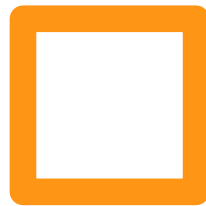




CLUB PROTOCOL FOR STAFF TRAINING



MANDATORY STAFF TRAINING

ALL STAFF WILL BE REQUIRED TO ATTEND A STAFF TRAINING SESSION PRIOR TO COACHING CAMP OR CLASSES. THINGS TO BE COVERED DURING TRAINING, BUT NOT LIMITED TO THE FOLLOWING:

1. DAILY COVID-19 SELF ASSESSMENT TOOL
2. CHECK IN PROCEDURES FOR STAFF AND PARTICIPANTS
3. COVID-19 STAFF SAFETY
4. PROTOCOL IF A CAMPER/CLASS PARTICIPANT OR STAFF MEMBER EXHIBITS SIGNS OF ILLNESS OR COVID-19
5. PROTOCOL FOR DEALING WITH INJURIES
6. PROTOCOL IF A CAMPER/CLASS PARTICIPANT CANNOT FOLLOW SOCIAL DISTANCING RULES
7. DAILY OPERATING PROCEDURES FOR:
 - a) CLASS SET UP AND PROCEDURES USED TO ALLOW FOR SOCIAL DISTANCING /HAND SANITIZING DURING TRAINING
 - b) TRAFFIC FLOW AND MOVEMENT PROCEDURES TO ALLOW FOR SOCIAL DISTANCING
 - c) CLEANING PROCEDURES DURING AND AFTER CAMP
 - d) ATHLETE AND STAFF HAND WASHING/SANITIZING PROTOCOLS
 - e) SNACK PROTOCOLS
 - f) CRAFT PROTOCOLS
 - g) BATHROOM PROTOCOLS
7. EXITING PROCEDURES
8. EMERGENCY EXIT PLAN
9. COACHING REMINDERS

STAFF CHECK IN

WHAT DOES COMING IN LOOK LIKE?

- ALL STAFF MUST COMPLETE AND RETURN AN ASSUMPTION OF RISK AGREEMENT AND A DECLARATION OF COMPLIANCE FORM.
- BEFORE COMING TO GYM ALL STAFF WILL BE ASKED TO PREFORM A SELF ASSESMENT TOOL FOR COVID-19 OR COMPLETE THE ASSESMENT CHECKLIST ON THE SIGN IN TABLE.
- EVERYONE MUST WEAR A MASK
- PLEASE DO NOT BRING ANY EXTRA CLOTHING OTHER THAN WHAT IS NECESSARY. IF YOU DO,IT GOES IN THE KITCHEN AREA IN A CUBBY OR ON A HOOK.
- GO TO THE SIGN IN TABLE AND **HAND SANITIZE**. CLEAN YOUR PHONE WITH A LYSOL WIPE
- LOOK AT THE SCREENING TOOL AND SIGN IN- ACKNOWLEDGING THAT YOU AND YOUR FAMILY ARE HEALTHY
- GET EVERYTHING YOU NEED FOR YOUR CLASS
- STAFF MUST FOLLOW AND ENCOURAGE SOCIAL DISTANCING PROTOCOL WITH OTHER STAFF, PARENTS , AND ATHLETES.

ANYONE FEELING UNWELL MUST STAY HOME!!!!

COVID-19 SAFETY EXPECTATIONS OF STAFF

- Do not come to work if you are feeling ill.
- Participants and staff hands will be sanitized before and after but not limited to the following:
 - a) Rotating to each event
 - b) snack breaks
 - c) Water bottle refills/drinks
 - d) Washroom breaks
 - e) Entering or exiting building
 - f) After coughing or sneezing
- Wear a mask when screening participants, escorting participants into the building and helping participants exit the building. Anytime social distancing OUTSIDE is not possible please wear a mask. Masks are to be worn inside the building at all times.
- Clean all equipment used as needed and at end of the day
- Limit spotting - only use for safety.
- Practice and enforce social distancing rules with all participants, staff members and parents.
- Sneeze or cough into arm.

