



KGTC

Kamloops Gymnastics | Trampoline Centre
Gymnastics | Trampoline | Diving

COVID-19 Safety Plan

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

KGTC COVID-19 Club Representative:

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The Phase 1 KGTC COVID-19 Safety Plan was approved by the KGTC Board of Directors on June 11, 2020. Changes and amendments have been completed during each Sport Phase advancement. Amended and updated January 20, 2022.

Introduction

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

Gymnastics BC guidance and club COVID-19 Safety Plan requirements may change as government and provincial health requirements for businesses evolve. Therefore, this should be considered a “working file” and subject to change.

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 hand-washing or sanitizing• Cough and sneeze into your sleeve• Wear a non-medical mask/face covering• 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 the Gym

Step 1: Starting Activities

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.

Step 2: Expanding Activities

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.

Step 3: The 'New Normal' To be determined at a later date, according to the [Government of BC regulations](#).

KGTC Safety Plan Requirements

KGTC Facility Access

To access KGTC training area, please complete the following steps:

- Prior to entering the facility KGTC all visitors, athletes and staff are required to complete the mandatory Daily Check-In. This includes any visitors coming in to speak with our staff. This is strictly enforced and can be completed using the [Daily Check-In](#) or using the provided tablet. Completion using your personal device is encouraged and preferred.
- Drop off will continue at the previously assigned doors for your program class. This will either be through the main TCC lobby (for PlayGym and most Trampoline and XCEL classes) or through the door located adjacent to the parking lot (for CanGym classes).
- **Diving participants** will continue to use the Aquatics Club entrance located in the upper parking lot at TCC.
- Please line up at the assigned door and maintain a physical distance between yourself and others.
- **Please arrive no more than 2 minutes prior to your start time.**
- **Late entrants should enter through their assigned door where a coach will assist you in locating your assigned coach.**
- All visitors, staff and participants 5 years and older are required to wear a mask while entering and exiting the facility and while in common areas including line-ups and general movement within the gym.
- Masks are not required during times of physical activity or on the “field of play”.
- All participants will exit the building from the main TCC lobby.
- All socializing by participants, parents and guardians before, during, and after programming should be kept to a minimum or eliminated.
- Parents/guardians must drop off and pick up their children **on time** and without coming into the gym area.
- Parent/guardians with children 6 years and younger may enter the gymnastics training area if their BC Vaccine Card and government issued identification has been presented to Member Services or a coach.
- **Parents/guardians of DIVING children 8 years and younger** are permitted to enter the changeroom area to assist their participants at the time of drop off and pick up.
- Parents/guardians will instruct their children to follow instructions of all KGTC 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.
- Parents will ensure that their children arrive dressed appropriately for class. We have closed our change rooms until further notice. Access to the KGTC washrooms remain available.
- Members will be asked to register and pay for all programming through our website which can be found here: www.kgtc.ca. If the website is not accessible for members, they can call KGTC at 250.374.6424 or email [Member Services](#).
- Prior to participating in any programming, **all participants, parents/guardians, and club personnel** must complete the required GBC and BC Diving forms.

KGTC Facility Operations

- KGTC training area maximum occupancy
 - Maximum Occupancy for Member Services is: 1 family group.
 - Maximum Occupancy for KGTC Washrooms is: 2
 - Maximum Occupancy for the KGTC change room is: 0 (Closed until further notice)
 - Maximum Occupancy for the KGTC Office is: 6. (Office and Program Coordinators Only)
 - Maximum Occupancy for the main KGTC gymnastics training area is: 100.
 - Maximum Occupancy of Coaches Lounge is 4.
 - [Signs indicating these occupancy limits](#) are posted clearly in each space.
- We have marked entry and exit pathways inside the gym.
- Shared items (e.g., iPads) that can be disinfected between users are permitted. Avoid bringing unnecessary shared items to the gym.
- Participants will be required to have their own chalk in a container/bag large enough to fit their hands. Chalk is available for purchase and will be charged to your family account. Participants may request to purchase chalk from their coach and/or Member Services.
- **SPECTATOR VIEWING: The Gymnastics Training Area and Aquatics viewing areas for Member Spectators is OPEN.**

