



Inspire Sports Victoria: **Return To Sport 2020**

Updated **3 Dec 2020**

This document has been prepared by Inspire Sports Victoria Owners using the directives provided by Gymnastics BC (GBC) to assist clubs in creating their own COVID-19 Safety Plan. These will be our directives to reopening following the COVID-19 global pandemic. **This plan was approved by the owners on 3 Dec 2020. Viasport and GYM BC requirements that have been changed OR that need to be reviewed have been highlighted in Pink**

This document includes all relevant information from the BC government (Provincial Health Officer), WorkSafeBC, and ViaSport.

General Directives From GBC

WorkSafeBC requires that all businesses have their own publicly-posted COVID-19 Safety Plan at work sites as they return to operations. In the event that a club is audited by WorkSafeBC, all club personnel will be required to demonstrate compliance to the club COVID-19 Safety Plan.

Every GBC member club's COVID-19 Safety Plan must include clear policies to ensure the safety of all individuals taking part in club programming or entering the facility.

Further, each COVID-19 Safety Plan must be based on a thorough assessment of risk.

Each club 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.

Prior to returning to operations, each club's Board of Directors or Owners must formally approve the club's COVID-19 Safety Plan. Club Board Members and Owners are ultimately liable for the decisions and work of the club; therefore, the Board/Owner of each club should understand and be comfortable with the level of risk that the organization is taking on, and approve the clubs' COVID-19 Safety Plan before implementation occurs.

GBC guidance and club COVID-19 Safety Plan requirements may change as government and provincial health requirements for businesses evolve.

Please note: Claims related to the transmission of COVID-19 will not be covered by GBC's insurance policies; it is the responsibility of each member club to ensure that their individual members are aware of the absence of insurance coverage in this area and the risk they assume by returning to the gym.

Currently, the entire sport industry is dealing with an absence of coverage for claims related to the transmission of COVID-19. The entire sport industry is working together to find a resolution; this is not an issue unique to GBC.

To mitigate risks, GBC has developed several risk management documents which must be completed by participants, parents/guardians, and club Owners/Managers prior to reopening, and/or participating in programming.

Steps to Reopen

Inspire Sports Victoria re-opened 5 July 2020 and has:

1. Created a COVID-19 Safety Plan that meets the requirements set out in GBC documents and updated the plan effective **3 Dec 2020**;
2. Gained approval of the COVID-19 Safety Plan from Owners;
3. Published the approved & updated COVID-19 Safety Plan electronically on our website;
4. Posted hard copies at the gym entry point and at the gym desk; and
5. Signed and submitted a club certificate of compliance to gym BC.

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
Frequent Handwashing	Routine daily screening	More Frequent cleaning	Meet with small numbers of people	Spacing within rooms or in transit
Cough into your sleeve	Anyone with symptoms must stay away from others	Enhance surface sanitation in high-touch areas	Maintain distance between you and others	Room Design
Wear a non-medical mask	Returning travellers must self-isolate	Touch-less technology	Size of room: Bigger the Better	Plexiglass barriers
No handshaking			Outdoor over indoor	Movement of people between spaces



The following steps have been taken from **BC's Restart Plan** and have been used to guide this document:

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.
- ✓ 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.
- ✓ Start with older, more experienced athletes who will be able to follow the rules.
- ✓ Small class sizes (e.g. six participants per class) and reduced training time.

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. **Extended to 3 meters (10 Feet)**
- ✓ Adherence to occupancy limit.
- ✓ Minimal sharing of equipment.
- ✓ Heightened cleaning protocols.
- ✓ The focus is on the development of physical abilities and basics. **Spotting is NOT permitted other than for athlete safety with specific requirements**
- ✓ Expand classes to younger, less experienced participants.
- ✓ Increase ratio (e.g. eight participants at a time) and training time for each group.

