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Return to



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

Key City Gymnastics Club COVID-19 Club Representative:

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SUMMARY OF CHANGES

Key City Gymnastics Club's (KCGC) Original Return to Sport (RTS) document was published on June 18, 2020 and was approved by the KCGC Board of Directors on June 4, 2020.

The KCGC Return to Sport document has been updated multiple times since the original publication date. All updates have been integrated in the document and are listed below.

April 23, 2021 Updates Include: **Applies to all health regions**

Key City Team Members ("Team member" includes an employee, contractor, volunteer, participant, or parent/spectator) must not enter the Key City facility or participate in any Key City activity if they or someone from their household has, violated the travel order below.

- Travel restrictions for non-essential travel in B.C. are in place **until May 25** to stop the spread of COVID-19 and variants of concern. Fines can be given to people who leave their region for non-essential travel. Stay local and stay in your community. Do not travel for non-essential reasons.
- Under the EPA, an order restricting non-essential travel between certain regions of the province is in place until May 25 at midnight. This includes travel for:
 - Vacations, weekend getaways and tourism activities
 - Visiting family or friends for social reasons
 - Recreation activities
- The order combines B.C.'s five health authorities into three regions of the province. Travel into and out of the regions for non-essential reasons is not allowed and is now prohibited by law. The regions are:
 - Lower Mainland and Fraser Valley (Fraser Health and Vancouver Coastal Health)
 - Northern/Interior (Northern Health and Interior Health, including Bella Coola Valley, the Central Coast and Hope)
 - Residents from the Hope area can travel to Chilliwack for essential goods and supplies
 - Residents from the Bella Coola Valley and Central Coast area can travel to Port Hardy for essential goods and supplies
 - Vancouver Island (Vancouver Island Health)
- Essential travel between regions is allowed. Essential reasons include:
 - Returning to your principal residence, moving or helping someone move
 - Work, both paid and unpaid (volunteer)
 - Commercial transportation of goods
 - Getting health care or social services or helping someone get those services
 - Court appearance, complying with a court order or parole check-in
 - Exercising parental responsibilities
 - Child care services
 - Attending classes at a post-secondary institution or school
 - Responding to a critical incident, like search and rescue operations
 - Providing care to a person because of a psychological, behavioural or health condition, or a physical, cognitive or mental impairment
 - Visiting a resident (as an essential visitor) at long-term care or assisted living facility
 - Attending a funeral
 - Travelling under a PHO variance. For example, BCHL.

December 3, 2020 Updates Include: Applies to all health regions

- Elimination of social interactions before, during, and after programming
- Physical distancing requirements
- Mask use requirements
- Travel restrictions related to training activities and travel restrictions exemption for high performance athletes
- Suspension of group adult programming
- Special consideration for adults helping active start and adaptive programs

These changes are highlighted in pink throughout this document, on pages: 7, 8, 11, 12
Applies to ALL Health Regions

November 19, 2020 Updates Include: Applies to all health regions

- Screening Requirements
- Cohorts and Physical Distancing
- Scheduling of Activities
- Spectator Restrictions
- Travel Restrictions

These changes are highlighted in green throughout this document, on pages: 3, 5, 7, 11, and 12
Applies to ALL Health Regions

October 1st, 2020 Updates Include:

- Contact Tracing
- Daily Screening
- Occupancy Management

These changes are highlighted in light blue throughout this document on pages: 7, 8, 9 and 16

August 24th, 2020 Updates Include:

- Spotting
- Cohorts and Physical Distancing

These changes are highlighted in yellow throughout this document on pages: 5, 6, 11, 16 and 18

Overview of New Requirements for ALL Health Regions (Dec. 3, 2020)

These new requirements are in effect indefinitely, as indicated in the [BC Provincial Order dated: December 2, 2020](#).

