

**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; Ali 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. 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. Results will be reviewed by the designated on shift administrator or coach. Athletes 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: Ali, administrative staff: Linda if they are unable to come to work due to the screening criteria.

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

If any staff member or athlete starts to experience symptoms after reporting to work or training, they will be required to go home and contact their doctor or the Halton Health Unit for further instructions. Staff are also required to notify their supervisor once they have direction from a medical professional. Parents of athletes/participants will advise the club of any direction received from a medical professional.

### **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 Zone requirements as directed by the Ontario government and the Halton Health Unit. As zones and requirements change, staff and members will be updated through the communication methods. Competitive teams only will train during the Red Zone restrictions. Recreation classes and camps will be included within capacity restrictions in Orange and less restrictive levels. This is subject to any adjustments that are made to Zones by the Ontario government.

Physical distancing of 2m must be maintained by athletes and participants when training. Floor markings, arrows ("yellow brick road") and posters are used to assist employees, athletes and participants in maintaining physical distancing while in the facility. A distance of 3m will be maintained when participating in conditioning training.

Competitive team schedules and athlete groups are created using the capacity restrictions according to the Ontario government zone levels and any other restrictions provided by the Halton Health Unit and the Town of Milton. Maintaining cohort groups is part of the planning process. Athletes/participants may only enter the facility at their scheduled class times. Competitive athletes are asked to call or email Krista if they are unable to attend during their scheduled practice.

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 orange and less restrictive levels), 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. 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 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 masks will be available at the entrance for those that 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.

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 hours. Equipment is sanitized after each rotation. 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 with

scheduled snack breaks must perform proper hand washing hygiene before/after eating. Snacks must be eaten 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**

The Program coach or Program Supervisor will fill out the Participant Illness report and follow the prescribed instructions on the report. Reports are given to the Risk Management Supervisor. (Heather R.)

Contact the Halton Region Health Unit (905-825-6000). The public health unit will follow up to ask about contacts and provide direction on who must self-isolate and testing. The club will always follow the direction of public health officials.

If there was an infected person who has been to the gym, 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 must self-isolate for 14 days if they were:

- out of the country
- in close contact with someone with COVID-19 or who is likely to have COVID-19 as determined by public health

If Public Health determines so, anyone who has potentially been exposed must self-isolate for the full 14 days even if they have a negative test during this time. Workers can return to the workplace after 14 days of self-isolation if they have not developed symptoms or tested positive. Workers do not need a negative COVID-19 test to return to the workplace after self-isolating for 14 days.

Employees and athletes or participants who have been tested because they have symptoms must remain in self-isolation while waiting for test results. If the test is negative, the employee/athlete/participant may return to the gymnastics facility if they do not have a fever and their symptoms have been improving for at least 24 hours. The assigned supervisor will keep in touch with the sick staff member or athlete/participant while they are off work or away from class.

A person who has COVID-19 must self-isolate so they can't infect others. A person must self-isolate for a minimum of 10 days if they:

- test positive on a standard COVID-19
- are told by their health care provider or a public health official that they have COVID-19

The self-isolation period starts from when the person's symptoms started or the day they were tested, whichever is earlier. Staff and athletes/participants can return to the gym after their self-isolation period if they have no fever and their symptoms have been improving for at least 24 hours.

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.

#### **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.

#### **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](mailto:info@miltonspringers.ca) email where they may ask questions, provide feedback or advise of any noncompliance issues that have been witnessed.