



Gymnastics Information Handbook

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Overview

In response to the global COVID-19 pandemic, a number of changes have been made to ensure the safe delivery of our program. This information handbook is designed to provide key information to those attending the gymnastics program. Health and safety of users is of the highest priority at the YMCA, with this information handbook developed to ensure those accessing the gymnastics program are suitably informed of key information including;

- Changes to existing processes and procedures
- Expectations in a COVID safe environment
- Changes to program operation
- Hygiene and cleaning processes
- Facility layout information
- Supervision and traffic management

General Expectations

An extensive review of our processes and procedures has occurred and a number of controls put in place to minimize the risk of COVID-19 within our facility. In registering your child in the program, you acknowledge we aren't able to remove all risk of COVID-19 and will not hold the facility responsible should COVID-19 be contracted as a result of visiting our facility.

All patrons are strongly encouraged to actively use the Government COVID-Safe App (<https://www.health.gov.au/resources/apps-and-tools/covidsafe-app>).

Additional COVID-19 measures will apply to all patrons. These conditions may change from time to time and must be complied with at all times.

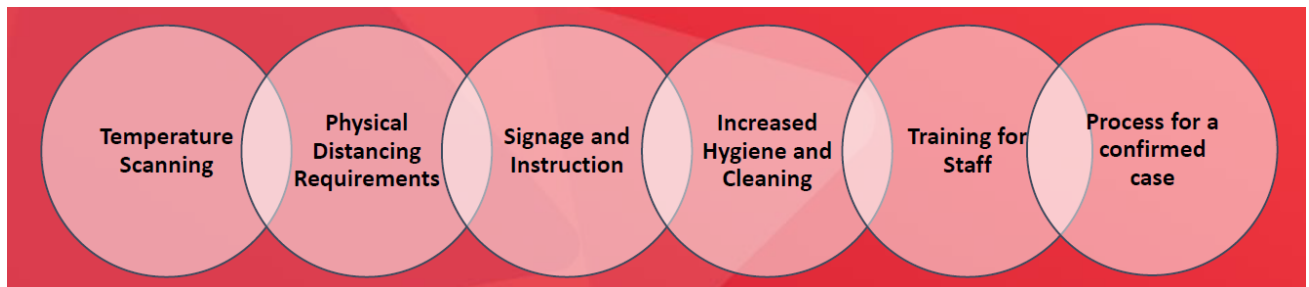
Patrons must immediately notify the Centre and not attend if;

- They are experiencing flu-like symptoms or any symptoms of COVID-19 (<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert#symptom>)
- Have a confirmed case of COVID-19
- Have been in contact with someone who has a confirmed case of COVID-19 in the previous 14 days
- Travelled internationally within the previous 14 days
- Members experiencing symptoms must contact a Doctor or National Hotline (1800 020 080)

Should someone not meet the criteria listed above, they will not be permitted entry until a time when they do so. In the event of someone testing positive to COVID-19, they must meet government requirements (i.e. isolation, retest and return negative result) before attending the facility. Proof of a COVID-free test result will need to be supplied to the facility prior to commencing.

COVID Safety Plan

The Y have implemented a COVID Safety Plan compliant with all Government COVID-19 restrictions. In order to be COVID-Safe at all Y facilities we are committed to:



Temperature Scanning

Temperature scanning provides a layer of protection by identifying those who may have a high temperature. All staff will have temperature checks completed upon entry. Should a temperature above 38 degrees be detected an additional test(s) will be completed and should subsequent tests confirm this reading, staff will be asked to go home.

Physical Distancing Requirements

- A distance of 1.5m between people throughout our facilities and programs
- All spaces have been measured and 4m² capacity restrictions are in place where required
- Removal of seating and equipment has occurred to ensure social distancing around the facility.

Signage and Instruction

- Hygiene signage and floor, seat and bench decals have been installed to guide patrons
- Areas within the facility have signs advising of capacity, these limits must be complied with at all times

Increased Hygiene and Cleaning

- Hand sanitiser stations have been installed at entry/exit, in high touch point areas and areas of high traffic
- Cleaning has been increased with staff regularly cleaning touch points
- Where required all staff, visitors and patrons will wear a mask within Y facilities.