KGTC Staff Specifics

- Personal cell phones are permitted on the gymnastics floor and may ONLY be used for attendance taking in Studio Director. Personal usage is not permitted while coaching.
- Personal workspaces are assigned to Program Coordinators/Member Services and support staff and are for their use only. **Sharing of workspace is not permitted.** Sanitation is completed daily.
- Coaches Lounge is a maximum occupancy of 4 at-all-times and a mask must be worn when physical distancing cannot be followed.
- The Coaches Lounge is for locker use, collecting class materials and storing personal belongings. **No loitering, socializing, eating etc.** Sanitation must be completed daily. All items not stored correctly and left in the area at the end of day are subject to being placed in the garbage.
- Coaches may use the TCC café seating for snack and break time.
- All KGTC staff must wear KGTC approved attire, correctly wear a mask when arriving and departing from our facility and the TCC facility.
- Masks must be worn during the check-in procedures at the start of the class and while assisting with dismissal, during engagement with parents while not coaching, and with other engagements with coaches, staff and TCC facility operators.
- All KGTC Coaches must wear the KGTC fanny back, fully stocked with gloves, basic first aid items, sanitizer and other items that are not permitted to be shared.

KGTC Facility Cleaning

- **KGTC Cleaning and Sanitation Protocols:**
- Our cleaning products and foggers have been approved by Health Canada to disinfect for Sars-Cov-2, the virus that causes COVID-19.
- The entrance, exit, and other high touch areas (washroom counters, doorknobs, handrails, etc.) are cleaned multiple times a day.
- KGTC Public Washrooms will be cleaned in accordance with the TCC Facility Safety Plan.
- Gymnastics equipment will be disinfected between classes until further notice.
- Equipment that cannot be cleaned has been removed from the gym area.
- Communal gym tools will be cleaned or sanitized between each user (ipads, straps, rollers, etc).
- Once classes are over for the day and all participants have left, a final sanitization will be completed of all surfaces that were contacted. This will be completed in addition to cleaning processes during daily operations.

Communicate

KGTC will continue to inform members of the new protocols 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 (i.e. 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.
- KGTC will post various resources and posters provided by the BC Centre for Disease Control (CDC), WorkSafe BC, GBC and BC Diving on our website, facility entrance, and in prominent places throughout the gym and the pool.
- We have appointed Jennifer Lyster, General Manager as a single point of contact to address all COVID-19-related communications, compliance, and coordination in the gym.
 - Email: admin@kgtc.ca
 - Phone: 250-374-6424

PLEASE NOTE: Insurance claims related to the transmission of COVID-19 will not be covered by GBC's or BC Diving's insurance policies. Prior to participating in any programming, **all participants, parents/guardians, and club personnel** must complete required GBC and BC Diving forms.

Staff Training

- Formal and ongoing monthly staff training at KGTC will be provided to staff to address the COVID-19 Safety Plan and programming modifications.
- Risks will be re-assessed and plans updated as needed, if regulations or circumstances change.
- Staff should contact their supervisor if they have questions or concerns.

Screening

- KGTC requires that prior to entering the facility, all individuals must complete the Daily Check-In. The Daily Check-In may be completed in person upon arrival and may also be completed electronically. The electronic Google Form can be found at [KGTC.CA](#).
- Individuals must stay home if they are unwell. The BCCDC offers the following guidance for [Self-Isolation and Self-Monitoring](#).

Personal Hygiene

- KGTC will provide hand-washing and/or sanitizing stations throughout the facility:
 - main TCC lobby
 - entrance door adjacent to parking lot
 - member services
 - coaches lounge
 - participant cubby storage area
 - athlete strength and conditioning room
 - multiple sanitation stations located between equipment rotations
- Handwashing or sanitizing will be required multiple times throughout the class:
 - upon entering the facility,
 - after using the washroom
 - between apparatus and rotation changes
- All participants should arrive dressed for their class and only bring what they need in a marked bag (i.e. chalk, grips, full water bottle, hand sanitizer, socks, gloves, grips, tape, etc.)
- Sharing of personal items (including but not limited to) food and beverages (i.e. water bottles) is forbidden
- All personal items must be taken home each day
- All visitors entering the facility are required to wear a mask
- Parents and/or guardians in a parent participation class are required to wear a mask in the gym while the class is taking place
- During a class, participants are not required to wear a mask but may do so if they choose.

Physical Distancing

- Everyone who enters KGTC must maintain physical distancing and be aware of others personal space.
- Spotting is permitted with the requirements of coaches sanitizing prior to moving to another equipment rotation.

Scheduling of Activities

- KGTC will adhere to the [Rule of Two](#) at all times.
- 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.

Injury Protocol

Requirements

- If an injury occurs all persons attending to the injured individual will put on a mask and gloves.
- KGTC will have personal protective equipment (PPE) on hand (gloves, masks), stored separately from first-aid kits in case of emergency. KGTC staff will have a personal pack, to be worn at all times with basic first aid supplies (gloves, mask, band-aids, sanitizer, etc.).
- KGTC will maintain a well-stocked first aid kit in case of emergency.

