

COVID-19 Policy

STATEMENT OF COMMITMENT

Zodiacs Gymnastics Club Inc. is committed to providing and maintaining a hygienic and COVID-19 free environment for members, participants, volunteers, employees, and spectators, and every reasonable effort will be made to ensure this occurs. To demonstrate commitment to this policy, Zodiacs Gymnastics Club will place the health of these parties foremost, ahead of property and equipment.

Accordingly, it is also the responsibility of all staff, members, participants, volunteers, and spectators to play their part in ensuring that this policy is carried out. This not only applies to those people in positions that have the responsibility for safeguarding the health of members, participants, volunteers, spectators, and staff in their charge, but also to the individuals to ensure they carry out their duties in a safe and healthy manner.

POLICY APPLICATION

This policy applies to all Zodiacs Gymnastics Club's staff, members, volunteers, spectators, and participants. It also applies to all activities on and off Zodiacs Gymnastics Club's property including competitions, displays, events, and venue hire.

POLICY DEFINITIONS

1. **Member.** A member is defined as a person who has paid membership and is enrolled in a gymnastics class at Zodiacs Gymnastics Club (this includes the attending parent/guardian of children in our PlayGym, Mini Movers, and KinderGym classes).
2. **Participant.** A participant is anyone who does not hold membership with Zodiacs Gymnastics Club but is participating in gymnastics activities with/at Zodiacs Gymnastics Club (e.g. open gym sessions, training, competition, school groups, birthday parties) or has hired the gym to use for their own purpose.
3. **COVID-19.** COVID-19 refers to the illness caused by the novel coronavirus severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
4. **Health.** Health is defined as the individual wellbeing of a member, participant, employee, volunteer or spectator.
5. **At-risk individual.** An at-risk individual is defined as anyone who is Aboriginal or Torres Strait Islander, elderly, or has a chronic illness, disability or medical condition (e.g. diabetes, or heart condition/disease).
6. **Gym.** Refers to the training facility located at 1/10 Smith Street, Wivenhoe, Tasmania.
7. **Club personnel.** Refers to employees and volunteers of Zodiacs Gymnastics Club.
8. **Cleaning.** Refers to the washing or wiping of a surface with water and detergent.
9. **Disinfect.** Refers to a chemical product that contains: at least 70% alcohol, quaternary ammonium compounds, chlorine bleach or oxygen bleach.
10. **PCR test.** Polymerase chain reaction test used to detect COVID-19 infection
11. **RAT test.** Rapid antigen test used to detect COVID-19 infection.

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REQUIREMENTS AND RESPONSIBILITIES

- The committee has a duty to provide and maintain so far as is reasonably practicable, a working environment that meets minimum WorkSafe Tasmania COVID-19 health and hygiene standards. The committee has a duty to provide the necessary training to staff and volunteers to enable them to perform their duties in a way that complies with the minimum WorkSafe Tasmania COVID-19 standards.
- All club personnel have a duty to follow the procedures set out under the **Staff COVID-19 Requirements and Responsibilities** and the **Gymnastics Equipment and Venue Cleaning Requirements** to ensure the risk of COVID-19 entering and spreading in the gym is minimised.
- All members, participants, and spectators have a duty to comply with the **Members and Participants COVID-19 Requirements**.

STAFF COVID-19 REQUIREMENTS AND RESPONSIBILITIES

1. At-risk club personnel should seek medical advice in regards to potential health risks related to working in the gymnastics club environment, prior to returning to work at Zodiacs Gymnastics Club.
2. If a club personnel member is considered a **casual or close** contact they must abide by the Zodiacs COVID-10 Safety Plan 2022 and Tasmanian Government COVID-19 guidelines for quarantine and testing instructions.
3. All club personnel must have read the Gymnastics Australia fact sheets 'Hygiene Education' and 'Athlete Health and Safety' and their associated readings prior to returning to work.
4. No club personnel are permitted to enter the gym if any of the following apply to them:
 - a. Currently have COVID-19;
 - b. Are considered to be a close contact of someone with COVID-19;
 - c. Are considered to be a casual contact and develop symptoms of cold or flu (e.g., sore throat, runny/blocked nose, cough, fever, shortness of breath).
5. All club personnel must adhere to the social distancing rule of 1.5m per person at all times when applicable (this includes inside and outside areas of the gym as well as car parks and the entrances/exits).
6. All club personnel must arrive prepared for work which means:
 - a. Arriving in work clothing;
 - b. Arriving with a drink bottle (cups of water will not be available);
 - c. Arriving with hair tied up (if it is past chin-length);
7. All club personnel must adhere to the following personal hygiene requirements:
 - a. Hands must be washed with soap or sanitized upon entering the gym, coughs or sneezes, or uses the bathroom. Coughs and sneezes must be into the elbow or a tissue that is immediately discarded in the bin.
 - b. Hand washing hygiene is as follows: wet hands, rub soap into all areas of the hands for a minimum of 20sec (sing happy birthday twice), rinse hands with water, turn tap off with paper towel, discard paper towel in the bin.