Staff Training

- All staff have been trained in COVID Safety training provided by the Health Department
- Staff have undergone Y Victoria training and signed commitment to being COVID-Safe

Confirmed Case

In the event of a confirmed case of COVID-19 the Y has an 8 step confirmed case process which ensures isolation, reporting, tracing and cleaning occurs before an area or facility can reopen. Everyone who enters our facility will have their details recorded to assist with contact tracing.

Conditions & Guidelines

Conditions of Entry

All patrons attending the Centre will be required to adhere to all standard Conditions of Entry, as well as additional conditions which include;

- Where required all staff, visitors and patrons will wear a face mask within Y facilities. I.e. if you aren't able to keep 1.5 metres distance from other people.
- All staff, visitors and patrons must continue to carry a face mask with them at all times
- All patrons must complete contact tracing processes
- Decal stickers have been placed around the facility to guide traffic in walkways
- Physical distancing of 1.5 metres is strongly recommended where appropriate

As always, ensure the direction of staff is followed as they will assist with educating on new processes and requirements.

Parent/Guardian Guidelines

- Parents/Guardians are required to read this handbook to ensure you are aware of requirements
- Parents/Guardians should ensure their child and immediate household members are free from illness before coming to gymnastics.
- Parents/Guardians should provide their child with personal items needed for training in their bag and remind them not to share.
- Parents/Guardians should talk to their children about hand sanitizing and covering mouth and nose with elbows or tissues when coughing or sneezing.
- Parents/Guardians should refrain from gathering in groups while in waiting area/entry and exit ways.
- Parents/guardians are required to complete contact tracing upon entry into the facility, this will include full name and phone number. These contact details are being collected for the purpose of contact tracing in the event of a suspected COVID-19 case at this venue.

Gymnastics Victoria Health Guidelines

- Staff and gymnasts to be responsible for their own hygiene practices;
 - Practicing good cough hygiene (cover sneezes and coughs with a tissue or the crook of your elbow) and regular handwashing.
 - Avoid touching face, handshakes, hugging and kissing as greetings.
 - Dispose of tissues immediately after using them.
 - Take responsibility for physical distancing measures.
- Staff and gymnasts to stay home if unwell;
 - Those with fever or symptoms of acute respiratory infection (e.g. cough, sore throat, runny nose, shortness of breath) are to self-isolate and seek medical advice.
 - Those who have returned from overseas or been in contact with a person known to have coronavirus (COVID-19) in the last 14 days, including in the 24 hours before the person became symptomatic, must self-isolate.

- Staff and gymnasts to wash hands before/after each class, and before/after eating.

Gymnast Guidelines

- Gymnasts should attend ready to participate with a 'get in, train, get out' approach
- Sharing of equipment will be reduced or removed where possible. Should equipment sharing be required, the equipment and/or individual will be sanitise as where possible.
- Gymnasts to wash or sanitise hands before/after each class, and before/after eating.
- Sanitiser are place on the entry and exit doors of gymnastics. There are also hand sanitisers that coaches will have access to during class for gymnasts to use before & after a turn on Parallel Bars, Rings, Bars, Beam, and Vault equipment.
- Gymnasts are encouraged to sanitise hands between rotations or as required.
- Gymnasts will be required to provide all personal equipment including mag, gloves, grips, spray bottles, drink bottles and are not permitted to share equipment. Personal Equipment packs will be compulsory for specified groups.
- Gymnasts must bring their own clearly labelled drink bottle pre-filled with water and will be required to carry their own drink bottle with them between rotations. Gymnasts will not be permitted to drink from the water fountain, and will only be available to refill drink bottles. Drink bottles left at the gym will be disposed of immediately after class regardless of whether or not they are named.
- Gymnasts to avoid contact with coach or other athletes (including hi-fives and hugs)
- Avoid touching eyes, nose or mouth if your hands are not clean

