

# COVID-19 Policy



## STATEMENT OF COMMITMENT

Zodiacs Gymnastics Club Inc. is committed to providing and maintaining a hygienic and COVID-19 free environment for members, participants, volunteers, employees, and spectators, and every reasonable effort will be made to ensure this occurs. To demonstrate commitment to this policy, Zodiacs Gymnastics Club will place the health of these parties foremost, ahead of property and equipment.

Accordingly, it is also the responsibility of all staff, members, participants, volunteers, and spectators to play their part in ensuring that this policy is carried out. This not only applies to those people in positions that have the responsibility for safeguarding the health of members, participants, volunteers, spectators, and staff in their charge, but also to the individuals to ensure they carry out their duties in a safe and healthy manner.

## POLICY APPLICATION

This policy applies to all Zodiacs Gymnastics Club's staff, members, volunteers, spectators, and participants. It also applies to all activities on and off Zodiacs Gymnastics Club's property including competitions, displays, events, and venue hire.

## POLICY DEFINITIONS

1. **Member.** A member is defined as a person who has paid membership and is enrolled in a gymnastics class at Zodiacs Gymnastics Club (this includes the attending parent/guardian of children in our PlayGym, Mini Movers, and KinderGym classes).
2. **Participant.** A participant is anyone who does not hold membership with Zodiacs Gymnastics Club but is participating in gymnastics activities with/at Zodiacs Gymnastics Club (e.g., open gym sessions, training, competition, school groups, birthday parties) or has hired the gym to use for their own purpose.
3. **COVID-19.** COVID-19 refers to the illness caused by the novel coronavirus severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
4. **Health.** Health is defined as the individual wellbeing of a member, participant, employee, volunteer or spectator.
5. **At-risk individual.** An at-risk individual is defined as anyone who is Aboriginal or Torres Strait Islander, elderly, or has a chronic illness, disability or medical condition (e.g., diabetes, or heart condition/disease).
6. **Gym.** Refers to the training facility located at 1/10 Smith Street, Wivenhoe, Tasmania.
7. **Club personnel.** Refers to employees and volunteers of Zodiacs Gymnastics Club.
8. **Cleaning.** Refers to the washing or wiping of a surface with water and detergent.
9. **Disinfect.** Refers to a chemical product that contains: at least 70% alcohol, quaternary ammonium compounds, chlorine bleach or oxygen bleach.

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## REQUIREMENTS AND RESPONSIBILITIES

- The committee has a duty to provide and maintain so far as is reasonably practicable, a working environment that meets minimum WorkSafe Tasmania COVID-19 health and hygiene standards. The committee has a duty to provide the necessary training to staff and volunteers to enable them to perform their duties in a way that complies with the minimum WorkSafe Tasmania COVID-19 standards.
- All club personnel have a duty to follow the procedures set out under the **Staff COVID-19 Requirements and Responsibilities** and the **Gymnastics Equipment and Venue Cleaning Requirements** to ensure the risk of COVID-19 entering and spreading in the gym is minimised.
- All members, participants, and spectators have a duty to comply with the **Members and Participants COVID-19 Requirements**.

## STAFF COVID-19 REQUIREMENTS AND RESPONSIBILITIES

1. At-risk club personnel should seek medical advice in regards to potential health risks related to working in the gymnastics club environment, prior to returning to work at Zodiacs Gymnastics Club.
2. If a club personnel member has visited a COVID-19 Hotspot within 14-days of returning to work, they must self-quarantine for 14-days (if enforced by the State Government) and provide proof that they do not have COVID-19 before returning to work.
3. All club personnel must have read the Gymnastics Australia fact sheets 'Hygiene Education' and 'Athlete Health and Safety' and their associated readings prior to returning to work.
4. No club personnel are permitted to enter the gym if any of the following apply to them:
  - a. Currently have COVID-19;
  - b. Have been in recent contact (within 14 days) of a known or suspected case of COVID-19;
  - c. Have been overseas or been in contact with anyone who has been overseas within the past 14 days; or
  - d. Have current symptoms of cold or flu (e.g., sore throat, runny/blocked nose, cough, fever, shortness of breath).
5. All club personnel must adhere to the social distancing rule of 1.5m per person at all times when applicable (this includes inside and outside areas of the gym as well as car parks and the entrances/exits).
6. At the beginning of each shift, club personnel must complete a daily wellness check outlining how they arrived to work, how they are leaving, and if they have any cold/flu symptoms.
7. Club personnel who report any cold/flu symptoms at the beginning of their shift will not be allowed to work and must immediately leave the premise. Any surface they have had contact with whilst in the gym will immediately be cleaned and disinfected.
8. All club personnel must arrive prepared for work which means:
  - a. Arriving in work clothing;