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8. In the event that a club personnel member becomes unwell whilst at Zodiacs Gymnastics Club the following steps will be taken:
 - a. They must immediately inform the Program Coordinator, Centre Manager, or Head Coach that they have become unwell and immediately go home. The Program Coordinator, Centre Manager or Head Coach will arrange for supervision or a replacement coach of the affected staff members gymnastics class(es) if required.
 - b. The Program Coordinator, Centre Manager or Head Coach will note the staff member became unwell. The employee will need to supply a negative COVID-19 RAT or PCR test result prior to returning to work.
 - c. Whilst they are symptomatic (even if cleared of possible COVID-19 infection) they are not permitted to return to work.
 - d. If they are in charge of class programming, this must still be completed and emailed to the Program Coordinator during their absence.
9. If a club personnel member or someone in their household contracts COVID-19, Zodiacs Gymnastics Club must be immediately informed via phone or email. The following must be adhered to:
 - a. Adhere to the Tasmanian Government Quarantine and Testing requirements relating to being a positive case or a close contact to a positive case;
 - b. Return to work only after returning a negative COVID test and required mandatory isolation period as determined by the Tasmanian Government.
 - c. Complete and return the 'Recovery From COVID-19' form (Appendix 1) prior to returning to work (if tested positive for COVID-19).
10. Club personnel are responsible for ensuring that attending members and participants adhere to the procedures set out under the **Members and Participants COVID-19 Requirements.**
11. Club personnel must adhere to and carry out the procedures set out under the **Gymnastics Equipment and Venue Cleaning Requirements.**

MEMBERS AND PARTICIPANTS COVID-19 REQUIREMENTS

1. At-risk members and participants should seek medical advice in regards to potential health risks related to participating in gymnastics, prior to returning to their gymnastics class or participating in gymnastics related activities with/at Zodiacs Gymnastics Club.
2. No member or participant is permitted to enter the gym if any of the following apply to them:
 - a. Currently have COVID-19;
 - b. Have been identified as a close contact of someone who has COVID-19 – need to follow Tasmanian Government Quarantine and Testing requirements;
 - c. Have any symptoms of cold or flu (e.g., sore throat, runny/blocked nose, cough, fever, shortness of breath). Need to supply a negative test result before returning to the gym following cessation of symptoms.

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3. All members and participants, including anyone accompanying them, must adhere to the social distancing rule of 1.5m per whenever possible (this includes inside and outside areas of the gym as well as car parks and the entrances/exits).
4. Spectators must adhere to the spectator timetable at all times.
5. All members and participants must arrive prepared for gymnastics which means:
 - a. Having your own drink bottle of water – drink bottles are not to be shared;
 - b. Hair that is chin-length or longer is tied up securely;
 - c. Arriving with socks, warm clothes to wear, shoes, and any training aid equipment that is required for your gymnastics class such as grips, wrist bands, ankle weights, resistance bands, gloves, loops and chalk. The aforementioned items are not to be shared. Class coaches will advise class members/participants of any required training aid equipment.
6. It is encouraged that members and participants who arrive more than 5 minutes early for their gymnastics class or session wait in their car if possible. Please contact the gym if your child requires a special consideration to entering the building (e.g., bus drop off) so the Club can help accommodate this requirement.
7. Participants 12 years and older to be dropped off and picked up from car parking area. For participants under 12 years of age one parent is permitted to enter and pick up inside the building.
8. All members and participants must adhere to the following personal hygiene requirements:
 - a. Anyone 12 years and older MUST wear a masks worn upon entry, exit and whilst inside the building reception/viewing area at all times (children under 12 are strongly encouraged to also wear a mask)
 - b. Hands must be washed with soap or sanitized upon entering the gym, coughs or sneezes, or uses the bathroom. Coughs and sneezes must be into the elbow or a tissue that is immediately discarded in the bin.
 - c. Hand washing hygiene is as follows: wet hands, rub soap into all areas of the hands for a minimum of 20sec (sing happy birthday twice), rinse hands with water, turn tap off with paper towel, discard paper towel in the bin.
9. In the event that a member or participant becomes unwell whilst at Zodiacs Gymnastics Club the following steps will be taken:
 - a. The affected person will be isolated from all other people in the gym in the Club's self-isolation room (office).
 - b. The parent/guardian of the affected person will be contacted and asked to immediately collect them.
 - c. It is strongly encouraged that the member/participant seek a RAT or PCR test to determine COVID-19 status. If they test positive, they must follow the procedures outlined in sub-section 10 below.
 - d. Whilst the member or participant is symptomatic (even if cleared of possible COVID-19 infection) they are not permitted to return to the club until their symptoms have cleared.

