

# **MILEZERO ACADEMY**

## COVID-19 Safety Plan

MILEZERO ACADEMY COVID-19 Club Representative: Amber Swejda  
contact MILEZERO ACADEMY – 250-782-0844

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

This Club COVID-19 Safety Plan has been approved by the MILEZERO ACADEMY OWNER ROSALYNNE MULLIN on June 20, 2020.

# 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"><li>• Frequent hand-washing</li><li>• Cough into your sleeve</li><li>• Wear a non-medical mask</li><li>• No handshaking</li></ul>	<ul style="list-style-type: none"><li>• Routine daily screening</li><li>• Anyone with any symptoms must stay away from others</li><li>• Returning travelers must self-isolate</li></ul>	<ul style="list-style-type: none"><li>• More frequent cleaning</li><li>• Enhance surface sanitation in high-touch areas</li><li>• Touch-less technology</li></ul>	<ul style="list-style-type: none"><li>• Meet with small numbers of people</li><li>• Maintain distance between you and others</li><li>• Size of room: the bigger the better</li><li>• Outdoor over indoor</li></ul>	<ul style="list-style-type: none"><li>• Spacing within rooms or in transit</li><li>• Room design</li><li>• Plexiglass barriers</li><li>• Movement of people within spaces</li></ul>

# Steps to Return to the Gym

## Step 1: Starting Activities *(to begin when clubs are prepared to safely open)*

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. Spotting is prohibited.
- ✓ Training groups for Step 1 are described in Appendix 1.
- ✓ Small class size ratios of 6/7 :1 and reduced training time of 1 to 2 hours will be scheduled.
- ✓ A program summary for Step 1 is included in Appendix 1.

## Step 2: Expanding Activities *(to begin when clubs are able to safely progress beyond Step 1)*

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. Spotting is prohibited.
- ✓ Training groups for Step 2 are described in Appendix 1.
- ✓ Larger class size ratios of 8:1 and increased training times of 1.5 – 3hrs will be scheduled.
- ✓ A program summary for Step 2 is included in Appendix 1.

## Step 3: The 'New Normal'

To be determined at a later date, according to the [Government of BC regulations](#).

# MILEZERO ACADEMY Safety Plan Requirements

## Facility Access

To access MILEZERO ACADEMY, please complete the following steps:

- Drop off for Gym is at the upper main entrance doors, marked ENTRANCE at top of the stairs.
- Please line up outside the facility, maintaining a physical distance of 2m between yourself and others by standing on the taped/marked spots.
- All participants will promptly exit the building at the Gym door marked EXIT and are asked not to congregate in groups once outside the building.
- Parents/Guardians will be instructed to drop off and pick up their children on time without coming into the gym, if possible.
- Parents/guardians will be instructed to tell their children to follow instructions of all MILEZERO ACADEMY staff when entering and exiting the facility.
- Prior to entering the facility, all individuals must fill out the Daily Screening Checklist. Daily checklists will kept on file. MILEZERO ACADEMY staff will be collecting hard copies in the lobby.
- 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 locker rooms until further notice.
- Members will be asked to register and pay for all programming through Jackrabbitt accounts, alternatively you can e-transfer payments to milezerogymnastics@hotmail.com, If Jackrabbitt is not accessible for members, they can call MILEZERO ACADEMY at 250-782-0844 or email [admin@milezeroacademy.com](mailto:admin@milezeroacademy.com) for a password reset link.
- Prior to participating in any programming, **all participants, parents/guardians, and club personnel** must complete required GBC forms.

## Facility Operations

- MILEZERO ACADEMY maximum occupancy (during Steps 1 and 2) is: 49
  - Maximum Occupancy for the Gym Lobby is: 10
  - Maximum Occupancy for the Gym Office is: 2
  - Maximum Occupancy for the Main Gym is: 10 – 25
  - [Signs indicating these occupancy limits](#) are posted clearly in each space.
- We have marked pathways inside the gym and lobby using arrows.
- Avoid bringing unnecessary shared items to the gym.
- Unusable areas of the gym have been closed areas until further notice.

- Participants will be required to have their own chalk in a container/bag large enough to fit their hands.
- The Balcony/Spectator area is closed for the time being.

