



NUNAWADING GYMNASTICS AND SPORTS CLUB INC.

2020

COVID-19 Safe Return Policies

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1. Introduction

Objective and Scope

The purpose of these policies is to outline the terms and conditions for Nunawading Gymnastics and Sports Club' (NGSC) return to gymnastics. NGSC want to ensure all members, staff, gymnasts, and guests, will be returning to a COVID SAFE environment. NGSC COVID SAFE RETURN POLICIES have used recommendations from Gymnastics Australia (GA) and adjusted to suit NGSC's environment. These policies apply to all current and future members of Nunawading Gymnastics and Sports Club. *Any items that do not appear in these policies, NGSC would revert to the GA documentation and recommendations. Links can be found throughout this document.*

Members

To ensure the health and safety of our members in our new environment, NGSC will increase the cleaning of the facility, especially frequently used equipment and areas. Any member who would like to be a part of our new COVID SAFE environment, must read and agree to all NGSC COVID SAFE Policies by completing an online consent form. NGSC cannot guarantee all members will adhere to these policies and all members entering the facility will be doing so at their own risk. One (1) consent form must be completed for each family participating.

[Click Here](#) for more information from Gymnastics Australia on rebooting gymnastics in our new COVID SAFE Environment

Contents

| | |
|---|----|
| 1. <u>Introduction</u> ----- | 2 |
| 2. <u>NGSC COVID SAFE - Cleaning Policy</u> ----- | 4 |
| 3. <u>NGSC COVID SAFE - First Aid Policy</u> ----- | 5 |
| 4. <u>NGSC COVID SAFE - Return Policy</u> ----- | 7 |
| 5. <u>NGSC COVID SAFE - Entry and Exit Policy</u> ----- | 10 |

2. NGSC COVID SAFE - Cleaning Policy

Terms and Conditions

General Requirements

- NGSC facility will be cleaned 2 times per week by a professional cleaning service.
- General daily cleaning of the gym will be carried out by rostered NGSC staff as detailed in the [Gymnastics Australia Club Surface and Cleaning Guidelines](#)
- NGSC staff will continue to clean high touch surfaces on a regular basis before, during and after classes including door handles, seating areas, handrails. etc as per Coaches Cleaning Checklist [Click Here](#) to view
Supervisors Cleaning Checklist [Click Here](#) to view
Daily Cleaning Checklist [Click Here](#) to view
- All staff and gymnasts must wear shoes and socks when entering the facility
- All staff, gymnasts and visitors must wear a face mask when entering the facility
- Bare feet/ change of socks/ change of shoes (different shoes and socks than those you entered in if needed and must be clean) can be worn on the gymnastics floor only
- All staff and gymnasts will need to have their hands and feet sanitised before stepping on the gymnastics floor
- All staff and gymnasts must wash/sanitise before touching any apparatus
- All staff and gymnasts must wash/sanitise before and after using the toilet
- 1.5 meters social distancing rules must be adhered to at all times
- Signage has been placed around the gym, so everyone is receiving the same message regarding health and safety

