



# Covid-19 Safety Plan

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## Purpose and objectives

<b>Plan:</b>	Covid-19 Safety Plan
<b>Reviewed By:</b>	ESGC Committee
<b>Reviewed On:</b>	26 August 2020
<b>Next Review Date:</b>	TBC
<b>Revision History:</b>	
<b>1.0</b>	Creation of plan – 14/5/2020
<b>2.0</b>	Review of Plan – 26/8/2020

### **Purpose:**

Under the Health and Safety at Work Act 2015, organisations must take all practicable steps to mitigate risks and protect people from hazards in the workplace. Minimising the spread of coronavirus (also called COVID-19) is important to keep employees, gymnasts and their families safe and well at the Club.

The purpose of this Plan is to provide Eastern Suburbs Gymnastic Club (ESGC) with practices and guidelines by which to mitigate risks, minimise the spread of infectious diseases, and keep employees, gymnasts and their families who come into the Club safe and well.

This Plan complies with the Minister of Health and Sport New Zealand requirements for the Alert Level 2 as at 26 August 2020. The Plan does not consider the requirements at the Alert Level 1, 3 or 4.

The COVID-19 pandemic is an evolving situation. The plan will be reviewed regularly and changes are to be made as required.

### **Key Objectives:**

- First and foremost to provide for the safety of staff, stakeholders and visitors
- Provide a guide for the leadership team
- Be a reference point for information important to day to day operations
- Document the short-term operational priorities in terms of continuing operations
- Identify key staff and suppliers who must be noticed in the event of disruption
- Be an easily reviewable document which is not cumbersome to keep current

# Distancing

## Guidelines

- All indoor and outdoor facilities will need to restrict participation to a maximum of 10 people per group.
- Multiple groups of 10 can participate in a sports facility as long as all physical distancing and hygiene requirements are being adhered to.
- Maximum number of 100 people in the sports facility at any one time
- Gathering restrictions apply to each separate space.
- Careful measures will be necessary to maintain physical distancing of 2 metres between groups while indoors.
- Within a group, it is recommended a distance of 1 metre be in force where practical. A group of 10 includes the athletes, coach, judges, spectators and any other support staff.
- Care must be taken to avoid interacting at communal points such as entries and car parks. Phasing of activities could be used to allow time for people to pass through these areas safely.

## ESGC Procedures

### ESGC drop off and pick up procedure.

- Gymnasts are to be dropped off and picked up from designated entrances and exits which will assist the club in maintaining the 100 person capacity whilst also minimizing crowding in entrance ways.
- Parents will be asked not to enter the building to stay and watch classes to ensure the maximum 100 person capacity is maintained.
- ESGC carpark will remain open, parents must ensure they take extreme care when driving in shared zones due to higher pedestrian traffic outside of the facility.
- Parents, Gymnasts and Staff are to maintain 2m social distance requirement where contact tracing is not being conducted (i.e. outside of the gym facility). Markers and cones will be set up to assist with this.

### Class structure and timetabling

- Gymnast to Coach ratios have been reduced to 1:9 to further enable coaches to safely enforce the 1 metre social distancing rule.
- Class timetabling has been staggered to further reduce the number of gymnasts entering and exiting the building at any point in time.
- Management have mapped out the ESGC facility and marked out 2m distance markers for coaches and gymnasts. The 2m distancing is a generous gauge to help ensure gymnasts keep a minimum of 1m apart.
- Program managers will ensure all programmes are structured to ensure a minimum of 1m distance can be maintained throughout the duration of classes.

- Clear pathways between apparatuses have been established with social distancing requirements in mind.

### Lockers and Bathrooms

- Unless impractical to do so, ESGC requests that gymnasts change for their class prior to entering the facility to avoid using bathrooms as changing rooms – this will reduce traffic in and around the bathroom facilities.
- Downstairs bathroom will be for coaches only. This will reduce congregating around the bathroom entrance and also reduce the number of people coming into contact with the bathroom amenities.

### Office

- ESGC office will be closed for payments and queries
- All payments and enrolments will be taken online through the ESGC Website
- For any queries, questions or feedback – customers are to phone or email the office [admin@esgc.co.nz](mailto:admin@esgc.co.nz) or (09) 5280941 or alternatively fill out the Feedback Form available on the website.
- For any purchases of merchandise including leotards, straps, tracksuits and bags, email or phone the office to arrange. Payment is to be made online with the items being handed to the gymnast at the beginning/end of their training session.

### Spotting

Under the general guidelines for New Zealand Covid-19 Alert Levels provided by Sport NZ coaches will refrain from spotting gymnasts where possible.

- ESGC management has set up the gym and programming so that gymnasts should not require much if any physical assistance throughout their training session.
- Although the risk is low, in certain situations, it may be necessary for a coach to come in direct physical contact.
  - In case of injury – The gymnast's personal coach is permitted to administer first aid if necessary. Coaches will be made aware of specific situations/examples where it may be necessary to break social distancing rules to administer first aid.
  - In situations where safety of the gymnast may be compromised, coaches are permitted to spot gymnasts within their group

# Tracking

## Guidelines

- Ensure that all events and facilities have a contact tracing register and that all participants and spectators complete it, an electronic system or an online registration system.
- The register should be accessible to the Ministry of Health for contact tracing purposes at all times up to 4 weeks after the contact took place.
- You may need to consider restricting the number of spectators or asking people to register in advance.