CAMPER/CLASS PARTICIPANT CHECK IN

- Minimum of one staff member will be located outside the gym entrance to facilitate participant check in/assessment until weather no longer permits. Social distancing rules will be in place and enforced.
- Cones/lines will indicate where parents and children should line up. All cones will be 6 feet apart. Hand sanitizer will be present at screening/check in stations.
- In order to participate all parents must complete two forms that will be emailed prior to the first day of camp. The forms are mandatory and must be returned before any person can enter the facility. These were accepted and signed by all members who completed an online registration.
 1. Declaration of Compliance
 2. Informed Assumption of Risk.
- Class participants must be screened through a self assessment check list at home. If this is not possible screening will be done at the gym setting prior to athletes entering the facility.
- Deny entry to any participants who has any symptoms outlined in the COVID-19 [REFERENCE DOCUMENT FOR SYMPTOMS](#) on the Ministry of Health's website or who has come into close contact with a person with symptoms of COVID-19 in the past 14 days. This reference document will be present at check in stations.
- Deny entry to anyone who is ill or has a fever. Signs will be in place at gym entrances and screening stations.
- Sanitize participants hands who have passed screening and have a staff member escort them into the gym to a waiting spot.

PROTOCOL IF A PROGRAM PARTICIPANT EXHIBITS SIGNS OF ILLNESS OR COVID-19

What to do if a program participant begins to experience symptoms of COVID-19 while in the facility-

1. Symptomatic individuals must be immediately separated from others in a supervised area until they can go home. In addition any staff providing supervision of participant should maintain a distance of 2 meters. Masks should be worn if possible.
2. Remind participant of hand hygiene and respiratory etiquette while they wait to be picked up. Provide tissues if possible.
3. The parents waiting area will be used for isolation unless camp is on break then the isolation area will be the coaches office.
4. Inform a club supervisor immediately who will contact the local public health unit to notify them of a potential case and seek advice regarding the information that should be shared with parents/guardian of all other participants in the program.
5. Once the participant has been picked up a deep clean of the space and items used by the program will be conducted.
6. Participant will be referred to be tested
7. Program participants or staff who have been exposed to a confirmed case of COVID-19 should be excluded from the program setting for 14 days.

PROTOCOL FOR DEALING WITH INJURIES

- Staff members will be required to put on a mask and gloves before attending to the injured athlete if at all possible.
- If a child requires an ice pack a staff member will get a pack from the freezer for them. Once the athlete is done with the ice, the staff member will disinfect the pack before returning it to the freezer.
- If bodily fluids are left on any equipment the area contaminated will be closed for use until properly cleaned/disinfected.
- In the case of a severe emergency call 911 and inform a supervisor/senior staff immediately.

PROTOCOL IF PARTICIPANTS CANNOT FOLLOW SOCIAL DISTANCING RULES

All participants must be able to work independently and follow social distancing protocol which includes but is not exclusive to:

- Following coach instructions to ensure distancing and hand washing protocols are met
- Understanding the importance of proper hand washing and keeping hands away from their face
- Able to use the washroom independently
- Participants understand the importance of coughing/sneezing into arm

Camp/class participants must adhere to all rules and procedures set out in regards to social distancing. If a participant does not follow the rules Quantum reserves the right to immediately remove a child from camp. Parents will be contacted if this should occur. Immediately inform a senior staff member and ask for guidance.