- Every member club must update their Safety Plan and must post their plan publicly in their facility. Each club's Safety Plan needs to be approved by the club owner or board. Safety Plans do not need to be sent to regional health offices or GBC for approval.
- Coaching for all programs must be performed hands-free (no spotting). However, if a participant's safety is at risk, the coach should not hesitate to spot. All coaches must be wearing masks at all times.
- Any programming that is not supervised or is unstructured must be suspended. For clarity, no casual drop-in, or birthday party programming is allowed.
- If the occupancy during scheduled activities is such that participants are unable to physically distance, classes may need to be cancelled, rescheduled, or groups may need to be divided differently.
- Training groups should remain consistent when possible.
- No spectators are allowed at this time.
- No in-person competitions are allowed at this time.

New Requirements

- All socializing by participants, parents, and guardians before, during, and after programming should be eliminated. Social activities have been proven to increase the transmission of COVID-19.
- Everyone inside the facility must maintain a minimum of three meters separation at all times.
- All individuals must wear masks in all indoor public spaces (gymnastics clubs are included). It is recommended, but not required, that children under the age of 12 wear masks indoors. Participants are not required to wear masks during physical activity. Please review the [Government of BC website](#) for more information about mask use.
- No travel is allowed at this time outside of your local communities for sport participation. This means that individual members are able to attend training at their home club even if their residence is in a neighbouring municipality or health region.
- High Performance athletes are exempt from the travel exception above. For a list of all athletes considered as 'High Performance' by CSI Pacific, please contact GBC Technical Director, John Carroll at: jcarroll@gymbc.org.
- No adult group programming is allowed at this time. Individual adult programming (maintaining three meters physical distancing) is allowed to continue.
- Active start and adaptive programs that include parent/guardian/aid support are allowed to continue as long as parents/guardians/aids wear masks and maintain three meters of physical distance from all participants other than their child.

INTRODUCTION

As a member of Gymnastics BC (GBC), Key City Gymnastics Club must create our own COVID-19 Safety Plan, which will guide our reopening following the COVID-19 global pandemic. It includes requirements that KCGC must implement as part of their reopening as well as tips to help implement those requirements.

This document includes all relevant information from the BC government (Provincial Health Officer), WorkSafeBC, and [viaSport](#).

WorkSafeBC requires that all businesses have their own publicly-posted [COVID-19 Safety Plan](#) at work sites as they return to operations (this document should be KCGC's primary reference point in developing their individual COVID-19 Safety Plans).

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.

KCGC'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, KCGC's COVID-19 Safety Plan must be based on a thorough assessment of risk. This may involve consultation with employees, volunteers, participants, and other individuals.

KCGC 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, KCGC's Board of Directors must formally approve the club's COVID-19 Safety Plan. Club Board Members are ultimately liable for the decisions and work of the club; therefore, the KCGC Board should understand and be comfortable with the level of risk that the organization is taking on, and approve the COVID-19 Safety Plan before implementation occurs.

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

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.

The original version of this Return to Sport document (without revisions effective August 24, 2020, October 1, 2020, November 19, 2020 and December 3, 2020) was approved by the Key City Gymnastics Club Board of Directors on June 18, 2020.

Our updated Key City Gymnastics Return to Sport/Covid-19 Safety Plan was unanimously approved by the Board of Directors on December 3, 2020.

STEPS TO RE-OPEN

In order to reopen, KEY CITY GYMNASTICS CLUB has:

1. Created a COVID-19 Safety Plan that meets the requirements set out
2. Gained approval of the COVID-19 Safety Plan from club Board of Directors; and
3. Published the approved COVID-19 Safety Plan electronically, front and center on club website home page and/or in hard-copy on the walls of the gym, in a conspicuous place.