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- b. Arriving with a drink bottle (cups of water will not be available);
- c. Arriving with hair tied up (if it is past chin-length);
- 9. All club personnel must adhere to the following personal hygiene requirements:
  - a. Hands must be washed with soap or sanitized upon entering the gym, coughs or sneezes, or uses the bathroom. Coughs and sneezes must be into the elbow or a tissue that is immediately discarded in the bin.
  - b. Hand washing hygiene is as follows: wet hands, rub soap into all areas of the hands for a minimum of 20sec (sing happy birthday twice), rinse hands with water, turn tap off with paper towel, discard paper towel in the bin.
- 10. In the event that a club personnel member becomes unwell whilst at Zodiacs Gymnastics Club the following steps will be taken:
  - a. They must immediately inform the Program Coordinator, Centre Manager, or Head Coach that they have become unwell. The Program Coordinator, Centre Manager or Head Coach will arrange for supervision or a replacement coach of the affected staff members gymnastics class(es) if required.
  - b. The Program Coordinator, Centre Manager or Head Coach will note on the staff daily wellness check document that the staff member became unwell. The clubs COVID-19 Safety Officer will follow up with the ill staff member within 72 hours.
  - c. The ill staff member must immediately go home, or wait in the gym's self-isolation room (office) until they can be collected by a parent/guardian.
  - d. It is strongly advised that if the staff member has persisting (lasting more than 24-48 hours) or worsening cold/flu symptoms that they have a COVID-19 test and email a signed declaration (Appendix B), indicating that they have sought medical advice/been cleared of possible COVID-19 infection to Zodiacs Gymnastics Club prior to their return.
  - e. Whilst they are symptomatic (even if cleared of possible COVID-19 infection) they are not permitted to return to work.
  - f. If they are in charge of class programming, this must still be completed and emailed to the Program Coordinator during their absence.
- 11. If a club personnel member or someone in their household contracts COVID-19, Zodiacs Gymnastics Club must be immediately informed via phone or email. The following must be adhered to:
  - a. Self-isolate for a minimum of 14 days;
  - b. Do not return to work until you have received a negative COVID-19 test result or satisfied the Communicable Diseases Network Australia criteria (if tested positive for COVID-19);
  - c. Complete and return the 'Recovery From COVID-19' form (Appendix C) prior to returning to work (if tested positive for COVID-19).

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12. Club personnel are responsible for ensuring that attending members and participants adhere to the procedures set out under the **Members and Participants COVID-19 Requirements.**
13. Club personnel must adhere to and carry out the procedures set out under the **Gymnastics Equipment and Venue Cleaning Requirements.**

## MEMBERS AND PARTICIPANTS COVID-19 REQUIREMENTS

1. At-risk members and participants should seek medical advice in regards to potential health risks related to participating in gymnastics, prior to returning to their gymnastics class or participating in gymnastics related activities with/at Zodiacs Gymnastics Club.
2. No member or participant is permitted to enter the gym if any of the following apply to them:
  - a. Currently have COVID-19;
  - b. Have been in recent contact (within 14 days) of a known or suspected case of COVID-19;
  - c. Have been overseas, been to a recent COVID-19 hotspot within Australia, or been in contact with someone who has been overseas within the past 14 days; or
  - d. Have current symptoms of cold or flu (e.g., sore throat, runny/blocked nose, cough, fever, shortness of breath).
3. All members and participants, including anyone accompanying them, must adhere to the social distancing rule of 1.5m per whenever possible (this includes inside and outside areas of the gym as well as car parks and the entrances/exits).
4. At the beginning of each class, members will be required to answer a daily wellness check which consists of the following questions:
  - a. Who dropped you off?
  - b. Who is picking you up?
  - c. Do you feel unwell? (sore throat, runny/blocked nose, cough, feel hot/stuffy).