CLASS SET UP AND PROCEDURES USED TO ALLOW FOR SOCIAL DISTANCING AND HAND SANITIZING DURING TRAINING

- All activities will be designed to allow for social distancing. While close contact may be unavoidable between members of a program, physical distancing and general infection prevention and control practices will be encouraged. Masks will be worn anytime social distancing cannot be enforced.
- Warm up on a socially distanced spot- spots will be marked in warm up areas.
- All stations will be socially distanced and waiting spots clearly marked if athletes are sharing a station.
- Limited spotting
- Participants hands will be sanitized before and after but not limited to the following:
 - a) Rotating to each event
 - b) snack breaks
 - c) Water bottle refills
 - d) Washroom breaks
 - e) Entering or exiting building
 - f) After coughing or sneezing

TRAFFIC FLOW AND MOVEMENT PROCEDURES TO ALLOW FOR SOCIAL DISTANCING

- Participants will take their bag with them when they rotate to new events or just their water bottle.
- Move participants one at a time when possible. Be very clear where their waiting spot is on the new event.
- Follow the clearly marked pathway through the gym. Each spot/line is 6 feet from the next. Have athletes move to the next spot once it is free.
- Communicate with other groups if a training station/event is in the path of your group.

CLEANING PROCEDURES DURING AND AFTER CAMP AND CLASSES

- Limit the amount of equipment used
- All equipment used will be cleaned as needed. Spray bottles containing COVID-19 approved cleaning solution are at each event. Spray all used equipment and wipe with a microfiber cloth or broom.
- Once classes are over for the day and all athletes have left, all surfaces will be cleaned and disinfected(mats, floors, counters, bathrooms); this is over and above cleaning the equipment between uses.
- All cleaning products are authorized disinfectants against SARS-CoV2, the corona virus that causes COVID-19.
- High touch surfaces will be cleaned a minimum of 2 times per day.

ATHLETE AND STAFF HANDWASHING/SANITIZING

Hand sanitizing will occur but is not limited to the following times. Proper hand washing protocols will be posted via signage in all bathrooms and sink areas.

- a. Entering and exiting of the building
- b. Before and after events
- c. After bathroom usage
- d. Before and after snacks
- e. Before and after crafts
- f. Before and after bottle refills/drinks

SNACK PROTOCOLS

- Staff will ensure all participants wash or sanitize hands before and after break/snack.
- Ensure social distancing protocols are followed. Individual snack areas will be marked for each child.
- Staff will actively supervise participants while on break.
- No sharing!
- Break area will be cleaned before and after use.

CRAFT PROTOCOLS

- All craft supplies are individual and single use. No sharing
- Each child will have there own socially distanced spot to complete their craft .
- Sanitize hands before and after crafts
- Room used for crafts will be cleaned before and after each group use.

BATHROOM PROTOCOLS

- Participants will be escorted to the bathroom by a staff member, when needed, staff will ensure they follow proper handwashing protocol. They will also ensure proper traffic flow through the gym is followed.
- Hands will be sanitized after bathroom use before participating in activities as an extra precaution.

Bathrooms and high touch surfaces will be cleaned regularly throughout the day- minimum 2 times.

EXITING PROCEDURES


- Sanitize hands on the way out
- Ensure all participants are safely with an adult outside.

EMERGENCY EXIT PLAN

- Remain calm
- Exit via the nearest exit in an organized manner. To the best of your ability maintain social distancing during exiting and once outside.
- Groups on tramp, beam or rod floor exit through the door by the beam or trampoline in the back of the gym if possible. If exit is blocked head to the next nearest exit in the front of the gym.
- Groups in the front of the gym-bars, floor or track exit through the side door by the change room or the door by track or the front entrance if possible. If exits are blocked use the nearest exit in the back of the gym.
- Groups upstairs exit via the upstairs exit and down the outside staircase.
- Once outside do a head count to ensure all your athletes are present.



IMPORTANT COACHING REMINDERS

- LIMITED SPOTTING
 - WEAR MASKS INSIDE. IF CLOSE TO OTHERS OUTSIDE WEAR A MASK
 - CLEAN EQUIPEMNET AS NEEDED
 - SANITIZE KIDS AND YOURSELF FREQUENTLY
 - NO HANGING OUT IN COACHES ROOM
 - NO PHONES
 - STAY HOME IF ILL
 - SOCIAL DISTANCE WITH ALL OTHER COACHES IN THE GYM AS WELL AS ATHLETES.
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