



Dear Members,

We are excited to announce that viaSport has approved a return to sport plan for Gymnastics clubs in BC. Each club is required to have an individualized return to sport plan. We will be reopening Monday, June 15, 2020, according to the attached protocols.

The Club Aviva 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.

When you register you will be required to follow the safety protocols attached in this COVID-19 safety plan.

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,

*Club Aviva*



# Club Aviva COVID-19 Safety Plan

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

*Club Aviva COVID-19 Club Representative: Vivien Symington  
vivien@clubaviva.ca.*

This Club COVID-19 Safety Plan has been approved by the Vivien Symington on **June 11, 2020**.

# Principles

The following five principles from BC'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"> <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. For ES clients, please see Appendix 2.
- ✓ 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. For ES clients, please see Appendix 2.
- ✓ Training groups for Step 1 will be emailed separately.
- ✓ Small class size ratios of 4:1 to a maximum of 6:1 at this time (refer to applicable schedule).
- ✓ A program summary for Step 1 has been prepared.

## 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. For ES clients, please see Appendix 2.
- ✓ 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. For ES clients, please see Appendix 2.
- ✓ Training groups for Step 2 have been established and will be updated as needed.
- ✓ Larger class size ratios of 8:1 and increased training times will be scheduled.
- ✓ A program summary for Step 2 has been established and will be updated as needed.

## Step 3: The 'New Normal'

To be determined at a later date, according to the [Government of BC regulations](#).

# Club Aviva Safety Plan Requirements

## Facility Access

**To access Club Aviva please complete the following steps:**

- Drop off is available at the following locations and signage will be posted:
  - Empowering Steps programs will enter/exit via the front main entrance
  - Competitive and Private Instructional programs will enter/exit through the west side of the building through the back yard into Room 1.
- Please line up at appropriate entrance of the facility, maintaining a physical distance of 2m between yourself and others by standing in the marked areas.
- All participants will exit the building through **allocated exits as per above**, and must not congregate in groups when they get picked up. To facilitate this, we have placed TAPE/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 Club Aviva staff when entering and exiting the facility.
- Prior to entering the facility, ***all individuals*** must read and pass the electronic daily screening checklist. All screenings will be collected electronically by a Club Aviva staff at each entrance. Daily Screening Checklist must be conducted with a parent or guardian for children age 12 and under. Participants 13 and older may be completed directly with staff. For ES clients, please see Appendix 2.
- 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 change rooms until further notice.
- Prior to participating in any programming, **all participants, parents/guardians, and club personnel** must register and complete required GBC forms.

## Facility Operations

- Club Aviva's maximum occupancy (during Steps 1 and 2) is: no more than 49.
  - Maximum Occupancy for the lobby is: 6
  - Maximum Occupancy for each change room and washroom is: 1
  - Maximum Occupancy for the Big Gym is: 49
  - Maximum Occupancy for the Small Gym is: 30
  - Maximum Occupancy for the Main Office is: 2
  - Maximum Occupancy for the Empowering Steps Office is: 2
  - Maximum Occupancy for the Viewing Room Office is: 3
  - Maximum Occupancy for the Management Office is: 1
  - Maximum Occupancy for Room 1 is: 12
  - Maximum Occupancy for Room 2 is: 8
  - Maximum Occupancy for Room 3 is: 10
  - Maximum Occupancy for the Kitchen is: 2
  - Maximum Occupancy for the Back Hallway is: 5
  - [Signs indicating these occupancy limits](#) are posted clearly in each space.

- All pathways inside the gym are marked using cones, arrows and/or large signage, etc..
- Shared items (e.g., iPads) that can be disinfected between users are permitted or gloves will be used. Avoid bringing unnecessary shared items to the gym.
- Participants will be required to have their own chalk in a container/bag large enough to fit their hands.
- The Viewing Room has been converted into an office space.
- The foam pit has been covered by mats, and entry into loose foam is prohibited until further notice. The foam pit has been reconfigured with mats so the space can be used as a landing zone from all applicable apparatus.

## Cleaning

### Club Aviva 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 will be using a Cobalt Electric Atomizer Fogger with Vital Oxide at a minimum of twice per day for daily sanitization.
- We have implemented a cleaning log that is kept in Club Aviva designated washrooms, main gym, small gym, rooms 1, 2 & 3, kitchen, and common areas. Once the logs are completed they will be replaced with new logs and stored in the main office.
- We will clean the entrance, exit, gym lobby, and other high touch-point areas (e.g. washroom counters, doorknobs, handrails, guest seating, kitchen/break areas, etc.) twice per day at minimum. Washrooms will be disinfected a minimum of twice per day.
- Gymnastics equipment will be disinfected between each rotation, until further notice.
- Equipment that cannot be cleaned (cloth-like surfaces, bars, foam pits, etc.) will be sanitized with a fogger twice daily.
- Communal gym tools such as tablets and conditioning 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