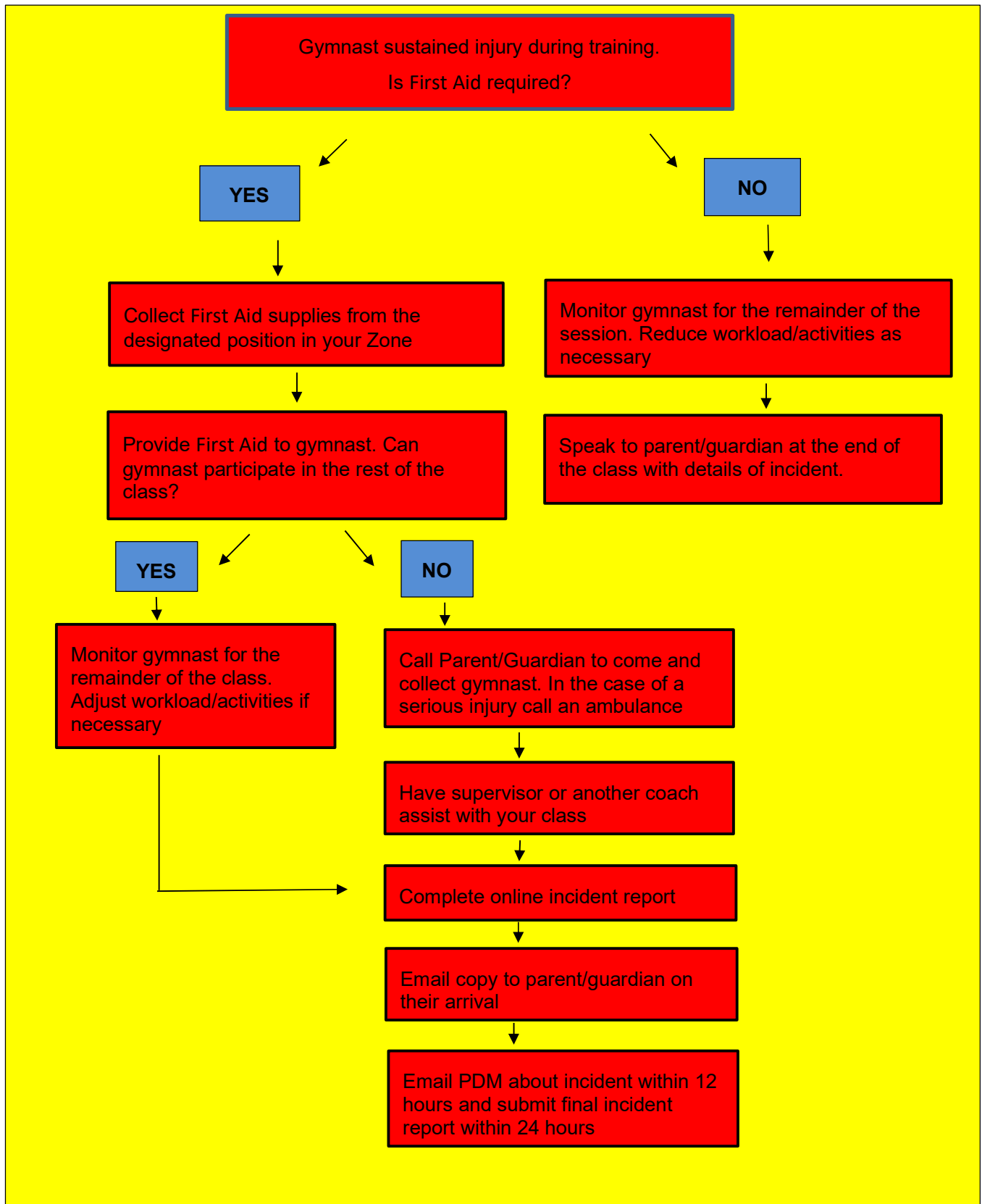
Coaches Cleaning Requirements

- Coaches will have a caddy of essential supplies required for cleaning/sanitising equipment and other items that will be required during the class such as hand sanitiser and tissues etc.
- Gloves will be available if coaches wish to wear them while they are cleaning
- Once the coach has finished with the cleaning caddy, it should be wiped down with a sanitising wipe and returned to the counter outside the kitchen roller door
- All matting, boxes, shapes, and teaching aids used during the course of the class, are to be cleaned both before class and again immediately after use (end of each rotation).
- Once coaches have finished cleaning, they are required to wash/sanitise their hands
- Spotting is strongly discouraged, but if it is necessary, the coach is to sanitise hands immediately afterwards
- Coaches/ Supervisors must ensure that they have completed the cleaning checklist provided and sign and date it at the end of each session.

3. NGSC COVID SAFE - First Aid Policy

Terms and Conditions

- If any gymnast begins to show any symptoms associated with Covid-19 during class, their parents will be notified immediately and the gymnast will be required to exit the main gym area and will be isolated upstairs in our Temporary Sick Bay until their parents collect them
- Families of gymnast/s must always be contactable while their gymnast is in class. They will be contacted via the phone number linked to their online account.
- First Aid can only be administered by a qualified Coach/ Supervisor
- The First Aid kit will be located on the seating area for Zone 1 and near the exit door near the tennis courts for Zone 2 for easy access
- Coach will need to notify the supervisor (when available) that a gymnast is injured and either the coach or supervisor can administer First Aid.
- Coach/ Supervisor will need to sanitise hands before commencing treatment.
- Depending on the symptom's Coach/ Supervisor must always wear gloves and a mask before administering First Aid.
- Disposable ice packs will be in the freezer in the kitchen and must be disposed of after use.
- A Mask must be used when treating anyone showing any flu like symptoms e.g., cough, fever etc
- Coaches must notify admin if First Aid supplies are running low – please email or leave a note on the notepad provided in the First Aid Kit so we can replenish
- Further information is available in guidelines outlined by [Gymnastics Australia on Health and Safety](#)
- If a gymnast is injured during training, the coach must complete an online incident report at the conclusion of the class, including details of a witness to the incident.
- Incident report form can be found on the NGSC Coach's Portal – [Click Here](#) to view form
- Parent/ Guardian of the gymnast must be notified ASAP at the conclusion of the class in person and via email that First Aid was required for their gymnast. Copy of First Aid/ Incident Form needs to be completed and sent using email address registered in iClassPro
- Pathways and Development Manager must be notified within 12 hours of the incident occurring OR can be cc'd in on the initial email to the Parents.
- First Aid/ Incident Form must be sent to the Pathways and Development Manager within 24 hours of injury. Email to pdm@nunawadinggymnastics.org.au