Step 3: The 'New Normal'

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

Inspire Sports Victoria (ISV) Directives

Facility Access

Entry

- ISV is using a combined entrance and exit door, however individual entrance and screening will be maintained. We still require members to arrive **NO MORE THAN 15 minutes** prior to the start of a groups training session to allow us to maintain the Ministry of Health restrictions related to occupancy. Signage on door will direct that people do a self-assessment prior to entering building.
- Distancing markers will be visible on the ramp ensure that **three meter(10 Feet)** physical distancing is maintained at all times while waiting.
- Just inside the door all individuals must complete a Daily Screening Checklist. This will be combined with the attendance list. Temperatures will be taken but not recorded. Anyone with a temperature exceeding **38 degrees Centigrade** will be prohibited from entering. This includes coaching staff, non-coaching staff, and participants. A new Gymnastics Waiver and a Certificate of Compliance must be on file prior to first training (see **Appendix 3**)
- 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. **This is related to all illness, not just COVID-19 symptoms.**
- 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. This will be attached to their screening file.



- Immuno-compromised (high-risk) individuals should consult a medical practitioner before returning to the gym.
- ISV has chosen to add temperature checks as part of their Illness Safety Plan. Temperatures will be taken on everyone but no longer recorded
- Gymnasts must arrive dressed for activity. All gymnasts will be required to have their own gym bag with all their belongings. Cubbies for competitive athletes are permitted (but optional) for use, however gymnasts must maintain 3 meter/10 feet distancing when around the cubby area. No more than one (1) athlete in the cubby area at a time. Masks must be worn. No sitting/waiting is permitted in this area.
- After screening, gymnasts **ONLY** will proceed out of the entry area and into the gym area. Shoes will be removed and placed in their personal bag and a **personal mask must be worn**. Socks must remain on.
- Gymnasts will immediately proceed to the washroom to wash their hands with soap and water.
- After washing, gymnasts will proceed to the Blue Floor (A or B as directed) and sit on their **personal YOGA mat** in one of the marked strips to wait for training to start. **Masks must remain on at all times unless doing physical activity (On between turns)**

Exit

- Gymnasts will be required to leave the facility immediately after their class to prevent gatherings in the lobby or gym. *Parents should plan accordingly to be on time to pick up their child.* **Parents are prohibited from gathering outside the gym before, during or after training.**
- A designated waiting area will be set up in the lobby for gymnasts, with distancing markers for gymnasts to wait for parents. Gymnasts will hand sanitize and replace their shoes prior to moving into the waiting area.
- Gymnasts will exit through the glass doors once parents have arrived. Parents will not come into the gym.

Facility Operations

- Occupancy is limited to 50 persons in the gym, at any time, by the Minister of Health.
- There will never be more than 50 persons in the facility at a time, including gymnasts and staff.
- There will continue to be no parent viewing. Changes to this will be dependent on future changes to existing government directives.
- Groups will be required to stay with their own squad (COHORT) in gym and not integrate with any other group that is in the gym. Gymnasts will **NOW** be required to maintain physical distance of 3 Meters (10 feet) from each other **at all times**.
- Masks must be worn by gymnasts at all times unless actively engaged in gymnastics. This means masks will be worn when not taking a turn on equipment.
- Hands must be washed with soap and water and dried using air dryer prior to returning to the gym after using the washrooms.
- The Accessible washroom will be restricted to staff only. Hands must be washed with soap and water and dried using air dryer prior to returning to the gym.
- Distance markers will be used at all gym zones to ensure minimum of **3 meters (10 feet) separation** is maintained.
- Small shared gymnastics equipment such as stopwatches, weights, rollers, will be removed or dedicated to an individual group. If dedicated to a group it will be cleaned between usage, labelled and stored separately.
- All competitive gymnasts will arrive with a personal gym bag with all their belongings while in the gym. Gym bag must include as a minimum:

Recreational Gymnasts

- a. **Mask (to be worn at all times except when taking their turn on apparatus)**
- b. Full water bottle - Water fountain will be closed, but water bottle filler will be available

- c. Yoga mat/Large towel with name on it
- d. Hair ties for long hair.
- e. Anti-Slip Socks or Gym shoes
- f. Personal hand sanitizer- ISV will have hand sanitizer throughout the gym, however if a gymnast has a personal preference, they must provide their own.