*If a member answers 'yes' to feeling unwell, they will be isolated in the gym's self-isolation room (office), and the parent/guardian will be contacted to collect the affected member immediately. The club COVID-19 Safety Officer will follow up with the member within 72 hours.*
5. Spectators must adhere to the spectator timetable at all times.
6. All members and participants must arrive prepared for gymnastics which means:
  - a. Having your own drink bottle of water – drink bottles are not to be shared;
  - b. Hair that is chin-length or longer is tied up securely;
  - c. Arriving with socks, warm clothes to wear, shoes, and any training aid equipment that is required for your gymnastics class such as grips, wrist bands, ankle weights, resistance bands, gloves, loops and chalk. The aforementioned items are not to be shared. Class coaches will advise class members/participants of any required training aid equipment.
7. It is encouraged that members and participants who arrive more than 5 minutes early for their gymnastics class or session wait in their car if possible.

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8. All members and participants must adhere to the following personal hygiene requirements:
  - a. Hands must be washed with soap or sanitized upon entering the gym, coughs or sneezes, or uses the bathroom. Coughs and sneezes must be into the elbow or a tissue that is immediately discarded in the bin.
  - b. Hand washing hygiene is as follows: wet hands, rub soap into all areas of the hands for a minimum of 20sec (sing happy birthday twice), rinse hands with water, turn tap off with paper towel, discard paper towel in the bin.
9. In the event that a member or participant becomes unwell whilst at Zodiacs Gymnastics Club the following steps will be taken:
  - a. The affected person will be isolated from all other people in the gym in the Club's self-isolation room (office).
  - b. The parent/guardian of the affected person will be contacted and asked to immediately collect them.
  - c. It is strongly encouraged that the member/participant seek medical advice/treatment and be cleared of possible COVID-19 infection before returning to the gym if their symptoms persist/worsen after the first 24-48 hours.
  - d. Whilst the member or participant is symptomatic (even if cleared of possible COVID-19 infection) they are not permitted to return to the club.
  - e. Any member or participant who develops cold/flu symptoms will have this noted on the daily wellness check document. The clubs COVID-19 Safety Officer will follow up with each member who becomes unwell within 72 hours.
10. If a member or participant or someone in their household contracts COVID-19, Zodiacs Gymnastics Club must be immediately informed via phone or email. The affected member/participant is required to:
  - a. Self-isolate for a minimum of 14 days;
  - b. Not return to the gymnastics club until a negative COVID-19 test result is returned and the Communicable Diseases Network Australia criteria have been satisfied (if tested positive for COVID-19);
  - c. Complete and return the 'Recovery From COVID-19' form (Appendix C) prior to returning to the gymnastics club (if tested positive for COVID-19).

## PROCEDURE FOR DEALING WITH A SUSPECTED OR CONFIRMED COVID-19 CASE IN THE GYM

1. Anyone associated with Zodiacs Gymnastics Club including club personnel, members, participants, and spectators must contact the club immediately if they or someone in their household contracts COVID-19 or is suspected of having it.
2. The club's COVID-19 Safety Officer will contact the Department of Health and Human Services (DHHS) regarding the suspected or confirmed case, and will comply with all advice and requests for information from the DHHS.

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3. Anyone who may have been a close contact (e.g., class mate, coach, or in the gym at the same time/day) to the COVID-19 case will be contacted by the club's COVID-19 Safety Officer regarding their possible exposure to COVID-19. All affected persons will be required to self-isolate for a minimum of 14 days.
4. All club operations will be suspended until the club has been deep cleaned and the DHHS has given approval for the club to resume full or limited operations.
5. In the instance of a short temporary closure or reduced classes, members will be issued class credit for missed classes that can be redeemed through make-up classes that the club will provide at a later date. Participants who are affected by the temporary closure will have the option to either re-book for a later date or will receive a refund for any invoice they have already paid.
6. In the instance of a long-term closure where make up sessions are not a viable option, refunds for missed classes will be issued.