Please be aware of the new Club Aviva protocols before your first visit to the gym, to foster confidence in the staff's commitment to keep everyone safe. This includes information on Club Aviva's:

- Screening protocols
  - Illness Policy (Appendix 1)
  - 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.)
- Club Aviva has posted 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 Club Aviva Management as a point of contact to address all COVID-19-related communications, compliance, and coordination in the gym. [Desiree@clubaviva.ca](mailto:Desiree@clubaviva.ca), [Nancy@clubaviva.ca](mailto:Nancy@clubaviva.ca), [Kevin@clubaviva.ca](mailto:Kevin@clubaviva.ca). For Empowering Steps please email [esmt@clubaviva.ca](mailto:esmt@clubaviva.ca).

**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 Club Aviva will be provided to staff to address the COVID-19 Safety Plan and programming modifications. Including a virologist to review and discuss our safety plan with our key staff.
- Staff communication will be given in person, zoom meetings, and emails on what to expect at the gym, along with a mock training session.
- Staff should contact their immediate supervisor or manager if they have questions or concerns as they return to their roles.

### Screening

- Club Aviva requires that prior to entering the facility, all individuals must complete the Daily Screening Checklist.
- 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 1).
- 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

- Club Aviva will provide hand-washing and/or sanitizing stations at entrance, exit, common area, and in between apparatus stations.
- Staff will be responsible for all participants to sanitize upon entrance and exit to our facility to ensure the participants hands are sanitized before they enter the gym and leave the gym.
- Hand-washing or sanitizing will be required at a minimum, entering, exiting, after using the washroom, and between apparatus station for all persons entering the facility.
- All persons entering the facility should arrive dressed for participation 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.
- Staff must wear masks at all times.
- Participants are required to wear masks upon entry and exit and between rotations, common areas. For ES Clients, please refer to Appendix 2

## Physical Distancing

- Everyone who enters Club Aviva must maintain, at minimum, physical distancing of 2 meters, at all times. For ES Clients, please refer to Appendix 2
- Coaching for all programs must be performed hands-free (no spotting). Spotting will only be done if a participant's safety is at risk. For ES Clients, please refer to Appendix 2
- Club Aviva will use the back yard, local park, trail, parking lot, outdoor space for conditioning and any other safe activities assuming physical distancing requirements and cleaning requirements can be maintained.

## Scheduling of Activities

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

## Illness Policy

- Club Aviva Illness Policy is provided in Appendix 1.



## Outbreak Response

### **Club Aviva 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, Vivien Symington, [vivien@clubaviva.ca](mailto:vivien@clubaviva.ca) will be the main point of contact for all parties. Vivien 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, [desiree@clubaviva.ca](mailto:desiree@clubaviva.ca) will implement enhanced cleaning measures to reduce risk of transmission. Desiree may communicate with the facility operator to notify the facility right away.
3. Desiree will implement the illness policy (see Appendix 1) 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, Desiree Armstrong will immediately report and discuss the suspected outbreak with a Medical Health Officer (or delegate) from Fraser Health. Implement your Illness Policy and your enhanced measures.

If Club Aviva 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.

Club Aviva 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!](#)
- [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.

## Appendix 1: Club Aviva 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.

## Appendix 1 (continued): Club Aviva Illness Policy

### **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 must comply with the current Provincial and Federal travel restrictions. At this time any Team Member who has travelled outside of Canada 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 2: Empowering Steps (ES) Programs

Empowering Steps is a movement therapy and behavioural intervention program that assists children and youth with Autism and Neurodevelopmental Disabilities. ES clients have a wide range of physical, social and emotional capabilities, resulting in incidences when physical distancing measures will not be able to be enforced in order to protect the safety of the child and others within the shared environment.

As such, ES protocols will include but are not limited to:

- All ES therapists and supervisors will be wearing a face mask throughout private sessions within the facility.
- Disposable gloves will be worn by ES therapists and supervisors at all times necessary.
- All ES therapists and supervisors will be clothed in long pants and long-sleeved shirts in order to minimize contact with clients
- Spotting: ES therapists and supervisors will strive to maintain physical distancing protocols. However, it is unsafe to maintain a physical distance of 2 metres or when a child requires physical assistance (i.e. mobility issues), ES staff will physically support their clients.
- Use of masks entering/exiting the facility, between rotations and in common areas are strongly encouraged by all participants.
- All ES participants must have the daily screening checklist completed by a parent or guardian regardless of age.

Some of these procedures may not work for your child; please contact an ES supervisor at [esmt@clubaviva.ca](mailto:esmt@clubaviva.ca) if you feel that your child may have difficulty accepting any of the above protocols. We will work to the best of our capabilities to individualize a plan that will ensure your child's safety along with the safety of our staff and all others who share the Club Aviva facility.