



CANBERRA CITY GYMNASTICS CLUB

COVID-19 RETURN TO OPERATIONS POLICY

28 MAY 2020

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1. INTRODUCTION

Canberra City Gymnastics Club (CCGC) recognises that the COVID-19 pandemic continues to pose a risk to the health and wellbeing of the CCGC community and that it has a responsibility to provide an environment for staff to manage this risk while continuing to provide gymnasts with the highest standard of coaching.

This policy outlines how CCGC staff and gymnasts will restart operations at the Belconnen and Lyneham centres. It outlines protocols for a safe return to work and introduces arrangements which shall apply to staff, gymnasts and visitors.

This documentation is also in line with all decrees by the ACT state government, and will be updated in accordance with changes as they are announced.

Currently it is not expected that operations will not return to business as usual in 2020. Australian government advice suggests that businesses are expected to put in place long term arrangements that can deal with social distancing measures, hygiene practices and emergency measures in the case of a detected case of COVID-19. CCGC recognises that we will need to plan for restrictions for at least 12 months.

Date of return for modified training schedule

CCGC will restart modified operations on 30 May 2020 for MAG and WAG national programs, and 2 June 2020 for recreational programs, inclusive of Kindergym and Gymable.

This policy applies to both the Belconnen and Lyneham centres and represents the instructions provided by the ACT Government for the resumption of indoor sporting venues.

- For the purposes of this policy, Belconnen has three rooms available, the main room, pit room and ballet (mezzanine floor) room.
- For the purposes of Lyneham, there is one room available for use.

National Principles: The resumption of sport and recreation activities

The Australian Institute of Sport (AIS), in consultation with sports including Gymnastics Australia have developed a framework to inform the resumption of sport and recreation programs. The National Principles for the Resumption of Sport and recreation are based on evidence, and Australian government guidelines. The principles cover all levels of sport and prioritise public health and minimising risk of community transmission and are subject to change as more information becomes available.

To view the National Principles for Resumption of Sport and Recreation, [click here](#)

Framework for the resumption of sport and recreation activities

The resumption of sport and recreation activities will be complex. The framework sets out a process to achieve safety of athletes, personnel and the community. The framework provides activities, hygiene measures for sport. The approach to training should focus on 'get in, train, get out', minimising unnecessary contact in change rooms, bathrooms and communal areas. Prior to resumption of activities, sporting organisations should have agreed protocols in place for management of illness in athletes and other personnel.

To view the full National Guidelines for Rebooting Sport, [click here](#)

Protocols for work

CCGC and its staff and gymnasts share responsibility for maintaining a safe and healthy workplace. Our intention is to take a cautious, methodical and evidence based approach in restarting gymnastics at the club.

Staff have a personal responsibility for the safety and health of themselves and their workmates.¹ CCGC staff must ensure that gymnasts have good health and hygiene practices in place and are safe at all times. Gymnasts have a personal responsibility to maintain high standards of hygiene at all times to mitigate the potential spread of the COVID-19 virus.

As noted in the [CCGC code of conduct](#); the club is committed to providing a safe and healthy work environment for staff, gymnasts and members.

The responsibilities of CCGC, staff, gymnasts and visitors during the COVID-19 pandemic are outlined on pages 6 to 12 of this document.

New entry arrangements

One parents/Guardians of Kindergym and Gymable gymnasts are permitted to enter Belconnen and Lyneham gymnastics centre during a class, provided they adhere to all health and safety requirements as directed by coaches and staff..

ALL other parents and guardians are not permitted to enter the Belconnen and Lyneham gymnastics centres during a class unless they need to discuss a matter in person with the office administrators while adhering to social distancing.

Parents/guardians are required to meet their children outside the doors of the gymnastics centre following a class. Coaches must ensure children do not leave the gym unless a parent/guardian is waiting at the entry door to collect their child. Parents/Guardians who wait outside the gym are strongly advised to maintain good social distancing practice. If gymnasts are not collected on time at the conclusion of their class, late collection penalties will apply.

These arrangements will be reviewed fortnightly and communicated to staff, gymnasts and members if there is a change.

Prepare and Prevent

CCGC will keep staff and members up to date on directions from the Department of Health about the latest restrictions including physical distancing and hygiene measures. The ACT Department of Health website has regular updates and advice.