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"> *Frequent handwashing *Cough into your sleeve *Wear a non-medical mask *No handshaking 	<ul style="list-style-type: none"> *Routine daily screening *Anyone with any symptoms must stay away from others *Returning travelers must self-isolate 	<ul style="list-style-type: none"> *More frequent cleaning *Enhance surface sanitation in high-touch areas *Touch-less technology 	<ul style="list-style-type: none"> *Meet with small numbers of people *Maintain distance between you and others *Size of room: the bigger the better *Outdoor over indoor 	<ul style="list-style-type: none"> *Spacing within rooms or in transit *Room design *Plexiglass barriers *Movement of people within spaces

STEPS TO RETURN TO 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
- 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
- Training groups for Step 1 are comprised of more experienced athletes.
- Small class size ratios of 6:1 and reduced training time of 1 – 3 hours will be scheduled.
- A program summary for Step 1 is posted in the entrance of the facility.

Step 2: Expanding Activities (to begin when clubs can 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
- 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.
- Training groups for Step 2 will include less experienced gymnasts.
- Larger class size ratios of 8:1 and increased training times of 1 – 4 hours will be scheduled
- A program summary for Step 2 will be posted in the entrance of the facility.

Step 3: Progressively Loosen – Effective August 24, 2020

Please note: The cohort, physical distancing and competition information addressed below has been temporarily suspended/removed following the BC Provincial Order issued on November 19, 2020.

- Ability to maintain physical distancing (see Physical Distancing section on pages 14-15 that addresses cohorts and spotting requirements).
- Adherence to occupancy limit.
- Minimal sharing of equipment.
- Heightened cleaning protocols.
- Focus on expanding programming to include regular training and competition preparation.
- Expand classes to younger, less experienced participants.

- Increase ratio (see Section 3.4 of [GBC's Coaching Education Operations Manual](#)) and training time for each group.
- In-club and regional competitions can occur, if viaSport/GBC requirements are followed (more information will be provided to GBC member clubs as our competition season approaches).

Step 4: The New Normal

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

KEY CITY GYMNASTICS SAFETY PLAN REQUIREMENTS

Facility Access

Requirements

- All socializing by participants, parents, and guardians before, during, and after programming should be eliminated. Social activities have been proven to increase the transmission of COVID-19.
- No travel is allowed at this time outside of your local communities for sport participation. *This means that individual members are able to attend training at their home club even if their residence is in a neighbouring municipality or health region.*
- High Performance athletes are exempt from the travel exception above. For a list of all athletes considered as 'High Performance' by viaSport, please contact GBC Technical Director, John Carroll at: jcarroll@gymbc.org.
- Assess facility traffic flow to ensure that **three meters** physical distancing is maintained at all times.
- Everyone inside the facility must maintain a minimum of **three meters** separation at all times.
- Place **three-meter** physical distancing markings outside and where needed inside the facility.

To access Key City Gymnastics Club please complete the following steps:

To Drop-off Your Athlete at Key City Gymnastics Club:

- Please follow the round-about to the backdoor entrance located at the rear of our facility.
- Parents will remain in the vehicle, with their child until a Key City staff member indicates that it is the child's turn to enter the building.

Drop-off Access if Taking Part in a Class and Needing Parking:

- Please follow the round-about to the marked parking located at the side of our facility.

- Please line up outside the back door of the facility, maintaining a physical distance of 2m between yourself and others by standing on the marking provided.

To Access our Office:

- Please go to the front entrance, ring the doorbell, and wait on the marking provided, maintaining a physical distance of 2m between yourself and others.
- A Key City staff member will greet you and escort you inside.

Pick-up Entrance:

- All participants will exit the building at the front entrance and must not congregate in groups when they get picked up. To facilitate this, we have placed 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.
- Parents/guardians will be instructed to tell their children to follow instructions of all Key City staff when entering and exiting the facility.
- When classes are completed, all individuals must leave promptly. Parents will be reminded to pick up their children on time.