Venue Information

Arrival Procedure

- Due to capacity limits we need to restrict the amount of patrons within the facility;
 - A drop off and pick up process will occur for school aged children
 - One parent/guardian/carer can remain in the facility for students not yet in school or for those children who require parental supervision
- All gymnasts must enter at the main entrance point and follow the arrows to direct you into the gymnastics space (see map for more information)
- All gymnasts will be dropped off at the drop off/pick up point in the gymnastics foyer. Parents/ guardians with school aged gymnasts will then proceed to the exit point
- Sanitiser will be available at these doors and gymnasts must sanitise hands before entering
- Gymnasts to leave belongings with parents then line up at the gymnastics entry door where TIC and coaches will direct classes to areas.
- For parent assisted classes a gymnast plus maximum one parent/guardian only must sanitise hands before entering
- Only one adult of children not yet in school may enter the premises and stand in the parent viewing area adhering to the social distancing rule of 1.5metres

- Due to the restricted numbers permitted within our centre, there will be no spectators allowed to stay during class time, with the exception of one adult per child of children not yet in school /children with additional needs.

Exit Procedures

- Gymnasts will be guided to the drop off/pick up point where parents will return and collect children from at the conclusion of the class
- Familiarise yourself with entry and exit points on the map as alternative exits are being utilised to manage traffic flow
- Gymnasts will be dismissed as parent recognised or announced
- Gymnasts and parent/guardian to sanitise hands before leaving

Drop Off / Pick Up

Those with school aged students will need to complete the drop off and pick up process;

- Children are to be dropped off at the designated drop off / pick up point no more than 10 minutes prior to class commencement time
- Parents must remain within close proximity of the facility and be contactable via phone
- Children are to be collected from the designated drop off / pick up point within 5 minutes of the class concluding
- In the interest of everyone's safety parents/guardians must NOT stop in the driveway to drop their child off. You must park in a marked car space and walk your child to the door should they need assistance
- It is recommended where possible (children over 10 years of age) that parents/guardians do not enter the facility and a designated pick up / drop off point is utilized within the car park.

Viewing Areas

- Will be standing area only adhering to the 1.5 metre social distancing requirements
- One parent/guardian only to spectate. Parent/guardian may bring a baby/infant that will remain in a pram/stroller for the duration of the class

Reception Area

- Parents/Guardians needing to speak with Customer Service staff are encouraged to follow the floor markings at reception and follow the social distance rule of 1.5 metres
- Gymnasts must leave the venue immediately after training has concluded – no social activity is to occur prior to or at the conclusion of the class

Toilets

- Social distancing will be expected when waiting to use the bathroom
- Areas have signage indicating capacity limits within areas, these must be observed and adhered to at all times

Hygiene and Behaviour

- Wash your hands often with soap and water, doing so for at least 20 seconds prior to starting class
- Use the provided hand sanitizer at one of the hygiene stations around the facility
- Avoid touching your eyes, nose and mouth
- Avoid close contact with people who are sick
- Stay home and seek medical treatment when you are sick
- Cover your mouth with your elbow to cough or sneeze
- Any participant that has underlying health conditions or is considered a vulnerable person should consult with a healthcare professional prior to attending any programs
- People who present to the facility with symptoms will be sent home immediately

Program Information

Make Up Lessons

Members can access a maximum of four make-up classes per calendar year. Make-up classes are dependent on vacancies in other classes.

Parent – coach communication

If parents/guardians need to speak to their child's coach or reception staff or vice versa, this will have to be done via a phone call or email before or after class. There will be no 'gymnasts of the week' given out at the end of classes. As we have to shorten the length of the class we don't want to spend too much time sitting at the end. We would rather have those extra few minutes doing gymnastics activities.

Cleaning & Hygiene

A number of sanitisation stations have been placed around the gymnastics area, including entry and exit into the space. Prior to and throughout each class, gymnasts will be required to complete a lot of personal sanitisation. This may include, when changing zones, prior to or after using a piece of equipment and should they need sneeze or cough.

Additional cleaning will occur between classes and where possible equipment which cannot be wiped clean has been removed from circulation or covered.

Facility Map

Insert Centre Map – designated drop off and pick will be in the BSC Cafe

