child's respiratory secretions.
- All items used by the sick person should be placed inside their bag and kept with them until pickup.
- Public health should be notified, and their advice should be followed.
- follow public health advice on notifying others using the space of the suspected illness.
- Where a child, staff or parent is suspected of having or has a confirmed case of COVID-19, the facility must report this to the ministry as a serious occurrence.
- Other children, including siblings of the sick child, and staff in the program who were present while the child or staff became ill should be identified as a close contact and further cohorted (i.e., grouped together) until they can be picked up by parents/guardians to self-isolate at home.
- The local public health unit will provide any further direction on testing and isolation of these close contacts

Management of Class Participants with Suspected COVID-19

- If a class participant begins to experience symptoms of COVID-19 while attending class, it is recommended that:
- Symptomatic participants are immediately separated from others in a supervised area until they can go home. In addition, where possible, anyone who is providing care to the participant should maintain a distance of at least 2 metres.

- If a 2-metre distance cannot be maintained from the ill participant, advice from the local public health unit will be necessary to prevent/limit virus transmission to those providing care.
- Contact the local public health unit to notify them of a potential case and seek advice regarding the information that should be shared with other parents/guardians of class participants in the program.
- While contacting the public health unit, at a minimum the participant and staff member should wear a surgical/procedure mask (if tolerated), and the staff member should also wear eye protection (goggles or face shield).
- Participants should be reminded of hand hygiene and respiratory etiquette while waiting to be picked-up.
- Tissues should be provided to the participant to support proper respiratory etiquette, along with proper disposal of the tissues.
- Environmental cleaning/disinfection of the space and items used should be conducted once the participant has been picked up. Items that cannot be cleaned and disinfected (e.g., paper, books, cardboard puzzles) should be removed from the program and stored in a sealed container for a minimum of 7 days.
- Participants with symptoms should be tested (see "Testing for COVID-19" section below for details).
- Other participants and staff who were present while a participant or staff member became ill should be identified as a close contact and further cohorted (i.e., grouped together) until they can be picked up by parents/guardians to self-isolate at home. The local public health unit will provide any further direction on testing and isolation of these close contacts.
- Participants or staff who have been exposed to a confirmed case of COVID-19 should be excluded from the program setting for 14 days.

Testing for COVID-19.

- Symptomatic staff and participants should be referred for testing. Testing of asymptomatic persons should only be performed as directed by the local public health unit as part of case/contact and outbreak management.
- A list of symptoms, including atypical signs and symptoms, can be also be found in the COVID-19 Reference Document for Symptoms on the Ministry of Health's COVID-19 website: http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx
- Those who test negative for COVID-19 must be excluded from the program until 24 hours after symptom resolution. If a symptomatic person receives a negative result, a repeat test within 24-48 hours can be considered if clinical suspicion is high.
- Those who test positive for COVID-19 must be excluded from the program for 14 days after the onset of symptoms and clearance has been received from the local public health unit.

- Facilities must consider a single, symptomatic, laboratory confirmed case of COVID-19 in a staff member or participant as a confirmed COVID-19 outbreak in consultation with the local public health unit. Outbreaks should be declared in collaboration between the program and the local public health unit to ensure an outbreak number is provided.
- Participants or staff who have been in contact with a suspected COVID-19 case should be monitored for symptoms and further cohorted (i.e., grouped together) until laboratory tests, if any, have been completed or until directed by the local public health unit.
- Staff members and participants awaiting test results should be excluded from classes.

Occupational Health & Safety

- Employers must have written measures and procedures for staff safety, including for infection prevention and control. Detailed guidelines for COVID-19 are available on the [Ministry of Health's COVID-19 website](#).
- If a staff member is diagnosed with COVID-19, the staff member must remain off work for 14 days following symptom onset and has received clearance from the local public health unit.
- If a staff member is a close contact of an individual diagnosed with COVID-19, the staff member must remain off work for 14 days from last exposure.
- The staff member should consult with the local public health unit to determine when they can return to work. Staff members should also report to their Employee Health/Occupational Health and Safety department prior to return to work.
- If the staff member's illness is determined to be work-related, in accordance with the Occupational Health and Safety Act (OHSA) and its regulations, the employer must provide a written notice within four days of being advised that a staff member has an occupational illness, including an occupationally-acquired infection, or if a claim has been made to the Workplace Safety and Insurance Board (WSIB) by or on behalf of the staff member with respect to an occupational illness, including an occupational infection, to the Ministry of Labour, Training and Skills Development;
- Joint health and safety committee (or health and safety representative);
- Any instances of occupationally acquired infection shall be reported to WSIB within 72 hours of receiving notification of said illness

PRE-PROGRAM CONSIDERATIONS- Communication with Families

- Communication with families regarding the enhancement of health and safety measures facilitates transparency of expectations. New policies will be shared with families, for their information and to ensure they are aware of
- these expectations, including keeping children home when they are sick which are aimed at helping to keep all children and staff safe and healthy.

- Protocols, the policies and procedures, links to helpful information, as well as detailed instructions regarding screening and protocols if a child or staff/becomes ill will be shared with the parents
- Priority/waitlist policies may need to be updated to account for limited capacity when re-opening. Any changes to policies should be communicated to families so they are aware of the changes.

Staff Training

- In collaboration with local public health, Starr Gymnastics & Parkour will ensure that training is provided to all staff on the health, safety and other operational measures outlined in this document plus any additional local requirements in place prior to re-opening.
- This will include instruction on how to properly clean the space and equipment, how to safely conduct daily screening and keep daily attendance records, and what to do in the case that someone becomes sick.
- Discuss and determine with your staff the best approach to explaining the new protocols to children.
- Athletes must be made aware of the gym's new safety protocols and their responsibility in maintaining their health, and the health of others. Help staff and volunteers resolve conflict, manage anxiety, and balance priorities

Space Set-Up and Physical Distancing

- The ministry recognizes that physical distancing between children is difficult and encourages staff to maintain a welcoming and caring environment for children.
- When setting up the space, physical distancing of at least 2 metres must be maintained between cohorts and should be encouraged, where possible, between children within the same cohort:
 - o spreading children out into different areas
 - o incorporating more individual activities or activities that encourage more space between children; and using visual cues to promote physical distancing.
- Because multiple cohorts are using the same indoor space, must ensure that a temporary physical barrier is in place to ensure that physical distancing of at least 2 meters between cohorts is maintained.
- Shared spaces and structures that cannot be cleaned and disinfected between cohorts should not be used.
- Recognizing that physical distancing is difficult with small children, additional suggestions include: planning activities that do not involve shared objects or toys;
- Avoid singing activities indoors.

Equipment and Toy Usage and Restrictions

- Equipment should be cleaned and disinfected at a minimum between cohorts.
- Each Station can only be used by one cohort at a time.

- The ministry recognizes that there may be approaches outlined in the program statement which may not be possible due to physical distancing.

Class schedule:

- No free movement within the stations. Coaches to call switches
- Having 6 kids in one group means there are supposed to be 6 different stations so that each kid has a station
- No foam pit use
- Rotations should not be at the same time, to allow cleaning staff properly disinfect between each cohort
- No singing :(
- Running shoes are necessary, a LARGE water bottle a must!
- Equipment/Stations can only be used by one cohort at a time and should be cleaned and disinfected before and after each use by each cohort.

Additional resources

See: <http://edu.gov.on.ca/childcare/child-care-re-opening-operational-guidance.pdf>