To Assist with a Smooth Process:

1. Parents will ensure that their children arrive dressed appropriately for class. Change rooms have been closed until further notice.
2. Members will be asked to register and pay for all programming through our website/registration system, which can be found here: keycitygymnastics.ca. If the website is not accessible for members, please call Melanee Sandberg at 250.426.2090 or email her at programming@keycitygym.ca
3. **Daily screening must be completed for each athlete prior to attending any programs at Key City Gymnastics but we are no longer required to collect the completed Daily Screening Checklist form via email or upon arrival at the gym. Please follow the process outlined in screening section below.**

Please note: An electronic or hard copy of the Daily Screening form will be required until such time as the BC Provincial Order issued on November 19, 2020 has been changed/rescinded.

4. Prior to participating in any programming, all participants, parents/guardians, and club personnel must complete required GBC forms.

Tips:

- Create a separate facility entrance and exit, if possible.
- Choose doors with an automatic function or prop doors to reduce contact with door handles.
- Request that only one parent/guardian accompanies their child inside the facility. Use contactless or online methods of registration and payment, if possible.

Facility Operations

Key City Gymnastics Club maximum occupancy (during Steps 1 and 2) is: 50

[Signs indicating these occupancy limits](#) are posted clearly in each space:

Maximum Occupancy for the breezeway is: **1**

Maximum Occupancy for the upstairs gym is: 10

Maximum Occupancy for each of the upstairs washrooms is: 1

Maximum Occupancy for the lobby is: 2

Maximum Occupancy for the viewing area is: 2

*Please note this area is not open to the public

Maximum Occupancy for the upstairs office is: 1

Maximum Occupancy for the large office downstairs is: 2

Maximum Occupancy for each of the change rooms is: 1

Maximum Occupancy for the downstairs washroom is: 1

Maximum Occupancy for the main gym is: 50

Maximum Occupancy for the downstairs dance room: 3

Maximum Occupancy for the kitchen: 4

Maximum Occupancy for the small office downstairs: 1

- We have marked pathways inside the gym using cones, arrows, and large signage.
- Shared items (e.g., iPads) that can be disinfected between users are permitted. Avoid bringing unnecessary shared items to the gym.
- Unusable areas of the gym have closed until further notice.
- We have indicated, with tape, what seats are unusable in the spectator area until further notice.
- The foam pit has been reconfigured with a covering and mats so the space can be used as a landing zone from: vault, bars, and trampoline.
- GBC member clubs are responsible for collecting contact tracing information but are not required to share this information with facility owners or operators. All GBC member clubs must have access to contact tracing information for their programming including the first and last names and telephone numbers or email addresses of all participants (and other individuals in the member club facility) for a duration of 30 days after each individual attends the facility.
- No adult group programming is allowed at this time. Individual adult programming (maintaining three meters physical distancing) is allowed to continue.
- Active start and adaptive programs that include parent/guardian/aid support are allowed to continue as long as parents/guardians/aids wear masks and maintain three meters of physical distance from all participants other than their child.

Occupancy

Occupancy Management

- Member clubs are now allowed to adjust the maximum occupancy of their facility, if the facility has separate spaces (see details in the Occupancy Requirements section, below).
- Clubs should continue to use their current maximum occupancy (50 people or less, dependent on space) or, if their gym facility has separate spaces, adjust their maximum occupancy according to the requirements outlined below.

Occupancy Requirements (for facilities with separate spaces)

Summary

No more than 50 people are ever allowed in a single separate space within a GBC member club facility at one time, while respecting physical distancing requirements and BCRPA Restarting Guidelines. For example, a GBC member club facility with three separate spaces (e.g., classroom, gym area, and administrative area) may have more than 50 people within their facility at one time, as long as the max of 50 and BCRPA Restarting Guidelines including square footage requirements are respected within each separate space.

Please note: Example scenarios are included in GBC October 1, 2020 Addendum.

Definition of Separated Spaces:

Each facility may have more than one separate space with its own occupancy limit. Up to 50 people may be permitted within each separated space, if all requirements are adhered to (see [GBC Return to Sport Plan](#), [BCRPA Restarting Guidelines](#)).

