

Milton Springers gym - COVID-19 Response Planning Team

- Linda Massel - General Manager
- Natalia Houlder - President
- Ali Stoffels - Recreation Program Director
- Krista Johnsen - Competitive Program Director
- Heather Rivers - Risk Management Administrator
- Cheryl Keegan - Registration/Office Administrator
- Executive HSE Group – External Health & Safety Consultants

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

The Response Planning Team (RPT) is responsible for checking daily news media feeds for changes and updates to the Covid 19 Response and verifying information with the Government of Ontario, the Region of Halton Healthcare websites, the Town of Milton and Gymnastics Ontario to ensure Milton Springers is following the most up-to-date protocol measures. Should updates arise that affect club operations the committee members will contact each other and determine the levels of communication required. The Safety Plan will be posted and included in the Return to Gym Binder located at the gym entrance. It will also be included in the Covid Response section of the club website and sent to employees via email.

Internal Communication avenues:

Employees will receive updates via their work emails. Text messages to employee phones will be sent when timelines are short to advise employees to check for email updates. Krista will update competitive coaches; Aislinn will update recreation coaches and Linda will update administration employees and Board members. Staff are responsible for checking emails for new information and reviewing updates. Training will be provided on how employees must screen daily, the screening requirements for athletes and approved visitors, the use of PPE (masks, gloves) and cleaning and disinfection of the gym equipment.

External Communication Plan

The Response Planning Team will assign one member (depending on availability) to prepare the communication statements for distribution on social media (Facebook and Instagram) as well as the club website. The RPT will determine if direct member emails are necessary and assign a member to prepare the statement for distribution. Distribution will take place through the office or via the Program directors (WAG, Trampoline and Recreation), depending on the nature and impact of the update.

Notices and posters will be placed in the gymnastics facility regarding screening, masking, physical distancing, traffic flow through the facility and use of areas such as washrooms, break rooms and equipment.

2. How will you screen for Covid 19?

Screening will be conducted based on the Ontario Government Covid-19 screening tools provided on the government website, plus any additional required guidelines for schools in the Halton region. Active screening will be conducted through a QR code and computer based questionnaire. Results will be recorded daily.

Employees will answer the screening questions daily and submit results. The screening questions are:

- Do you have any of the following symptoms: Fever and/or chills; cough or barking cough (croup); shortness of breath; decrease or loss of taste or smell; nausea/vomiting, diarrhea.
- In the last 14 days have you traveled outside of Canada?
- Has a doctor, health provider or public health told you that you should currently be isolating?

- In the last 10 days, have you been identified as a “close contact” of someone who currently has COVID-19? (if public health has advised isolating is unnecessary, you may answer no)
- In the last 10 days, have you received a COVID-19 Alert Exposure notification on your cell phone?
- Is anyone living with you that is currently experiencing new COVID-19 symptoms AND/OR waiting for a COVID-19 test result?
(*Note, if these symptoms are a result of receiving a COVID-19 vaccination dose in the last 48 hours, select "no". **If the employee is fully vaccinated against COVID-19 or tested positive for COVID-19 in the last 90 days and has since been cleared, select "no")
- In the last 10 days, have you tested positive on a rapid antigen test or home-based testing kit?
(*Note, if you have since tested negative on a lab-based PCR test, select "no")

Results will be reviewed by the designated on shift administrator or coach. Athletes/participants and/or the parent/guardian of the athletes under the age of 18 will answer the screening questions daily and submit results. Approved visitors entering the facility will be required to conduct the screening test prior to entering.

Attendance is recorded daily and kept for a minimum of one month.

Any employees, athletes or approved visitors not meeting the screening criteria will not be permitted to enter the facility. Employees will immediately advise their supervisor--competitive coaches: Krista; recreation coaches: Aislinn, administrative staff: Linda if they are unable to come to work due to the screening criteria.

Competitive or Fundamental athletes will call the gym at 905 878 5030, contact their coach or leave an email message at info@miltonspringers.ca if they answer yes to any screening questions and are unable to attend training that day. Fundamental athletes may contact Felicia or call the gym at 905-878-5030; recreation/camp participant parents will call the club at 905-878-5030 or email info@miltonspringers.ca.