## GYMNASTICS EQUIPMENT AND VENUE CLEANING REQUIREMENTS

1. Refer to Gymnastics Australia's 'Club Surface and Equipment Cleaning Guidelines' for a thorough break down of the cleaning products that can be used on different surfaces.
2. To disinfect a surface, the area must first be cleaned and then disinfected and wiped again. Disinfectant will not be effective on unclean surfaces.
3. Any surfaces sprayed with a disinfectant must also be wiped to ensure total coverage.
4. High touch surfaces including but not limited to door handles, hand sanitizer and soap dispensers, bathrooms, and the training gates/fences must be cleaned and disinfected at the end of each night.
5. Shared spaces and frequently shared equipment such as office items and equipment (including attendance folders and clipboards, clipboards, pens, the office computer), and the canteen are to be cleaned regularly.
6. Coaches must carry a cleaning bucket and supplies with them to all apparatus rotations and at a minimum clean the high touch surfaces that members and participants have used including but not limited to spotting boxes, vinyl covered shapes, and crash mats at the end of their apparatus rotation.
7. Larger surface areas including the beam and bar matting are to be cleaned and disinfected at least once per week.
8. Gymnastics equipment including but not limited to beam and bar matting, crash mats, trampolines, spotting boxes and other vinyl covered training aids, must be disinfected at a minimum once per week.
9. ALP gymnasts who use the shared weights (including the dumbbells, kettle bells, and medicine balls) are required to sanitise clean the equipment after each use.
10. Areas of the gym such as the foam pit, and torn vinyl covered equipment that cannot be adequately cleaned and disinfected are not to be used. Crash mats must only be used 'hard' side up.

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11. In the event that any member, participant, or club personnel member is required to self-isolate in the isolation room (office), the room must be cleaned and disinfected immediately after they vacate.

### CLEANING PROCEDURE FOLLOWING A COVID-19 CASE

1. Following a suspected or confirmed case of COVID-19 in the gym, a thorough deep clean must occur as soon as Zodiacs Gymnastics Club is informed of the suspected or confirmed case.
2. All surfaces, equipment, and items in the gym must be cleaned and disinfected.
  - a. Carpeted areas must be cleaned with carpet shampoo and steam cleaned;
  - b. Uncoated steel is susceptible to rust when disinfected, rust treatment following a deep clean may be required.

### POLICY BREACHES AND CONSEQUENCES

Zodiacs Gymnastics Club Inc. has a Complaints Handling Procedure and undertakes to deal with any breaches of the COVID-19 Policy promptly, seriously, sensitively and confidentially.

- Disciplinary action will be taken against: anyone who is found to be in breach of this Policy; anyone who victimises or retaliates against a person who has complained of a breach of this Policy; or anyone found to have made a frivolous complaint.
- The discipline will depend on the severity of the breach and may involve counselling, an apology, suspension, dismissal or other form of action.
- Anyone who breaches the policy that results in suspension or dismissal will still be required to pay any outstanding fees.

### CONFIDENTIALITY AND REPORTING

Zodiacs Gymnastics Club Inc. is responsible for administering this Policy and will keep confidential the names and details relating to breaches, unless disclosure is:

1. Necessary as part of the corrective process; or
2. Required by law.

## Appendix B: Return to Gymnastics Following Symptom Presentation

I, \_\_\_\_\_ declare that I have sought medical advice on (date) \_\_\_\_\_ regarding my cold/flu symptoms and have not been diagnosed with COVID-19. I will not return to gymnastics until my symptoms have fully cleared.

**Signed:** \_\_\_\_\_  
*Parent/guardian to sign if member is under 18 years of age.*

Parent/Guardian name (please print): \_\_\_\_\_

**Date:** \_\_\_\_\_



## Appendix C: COVID-19 Recovery Declaration

I, \_\_\_\_\_ declare that a medical professional has declared me as recovered from COVID-19 as of (date) \_\_\_\_\_. I have satisfied the Communicable Diseases Network Australia (CDNA) criteria and I have provided evidence of this to Zodiacs Gymnastics Club Inc.

**Signed:** \_\_\_\_\_

*Parent/guardian to sign if member is under 18 years of age.*

Parent/Guardian name (please print): \_\_\_\_\_

**Date:** \_\_\_\_\_