Competitive Gymnasts (All of the above, as well as)

- g. Knit Gloves (wash after each training session)
- h. Personal Grips & wrist bands
- i. Athletic tape
- j. Skipping rope
- k. Nail clippers
- l. Scissors (for cutting tape/skin rips etc)

Cleaning

- Inspire Sports Victoria is divided into zones for activities and for cleaning (**see Appendix 2**)
- Between each zone will be a dedicated cleaning station. Each station will have:
 - Mop with disinfecting solution plus extra cleaning pads
 - Spray bottle with disinfecting solution plus cleaning clothes
 - Gloves for use with cleaning or first aid
 - Band-Aids
 - Lined garbage can for disposal of gloves and Band-Aids/wrappers
- Each zone will have a cleaning LOG board for the zone. The time will be logged each apparatus or specific area is cleaned. (See Appendix 2 for gym zones) All gymnasts will be expected to help clean where required and will wear protective gloves to prevent cross-contamination while doing so.
- Each zone will have posted a procedure sheet with a minimum of:
 - Policies and procedures for the equipment usage in the zone;
 - Cleaning required after each usage (if applicable)
 - Cleaning required after each rotation/session
 - Cleaning required each day
- A covered laundry hamper will be located on each side of the gym for used mop pads, cleaning clothes and coaches masks. Laundry will be done daily.
- Equipment cleaning strategies provided by Speith America and Gymnastics BC will be incorporated into procedure lists for each zone.
- Equipment that cannot be cleaned (i.e., cloth-like surfaces, foam pits, etc.) cannot be used until an appropriate cleaning process is approved and implemented.
- Communal and high-touch gym tools such as iPads will be limited to use by the coach and will be cleaned after each use

Communication and Training

- All staff and members will be emailed the link to the new protocols before their first visit back to the gym and be required to reply with an email confirmation of compliance before being permitted into the facility.
- All staff will attend a COVID training session prior to working in the gym. They will do a walk-through of all policies and procedures.
- All discussion between parents and coaches must be completed over the phone, email or by electronic communication.
- All staff and members will be required to sign additional waiver and compliance documents after the training session prior to working or training in the facility



- ISV's owners will be the **COVID-19 Club Representative** and can be reached below to address all COVID-19-related communications, compliance, and coordination in the gym :
- Primary Lucas Tiefenbach: lucas@inspiresportsvictoria.com
- Secondary June Tiefenbach: june@inspiresportsvictoria.com

Injury Protocol

- If an injury occurs and physical distancing measures must be broken, all persons attending to the injured individual must first put on a mask and gloves. Everyone but gymnasts will already have a mask on.
- Gloves and extra masks will be stored at each cleaning station throughout the gym.
- Regular Band-Aids will be stored at each cleaning station as well as a garbage can for safe disposal.
- The main first aid kit and ice will be stored at the gym desk. Ice will be provided by the desk person on request. A drop off point for used ice packs will be located at the desk. Ice packs will be sanitized prior to returning them to the freezer.
- The current Inspire sports Victoria First Aid policy will still be in effect. All staff members will be provided with another copy of the existing policy, for review, prior to returning to work.

Illness Policy

ISV will adopt and adhere to the following Illness Policy provided by ViaSport.

In this policy, “**Team Member**” includes staff, volunteers, gymnasts or parents.

1. Inform an individual in a position of authority (manager/owner) 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. Daily 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 the gym, 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.

6. If a Team Member has come into 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 who has travelled outside of Canada or the province or had a family member travel outside Canada or the province 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.

Outbreak Response

ISV will adopt and adhere to the following Outbreak Response Policy provided by ViaSport.

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 confirmed cases; a “case” is a single case of COVID-19.**

- if a case or outbreak is reported, Lucas or June Tiefenbach or their delegate has the authority to modify, restrict, postpone or cancel activities.



- If staff or a participant reports they are suspected or confirmed to have COVID- 19 and have been at the workplace/activity place, implement enhanced cleaning measures to reduce risk of transmission. If neither Lucas or June are at the facility, notify one of them right away.
- Implement the illness policy (see above)
- In the event of a suspected case or outbreak of influenza-like-illness, ISV will immediately report and discuss the suspected outbreak with the Saanich Medical Health Officer, our local health authority, and implement the Illness Policy and enhanced cleaning measures.