If any staff member or athlete starts to experience symptoms after reporting to work or training, they will be immediately isolated and required to go home and contact their doctor or the Halton Health Unit for further instructions. The “[2021 - Report of Illness - WHILE AT GYM](#)” form will be completed by the program supervisor and it will provide steps for follow up. Staff are required to notify their supervisor once they have direction from a medical professional or the health unit. Parents of athletes/participants will advise the club of any direction received from a medical professional or the health unit.

3. How will you Prevent Transmission?

The core focus of preventing transmission is through following government regulations and guidelines in regard to capacity, physical distancing, ventilation and air flow, good hand and respiratory hygiene, cleaning and disinfecting to reduce transmission from surfaces and personal protective equipment (PPE) through masking.

Controls of Risk:

Physical Distancing and Capacity numbers

Physical distancing and capacity numbers will be maintained within guidelines of the Step requirements as directed by the Ontario government and the Halton Health Unit according to the Roadmap to Reopening guidelines. As each Step Requirements change, staff and members will be updated through the

communication methods. Competitive teams and recreational classes will train starting during Step 3. Summer camps will be included in Step 1 with restrictions as outlined in the government documents. This is subject to any adjustments that are made to Steps by the Ontario government and recommendations from Gymnastics Ontario.

All schedules and athlete groups will be created using the capacity restrictions according to the Ontario government Road to Reopening steps and any other restrictions provided by the Halton Health Unit and the Town of Milton. Maintaining cohort groups is part of the planning process. Capacity limits for determining 50% usage in Step 3 are calculated using information provided by the Town of Milton for the Sports Centre of 72 sq ft per person. Small gym capacity is 65 and large gym capacity is 166. Schedules will be created keeping a physical distance of 2m between athletes and participants when training. Floor markings, arrows ("yellow brick road") and posters are used to assist employees, athletes and participants in maintaining physical distance while in the facility.

Athletes/participants may only enter the facility at their scheduled class (or camp) times. Competitive athletes are asked to call or email Krista if they are unable to attend during their scheduled practice and recreational/camp participants are asked to call the office.

If carpooling is required, the Halton Region guidelines recommend: Limit the number of people in the vehicle. Wear a non-medical mask or face covering. Open the windows to increase air circulation. Practice good respiratory etiquette and hand hygiene. Clean and disinfect frequently touched surfaces.

In general, no spectators are permitted in the gym during covid 19 restrictions. When recreation classes are permitted (in step 3) guidelines are in place for when parents may enter the facility with their children to class. This information is provided to the parent at registration. Competitive parents who may need to meet with a coach may make an appointment to enter the facility and must follow screening criteria.

Masking

All staff will wear masks when entering the Sports Centre and the gymnastics facility. Masks will be worn in all common areas of the facility. Coaches will wear masks in the gym and when coaching their athletes. According to Step 1 Summer Camp guidelines, staff who cannot maintain 2m distance must also wear a face shield or eye protection (goggles).

Office staff will wear masks when moving through the office or meeting with other staff members, athletes or approved visitors. Sneeze guards have been installed at employee desks. Office staff may remove masks when seated at their desk.

Coaches & staff must wear masks in the break room/competitive office except when eating. Physical distancing must be maintained. Tables and snack/lunch prep counters are sanitized after each use.

Athletes will wear masks when entering the facility and when moving from events or entering common area facilities (example: washrooms or going into the office). Athletes will wear masks as much as possible when training on events. Masks are not required during physical exertion that makes it difficult or unsafe for continued mask usage (examples: full routines on the event). Coaches will ensure athletes are wearing masks within the guidelines. Competitive team coaches may spot athletes for safety when required but should be limited where possible. Masks and gloves must be worn by the coach when spotting and athletes must also be masked.

Disposable medical or surgical grade masks will be available at the entrance for camp staff (mandatory) and also available for other staff/athletes/participants who may have forgotten to bring their own.

Hand and Respiratory Hygiene

Hand washing is encouraged frequently as a first form of defense against viruses. All are discouraged from touching their face with their hands.

Hand sanitizer is available and must be used when entering the facility. It is also available throughout the gym at each event, outside washrooms and in the office and breakroom areas.

Athletes use hand sanitizer when arriving and rotating between events and before departure. Handwashing is required before and after any snack/lunch breaks.

Public health posters on washing hands and on cough and sneeze etiquette will be posted in each washroom, at the customer entrance and in the classroom.