4. NGSC COVID SAFE - Return Policy

Terms and Conditions

Gymnasts Requirements

- We ask all families to download the iClassPro App – [Click Here](#) to download the app. Login details will be the same as your login details to the Parent Portal
- [Click Here](#) to find out more information about how to use the iClassPro App
- Please contact club@nunawadinggymnastics.org.au if you need help with this process
- Parent/ Guardian must be contactable for the duration of the class, in case of any emergencies.
- All items brought into the gym need to be clearly marked with the gymnast's name
- All gymnasts are strongly encouraged to be dressed and ready for class on arrival. There will be limited access to the change rooms
- All gymnasts must wear shoes and socks when entering the facility
- Gymnasts 12 years and over must wear a face mask when entering the facility, masks can be taken off for strenuous activity
- Gymnasts are required to bring a clearly labelled bag (sports bag/ backpack) to the gym with them. This bag will be used to keep all their items in whilst in the gym.
- Bags will need to be thoroughly cleaned before and after each session
- If your gymnast likes to wear socks whilst at gymnastics, a clean clearly labelled pair of socks can be brought packed into the gymnast's bag to be worn while training.
- All gymnasts must bring their own clean, clearly labelled, fully filled water bottle– if a gymnast tends to drink a lot of water, they will need to bring a second (2nd) filled water bottle. **There will be no access to the water fountain or kitchen sink to refill bottles.**
- There is to be no food consumed within the gym.
- If a gymnast requires a spray bottle for training, they will need to supply their own, clearly labelled bottle already filled with water to bring along to training each week
- If a gymnast requires sweat bands, grips etc, they need to ensure they are cleaned, clearly labelled and ready to use before each session. Ensure that these items are clearly labelled
- If a gymnast requires stretching aids to use for warm up and cool down, they will need to supply their own as they will no longer have access to the NGSC equipment. E.g., foam roller, bands, blocks. Ensure these items are clearly labelled
- Gymnasts MUST avoid touching their hair and face while training
- Hair ties will no longer be supplied. Please ensure your gymnast has their hair tied back and secure to help prevent the gymnast from touching their face. Use hair products when required. Make sure there is no hair covering the gymnast's face, especially their eyes. Please ensure your gymnast has spare pins/ clips and ties in their bag.
- Gymnasts can bring a clearly labelled towel if one is required.
- NGSC will provide sanitiser for the gymnasts to use, however, if they have any allergies, they will need to bring their own clearly labelled bottle. **If your gymnast is allergic to any hand wash or sanitiser please let NGSC know ASAP by emailing club@nunawadinggymnastics.org.au.**
- 1.5 meters social distancing has to be maintained at all times.

****GYMNASTS WILL BE TURNED AWAY FROM CLASS IF THEY DO NOT COME PREPARED (water bottle or shoes) OR SHOW ANY FLU LIKE SYMPTONS as they are a health risk to others at the gym.**