Part III: Coaching

Inspire Sports Victoria will enforce the following GYM BC Coaching Restrictions

Coaches must realize the importance of communicating frequently and enforcing the restrictions that are currently in place at the gym and ensuring that the 3 meter (10 feet) social distancing is in place.

Spotting for skills will now back to being restricted to safety only during this phase.

Athletes may **NOT** work at the same station or have stretching conditioning partners during these restrictions

Coaches **MUST** wear a mask at all times and **MAINTAIN** 3 meters (10 Feet) separation from athletes.

If wearing gloves for any reason, gloves are restricted to one athlete use and must be discarded if used.



Appendix 1:

Daily Screening Checklist

Each class will have their own sheet. Their parent/guardian will have to attest to the following and sign the log for each session in the gym or out.

Daily Screening Checklist - _____

1. Do you have any of the symptoms below?

- Fever (greater than 38.0°C) and/or chills
- Coughing
- Sneezing
- Sore throat and/or painful swallowing
- Stuffy and/or runny nose
- Fatigue related to illness* (not related to return to training activities)
- Loss of appetite
- Shortness of breath
- Loss of sense of smell
- Headache
- Muscle aches related to illness* (not related to return to training Activities)

2. Have you, or has anyone in your household travelled outside of Canada/province in the last 14 days?

3. Have you, or has anyone in your household been in contact in the last 14 days with someone who is being investigated or who has a confirmed case of COVID-19?

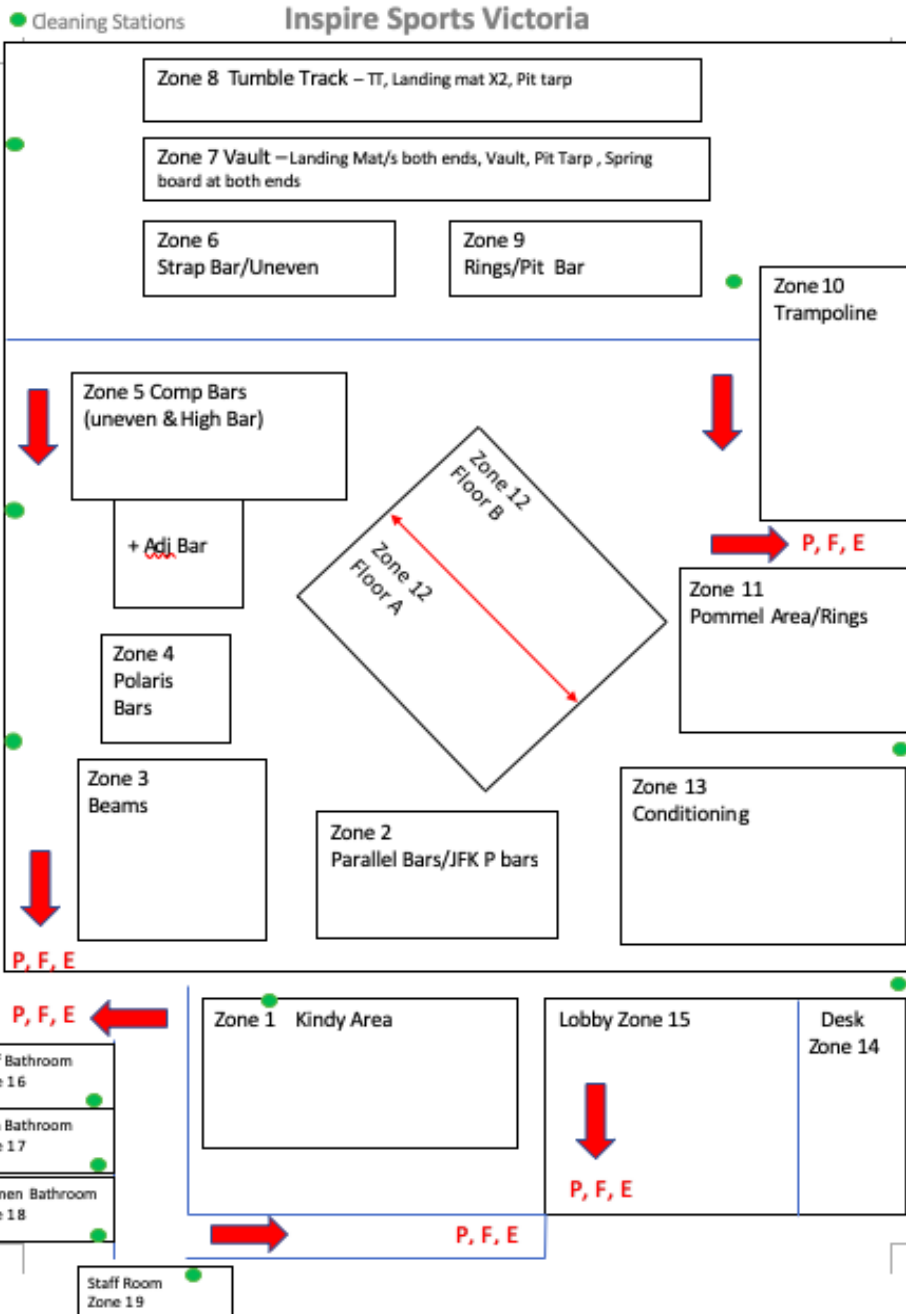
4. Are you currently being investigated as a suspect case of COVID-19? Have you tested positive for COVID-19 within the last 10 days?