Cleaning and Disinfecting

Frequently touched surfaces are cleaned and sanitized throughout the facility following the guidelines in the cleaning documents. Washrooms are cleaned hourly during training and camp hours. Equipment is sanitized after each rotation. All materials, tables and gym equipment used by summer camp cohorts will be cleaned before use by another cohort. Desks are sanitized before the end of a shift. The gym is sanitized each evening following the cleaning schedules by the coaching staff and the outside cleaning service.

Athletes will arrive ready to train. Lockers and change rooms are not available. Athletes will carry a backpack with their own training supplies. Chalk will not be shared between athletes.

The designated on shift administrator will check that supplies, including hand sanitizer are replenished when needed including entrance and washrooms. A designated coach will advise office staff when supplies need to be replenished in the training gyms.

The Response Team will ensure that all cleaning and disinfection products used are Health Canada approved as effective against COVID-19.

Food/Drink Handling

The drinking fountains are closed. The water bottle hydration station portion of the water fountains are available to refill personal water bottles. Water bottles may not be shared or left at the gym. Athletes and campers with scheduled snack breaks must perform proper hand washing hygiene before/after eating. Snacks must be eaten while seated at designated areas and sanitized after each use. Physical distancing must be maintained. No food sharing. There is no availability of microwaves or refrigerators for athlete use at this time.

Air Circulation

When possible and weather appropriate, outside doors (gym 2 entrance and emergency doors, emergency doors by trampoline) may be opened to provide some outside air circulation. Doors between the large and small gyms must be closed during class times. Doors to the hallway from the Large gym must be closed during class times.

Staff members assigned to lock up duties, will ensure outside doors are closed prior to departure.

The Town of Milton maintains the HVAC system in accordance with their maintenance schedules.

4. Potential Case or Exposure to Covid

Milton Springers will always follow the direction of public health officials.

If the Halton Health Unit contacts the club to notify us that someone (participant or staff member) who was at the club has tested positive, the call should be directed to the General Manager or Program Supervisor. NOTE: the pre-screening log, and contact information for staff, athletes, participants and work-related

visitors will be provided to public health if needed for contact tracing. The club will follow the direction of the Health Unit for steps needed regarding isolation and communication.

The Program coach or Program Supervisor will fill out the "[2021 - Report of Illness - COVID REPORTED](#)" form and follow the prescribed instructions on the report. Reports are given to the Risk Management Supervisor. (Heather R.). The program supervisor will send an email to staff, making sure that the person confirmed to have COVID-19 is not identified to protect confidentiality.

A person (athlete, participant, staff) who is confirmed to have COVID-19, or has come in close contact with COVID-19, must follow directives provided by the Halton Region Public Health Unit. The [Ontario COVID-19 Screening Tool for Schools & Childcare](#) provides excellent direction regarding when a person can return based on their personal decisions to get tested and self-isolate, and we will use this tool (unless otherwise directed by the Health Unit) to determine when a person is safe to return.

5. How to manage new risks caused by changes that have been made to the way the club normally operates its business.

Training is provided on the safe use of newly introduced cleaning and disinfecting products. Safety data sheets are maintained in the Return to Gym binder.

If an athlete or participant requires first aid, any staff who needs to go within 2 metres of the athlete to administer first aid must wear PPE (disposable mask and face shield and gloves). Face shields will be sanitized after each use.

If an athlete/participant needs to wait for a ride they will wait in a designated area at the entrance (or for athletes in the spectator area), maintaining a 2m distance from others.

Program supervisors will establish regular check-ins with all staff to talk about how they're doing and make sure all staff have access to mental health resources and support.

Staff should de-escalate and avoid confrontations with customers by referring complaints and questions on compliance issues to Program supervisors and/or the General Manager.

Athlete and participant sign in & out will happen outdoors whenever possible to reduce risk of transmission.

6. How will you make sure the plan is working?

Feedback will be requested from all employees on procedures with all questions and concerns followed up by the Response Planning Team.

A review will be conducted bi-weekly at the administrative office meeting. More frequent reviews will be conducted when regulation changes are announced.

Athletes, participants and parents will be provided with the club info@miltonspringers.ca email where they may ask questions, provide feedback or advise of any noncompliance issues that have been witnessed.