The CCGC Business Manager (Phillipa Dickens) is responsible for infection control. Risk areas have been identified and a plan will be put in place to address them. Safe Work Australia has a checklist which can help plan, along with a range of resources on keeping workers safe and our obligations as an employer.

Safe Work Australia also has fact sheets which CCGC is using to plan additional steps to reduce risks in our workplace [click here](#).

Gymnastics Australia has provided advice and various COVID-19 related fact sheets to ACT Gymnastics which have been used as guidance material to assist with the preparation for a restart of operations [click here](#).

Respond

CCGC's plan sets out the steps we will take if there is a COVID-19 infection in our workplace. This information is drawn directly from Safe Work Australia which has advice on what is needed to identify and control infection hazards, assess and control risks and who to notify in the event of an outbreak. They have also created an infographic setting out the basic steps, and what needs to be done to meet work health and safety standards [click here](#).

- In the event of a case of COVID-19, CCGC will comply with Section 19 of the WHS Act and inform the appropriate authorities.
- In the event of a case of COVID-19, CCGC will inform all members attending the session immediately to pick up their children

- In the event of a case of COVID-19 all members will be informed within hours via email. Signs will also be posted on the front door of the venue.

Recover

CCGC will work hard to recover lost ground from closure during the COVID-19 pandemic.

Communication during recovery

Communication with staff, gymnasts and members (see section 3 for members) is important, as well as regular reviews of prevention measures and risk areas to consider whether they need to be adapted. Communication with staff, gymnasts and members will occur through Facebook and email. If there are further concerns with communication accessibility, our office administrators can be contacted to set up a separate communications plan.

The club will provide fortnightly updates to staff, gymnasts and members on our recovery plans.

This plan which is focused on health and safety for staff and gymnasts, explains how CCGC has been preparing our workplace for a restart and how operations will run during the recovery phase.

Staff and gymnasts responsibilities

CCGC staff and gymnasts should:

- Cooperate and comply with all lawful ACT (WHS Act 2011) instructions
- Follow instructions as set out by the CCGC business manager and committee
- Ensure they follow the highest personal hygiene and safety standards
- Immediately flag relevant health concerns privately with the CCGC business manager

A clean gym

It is important that the gymnastics centres are hygienic, however, due to the nature of gymnastics, it is not possible to wipe down surfaces after each use, without creating another safety hazards, for example slippages on equipment. Dr Kathy Wu- adviser to the Australian Institute of Sport and Gymnastics Australia, COVID-19 advises that there is no evidence that sweat from people transmits the COVID-19 virus. However, it is essential that staff and gymnasts are practicing good hygiene to reduce potential risks of transmission through poor hygiene.

Staff and gymnasts are personally responsible for ensuring that they maintain high standards of hygiene when they are in the gymnastics centres.

Safe Work Australia has provided advice on cleaning workplaces after suspected or confirmed cases of COVID-19 (Box 1).

Make Up Classes

Unfortunately CCGC is unable to offer makeup classes to gymnasts during this phase. Groups should remain consistent for term periods to reduce the impact if there is a case of COVID-19. This is a temporary change in policy and follows advice from health officials working with the AIS and Gymnastics Australia during this time.

Record keeping

Staff are required to maintain accurate timesheets of hours worked and advised to keep diary entries of the work undertaken.

- Staff must take a roll call of all gymnasts at the beginning and end of class..
- Staff must follow apparatus rotations set out for each group.
- These records will support staff movements during the COVID-19 pandemic.

- Staff must follow personal privacy requirements of individual gymnasts, and discuss concerns only with the CCGC business manager.