A separated space is defined as a space which:

- Prevents individuals from mixing with other individuals that are in a different, separate space,
- Allows for safe transition of individuals inside and outside of the separate space while maintaining physical distancing,
- Allows individuals access to a washroom while maintaining physical distancing, and;
- Adheres to all other [GBC Return to Sport](#) requirements.
- Determine the maximum occupancy of each separate space, within the facility (e.g., gymnastics area, lobby, classrooms), by calculating how many people can safely occupy the space while maintaining a three-meter physical distance between individuals.
- No more than 50 people are ever allowed in each separate space of the facility, at one time. They must respect physical distancing requirements (except for cohort groups as per [GBC's updated RTS Plan](#)).
- Coordinate with other facility operators to determine occupancy limits in shared, large facilities (e.g., shared space in a recreation center or school).
- The total occupancy limit for an entire facility should be determined by combining the occupancy limits for each separate space in the facility. Occupancy limits for each separate space should be posted in high visibility spaces.

Cleaning

- Key City Gymnastics Club 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 have implemented a cleaning log that is kept in the kitchen. A template of our log is available online: www.keycitygym.ca.
- 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.) will be cleaned a minimum of 3 times a day.
- Washrooms will be disinfected a minimum of 3 times a day.
- Gymnastics equipment will be disinfected between each user. If not possible, equipment will be disinfected after each class and/or rotation during until further notice.

- Equipment that cannot be cleaned (cloth-like surfaces, foam pits, etc.) will not be used until an appropriate cleaning process has been identified.
- Communal gym tools (e.g. iPads, computers, music systems, copiers, and telephones) 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.).
- The gym will be disinfected using Vital Oxide and a Vital Clean Cobalt Fogger - <https://www.vitalclean.ca/>.
- All the above cleaning processes will be completed in addition to regular cleaning during daily operations.

Communicate

Key City Gymnastics Club will inform members of the new protocols (See Appendix 3) before their first visit to the gym, to foster confidence in the staff's commitment to keep everyone safe. This will include information on club:

- 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.)

Any parent concerns, questions, and communication will be addressed via email or telephone:

Garry Ricks
headcoach@keycitygym.ca
 250.426.2090

Key City Gymnastics Club will post various 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:

Michelle Ricks
michellericks@keycitygym.ca
 250.426.2090

as a single point of contact to address all COVID-19-related communications, compliance, and coordination in the gym.

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.

PLEASE NOTE: The Province of BC (news.gov.bc.ca) has announced extending liability protection to not-for-profit amateur sport organizations for damages resulting from exposure to COVID-19 -

[Ministerial Order No. 183](#) (the “Order”) Protecting Sport Organizations from COVID-19 Related Liabilities.

Train Staff and Volunteers

Requirements

- Train staff and volunteers; continually review protocols so they understand their clubs’ COVID-19 Safety Plan. Clearly identify their responsibilities in maintaining gym protocols.
- Club leaders and COVID-19 Club Representatives must hold a mock training session with staff and volunteers before the official opening of the gym to test protocols. As a group, discuss what worked, what did not, and adjust before finalizing your COVID-19 Safety Plan and reopening.
- Discuss and determine with your staff the best approach to explaining the new protocols to children. Athletes must be made aware of the gym’s new safety protocols and their responsibility in maintaining their health, and the health of others.
- Help staff and volunteers resolve conflict, manage anxiety, and balance competing priorities.
- Handwashing or sanitizing must be frequent throughout classes, before/after breaks, and at a minimum, after each rotation, for participants, staff, and volunteers.
- Ensure physical distancing measures and cleaning protocols have been adhered to in all spaces.
- According to WorkSafeBC, staff have a right to refuse to work in unsafe conditions (WorkSafeBC website). Staff and supervisors must be prepared to respond to such concerns.

Tips

- Remind staff and volunteers to avoid touching eyes, nose, and mouth.