With the signature below, I attest that the answers to all the questions above is **NO**

Class / Squad: _____

Name	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Gymnast A							
Gymnast B							
Gymnast C							
Gymnast D							
Gymnast E							
Gymnast F							
Gymnast G							

****Allergy note must be placed in file if applicable****





Appendix 3:

Inspire Sports Victoria and Gymnastics BC Participant Declaration of Compliance - COVID-19

Participant Name: _____

Parent or Guardian's Name if the participant is under age 19: _____

Email: _____ Telephone: _____

Attention: All participants entering the facility must comply with this declaration.

By signing this document, I agree to follow club staff directives, and engage with all club requirements in **Inspire Sports Victoria's COVID 19 Return to Sport Plan**. Additionally, I hereby acknowledge and agree to respect the following information outlined in this document:

1) Sickness

a) I will stay home if I am unwell, or if someone in my household is unwell, or is displaying the following symptoms:

1. i) Fever and chills
2. ii) Cough
3. iii) Shortness of breath
4. iv) Sore throat and painful swallowing
5. v) Stuffy or runny nose
6. vi) Loss of sense of smell
7. vii) Headache
8. viii) Fatigue, etc.

b) I confirm that I have not knowingly been in contact with a person that has a confirmed or suspected case of COVID-19.

c) I agree to complete a routine daily screening process prior to entering my club.

d) I confirm that I have not travelled outside of Canada in the last 14 days. Additionally, I confirm that I have not been knowingly exposed to someone who has travelled outside of Canada in the last 14 days.

e) I acknowledge there are inherent risks associated with participating in activities. By attending club activities, I understand and assume all risks associated with potential exposure of COVID-19.

2) Personal hygiene:

I agree to follow all personal hygiene requirements set out by my club, including but not limited to: frequent hand-washing and sanitizing, coughing and sneezing into my sleeve, etc.



3) Physical distancing

I agree to practice safe social interactions, by maintaining a minimum distance of two meters between myself and others.

4) Environmental hygiene

I agree to adhere to all club cleaning requirements.

5) Physical modifications

I understand that equipment may be moved in order to facilitate safe social interactions and physical distancing.

Additionally, I understand and agree that if I do not adhere to the requirements set out by my club, I may be asked to leave the club activity in order to protect the health and safety of all involved.

This Participant Declaration of Compliance will remain in effect until GBC determines it is no longer required, based on viaSport, PHO, and WorkSafeBC requirements.

I also confirm that I have signed (Parent or Guardian if participant is under age 19) the Release of liability, waiver of claims, assumption of risks and indemnity agreement.

Signature: _____

Participant Parent/Guardian if participant under age 19: _____

Date: _____ -