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- e. Any member or participant who develops cold/flu symptoms at Zodiacs will have this noted on their file. A negative test result will need to be supplied to Zodiacs prior to returning to gymnastics.
10. If a member or participant or someone in their household contracts COVID-19, Zodiacs Gymnastics Club must be immediately informed via phone or email. The affected member/participant is required to:
 - a. Follow the Tasmanian Government Quarantine and Testing requirements relating to being a positive case or a close contact to a positive case;
 - a. Not return to the gymnastics club until a negative COVID-19 test result is returned;
 - b. Complete and return the 'Recovery From COVID-19' form (Appendix 1) prior to returning to the gymnastics club (if tested positive for COVID-19).

PROCEDURE FOR DEALING WITH A SUSPECTED OR CONFIRMED COVID-19 CASE IN THE GYM

1. Anyone associated with Zodiacs Gymnastics Club including club personnel, members, participants, and spectators must contact the club immediately if they or someone in their household contracts COVID-19 or is suspected of having it.
2. Anyone who is identified as being a close contact is required to follow the Tasmanian Government's Quarantine and Testing requirements.
3. All club operations may be suspended until the club has been cleaned in order to resume operations safely.
4. In the instance of a short temporary closure or reduced classes, Zodiacs will first offer make up classes and if this is not possible members will be issued class credit(s) for cancelled classes that can be used towards the next term. If a member is not returning for the next term a refund can be requested.
5. In the instance of a long-term closure event where make up sessions are not a viable option, refunds for missed classes will be issued.

GYMNASTICS EQUIPMENT AND VENUE CLEANING REQUIREMENTS

1. Refer to Gymnastics Australia's 'Club Surface and Equipment Cleaning Guidelines' for a thorough break down of the cleaning products that can be used on different surfaces.
2. To disinfect a surface, the area must first be cleaned and then disinfected and wiped again. Disinfectant will not be effective on unclean surfaces.
3. Any surfaces sprayed with a disinfectant must also be wiped to ensure total coverage.
4. High touch surfaces including but not limited to door handles, hand sanitizer and soap dispensers, bathrooms, and the training gates/fences must be cleaned and disinfected at the end of each night.
5. Shared spaces and frequently shared equipment such as office items and equipment (including attendance folders and clipboards, clipboards, pens, the office computer), and the canteen are to be cleaned regularly.

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6. ALP gymnasts who use the shared weights (including the dumbbells, kettle bells, and medicine balls) are required to sanitise clean the equipment after each use.
7. In the event that any member, participant, or club personnel member is required to self-isolate in the isolation room (office), the room must be cleaned and disinfected immediately after they vacate.

CLEANING PROCEDURE FOLLOWING A SIGNIFICANT COVID-19 OUTBREAK

If a significant outbreak has been identified within the gym, it is important that the premises and equipment undergoes a complete hygiene and sanitisation of potential exposure areas.

Contact commercial cleaner and advise of situation. Request a full site clean and disinfect all touch points. Gym closure is permitted to undertake this.

Personal protective equipment if staff are required to clean

- Wear tight fitting disposable gloves.
- You must wash your hands immediately after removal of gloves.
- If necessary use eye protection and masks whilst cleaning to prevent you from touching your face.
- If surfaces are dirty first clean with detergent and water to remove the dirt and then disinfect.
- Disinfect surfaces. Household grade disinfectant spray or wipes will kill the virus.

POLICY BREACHES AND CONSEQUENCES

Zodiacs Gymnastics Club Inc. has a Complaints Handling Procedure and undertakes to deal with any breaches of the COVID-19 Policy promptly, seriously, sensitively and confidentially.

- Disciplinary action will be taken against: anyone who is found to be in breach of this Policy; anyone who victimises or retaliates against a person who has complained of a breach of this Policy; or anyone found to have made a frivolous complaint.
- The discipline will depend on the severity of the breach and may involve counselling, an apology, suspension, dismissal or other form of action.
- Anyone who breaches the policy that results in suspension or dismissal will still be required to pay any outstanding fees.

CONFIDENTIALTY AND REPORTING

Zodiacs Gymnastics Club Inc. is responsible for administering this Policy and will keep confidential the names and details relating to breaches, unless disclosure is:

1. Necessary as part of the corrective process; or
2. Required by law.

Appendix 1: COVID-19 Recovery Declaration

I, _____ declare that I have followed the Tasmanian Government's isolation, testing and recovery requirements regarding a positive COVID-19 infection and as of (date) _____ have returned a negative COVID test (RAT or PCR) and am cleared to leave isolation.

Signed: _____
Parent/guardian to sign if member is under 18 years of age.

Parent/Guardian name (please print): _____

Date: _____