Screening

Requirements

- Prior to entering the facility, all individuals must complete a Daily Screening Checklist (see Appendix 1) in electronic or hard copy. The club must retain documentation of the screening process. As participants and parents enter the facility, everyone must respect the process to ensure that it is completed smoothly and efficiently.
- Individuals must stay home if they are unwell or if someone in their household is sick. They must also stay home if they have knowingly been exposed to someone who has tested positive for COVID-19 recently (Refer to Illness Policy, Appendix 2).
- Individuals must not enter the facility or participate in any activity if they have, or someone from their household has, failed to follow BC Orders and Guidelines while visiting neighboring provinces.
- Do not allow individuals to 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.

Tips

- If an individual experiences seasonal allergy (or other flu like symptoms), they should get a doctor’s note explaining their symptoms before entering the gym.
- Immuno-compromised (high-risk) individuals should consult a medical practitioner before returning to the gym.

- A club may choose to add temperature checks as part of their COVID-19 Safety Plan.

Personal Hygiene

- Key City Gymnastics Club will provide handwashing and/or sanitizing stations at our front and back entrances, our offices, our upstairs gym, the kitchen, at each event/station in our big gym and in all washrooms.
- Key City Gymnastics Club has determined that a hand sanitizing/hand washing video will be implemented, hand sanitizing/hand washing instructions will be posted and a staff member will be stationed at the entrance prior to each class to ensure the athlete's hands are sanitized before they enter the gym.
- Handwashing or sanitizing will be required at a minimum of 6 times (upon entering and exiting the facility, after using the washroom, between apparatus changes, after engaging in high sweat activities).
- All participants should arrive dressed for their class and only bring what they need in a marked plastic bin with a lid (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.
- All individuals must wear masks in all indoor public spaces (gymnastics clubs are included). It is recommended, but not required, that children under the age of 12 wear masks indoors. Participants are not required to wear masks during physical activity. Please review the [Government of BC website](#) for more information about mask use.
- Participants and staff must wash and/or sanitize their hands prior to training. Handwashing or sanitizing should be frequent throughout classes, and at a minimum, after each rotation, for participants, staff, and volunteers

Cohorts and Physical Distancing

Requirements for *ALL HEALTH REGIONS*:

- Everyone inside the facility must always maintain a minimum of **three meters** separation.
- Coaching for all programs must be performed hands-free (no spotting). However, if a participant's safety is at risk, the coach should not hesitate to spot. Additionally, coaches must wear masks when spotting an athlete for safety.
- Any programming that is not supervised or is unstructured should be cancelled for the next 14 days. For clarity, no casual drop-in, or birthday party programming is allowed.
- If the occupancy during scheduled activities is such that participants are unable to physically distance, classes may need to be cancelled, rescheduled, or groups may need to be split differently.
- Training groups should remain consistent for seasonal programming periods (including cohorts, where applicable).
- No spectators are allowed for indoor activities at this time.
- No travel is allowed at this time outside of your local communities.
- No competitions are allowed at this time.

Scheduling of Activities

- Key City Gymnastics Club 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.
- Training groups should remain consistent for seasonal programming periods (including cohorts).
- 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.

Suggestions:

- Set an appropriate time for participant arrival, prior to scheduled activities.
- Stagger classes so group arrivals and departures do not overlap and run fewer classes at a time.
- Schedule longer breaks between classes to allow for cleaning, as well as participant arrival and departure.
- Eliminate athlete breaks during practices to prevent participants from congregating.

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

Illness Policy

- Key City Gymnastics Club Illness Policy is provided in Appendix 2.