## ESGC Procedures

ESGC will record any individual who enters the premise. Spectators will not be permitted in order to ensure adequate contact tracing can be carried out effectively.

### Class Attendance Register

- Coaches will accurately record attendances in all classes in ESGC's electronic database, Friendly Manager.
- Attendances will be retained on file for a minimum of 4 weeks.

### Electronic contact register

- Management will have an electronic contact tracing register at the club entrance. Any individual who is not a gymnast or registered coach, including administration staff, parents, cleaners, contractors and coaches outside of their rostered coaching hours will need to sign into the register on entrance to the premise.
- This will involve Parents or Caregivers scanning a QR code or going to the web address that you will find around the facility and entering the required details to ensure we have an accurate record and are meeting Ministry of Health Guidelines. Alternatively, we will have a manual sign in available at the desk.
- All register details will be retained for up to 4 weeks.

# Hygiene practices

## Guidelines

Basic hygiene measures are the most effective way to stop the spread of infections in the workplace. Hand hygiene - washing hands regularly with soap and water, or cleansing with hand sanitiser is essential.

## ESGC Procedures

- ESGC will provide guidance on effective handwashing procedures in all bathroom and kitchens by displaying ample signage.
- Gymnasts and Coaches will be required to sanitise their hands at the beginning and end of classes.
- ESGC will maintain the current practice of providing paper towels to dry hands.
- Hand Sanitiser stations will be placed around areas of high traffic, entrances and exits.
- Gymnasts and Coaches will sanitise or wash their hands in between each apparatus rotation.
- Gymnasts will be regularly reminded by coaches and through ample signage to refrain from touching their faces including eyes, nose and mouth

# Cleaning Procedures

## Guidelines

Surfaces and Equipment must be regularly cleaned and disinfected where practical.

## ESGC Procedures

### Cleaning of equipment

- Any small shapes and matting covered in plastic/rubber will be wiped down with disinfectant wipes.
- Smaller equipment that is more difficult to clean i.e. foam pieces, scarves, balls etc: will not be used in classes for the time being.

### Staggering of class timetabling will allow adequate time for coaches to clean equipment

- Each class will be treated as a separate bubble. Classes timetabling will be structured to ensure these classes do not overlap when it comes to space and equipment within the gymnasium.
- Coach rostering allows a window between classes for coaches to wipe down equipment used during the lesson before the next class resumes.
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### High Touch Surfaces

- Cleaners will be asked to increase attention to touch points (door/cupboard handles, reception areas)
- Doors will be left open where possible to reduce the need to touch handles and minimise risk of spreading infection.

### Cleaning Register and Schedule

- Allocated cleaning times have been scheduled within class timetables for ESGC staff to adhere to.
- Contracted cleaning company is currently on a set cleaning schedule which will be regularly reviewed and amended if any changes are required.
- Cleaning Registers will be filled and displayed for members to be able to see.

### Protective Gear

- Government and Industry guidelines are not mandating the use of protective gloves or face masks.
- ESGC will provide disposable gloves and disposable face masks to staff if they choose to use them while coaching.



- Disposable gloves must be worn by staff when cleaning and are to be disposed of in the bins provided

# Managing Illness

## Guidelines

Do not allow sick people at your facility.

## ESGC Procedures

### Signage and Display of information

- Signage will be displayed at the entrance to the facility stipulating that any individual who is unwell should not enter.
- If any gymnast displays cold/flu symptoms, parents will be contacted to collect their child from the facility.
- Staff have be advised that if they are unwell, they must stay home from work.

# Managing exposure or suspected exposure to Covid-19

## Guidelines

If an employee, customer or visitor becomes a confirmed or probable COVID-19 case and has been at your workplace while potentially infectious there are standard processes that will be followed.

You may be told by an employee or customer directly, or notified the by the local public health unit (PHU) and then you should:

- Inform any Health and Safety Managers within the organisation; they are usually the best people to have contact with the PHU.
- Isolate spaces that this person may have spent significant time in and ensure cleaning is undertaken before they are able to be used.
- Specific or additional advice will be given by public health officials of any cleaning requirements based on the extent of exposure.
- Assist as required with the PHUs contact tracing and support any staff identified as a close contact to self-isolate for 14 day
- Follow PHU advice on communication with your employees and customers
- Consider store or site closure – this decision should be made on the advice of a public health official based on information on the extent of the exposure.
- Follow PHU advice on any additional requirements that are specific to your type of business.

## ESGC Procedures

ESGC Staff are not trained or equipped with expert knowledge on Covid-19. In a situation where there is a confirmed or suspected exposure, ESGC management and staff will follow all guidelines and requirements stipulated by the Government and Ministry of Health.

# Evaluation of processes and Risk controls

## **ESGC Procedures**

The Level 2 Safety plan is a live document which will be regularly reviewed and updated where required. Plans may be adapted as we find better/easier ways to do things. All changes will be communicated to management, staff and ESGC members.

### Feedback

- Management will encourage all staff and members to raise any concerns or solutions.
- If, for any reason a staff member is uncomfortable approaching their manager directly, there is an online Feedback Form which can be filled out anonymously.

### Regular Review

- ESGC Management will review the Safety Plan regularly at fortnightly management meetings.