Box 1: National COVID-19 Safe Workplace Principles

Recognising that the COVID-19 pandemic is a public health emergency, that all actions in respect of COVID-19 should be founded in expert health advice and that the following principles operate subject to the measures agreed and implemented by governments through the National Cabinet process

1. All workers, regardless of their occupation or how they are engaged, have the right to a healthy and safe working environment.
2. The COVID-19 pandemic requires a uniquely focused approach to work health and safety (WHS) as it applies to businesses, workers and others in the workplace.
3. To keep our workplaces healthy and safe, businesses must, in consultation with workers, and their representatives, assess the way they work to identify, understand and quantify risks and to implement and review control measures to address those risks.
4. As COVID-19 restrictions are gradually relaxed, businesses, workers and other duty holders must work together to adapt and promote safe work practices, consistent with advice from health authorities, to ensure their workplaces are ready for the social distancing and exemplary hygiene measures that will be an important part of the transition.
5. Businesses and workers must actively control against the transmission of COVID-19 while at work, consistent with the latest advice from the [Australian Health Protection Principal Committee \(AHPPC\)](#), including considering the application of a hierarchy of appropriate controls where relevant.
6. Businesses and workers must prepare for the possibility that there will be cases of COVID-19 in the workplace and be ready to respond immediately, appropriately, effectively and efficiently, and consistent with advice from health authorities.
7. Existing state and territory jurisdiction of WHS compliance and enforcement remains critical. While acknowledging that individual variations across WHS laws mean approaches in different parts of the country may vary, to ensure business and worker confidence, a commitment to a consistent national approach is key. This includes a commitment to communicating what constitutes best practice in prevention, mitigation and response to the risks presented by COVID-19.
8. Safe Work Australia (SWA), through its tripartite membership, will provide a central hub of WHS guidance and tools that Australian workplaces can use to successfully form the basis of their management of health and safety risks posed by COVID-19.
9. States and Territories ultimately have the role of providing advice, education, compliance and enforcement of WHS and will leverage the use of the SWA central hub in fulfilling their statutory functions.
10. The work of the National COVID-19 Coordination Commission will complement the work of SWA, jurisdictions and health authorities to support industries more broadly to respond to the COVID-19 pandemic appropriately, effectively and safely.

Source: [Safe Work Australia](#) page last updated 29 April 2020.

2. PROTOCOLS FOR GYMNASTICS CENTRES

Continued monitoring and maintaining of physical and mental health during this time is critical. The following protocols apply to all staff and gymnasts in all CCGC Belconnen and Lyneham locations until further notice.

Social distancing

In accordance with Department of Health advice:

- All staff and gymnasts must keep at least 1.5 metres from others

In a given space, there must be 4 square metres of space per person. CCGC responsibilities

CCGC will:

- Reduce the population density of its Belconnen and Lyneham locations by introducing new return to gym arrangements
- Reduce the number of people using shared spaces at any given time by:
 - Limiting the number of staff and gymnasts permitted in common spaces at any one time
 - Relocating staff and gymnasts across both Belconnen and Lyneham locations to avoid shared Belconnen and Lyneham locations
- Spread out equipment across gym floor
- Ensure that as groups in the gym move between apparatus they will not come into contact with one another
 - Where possible groups in the gym at the same time will not make use of the same apparatuses.

Staff responsibilities

CCGC staff should:

- Limit gymnast numbers within CCGC locations
- Maintain a distance of at least 1.5 metres distance from other people at all times
 - In the gymnastics centres
 - In common areas outside CCGC tenancy (i.e. Lyneham Hockey Centre bathrooms and cafe etc.)
 - In visiting other gymnastic centres for essential face-to-face meetings
- Acknowledge great work by gymnasts but don't hi-five in recognition
- Ensure that if spotting an athlete they 'move in, move out'
- If commuting by bus, consider:
 - Social distancing of 1.5 metres
 - Using a mask – advice on masks is available from [Safe Work Australia](#) and the [Department of Health](#).

Gymnast responsibilities

- Report any feelings of ill health to their coach immediately
- Follow instructions given by coaches and CCGC staff
- Maintain a distance of at least 1.5 metres distance from other people at all possible including:
 - In the gymnastics centres
 - Avoiding group huddles
 - Moving away from your coach after being spotted
 - Not sharing food, beverages in the gymnastics centres
 - Ensure they use their own personal chalk supply (provided by the club) and spray bottle every training session
- If commuting by bus, consider:
 - Social distancing of 1.5 metres
 - Using a mask – advice on masks is available from [Safe Work Australia](#) and the [Department of Health](#).