Outbreak Response

Key City Gymnastics Club 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.
- If a case or outbreak is reported:
Michelle Ricks
michellericks@keycitygym.ca
250.426.2090
will postpone or cancel any or all club activities.
- If staff (including volunteers will be the main point of contact for all parties. Michelle has the authority to modify, restrict,) or a participant reports they are suspected or confirmed to have COVID-19 and have been at the workplace/activity place,
Michelle Ricks
michellericks@keycitygym.ca
250.426.2090
will implement enhanced cleaning measures to reduce risk of transmission.
- Michelle may communicate with the facility operator to notify the facility right away.
- Michelle will implement the illness policy (see Appendix 2) and advise individuals to: self-isolate 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.
- Individuals can 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.
- Individuals can contact 8-1-1 if further health advice is required and 9-1-1 if it is an emergency.
- Individuals can learn more about how to manage their illness [here](#).
- In the event of a suspected case or outbreak of influenza-like-illness, Michelle will immediately report and discuss the suspected outbreak with the Medical Health Officer (or delegate) at your local health authority. Implement your Illness Policy and your enhanced measures.
- If Key City Gymnastics Club is contacted by a medical health officer during contact tracing, all individuals associated with the club must cooperate with local health authorities.

Key City Gymnastics Club will post the following posters in visible spaces at our facility:

[Hand-washing poster](#)

[Physical distancing](#)

[Entry check for visitors](#)

[Occupancy limit poster](#)

[Cover coughs and sneezes](#)

[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.

Key City will communicate the health and safety measures being taken within our facilities/operations in writing to all appropriate individuals, including members, staff, and volunteers.

APPENDIX 1: KEY CITY GYMNASTICS DAILY SCREENING CHECKLIST

An electronic or hard copy of the following Daily Screening form will be required until such time as the BC Provincial Order issued on November 19, 2020 has been changed and/or rescinded.

KEY CITY GYMNASTICS DAILY SCREENING CHECKLIST

This checklist may be updated as the situation progresses over the next weeks and months.

Today's Date	
Activity Start Time	
Participant Name	
Activity/Group	

Do you or any member of your household have any of the symptoms below?
Please indicate with a yes or no.

SYMPTOM	YES or NO
Fever (greater than 38.0) and/or chills	
Coughing	
Sneezing	
Sore throat and/or painful swallowing	
Stuffy and/or runny nose	
Fatigue related to illness*	
Loss of appetite	
Shortness of breath	
Loss of sense of smell	
Headache	
Nausea or diarrhea	
Muscle aches related to illness*	

ANSWER YES OR NO TO THE FOLLOWING QUESTIONS	YES or NO
Have you, or has anyone in your household travelled outside of Canada in the last 14 days?	
Have you, or anyone in your household travelled for non-essential reasons in the last 14 days?	
Have you or has anyone in your household been in contact in the last 14 days with someone who is being investigated or has a confirmed case of COVID-19? **	
Are you currently being investigated as a suspect case of COVID-19?	
Have you tested positive for COVID-19 within the last 10 days?	

* Note: Fatigue and muscle aches may be expected as athletes return to sport. All participants, parents/guardians of minors, and club personnel must determine the difference between this and symptoms of illness.

**Note: If you have answered yes to this question, further information may be required. Please refer to the 2020/08/07 amendment to the *Key City Gymnastics Club-COVID-19 Safety Plan* on Page #8: *SCREENING*, under Bullet #1 - *Daily Screening Checklist*. This is available on the [Key City Gymnastics Club website/Covid-19 Information and Forms](#)

APPENDIX 2: KEY CITY GYMNASTICS CLUB ILLNESS POLICY

In this policy, "Team member" includes an employee, contractor, 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, loss of appetite, nausea or diarrhea.

See BCCDC website for a full list of symptoms: <http://www.bccdc.ca/health-info/diseasesconditions/covid-19/about-covid-19/symptoms>

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. If Team Members are unsure please have them use the BC COVID-19 self-assessment tool <https://bc.thrive.health/covid19/en>.
- c. Managers/coaches may 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.

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 within the sport environment, they should be sent home immediately and contact 8-1-1 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. Follow the direction of health officials.

5. **Quarantine or Self-Isolate if:**

- a. You have travelled outside of Canada within the last 14 days.
- b. You have come into close contact with someone who has tested positive for COVID-19.
- c. You have been advised to do so by health officials.

6. **Individuals must not enter the facility or participate in any activity if:**

- a. They or someone from their household has, travelled for non-essential reasons.