



COVID-19 TRANSITION

OPERATIONS MANUAL

Saltos Transitions Manual Overview

Saltos has established a manual to guide us in the health and safety of our athletes and staff members. This manual has been established based on discussions with other clubs across the island and best practices in our industry. All protocols and guidelines follow the standards in the Summer Day Camps & Sport Guidance Documents as mandated by the Government of Newfoundland and Labrador Department of Health.

The Saltos operational document will be continuously monitored and updated as the COVID 19 protection/prevention measures evolve. Any changes will be communicated to registered members by email and social media so they can be applied as soon as it is practical to do so.

Each athlete, parent and staff member must read and ensure they understand the following mandatory protocols, rules, and changes. These standards must have strict adherence and each individual entering the facility will be held accountable to these standards.

We must all work together for the health and safety of all members. If you are unsure on or need clarification of any of the rules or protocols laid out in this document please email executive@saltosgymnastics.com

Saltos Expectations

Before Arrival

Before departing to come to the facility, everyone (staff, participants, parents, board members, etc) planning to enter the facility must conduct a self assessment. The department of health self assessment protocol can be found:

<https://www.811healthline.ca/covid-19-self-assessment/>

You are not permitted to enter the facility:

If you are symptomatic;

If you have been assessed by Public Health for Covid-19 and/or are waiting to hear the results of a laboratory test for COVID-19;

Travelled anywhere outside of Atlantic Canada and returned to the province in the last 14 days;

Been in contact with anyone who has tested positive for COVID-19

Been advised to self isolate for any other reason by Public Health

Any suspicion of illness should immediately be reported to:

Coaches: Report to direct supervisor

Athletes: Report to Coach

Staff and all Others: Report to Executive Director

Everyone must read and understand the COVID-19 Transition Manual before entering the facility. For children, parents should discuss with children prior to class their responsibilities, expectations and regulations for inside the gym. Coaching of the children's culture to protect the gym space starts with you. Coaches and parents must lead by example and read to adhere to all of the rules.

All communication will be digital. For participants and parents, waivers, weekly letters, etc will be via email or Amilia. For staff, all timesheets and communication will be via email. Xerox machine is for administrative personnel use only.

Gym wear must be on before entering the gym (no change room time).

Participants must ensure that they have submitted the risk assessment waiver, electronically in advance, **DAILY**.
Participants CAN NOT be admitted to the facility each morning until this waiver has been received

When You Arrive To The Facility

Please ensure the participant waiver is submitted before arrival. Participants will not be permitted to enter the facility until these waivers are submitted, **daily!**

The entrance door is the red door located to the side of the garage door on the front of the building.

Please arrive with all items required for the day. Day Campers must bring a packed lunch and snacks; Lunch drop off **cannot** be accommodated.

Camp Participants are asked to arrive in their designated drop off time; ONE parent only to accompany day campers to the door.

Tardiness cannot be accommodated; Due to the daily required processes prior to admitting participants, late arrivals **cannot be accommodated**, please take care to be on time.

Parent viewing is not permitted at this time, the viewing area is closed to the public and all seating has been removed.

Everyone must wear a mask to enter and exit the building.

Participants must sanitize hands upon entering (sanitization station provided).

Participants must remove shoes and place them, and belongings (in a bag), in designated cubby located in the main lobby.

Participants must follow the traffic flow and use only designated areas

There should be no socializing in the drop-off or pick-up area. Please do not linger or socialize

When entering or exiting the facility, participants are asked to maintain physical distancing, as the possibility of a small lineup at the entrance does exist

When entering the building, the following are required:

Everyone must wear a mask

Everyone must properly sanitize their hands

Everyone must follow the marking for spacing and direction both in line and inside the building

Participants will follow directional markings with the belongings to their cubby and in to the gym to their designated "spot" as communicated by their coach

During Camp

Participant movement throughout the gym will be monitored to ensure physical distancing

Movement within the gym and between equipment will be restricted to ensure physical distancing can be maintained

Participants are to avoid physical contact with each other

Participants will not be required to wear masks during camp

There will be no spotting on gymnastics equipment

No physical contact including high fives, fist bumps and hugs

Participants and coaches must sanitize their hands at the end of each activity.

Each participant will be given their own supplies for use during their program (ie/ personal art kits for day campers). Supplies will be cleaned and disinfected at the end of use before use by another individual.

All other supplies and equipment will be cleaned and disinfected where possible by coaches and /or cleaning crew

When You Leave

Participants will exit using the main doors of the Saltos facility. Parents of Day campers will be required to wait outside of the door and coaches will instruct participants to take all belongings and dismiss campers one at a time

Charges will be applied to your account for late pickups. If an early pick up time is required for Day Campers, arrangements must be made in advance with the office. Once a camp participant leaves the Saltos facility for the day, they will not be readmitted.

All participants must wipe down personal belongings and we recommend removing and washing all clothing worn in group settings once you have returned home. For children, this may mean clothes, water bottles, book bag, etc. For coaches this may mean your uniform, cell phone, etc

If you experience any sign of illness, report them immediately to;

Coaches: Report to direct supervisor

Athletes: Report to Coach

Staff and all Others: Report to Executive Director

Emergencies and Illness

Saltos has established a designated isolation room/sick holding area. Should a staff member or participant identify as sick while in the facility, our office is the designated sick holding area. It will be stocked with the necessary PPE

In the event an athlete is ill, parents will be contacted immediately, and pick-up must occur within an hour of notification

Where possible, anyone providing care to the ill athlete or staff member who cannot go to sick holding should maintain a distance of 2 meters. Where the 2 meter distance cannot be maintained the child will wear a disposable mask

Saltos will provide a contact tracing form to aid in quickly providing public health with all contacts when necessary

If there is a confirmed case of COVID-19, Saltos will communicate this with all members, and be guided by Public Health if an outbreak is confirmed within our facility. Public Health will give the directive to our facility if we are required to close

Injuries

In the event a participant is injured, coaches should wear a mask and gloves to provide any assessment or treatment. Where possible, they should provide the injured individual with a mask as well.

Those providing first aid should sanitize their hands immediately afterwards and notify the executive director that the first aid kit has been accessed. The executive director will ensure the first aid kit is appropriately sanitized.

CLEANING & STANITIZING

In addition to regular the regular cleaning schedule, Saltos has heightened cleaning protocols that have been put in place, as well as instruction to staff and athletes on sanitization during the day;

All common areas (countertops, chairs light switches, doorknobs, sink faucets, etc) will be cleaned and disinfected twice daily or more often if required (ie if soiled).

All common touch points on equipment will be cleaned by coaches between activities and sessions

A nightly deep sanitization using the safety clean spray system and disinfectant on gym and all common areas

WHAT TO BRING

Athlete Kits

Day Campers:

1. A backpack that can hold all belongings
2. Peanut free lunch and 2 snacks. Microwave use is **not** permitted for during day camps
3. Water bottle (pre-filled) & extra water – please note, our water fountain is **not** available!!
4. Personal bottles of Hand sanitizer & sunscreen. Each camper must have their own & should be labelled
5. Yoga mat or large towel
6. Hat, Sunglasses & appropriate outdoor footwear (no flip flops for outside play)
7. Additional clothing to allow for change in weather (hoodie, pants/leggings)
8. A non medical mask. Masks must be placed in personal bag when not in use

All items that enter the gym must be taken home each day as there will be no lost and found!