## Cleaning

MILEZEO ACADEMY Cleaning and Sanitation Protocols:

- Our cleaning products have been approved by Health Canada to disinfect for Sars-Cov-2, the virus that causes COVID-19.
- We have implemented cleaning logs for equipment that are kept in each sanitizing area.
- All high touch-point areas such as the entrance, exit, gym lobby, bathrooms, doorknobs, handrails, etc will be cleaned and disinfected twice daily.
- Gymnastics equipment will be disinfected between each user if possible. If not, equipment will be disinfected between rotations, between each group, or between each class as possible.
- Equipment that cannot be cleaned will not be used until an appropriate cleaning process has been identified.
- Communal gym tools will be cleaned or sanitized as used.
- Once classes are over for the day and all athletes have left, all surfaces that were contacted will be cleaned and sanitized (mats, floors, counters, washrooms, doorknobs, light switches, etc.) a final time.

## Communicate

MILEZERO ACADEMY will inform members of the new protocols (See Appendix 3) before their first visit to the gym, to foster confidence in the staff's commitment to keep everyone safe. This will include information on club:

- Screening protocols
- Illness Policy (Appendix 2)
- Personal hygiene requirements
- Physical distancing requirements inside and outside the facility
- Cleaning protocols
- Programming changes (e.g. 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 or telephone Amber Swejda at 250-782-0844 or [admin@milezeroacademy.com](mailto:admin@milezeroacademy.com)
- MILEZERO ACADEMY will post various resources and posters provided by the BC Centre for Disease Control (CDC), WorkSafe BC and GBC on our website, facility entrance, and in prominent places throughout the gym.
- We have appointed Amber Swejda at 250-782-0844 as a single point of contact to address all COVID-19-related communications, compliance, and coordination in the gym.

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

## Staff Training

- Formal and ongoing staff training at MILEZERO ACADEMY will be provided to staff to address the COVID-19 Safety Plan and programming modifications.
- There will be discussions with staff to determine the best approach to explaining the new protocols to children.
- Staff will be trained to ensure physical distancing measures and cleaning protocols have been adhered to in all areas.
- Staff will contact their supervisor if have questions or concerns as they return to their roles.
- Staff will encourage frequent hand-washing or sanitizing throughout classes, before/after breaks, and at minimum, after each rotation, for participants and staff.

## Screening

- MILEZERO ACADEMY requires that on arrival and prior to entering the facility, all individuals must complete the Daily Screening Checklist. A coach will collect the hard copy.
- Individuals must stay home if they are unwell or if someone in their household is sick, even if the symptoms are mild. They must also stay home if they have knowingly been exposed to someone who is sick (Refer to Illness Policy – Appendix 2).
- Individuals must not enter the facility or participate in any activity if they have, or someone from their household has, travelled outside of Canada in the last 14 days.

## Personal Hygiene

- MILEZERO ACADEMY will provide hand-washing and/or sanitizing stations, throughout the facility.
- MILEZERO ACADEMY has determined that a verbal check will be implemented to ensure the athlete's hands and feet are sanitized before they enter the gym.
- Hand-washing or sanitizing will be required throughout the class. (IE: upon entering the facility, after using the washroom, and between apparatus changes)
- All participants should arrive dressed for their class and only bring what they need in a marked bag (e.g. chalk, grips, full water bottle, hand sanitizer, yoga mat, tape, etc.).
- Sharing of personal items including food and beverages (e.g. water bottles) is forbidden.
- Use of masks:

Individuals may choose to wear masks however, for safety reasons, athletes cannot be required to wear a mask during activities. Masks must be worn in any situation where physical distancing of two meters is not possible.

### Physical Distancing

- Everyone who enters MILEZERO ACADEMY must maintain physical distancing of 2 meters at all times.
- Coaching for all programs must be performed hands-free (no spotting). Spotting will only be done if a participant's safety is at risk.
- MILEZERO ACADEMY may use outdoor space for conditioning and any other activities assuming physical distancing requirements and cleaning requirements can be maintained.

### Scheduling of Activities

- MILEZERO ACADEMY will adhere to the [Rule of Two](#) at all times. This means that no one-on-one training (without another coach present) will take place.
- 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 and physical distancing measures must be broken, all persons attending to the injured individual will put on a mask and gloves.
- MILEZERO ACADEMY Coaches will have personal protective equipment (PPE) on hand (gloves, masks), in case of emergency.
- MILEZERO ACADEMY will maintain a well-stocked first aid kit in case of emergency.

### Illness Policy

- MILEZERO ACADEMY Illness Policy is provided in Appendix 2.

## Outbreak Response

MILEZERO ACADEMY 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, Amber Swejda at 250-782-0844 will be the main point of contact for all parties. Rosalynne Mullin has the authority to modify, restrict, postpone or cancel any or all club activities.
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, Amber Swejda at 250-782-0844 will implement enhanced cleaning measures to reduce risk of transmission. Amber Swejda will communicate with other staff to notify the members of the facility right away.
3. Amber Swejda will implement the illness policy (see Appendix 2) and advise individuals to:
  - a. self-isolate
  - b. monitor their symptoms daily & not to return to activity the center for at least 10 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, Amber Swejda will immediately report and discuss the suspected outbreak with the Medical Health Officer (or delegate) at the local health authority and implement the Illness Policy and enhanced measures.