Staff Requirements

- Before entering the gym, coaches need to ensure they bring the following.
 - Filled water bottle – 2 if needed
 - Coaches Folder – to be brought to and from training. Not to be left in the gym
 - Shoes and socks must be worn when entering the facility.
 - Face masks have to be worn at all times
 - Towel if required
 - NGSC will supply hand sanitiser, but you are welcome to bring your own if you prefer
 - Equipment for your own personal use, not to share
 - Please ensure all your belongings are clearly marked
 - Please ensure all your belongings are placed in a bag that has been thoroughly cleaned and is continued to be cleaned before entering the gym
 - There will be no access to lockers provided at NGSC
 - Avoid touching their face and hair at all times
 - Coaches must socially distance, 1.5m at all times within the facility
 - Coaches to arrive with enough time to prepare for their class and be present once gymnasts begin to arrive
 - Coaches must start all classes on time
 - On arrival, Coaches will be asked to sign in at the front desk with the supervisor.
 - Coaches will be asked the following wellness questions;
 - Had any COVID-19 symptoms? ·
 - Been in contact with any confirmed/suspected COVID-19 case? ·
 - Travelled internationally?
- Coaches must not enter if they:
- are unwell with flu-like symptoms, such as a cough, sore throat, runny nose, shortness of breath, or fever
 - have had known contact in the last 14 days with a person who was a confirmed case of coronavirus (COVID-19)
 - have a temperature higher than 37.5 degrees.
- If a Coach cannot attend class because they are unwell or show any symptoms, they will need to give Pathways and Development Manager notice (pdm@nunawadinggymnastics.org.au) by 10am the morning of their scheduled class. The coach will need to find a replacement coach for their class, (where possible Pathways and Development Manager can assist with this during this period)
 - If you are the Coach scheduled for set up, YOU MUST sanitise each item of equipment when setting up;
 - Coaches Cleaning Checklist [Click Here](#) to view
 - Supervisors Cleaning Checklist [Click Here](#) to view
 - Daily Cleaning Checklist [Click Here](#) to view

****Staff Members WILL BE TURNED AWAY FROM CLASS IF THEY DO NOT COME PREPARED (water bottle or shoes) OR SHOW ANY FLU SYMPTOMS as they are a health risk to others at the gym**

5. NGSC COVID SAFE - Entry and Exit Policy

Terms and Conditions

Gymnasts

ON ARRIVAL

- All gymnasts must arrive 5 mins before start time of their class. E.g. 3:55pm for a 4pm start time
- To enter the facility, gymnast must line up near the entry door alongside the building, on the designated marks with practicing social distancing of 1.5m at all times
- One (1) Parent/ guardian can line up with their gymnast during this period (with siblings if required).
- The supervisor will greet the gymnast/parent/guardian and mark them off on the attendance register.
- **Gymnasts/ Parent/ Guardian will be asked the following questions:**
 - Had any COVID-19 symptoms?
 - Been in contact with any confirmed/suspected COVID-19 case?
 - Travelled internationally?
- **Gymnasts/ must not enter if they:**
 - are unwell with flu like symptoms, such as a cough, sore throat, runny nose, shortness of breath, or fever
 - have had known contact in the last 14 days with a person who was a confirmed case of coronavirus (COVID-19)
 - have a temperature higher than 37.5 degrees.
- All information from questions asked will be recorded on the attendance register
- All gymnasts must wear shoes and socks to enter the gym
- All gymnasts 12 years and over must wear a face mask when entering the facility
- Supervising parents or guardians must wear a face mask at all times
- Gymnasts are strongly encouraged to be dressed and ready to go for their class on arrival.
- The coach will then take the gymnast into the gym. **Please note parents/guardians and spectators will not be allowed inside the gym due to the restrictions unless parents/guardians a required for direct supervision of the gymnast.**

DURING CLASS

- The gym will be split into two (2) Training Zones
- The gymnast will follow their coach's instructions who will show them to their Training Zone
- The coach will ask the gymnast to take off their shoes and socks; place in their bag and place their bag in the nominated bagging area
- The Coach will provide the gymnast with sanitiser for their hands and feet.

- The gymnast will use their hands to rub the sanitiser into their feet first and then sanitise their hands last
- Face masks for gymnasts 12 years and over to be worn unless doing strenuous activity.
- Classes will promptly start at scheduled time.
- Before the start of every rotation the gymnast will be required to sanitise using the sanitizer kept in the coaches cleaning caddy
- Social distancing of 1.5m has to be practiced at all times
- If a gymnast needs to use the toilet at any time during the session, they need to ask their coach first and then go directly to the toilet once permitted. Boys' toilet remains in same location, girls' toilets for Zone 1 will be located upstairs and girls' toilets for Zone 2 will be located downstairs beside mirror near training area 3/ mini floor.
- Hands will need to be sanitised before entering the toilet and shoes will need to be placed on feet. All gymnasts are to ensure they have washed their hands after using the toilet and the coach will oversee sanitizing of hands upon their return.
- No touching, hugging, hi-5's are to take place at any time.
- Spotting will be strongly discouraged unless deemed necessary for safety.
- Emphasis will be put on basics, drills and progressions that do not require spotting
- The coach must sanitise their hands after the gymnast and coach are safe.
- First Aid required, please following the NGSC COVID SAFE First Aid Policy
- Gymnasts will assist the coach in wiping down the equipment at the end of the rotation before moving to the next apparatus when required