Illness Policy

- KGTC Illness Policy is provided in Appendix 1.

Outbreak Response

KGTC 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.

1. If a case or outbreak is reported, Jennifer Lyster will be the main point of contact for all parties. Jennifer Lyster has the authority to modify, restrict, postpone or cancel any or all club activities.
 - a. Email: admin@kgtc.ca
 - b. Phone: 250-374-6424
2. If staff (including volunteers) or a participant reports they are suspected or confirmed to have COVID-19 and have been at the workplace/activity place, Jennifer Lyster will implement enhanced cleaning measures to reduce risk of transmission. Jennifer Lyster may communicate with the TCC facility operator to notify the TCC facility right away.
3. Jennifer Lyster will implement the illness policy (see Appendix 1) and advise individuals to:
 - a. self-isolate
 - b. monitor their symptoms daily, report respiratory illness and not to return to activity for at least 5 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.
 - c. 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.
 - i. Individuals can contact 8-1-1 if further health advice is required and 9-1-1 if it is an emergency.
 - ii. Individuals can learn more about how to manage their illness [here](#).
4. In the event of a suspected case or outbreak of influenza-like-illness, Jennifer Lyster will immediately report and discuss the suspected outbreak with the Medical Health Officer (or delegate) at Interior Health authority. Implement your Illness Policy and your enhanced measures.

If KGTC is contacted by a medical health officer in the course of contact tracing, all individuals associated with the club must cooperate with local health authorities.

KGTC will post the following posters in visible spaces at our facility:

- [Hand-washing poster \(more detailed\)](#)
- [Physical distancing \(At entrance and in other spaces\)](#)
- [Entry check for visitors \(at Entrance\)](#)
- [Occupancy limit poster \(in each applicable space\)](#)
- [Cover coughs and sneezes](#)

This document is based on viaSport Return to Sport Plan and the provincial sport organizations (Gymnastics BC and BC Diving). Further, our club is staying current with all requirements provided Provincial Health Offices, Regional Health Authorities, and WorkSafe BC.

Appendix 1: KGTC Illness Policy

In this policy, “Team member” includes an employee, 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 and loss of appetite.

2. Assessment

- a. Team members must review the self-assessment Daily Check-In each morning before their shift/practice/activity to attest that they are not feeling any of the COVID 19 symptoms.
- b. Managers/coaches will 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.
- c. If Team Members are unsure please use the self-assessment tool <https://bc.thrive.health/covid19/en> or through the COVID-19 BC Support App self-assessment tool.

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 at work, they should be sent home immediately and have them contact 8-1-1 or a doctor 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. The Team Member will not be permitted to return to the workplace/practice/facility for a minimum of 5 days and until they are free of the COVID-19 virus. (Symptom free).
- b. Any unvaccinated Team Members who work/play closely with the infected Team Member will also be removed from the workplace/practice/facility for at least 5 days and be symptom free (before returning) to ensure the infection does not spread further. Fully vaccinated Team Members who have come into close contact may still attend the facility but are asked to self-monitor for any symptoms.
- c. Close off, clean and disinfect their work/practice/facility area immediately and any surfaces that could have potentially been infected/touched.

5. If a Team Member has been tested and is waiting for the results of a COVID-19 Test

- a. As with the confirmed case, the Team Member must be removed from the workplace/practice/facility.
- b. The Public Health Agency of Canada advises that any person who has even mild symptoms to stay home and call the public health authority of B.C.
- c. Other Team Members who may have been exposed will be informed and removed from the workplace/practice/activity for at least 5 days.
- d. The workspace/practice/activity space will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched.

6. If a Team Member has come in to contact with someone who is confirmed to have COVID-19:

- a. Team Members must advise their employer/coach if they reasonably believe they have been exposed to COVID-19.
- b. Once the contact is confirmed, unvaccinated Team Members will be removed from the workplace/practice/activity for at least 5 days or as otherwise directed by public health authorities. Fully vaccinated Team Members who have come into close contact with the Team Member may still attend the facility but are asked to self-monitor for any symptoms.
- c. The workspace/activity area will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched.

7. Quarantine or Self-Isolate if:

- a. Any unvaccinated Team Member who has travelled outside of Canada or the province within the Last 14 days is not permitted to enter any part of the facility and must self-isolate.
- b. Any Team Member with symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate for a minimum of 5 days and must be symptom free before returning.
- c. Any unvaccinated Team Member from a household in close contact with someone showing symptoms of COVID-19 is not permitted to enter any part of the facility and must self-isolate for a minimum of 5 days and be symptom free before returning. Fully vaccinated Team Members who have come into close contact may still attend the facility but are asked to self-monitor for any symptoms.