If MILEZERO ACADEMY 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.

MILEZERO ACADEMY 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](#)



Additional Posters that incorporate humor include:

GBC's Posters:

- o [Got Symptoms?](#)
- o [Germey-Handed!](#)
- o [Welcome Home!](#)
- o [Strike A Pose](#)

This document is based on Gymnastics BC's Return to Sport Plan, which is available [here](#). Further, our club is staying current with all requirements provided Provincial Health Offices, Regional Health Authorities, WorkSafeBC, and Gymnastics BC.

## Appendix 1: Programming Summary

Step 1 Programming Summary (To be posted in the gym lobby with occupancy limit poster)

# MILEZERO ACADEMY

## Step 1: Program Summary

Number of training groups each week: \_\_\_\_\_

Maximum Occupancy for facility (publicly posted in the lobby): \_\_\_\_\_

## Summary of Activities

[illegible]

Step 2 Programming Summary (To be posted in the gym lobby with occupancy limit poster)

# MILEZERO ACADEMY

## Step 2: Program Summary

Number of training groups each week: \_\_\_\_\_

Maximum Occupancy for facility (publicly posted in the lobby): \_\_\_\_\_

## Summary of Activities

[illegible]

## Appendix 2: MILEZERO ACADEMY 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 signage located throughout the facility 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 have them 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/is showing symptoms while at the facility, they will be sent home immediately. They should 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 until they are free of the COVID-19 virus.
- b. Any Team Members who work/play closely with the infected Team Member will also be removed from the workplace/practice/facility for at least 14 days to ensure the infection does not spread further.
- c. Close off, clean and disinfect their work/practice/facility area immediately and any surfaces that could have potentially be 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 14 days or until the diagnosis of COVID-19 is ruled out by health authorities.
- 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, the Team Member will be removed from the workplace/practice/activity for at least 14 days or as otherwise directed by public health authorities. Team Members who may have come into close contact with the Team Member will also be removed from the workplace for at least 14 days.
- 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 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 quarantine and self-isolate.
- b. Any Team Member with any symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate.
- c. Any Team Member from a household with someone showing symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate.
- d. Any Team Member who is in quarantine or self-isolating as a result of contact with an infected person or with families who are self-isolating, is not permitted to enter any part of the facility.

### APPENDIX 3 LETTER TO MEMBERS



1300 104th Ave  
Dawson Creek, BC  
V1G 2J6  
1-250-782-0844  
[www.milezerogymnastics.com](http://www.milezerogymnastics.com)

Dear **Members**

As British Columbia public health authorities develop guidelines to lift some restrictions on gathering in a responsible way, Gymnastics BC has been working with VIASport and the Province of British Columbia to understand the recommendations our Chief Provincial Health Officer and how they best apply within sport.

The attached MILEZERO ACADEMY COVID-19 Safety Plan has been developed in order to ensure:

- health and safety of all individuals is a priority
- activities are in alignment with provincial health recommendations
- modifications to activities are in place in order to reduce the risks to each sport organization and its participants
- our sport is united and aligned on a plan to reopen throughout the province

While we do hope things will return to normal in the not too distant future, this COVID-19 Safety Plan will be the 'new normal' until we are advised otherwise by public health authorities.

If you choose to enter the club facility and/or participate in activities, you must follow these rules:

- If you don't feel well or are displaying symptoms of COVID-19, you must stay home.
- If you have (or if someone from your household has) traveled outside of Canada, you are not permitted at the facility until you have self-isolated for a minimum of 14 days.
- If you live in a household with someone who has COVID-19 or is showing symptoms of COVID19, please stay home.
- Wash your hands before participating.
- Bring your own equipment, water bottle and hand sanitizer.
- Comply with physical distancing measures at all times.
- Avoid physical contact with others, including shaking hands, high fives, etc.
- Leave the facility as quickly as possible after the program, parents should plan to drop off and pick up their children promptly at the scheduled times.

Our Return to Sport Plan is based on current public health guidance. While we are all doing our best to minimize the risk of exposure to COVID-19, while the virus circulates in our communities it is impossible to completely eliminate the risk. Each participant must make their own decision as to whether it is in their best interest to resume participation at this time. As such, you must consider your own circumstances and make a decision that is right for you. Should you choose to join us, we require your full cooperation with our COVID-19 Safety Plan.

Sincerely,

MILEZERO ACADEMY