Gymnastics Centre Hygiene

CCGC responsibilities

CCGC will:

- Increase the cleaning regimen in each location including:
 - Intensive daily cleaning and disinfecting of equipment (where possible) and common areas (including surfaces such as door handles)
 - A standard clean of the room after each session, this includes wiping of equipment. Vacuuming will be done at least once a day.
 - Providing cleaning products, soap, sanitiser and tissues (when available) for use
 - Covering foam pits with a non-porous material and place crash mats over these to ensure that they are safe/hygienic to use
- Liaising with building owner (Lyneham only) and program managers to promote hygiene and cleaning in CCGC buildings
- In the event of a case of COVID-19, the gym will be shut immediately and based on CMO instructions a deep clean of the building will commence. Gymnasts and coaches will not be permitted into the venue until the ACT Government deems the venue safe.

Staff and gymnasts responsibilities

Gymnasts must bring their own therapy items and personal equipment (gloves) for personal use.

CCGC staff and gymnasts must:

- Arrive at the gymnastics centre just before classes commence
 - Staff are to arrive with enough time to facilitate gymnast arrival and equipment set up for their session
- Sanitise or wash hands with soap and water for at least 20 seconds before arriving at the gym. Gymnasts arriving at the club immediately after school should wash their hands immediately on arrival. Gymnastics Australia has advised that it is not necessary for gymnasts to wash or sanitise their hands after each rotation. Hands could become greasy and slippery and cause safety concerns.

- ~~Staff and gymnasts should~~ provide their own individually packaged food e.g. tea bags, snacks etc for meals.
- Only use their own allocated chalk (to be stored in bag labelled with their name; This should be stored at the gym,
- Only use their own honey if used on apparatus. This honey must be purchased by the gymnast and should be clearly labelled with the gymnast's name. This should be stored at the venue.
- Not use change rooms or lockers or leave any clothes/socks on floors. For gymnasts arriving directly from school, clothes must be stored in school bags.
- Remain in the same groups to mitigate the chance of infection and spread of the COVID-19 virus.
- Cover a cough or sneeze with a tissue (dispose of the tissue immediately then wash or sanitising your hands), coughing or sneezing into your elbow. This must be reinforced by staff who should instruct the gymnast to wash their hands.
- Keep feet clean (sanitising is not necessary)
- Refrain from touching your face ~~as much as possible~~
- Personally wash items brought from home with hot water and detergent. The gym's kitchen items should not be used for the time being. Keep workstations in the administration offices and in the coaches' offices clear.
- Bring their own water bottle to ~~every~~ training sessions, cups and water bubblers will not be available for use, however there are taps where personal water bottles are able to be refilled ~~up~~

Coaches should sanitise their hands

- On entering the gymnastics centre at the start and throughout the day;
- After using shared equipment in the office and on the gymnastics floor after each rotation;
- Before and after using shared kitchen appliances and food i.e. milk, fridge, microwave, coffee machine etc.;
- Before and after eating;
- Before and after going to the bathroom; and
- Before and after spotting an athlete

Spotting

Spotting is reasonably safe, however should be undertaken when necessary and is permitted for very short periods (seconds). The gymnast and coach should then resume social distancing of 1.5 metres- coaches should step in to 'spot' a gymnast and then step out.

Physical health

CCGC staff and gymnasts (or members of their households) must not come to the gym when they are showing any symptoms of illness. This includes mild cold symptoms and until the individual is showing no symptoms. If a staff member or gymnast is particularly ill, they should seek medical advice. How to seek medical attention is explained in Box 2.

Strict adherence to this protocol is vital to ensuring the physical - and mental - health of CCGC staff and gymnasts. Attending a class unwell imposes an unacceptable risk of illness and/or anxiety on colleagues and gymnasts during this pandemic period.

CCGC staff and gymnasts should:

- Monitor their health (and that of people in their household)
- Reference official advice such as the Department of Health's [COVID-19 Symptom Checker](#)
- Seek urgent medical attention if they develop symptoms of COVID-19 or think they may have been in close contact with a confirmed case of coronavirus
- Consider downloading and using the Australian Government's [COVIDSafe app](#)
- Report any illnesses – including that of a member of the staff or gymnasts household – to the Business Manager in the administration office. This information will be treated in confidence except in circumstances in which some disclosure is required to protect the health and safety of other CCGC staff and gymnasts and/or to ensure the ongoing operation of CCGC.