END OF CLASS

- Gymnasts will retrieve their bags from the bagging area
- Gymnasts will put their shoes on
- Hands to be washed/ sanitized
- Gymnasts have to put face masks on
- Gymnasts will be dismissed and will exit through the main entry/ exit
- Coaches will walk with their gymnasts out the main entry/ exit and remain with their group until parents have collected their gymnasts.
- Families must ensure they are ready to collect their gymnast when their class finishes e.g., 5pm Finish time, parents must be ready to collect their gymnast at 5pm
- If Parent/ Guardian is running late (10mins) Coaches are to call the Parent/ Guardian immediately and return inside the gym with the gymnast
- **Families of gymnast/s must always be accessible during the period their gymnast is in class in case they are injured or show flu like symptoms. They will be contacted via the phone number linked to their online account**

****GYMNASTS WILL BE TURNED AWAY FROM CLASS IF THEY DO NOT COME PREPARED (water bottle or shoes) OR SHOW ANY FLU SYMPTOMS as they are a health risk to others at the gym.**

Staff

- An attendance register will have to be kept with details of every person who enters the gym
- Gymnasts will have their names marked off at the front desk as they enter the gym by the Supervisor or their coach.
- Gymnasts will be let into the gym at least 5mins before their class start time e.g. 355pm for a 4pm start
- The gym will be split into two (2) Training Zones (maximum of 10 gymnasts at one time in each Zone)
- The Coach will direct gymnasts to their training Zone and ensure that gymnast sanitises their hands and feet. The gymnast will use their hands to rub the sanitiser into their hands and feet
- Coaches must ensure that their gymnasts pack all their belongings into their bags once removed. Coaches will direct gymnasts to their Zones bagging area.
- Coaches are responsible to ensure gymnasts move all their belongs when needed
- Classes will promptly start at scheduled time
- Coach to ensure that all gymnasts sanitise before the start of each rotation using the sanitiser provided in the Coaches Cleaning Caddy.
- If a gymnast needs to use the toilet at any time during the session, they need to ask their coach first and then go directly to the toilet once permitted. Boys' toilet remains in same location, girls' toilets for Zone 1 will be located upstairs and girls' toilets for Zone 2 will be located downstairs beside mirror near training area 3/ mini floor. Hands will need to be sanitised before entering the toilet and shoes will need to be placed on feet. All gymnasts are to ensure they have washed their hands after using the toilet.
- The Coach will then ensure the gymnast sanitises their hands upon their return.
- No touching, hugging, hi-5's and 1.5m spacing must always be kept at all times
- Coaches spotting is not allowed, unless the coach has to step in to prevent an injury – coaches must sanitise the hands after this has been done
- Emphasis will be put on basics, drills and progressions that do not require spotting.
- Gymnasts can assist in clean-up of their Training Zones following each rotation
- Coach is to ensure that gymnast follows correct hygiene procedures at all time and ensure that they sanitise before class, before the start of each new rotation, after the gymnast has been to the toilet or touches face etc.
- At the end of each rotation YOU MUST sanitise each item of equipment used
- If a gymnast requires mag/ chalk the coach must ensure that the gymnast sanitises their hands first and go to the mag / chalk bowl one (1) gymnast at a time. The gymnast must sanitise once they have finished using the mag/ chalk. The Coach must sanitise the bowl before any gymnast uses the bowl and after the end of their rotation.
- At the conclusion of the class, the coach will direct the gymnasts in putting on their shoes and collecting their belonging before escorting them out through the main entry door.
- Coaches will remain with their group until all gymnast have been collected in person by their parent/guardian.

- Families must ensure they are ready and waiting to collect their gymnast at the designated finish time for the class e.g., 5pm finish time, parents to be waiting outside the gym entrance.
- If Parent/ Guardian is running late (10mins) Coaches are to call the Parent/ Guardian immediately and return inside the gym with the gymnast
- Following the class, you need to ensure all items you have used during the class are sanitized and put away and that the coaches' cleaning checklist has been completed, signed, and dated

New Class Process