CCGC's reporting obligations

The following reflects Safe Work Australia's [incident notification advice](#):

- **Australian Capital Territory** – CCGC should immediately notify WorkSafe ACT if it is suspected that a person may have contracted COVID-19 and requires treatment in hospital or meets the prescribed serious illnesses from within the workplace. Notification is made [online](#) or by calling the ACT Government on 13 22 81. Notifications must be made regardless of whether ACT Health Protection Service is already aware of the case.

Mental health

It is normal to feel anxious at this time but long periods of stress are unhealthy. Staff and gymnasts are advised to maintain healthy habits such as:

- Continuing to focus on hygiene and social distancing
- Maintaining a well-balanced diet
- Getting plenty of sleep
- Making time for activities that help you relax and maintain perspective
- Seeking social support - talking with trusted colleagues, friends and/or family members about your concerns and feelings
- Seeking treatment with a trained mental health professional.

Co-workers and work

- Resources from Head to Health
 - [Connecting with co-workers](#)
 - [Supporting co-workers](#)
- Black Dog Institute
 - [Tips for managers and workers](#)

General mental health resources

- [#InThisTogether](#) series by the Mental Health Commission
- [COVID-19 resources](#) from Head to Health

Box 2: How to seek medical attention

National Coronavirus Helpline: 1800 020 080

If you are sick and think you have symptoms of COVID-19, seek medical advice. If you want to talk to someone about your symptoms, call the National Coronavirus Helpline for advice. Call this line if you are seeking information on coronavirus (COVID-19) or help with the COVIDSafe app. The line operates 24 hours a day, seven days a week.

To seek medical help from a doctor or hospital

Call ahead of time to book an appointment. You will be asked to take precautions when you attend for treatment. Follow the instructions you are given. If you have a mask, wear it to protect others. Stay at least 1.5 metres away from other people. Cover your coughs or sneezes with your elbow. Tell the doctor about:

- Your symptoms
- Any travel history
- Any recent contact you have had with someone who has COVID-19.

GP respiratory clinics

Find out below if there is a [GP respiratory clinic](#) in your state/territory and near your area and how to register for an appointment:

- [Australian Capital Territory](#)
- [New South Wales](#)
- [Northern Territory](#)
- [Queensland](#)
- [South Australia](#)
- [Tasmania](#)
- [Victoria](#)
- [Western Australia](#)

Testing

Your doctor will tell you if you should be tested. They will arrange for the test. The testing criteria provided below are nationally agreed criteria. As the situation changes, states and territories may include additional criteria based on local needs.

Generally you will be tested if you develop fever or respiratory symptoms and meet at least one the following criteria:

- You've returned from overseas in the past 14 days
- You've been in close contact with someone diagnosed with COVID-19 in the past 14 days
- You travelled on a cruise ship in the 14 days before developing symptoms
- You are a health care, aged care or residential care worker
- You've lived in an area where there is a higher risk of community transmission, as defined by the local public health unit.

You should also be tested if you are in hospital and have fever and serious respiratory symptoms and there is no other clear cause of the symptoms. People in high-risk settings will be tested if there are two or more people with fever and respiratory symptoms in the setting. High-risk settings include aged and residential care facilities, detention centres or correctional facilities, boarding schools, military bases (including navy ships) that have live-in accommodation and rural and remote Aboriginal and Torres Strait Islander communities.

People with mild symptoms may be tested in certain geographical areas. You should check with your health care provider about testing information for your state and territory. The Department of Health regularly reviews these criteria.

After testing

It may take a few days for the test results to come back. If you have serious symptoms you will be kept in hospital and isolated from other patients to prevent the virus spreading. If your doctor says you are well enough to go home while you wait for your test results, you should:

- [Self-isolate](#) at home and do not attend work or school
- [Protect yourself and others](#)

For questions about testing or patient welfare, call the National Coronavirus Helpline.

Source: Commonwealth of Australia, [Department of Health](#) last updated 12 May 2020

3. COMMUNICATING TO MEMBERS

Responsibilities for communicating to members

CCGC responsibilities

CCGC will:

- Review the workplaces of Belconnen and Lyneham for staff and gymnasts and provide advice to members to ensure transparency on workplace health and safety
- Provide advice to a gymnast's listed parent or guardian where a gymnast is not adhering to strict health and safety protocols